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The 2023 Grammar Guide

120 Grammar and Vocabulary Mistakes to Avoid



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The purpose of this book

English is full of problems for a foreign learner. While some of these problem points are easy to explain, others cause difficulty even for the advanced students and learners. For example, how exactly is the *present perfect tense* used? What are the differences between *big, large and great*, between *come and go*? Is *unless* the same as *if not*?

This eBook is a guide to questions of this kind. It addresses 120 points which regularly cause problems for the foreign learner. Rules and guidelines are given, using as little linguistic terminology as possible.

Who will benefit from this book?

This book is aimed at students who wish to improve the quality of their sentences. It is compiled for the use at school or at home.

How to use this book?

Entries are arranged alphabetically. Each entry contains an explanation of a problem, examples of correct usage and typical mistakes. Explanations are, as far as possible, given in simple everyday language.

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1. According to

- Incorrect: **According to me**, she should have resigned earlier.
- Correct: **In my opinion**, she should have resigned earlier.

We do not give our own opinions with **according to**.

2. Across and through

The difference between **across** and **through** is similar to the difference between **on** and **in**. We use **through** to talk about movement in three dimensional spaces with things on all sides.

- We walked **across** the field. (= We were on the field.)
- We walked **through** the wood. (= We were in the wood.)

3. Adjectives ending in -ly

- Incorrect: She smiled friendly.
- Correct: She smiled in a friendly way.
- Incorrect: He laughed silly.
- Correct: He gave a silly laugh

Here the error lies in using an adjective instead of an adverb. We use adverbs to modify verbs. Most adverbs end in -ly; there are also a few adjectives that end in -ly. Examples are: *costly, friendly, lively, likely, lonely, lovely, silly and ugly*. There are no adverbs *costly/costlily* or *friendly/friendlily*.

4. Ago and before

- Incorrect: His father died three years **before**.
- Correct: His father died three years **ago**.

Ago is used to count back from the present. It is used with a past tense and a time expression. **Before** is used when you date back from any point of time which is made specific.

- I saw him two years **before** I went to England.

5. All and every

- Incorrect: Every children need love.
- Correct: **Every child needs** love.
- Incorrect: All the light was out.
- Correct: **All the lights were** out.

Every is used with a singular noun. **All** is used with a plural noun.

6. All right and alright

The standard spelling is **all right**, but **alright** is more common although many people consider it incorrect.

7. Already and all ready

- Incorrect: We are **already** for the show.
- Correct: We are **all ready** for the show.
- Incorrect: They have **all ready** arrived.
- Correct: They have **already** arrived.

All ready means '*all are ready*'. **Already** means '*by now*' or '*sooner than expected*'.

- The train had **already** left before we reached the station.
- The patient had **already** died before the doctor arrived.

8. Alternate and alternative

Alternative means 'different', 'instead', 'on the other hand'.

- We will make an **alternative** arrangement if these plans don't suit you.
- I had to go. There was no **alternative**.

Alternate means 'every second' or 'in turns'.

He only comes to work on **alternate days**.

9. Altogether and all together

Altogether means 'entirely' or 'everything considered'.

- I don't **altogether** agree.
- It is **altogether** wrong to ill-treat animals.

All together simply means 'everybody / everything together'.

- They **all** went out **together**.
- She put the glasses **all together** in the sink.

10. Any and some

Both **some** and **any** suggest an indefinite amount or number. **Some** is more common in affirmative clauses. **Any** is used in questions and negative clauses.

Compare:

- I need **some** pencils. (NOT I need any pencils.)
- Have you got **any pencils**?
- Sorry, I **haven't got any pencils**.

11. Anyhow and somehow

- Incorrect: He did it anyhow.
- Correct: He managed to do it **somehow**.
- Incorrect: He keeps his things somehow in his desk.
- Correct: He keeps his things **anyhow** in his desk. (= He doesn't keep his things in order.)
- Incorrect: He may not come but somehow I shall.
- Correct: He may not come but **anyhow** I shall. (= I will certainly come.) Use '**anyhow**' to mean 'in disorder'. 'Anyhow' can also mean 'for certain'.

12. Articles

The misuse of **the** and **a** is very common. Here are the basic rules for the use and omission of articles.

Proper nouns (e.g. John, Alice and India) do not take articles.

- Incorrect: The John is my friend.
- Correct: John is my friend.
- Incorrect: The Tokyo is a big city.
- Correct: Tokyo is a big city.

A **singular common noun** (e.g. boy, cat, tree, book, apple etc.) must have an article.

- Incorrect: There is cat on roof.
- Correct: There is **a cat** on **the roof**.

A **plural common noun** cannot be used with the article **a**. It is usually used with no article, though '**some**' is sometimes used before it.

Compare:

- **A spider** has eight legs.
- **Spiders** have eight legs.

Remember that a noun can be common in one sentence and proper in another sentence.

A **superlative adjective** is usually used with **the**.

- Incorrect: He is best player in the team.
- Correct: He is **the best player** in the team.

13. Article a – correct use

The article '**a**' placed in front of a noun conveys the idea of 'one'. When writing about two separate objects, a second '**a**' must be used. If the two objects are considered as one, then the second 'a' may be left out.

- Incorrect: I have a hammer and chisel.
- Correct: I have **a hammer** and **a chisel**. (Here we are talking about two separate objects.)
- Incorrect: She has a son and daughter.
- Correct: She has **a son** and **a daughter**.
- Incorrect: The mechanic used a block and a tackle to lift the machine.
- Correct: The mechanic used **a block and tackle** to lift the machine. (Here we are talking about one object.)

14. Ask and ask for

Ask for: ask somebody to give something

Ask: ask somebody to tell something

- He **asked** me **for** a loan. (NOT He asked me a loan.)
- They **asked** ten dollars **for** the book.
- If you don't know the answer, **ask** the teacher.
- Don't **ask** me my name. (NOT Don't ask me for my name)

15. At first and first

At first is used to talk about the beginning of a situation. It is often followed by **but**. In other cases, we usually use **first**.

- **At first** everything seemed fine, but then things started going wrong.
- I **first** met her at a restaurant.

16. Avenge and revenge

- Incorrect: I must revenge my father.
- Correct: I must **avenge my father**.
- Incorrect: I must revenge my enemy.
- Correct: I must **take revenge on** my enemy.

These two words are often confused. To '*avenge my father*' means to 'punish someone who has hurt my father'.

17. Back and again

When used with a verb, **back** suggests a return to an earlier situation or a movement in the opposite direction.

- **Give** me my watch **back**. (NOT Give me my watch again.)
- Take your money **back**.
- Put the book **back** on the shelf when you have finished with it.
- These mangoes aren't good. I am taking them **back** to the shop.

When used with a verb, **again** suggests repetition.

- I did not hear what you said. Please say it **again**.
- That was a lovely song. Can you play it **again**?

18. Bath and bathe

In British English, the verb **bath** is used to mean '*wash oneself in a bath tub*'.

- Children should **bath** regularly.

The verb **bath** is not used in American English. Instead, the expressions '*have a bath*' or '*take a bath*' are used.

- As I was feeling hot, I **took a bath**.

In British English, **bathe** means '*swim for pleasure*'. It is very formal. In an informal style, we use the expressions '*have a swim*' or '*go for a swim*'.

- He said he had a good **bathe**.

In American English, **bathe** is used to mean '*take a bath*'.

- I always **bathe** before I go to bed. (= I always take a bath before I go to bed.)

Note that *to lie in the sun* is to **sunbathe**.

19. Beat and win

Beat is usually followed by an object which refers to the person you are playing or fighting against.

- She always **beats me** at poker.

Win can also be followed by an object, but it usually refers to things like money or prize. You can also *win in a game, a race, a battle or an argument*.

- She **won the first prize** in the quiz competition.
- She always **wins when we play poker**.

20. Because

- Incorrect: He did not come to school. **Because** he was ill.
- Correct: He did not come to school **because** he was ill.

This is a very common punctuation mistake. **Because** is a subordinating conjunction. It must not be separated from its main clause by a full stop.

21. Because and because of

Because is a conjunction. It is used to join two clauses and is followed by a subject and verb.

- We couldn't go out **because it rained**.
- I did it **because he told me to do it**.

Note that the '*because clause*' can come before or after the main clause.

- Because it was so hot, we went home.
- We went home because it was so hot.

Because of is a two-word preposition. It is used before a noun or a pronoun.

- We couldn't go out **because of the rain**.
- I did it **because of** him.

22. Because and for

- Incorrect: I am glad **for** tomorrow is a holiday.
- Correct: I am glad **because** tomorrow is a holiday.

For is hardly wrong, but it is better to use **because** to introduce a casual clause.

23. Begin and start

There is little or no difference between **begin** and **start**. **Begin** is more common in a formal style.

- He **started / began** working when he was 19.
- We will **begin / start** the next lesson tomorrow.
- It is time to **begin / start** work.

Cases where begin is not possible

We *start* (but not *begin*) a journey or a machine.

- We **started** in the morning and reached before sunset. (NOT We began in the morning...)
- How do you **start** a washing machine? (NOT How do you begin a washing machine?)
- At last the train **started**. (NOT At last the train began.)

24. Beside and besides

Beside is a preposition. It means 'by' or 'next to'.

- The mother sat **beside** her children.
- Who is that fat lady sitting **beside** Peter?

Besides is similar to **as well as**. It is used to add new information to what is already known.

- **Besides** the violin, he can play the guitar and the piano.
- Who was at the party **besides** Jane and Peter?

25. Besides, except and apart from

These expressions often cause confusion. **Besides** usually adds whereas **except** subtracts. Compare:

- **Besides mathematics**, we have to learn physics and chemistry. (We learn three subjects.)
- He can play all musical instruments **except the flute**. (He can't play the flute.)

Apart from can be used in both senses.

- **Apart from mathematics**, we have to learn physics and chemistry. (= Besides mathematics, we have to ...)
- He can play all musical instruments **apart from the violin**. (= He can play all musical instruments except the violin.)

26. Between and among

We use **between** with two or more clearly separate people or things. We use **among** when the reference is to a group, a crowd, or a mass of people or things which we do not see separately.

- She sat **between** Alice and Mary. (Two clearly separate people)
- She sat **among** her students.
- There is a tourist home **between the woods, the river and the hills**. (Three clearly separate things)
- The tourist home is hidden **among the trees**.

We use **between**, not among, after **difference**.

- What is the main **difference between** a square and a rectangle?

27. Between and during

- Incorrect: England grew prosperous between Queen Victoria's reign.
- Correct: England grew prosperous **during** Queen Victoria's reign.
- Incorrect: The First World War was fought during 1914 - 18.
- Correct: The First World War was fought **between 1914 - 18**.

Two events must be mentioned if you want to use **between**.

28. Between and from

A common mistake that is often noticed these days is the use of **to** after **between**.

- Incorrect: The interview will be held between 2 to 4pm.
- Correct: The interview will be held **between 2 and 4 pm**.
- Incorrect: The conference will take place between the 12th to the 18th of this month.
- Correct: The conference will take place **between the 12th and the 18th of this month**.

Or else you can say:

- The interview will be held **from 2 to 4 pm**.
- The conference will take place **from the 12th to** the 18th of this month.

29. Big, large and great

We use **big** and **large** with concrete nouns - the names of objects which we can see or touch. In an informal style, **big** is more common than **large**.

- He has got **big / large** feet.
- They have a **large / big** house in the city.

We use **great** with abstract nouns - the names of things which we cannot see or touch.

- I think it was a **great mistake**.
- I have **great respect** for him.

In an informal style **big** is also used with countable abstract nouns. **Large** is not used with abstract nouns.

- I think it was **a big mistake**. (BUT NOT I think it was a large mistake.)

None of these three words are used with uncountable nouns.

- I have got **a lot of luggage**. (NOT I have got big/large/great luggage.)

30. Born and borne

The passive form of the verb **born** (be + born) is used to talk about coming into the world at birth.

- He **was born** to poor parents.
- I **was born** on a Friday.
- She **was born** in Italy.

Borne is the past participle form of the verb **bear**. It is sometimes used to mean 'give birth to' or 'carry'.

- She **has borne** eight children. (= She has given birth to eight children.)

31. Bring and take

- Incorrect: I don't know what to **bring** when I leave for the conference.
- Correct: I don't know what to **take** when I leave for the conference.
- Incorrect: I shall **bring** my wife with me when I go.
- Correct: I shall **take** my wife with me when I go.
- Incorrect: **Take** that book to me at my desk.
- Correct: **Bring** that book to me at my desk.

Use **bring** when something is being moved towards the speaker.

- **Bring** me that book.

Use **take** when something is being moved away from the area of the speaker.

- **Take** that file with you. (Here the file is being moved away from the area of the speaker.)

32. But

- Incorrect: He is the fastest runner and he came last.
- Correct: He is the fastest runner **but** he came last.

But is the conjunction to use when the second main clause gives unexpected or contradictory information.

33. Change of tense

The first verb in a sentence establishes the tense of any verb that comes later. If you begin writing in the past, don't change to the present. Similarly, if you begin writing in the present, don't change to the past.

- Incorrect: In the story, the king *loses* his kingdom, but he *regained* everything in the end.
- Correct: In the story, the king **loses** his kingdom, but he **regains** everything in the end.
- Incorrect: The team *won* yesterday, but *goes* and *loses* this afternoon.
- Correct: The team **won** yesterday, but **went** and **lost** this afternoon.

34. Close and shut

There is little difference of meaning between **close** and **shut**.

- **Shut/close** your eyes.
- Can you **close/shut** the door?
- They **close/shut** the shops at 8 o'clock.

Cases where close is preferred

We *close* (and not *shut*) roads, letters, bank accounts, meetings etc.

- You should **close** your existing account before opening a new account. (NOT You should shut your existing account ...)

35. Cloth and clothes

Cloth is the material used for making clothes. **Clothes** are things you wear.

- His **clothes** are made of expensive **cloth**.

36. Collective nouns

Group words or **collective nouns** take a singular verb if you are talking of the group as a whole. They take a plural verb if you are talking about the individual members of the group.

Compare:

- **The jury is** in the courtroom. (Here we are talking about the whole group.)
- **The jury are** still debating the case. (Here we are talking about the individual members of the group.)

Note: Collective nouns are always singular in American English.

37. Come and go

Come is used for movements to the place where the speaker or hearer is.

- Come to me. (Movement towards the speaker)
- 'Alice, can you come here?' 'Yes, I am coming.' (NOT I am going.)
- Can I come and sit beside you? (Movement towards the hearer) **Go** is

used for movements to other places.

- Let's **go** and see them. (NOT Let's come and see them.)
- I want to **go** and live in the hills. (NOT I want to come and live in the hills.)

38. Common preposition + noun combinations

- At the cinema; at the theatre; at the party; at university
- By car/bike/bus/train/boat/plane/land/sea/air
- On the radio; on TV; on the phone
- In pen/pencil/ink
- In a suit/raincoat/shirt/skirt/hat etc

39. Comparatives and superlatives

The comparative (e.g. taller, sharper, stronger, heavier, shorter etc.) is used to compare one person or thing with another person or thing.

- John is **taller** than Peter.
- Alice is **cleverer** than Mary.

The superlative (e.g. tallest, sharpest, strongest, heaviest, shortest etc.) is used to compare somebody or something with the whole group to which she/he/it belongs.

- John is the **tallest boy** in the class.
- Alice is the **prettiest of** the four girls.
- He is the **best player** in the team.

When a group has only two members, we prefer the comparative to the superlative.

- Incorrect: Take the shortest of the two routes.
- Correct: Take the **shorter** of the two routes.
- Incorrect: She is the prettiest of the two sisters.
- Correct: She is the **prettier** of the two sisters.

40. Comparatives: a common error

In comparative sentences be careful to compare the same part of two things. **That of, these of** and **those of** are necessary words that are often omitted.

- Incorrect: His teaching was like Jesus Christ.
- Correct: His teaching was like **that of Jesus Christ**.
- Incorrect: The size of the shoe must be the same as this shoe.
- Correct: The size of the shoe must be the same as **that of this shoe**.
- Incorrect: My books are better than my friend.
- Correct: My books are better than **those of my friend**.

41. Conjunctions

One conjunction is enough to join two clauses. English does not require a second conjunction.

- Incorrect: Though he is old but he is healthy.
- Correct: **Though** he is old he is healthy. OR He is old but he is healthy.
- Incorrect: As he was fat so he ran slowly.
- Correct: **As** he was fat he ran slowly. OR He was fat so he ran slowly.
- Incorrect: If you work hard then you will succeed.
- Correct: **If** you work hard you will succeed.
- Incorrect: Because he is clever therefore he gets good marks.
- Correct: **Because** he is clever he gets good marks.

42. Correlatives

When the correlatives **either...or**, **neither...nor**, **both...and**, **not only...but also** are used, you must see that they are placed before words of the same part of speech.

- Incorrect: The car either dashed against a dog or a goat. (verb-noun)
- Correct: The car dashed against **either a dog or a goat**. (noun-noun)
- Incorrect: Neither he would eat nor allow us to eat. (noun-verb)
- Correct: He would **neither eat nor allow** us to eat. (verb-verb)
- Incorrect: Neither he smokes nor drinks. (noun-verb)
- Correct: He **neither smokes nor drinks**. (verb-verb)

43. Dead and died

Dead is an adjective. It is used to modify a noun.

- He is **dead**. (NOT He is died.)
- A **dead** man (NOT A died man)

Died is the past tense and the past participle of the verb **die**.

- He **has died**. (NOT He has dead.)
- He **died** last year. (NOT He dead last year.)

44. Determiners

Articles (a/an, the), possessives (my, your, his, her, their, our etc.) and demonstratives (this, that, these and those) are called **Group A determiners**. Note that we cannot put two Group A determiners together. We can say *my cat*, *the cat* or *that cat*, but not *the my cat* or *my that cat*.

In order to put together the meanings of a possessive and an article or a demonstrative, we use a structure with **of**.

- He is **a** friend **of mine**. (NOT He is a my friend.)
- **These** shoes **of mine** pinch me terribly. (NOT These my shoes pinch me terribly.)
- **Those** dirty fingers **of yours** have stained the walls. (NOT Those your dirty fingers have ...)

45. Do and make

Do is sometimes confused with **make**. **Make** is used to talk about building or creating.

- Let's **make** a cake.
- I once **made** a toy train.

Do is sometimes used instead of **make**. This is common when we want to sound casual about a creative activity.

- 'What shall we eat?' 'Well, let me **do an omelette.**' (More casual than 'Let me make an omelette.')

Common fixed expressions with do and make

Both **do** and **make** are used in some common fixed expressions.

Do good, harm, business, one's best, a favor, sport, exercise, one's hair, one's teeth, one's duty, 50mph etc.

Make a journey, an offer, arrangements, a suggestion, a decision, an attempt, an effort, an excuse, an exception, a mistake, a noise, a phone call, money, a profit, a fortune, love, peace, war, a bed, a fire, progress etc.

46. Double negatives

Never use a negative verb and a negative qualifier (e.g. nothing, hardly, scarcely, nobody etc.) together.

- Incorrect: I *haven't nothing* to prove.
- Correct: I **have nothing** to prove.
- Incorrect: Alice *can't hardly* wait until her birthday.
- Correct: Alice **can hardly** wait until her birthday.
- Incorrect: There *wasn't nobody* at the door.
- Correct: There **was nobody** at the door.

47. During and for

During is used to say when something happens. **For** is used to say how long it lasts.

- Incorrect: I was in France **for** the summer.
- Correct: I was in France **during** the summer.
- Incorrect: I was in France during two months.
- Correct: I was in France **for** two months.

48. Each and every

Use **each** and **every** together only if you want to convey very strong emphasis.

- Incorrect: **Each and every** person wore a hat.
- Correct: **Each person** wore a hat.
- Correct: **Everybody** wore a hat.

49. Each other and one another

In modern English **each other** and **one another** are used in the same way. **One another** is preferred when we are making general statements.

- They have stopped talking to **each other/one another**.

Both expressions can be used in the possessive form.

- They would sit for hours listening to **each other's / one another's tales**.

50. East, eastern, north, northern etc.

The words **east, west** etc., are used for clearly defined places. The words **eastern, western** etc., are used when we are talking about vague areas.

Compare:

- The **northern part** of the country is hilly.
- The **north side** of the house has four windows.

Capital letters

Capital letters are used at the beginning of *East, Eastern, North, Northern* etc., when they come in official place names.

- South Africa
- the Middle East
- North Korea

In other cases these words begin with small letters.

- The sun rises in **the east**.
- He came from **the west**.

51. Elder and eldest

- Incorrect: He is **elder** than me.
- Correct: He is **older** than me.
- Incorrect: He is the **eldest** man in the village.
- Correct: He is the **oldest** man in the village.

Elder and **eldest** can be used to talk about the order of birth of the members of a family. Note that they are only used before nouns. After a verb we use **older** or **oldest**.

- My **elder/older brother** is a writer.
- His **eldest/oldest son** is in the Army.
- He is **older** than me. (NOT He is elder than me. Elder and eldest can't be used in the predicative (after a verb) position.)

52. End and finish

When followed by a direct object, **finish** means complete.

- I have **finished my job**. (= I have completed my job.)
- You never let me **finish a sentence**. (= You never let me complete a sentence.)

Finish can be followed by an **-ing form**.

- Have you **finished writing** that novel?

When followed by a direct object, **end** means **stop**.

- They have decided to **end their affair**. (NOT They have decided to finish their affair.)

End cannot be followed by an **-ing form**.

When they are not followed by objects, **end** and **finish** have similar meanings.

- When does the concert **finish/end**?

53. Enough

- Incorrect: He was **enough foolish** to trust her.
- Correct: He was **foolish enough** to trust her.
- Incorrect: If I were **enough rich**, I would buy a new car.
- Correct: If I were **rich enough**, I would buy a new car.

The adverb **enough** comes after the adjective which it qualifies.

54. Especially and specially

Both **specially** and **especially** can often be used with the same meaning.

- It was not **specially / especially** cold.

Especially can mean 'above all'.

- Sometimes I feel rather lonely, **especially** in the evenings.

Specially is used to mean 'for a particular purpose'.

- I made this cake **specially** for you.

55. Except and except for

- Incorrect: Except you, I like everyone.
- Correct: **Except for you**, I like everyone.
- Incorrect: Except this mistake, you did very well.
- Correct: **Except for this mistake**, you did very well.

Except can be used without **for** after words like **all, every, no, everything, anybody, nowhere, whole etc.** In other cases we usually use **except for**.

- He cleaned **all** the rooms **except** the bedroom. OR He cleaned **all** the rooms **except for** the bedroom. (Except can be used without for after all.)
- **Nobody** was invited **except Peter and Alice**. OR Nobody was invited **except for** Peter and Alice.
- I like everyone **except / except for** you.
- They were all tired **except / except for** John.
- That was a good essay, **except for** a few spelling mistakes. (NOT That was a good essay, except a few spelling mistakes.)

Before prepositions and conjunctions we use **except**.

56. Expect and hope

- Incorrect: She is hoping a raise.
- Correct: She is expecting a raise.

When we **expect** something we think that it will in fact happen. When we **hope** for something to happen, we would like it to happen, but we don't know whether it will.

- She is **expecting** a baby. (= She is pregnant now.)
- She is **hoping** that it will be a girl. (She doesn't know whether it will be a boy or a girl, but she will be happier if it is a girl.)

We can *expect* good or bad things to happen, but we only *hope* for good things.

57. Expressions without prepositions

The verbs **discuss, enter, marry, lack, resemble** and **approach** are normally followed by objects without prepositions.

- Incorrect: She married with an old man.
- Correct: She **married an old man**.
- Incorrect: We must discuss about the plans.

- Correct: We must **discuss the plans**.
- Incorrect: The baby resembles to its dad.
- Correct: The baby **resembles its dad**.

58. Far and a long way

We use **far** in questions and negative clauses.

- Did you walk **far**?
- The railway station is **not far** from here.

We use **a long way** in affirmative clauses.

- We walked **a long way**. (NOT We walked far.)
- The post office is **a long way** from here.

Far is common in affirmative clauses with adverbs like **too, so, enough** and **as**.

- You have walked a bit **too far**.

59. Gerund

- Incorrect: I am thinking to write a novel.
- Correct: I am **thinking of writing** a novel.
- Incorrect: We were prevented from enter the room.
- Correct: We were prevented **from entering** the room.

A preposition is followed by **a gerund (-ing forms)** and not an infinitive.

- Incorrect: They insisted on me resigning the post.
- Correct: They insisted on **my** resigning the post.
- Incorrect: They objected to John playing for the other team.
- Correct: They objected to **John's** playing for the other team.

A noun or a pronoun used before a gerund should be in the **possessive case**. Note that the possessive case should not be used with a gerund when the gerund is in the passive or when the noun or pronoun denotes a lifeless thing.

- Incorrect: There is no danger of the roof's crashing.
- Correct: There is no danger of the **roof** crashing.

60. Historic present

When writing about a past event, we can use the present tense to make it appear as if the event is actually happening. Even if a person is dead, he or she can still be spoken of in the present tense. This is known as using the **historic present**.

The following sentences are written using the historic present.

- Winston Churchill **is** one of England's greatest statesmen.
- Captain Cook **is** responsible for white settlement in Australia.

61. I don't mind

- Incorrect: 'Will you have some coffee?' 'I don't mind.'
- Correct: 'Will you have some coffee?' 'Thank you' OR 'No, thank you.'

Say 'Thanks' or 'Thank you' while accepting an offer. Say 'No, thanks' or 'No, thank you' while declining an offer.

'*I don't mind*' is rude. It shows indifference: that the person does not care whether he drinks coffee or not. 'I don't mind' should be used only when it is permissible to indicate no strong preference.

62. If clauses

- Incorrect: If it **rains** we **would cancel** the match.
- Correct: If it **rains** we **will cancel** the match.
- Incorrect: If you **hit** the dog, it **would bite** you.
- Correct: If you **hit** the dog, it **will bite** you.

When the verb in the **if-clause** is in the simple present tense, we use **will/shall/can/may + infinitive** in the main clause.

- Incorrect: If you **studied** hard, you **will get** a first class.
- Correct: If you **studied** hard, you **would get** a first class.

When the verb in the if-clause is in the simple past tense, we use **would/should/could/might + infinitive** in the main clause. Sentences of these types are used to talk about purely imaginary situations.

- Incorrect: If you **had studied hard**, you **would get** a first class.
- Correct: If you **had studied hard**, you **would have got** a first class.

When the verb in the main clause is in the past perfect tense, we use **would/should/could/might + have + past participle** in the main clause.

63. Imperative sentences

- Incorrect: See that you will come for the meeting in time.
- Correct: See that you **come** for the meeting in time.
- Incorrect: Take care that you will not be cheated.
- Correct: Take care that you **are** not cheated.

It is wrong to use **future tense** in the subordinate clause when the verb in the main clause is in the **imperative mood**. In such clauses, the **simple present** should be used instead of the **simple future**.

64. Indirect questions

The indirect question is really not a question at all. It has no inversion of subject and predicate as in a direct question. It does not use the auxiliary **do** either.

Compare:

- Direct: Where are you going?
- Indirect: He asked me **where I was going**. (NOT He asked me where was I going?)

- Direct: When does he propose to start?
- Indirect: I want to know **when he proposes to start**. (NOT I want to know when does he propose to start?)

Note that we do not use a question mark at the end of an indirect question.

65. Invent and discover

- Incorrect: Who invented America?
- Correct: Who **discovered America**?
- Incorrect: Who discovered the telephone?
- Correct: Who **invented the telephone**?

Use **invent** of something which did not exist until man created it. Example: a computer or a telephone. Use **discover** of something which existed without man's knowledge. Example: mineral deposits, countries, continents, planets etc.

66. Inversion of subject and verb

- Incorrect: Never I have seen such a sight.
- Correct: **Never have I** seen such a sight.
- Incorrect: Hardly I have had any rest for a week.
- Correct: **Hardly have I** had any rest for a week.

When the first word of the sentence is a negative, the main verb comes before the subject, as in a direct question.

67. Its and it's

These two words often cause confusion.

Its is the possessive form of **it**.

- Every country has **its** traditions.

It's is the contracted form of **it is** or **it has**.

- **It's** raining. (= It is raining.)
- **It's** gone. (= It has gone.)

68. Joining sentences

- Incorrect: This is my friend, he was at school with me.
- Correct: This is my friend **who** was at school with me.
- Incorrect: This is my house, I live here. • Correct: This is my house **where** I live.
- Incorrect: This is an interesting story, I am reading it.
- Correct: This is an interesting story **which** I am reading.

Two main clauses which are not separated by a full stop should be linked by a conjunction or a relative pronoun.

69. Keep and put

- Incorrect: He **kept** the book on the table.
- Correct: He **put** the book on the table.
- Incorrect: He always **puts** his money in this box.
- Correct: He always **keeps** his money in this box.

Use **keep** of a more or less permanent resting place. Use **put** of only a temporary one.

70. Kind and kinds, sort and sorts etc.

The words **kind**, **sort**, **type** and **class** are singular and should be used with **this** or **that** to modify a singular noun. The words **kinds**, **sorts**, **types** and **classes** are plural and should be used with **these** or **those** to modify plural nouns.

- Incorrect: I like these kind of mangoes.
- Correct: I like **these kinds of mangoes**.
- Incorrect: I don't like this sort of meat pies.
- Correct: I don't like **this sort of meat pie**.
- Incorrect: Those are the kinds of film I like to watch.
- Correct: **Those** are the **kinds of films** I like to watch.
- Incorrect: These type of cars are very fast.
- Correct: **These types of cars** are very fast.

71. Less and fewer

Less refers to a quantity that cannot be counted. **Fewer** refers to a number that can be counted.

Compare:

- I am eating **less meat**.
- We caught **fewer fish**.
- There were **fewer children** in the class than expected.
- We did **less work** today than yesterday.

72. Lie and lay

- Incorrect: Dad has laid on the sofa all morning.
- Correct: Dad **has lain** on the sofa all morning.
- Incorrect: Mother says she has already lain the table.
- Correct: Mother says she **has already laid** the table.
- Incorrect: The book was lain on the table.
- Correct: The book **was laid** on the table.

- Incorrect: I would like to lay in the sun.
- Correct: I would like **to lie** in the sun.

To lie means **to rest**. Its different forms are given below:

Infinitive: lie; -ing form: lying; Past tense: lay; Past participle: lain

- I **lie** on the bed.
- I **am lying** on the bed.
- I **was lying** on the bed.
- I **lay** on the bed.
- I **have lain** on the bed.

To lie also means '*to not tell the truth*'. Its different forms are given below:

Infinitive: lie; -ing form: lying; past tense: lied; past participle: lied

- I **lie**.
- I **am lying**.
- I **was lying**.
- I **lied**.
- I **have lied**.

To lay means '*to put something down*.' Its different forms are:

Infinitive: lay; -ing form: laying; past tense: laid; past participle: laid

- I **lay** the plate on the table.
- I **am laying** the plate on the table.
- I **was laying** the plate on the table.
- I **laid** the plate on the table.
- I **have laid** the plate on the table.

73. Like and as

As is followed by a clause. **Like** is followed by a noun.

- Incorrect: He did like he was told.
- Correct: He did **as he was told**.
- Incorrect: He fought like a tiger does.
- Correct: He fought **like a tiger**.
- Correct: He fought **as a tiger does**.

74. Look after and look for

Look after means 'take care of'. **Look for** means 'try to find'.

- Nurses **look after** sick people. (= Nurses take care of sick people.)
- I am **looking for** my keys. (= I am trying to find my keys.)

75. Lose and loose

Lose is an irregular verb (lose – lost – lost). **Loose** is the opposite of **tight**. It is an adjective.

- She needs to **lose** oodles of weight. (NOT She needs to loose oodles of weight.)
- This shirt is **loose** for me. (NOT This shirt is lose for me.)

76. Many/much and plenty of/a lot of

The expressions **a lot of**, **plenty of** and **a great deal of** are preferred in affirmative clauses. In questions and negatives, we usually use **much** or **many**.

Compare:

- I have **a lot of** work to do. (NOT I have much work to do.)
- Do you have **much** work to do? (More natural than 'Do you have a lot of work to do?')

No, I don't have **much** work to do. (More natural than 'No, I don't have a lot of work to do')

- **Plenty of** people want to buy cars.
- Are there **many** people who want cars?
- Yes, but there aren't **many** people who can afford them. (NOT There aren't plenty of people who can afford them.)

Many is occasionally used in the affirmative, but **much** is almost never used in that way. The expressions **a lot of**, **plenty of** and **a great deal of** are almost never used in the negative, but they are occasionally used in questions.

77. May and can

Can expresses ability.

- She **can** speak English.
- He **can** play the piano.
- **Can** you speak Hindi?

Can is also used in the sense of **may** to give permission, though **may** is more correct.

- You **can** take one of those books. OR You **may** take one of those books.
- You **can** go now. OR You **may** go now.

Nowadays, **can** is also being increasingly used to ask permission.

- 'Can I come in, Sir?'

78. Maybe and perhaps

These two words mean the same. **Maybe** is more common in an informal style.

- **Maybe/perhaps** he will come.

Perhaps is often pronounced 'praps' by British people. In American English, **perhaps** is rather formal.

79. Much and many

Much is used with singular nouns. **Many** is used with plural nouns.

- There aren't **many people** who can afford cars.
- Have you got **much work** to do?

Much and **many** are mostly used in questions and negative sentences. They are unusual in affirmative clauses except after words like **as, so** and **too**.

- She has got **lots of** friends. (More natural than 'She has got many friends.')

80. Neither, nor and not...either

Negative additions to negative remarks are made with **nor/neither + auxiliary verb + subject**

- Incorrect: 'I can't swim.' 'I also can't'
- Correct: 'I can't swim.' '**Neither/nor can I.**'
- Incorrect: John didn't come, and Peter didn't too.
- Correct: John didn't come, **neither/nor did Peter.**

Not either means the same as **neither** and **nor**. It is preceded by **subject + auxiliary verb**.

- Incorrect: 'I can't swim.' 'I also can't.'
- Correct: 'I can't swim.' '**I can't either.**'

81. Nominative and objective case

Pronouns that are used as subjects of verbs are: **I, he, she, we, they** and **you**

- Neither **Alice** nor **I** like the opera. (NOT Neither Alice nor me like the opera. Here the pronouns Alice and I are part of the subject.)

Pronouns that are used as objects of verbs or prepositions are: **me, him, her, us, them** and **you**. Note that **you** does not change its form.

- I tackled **him**. (NOT I tackled he. Here him is the object of the verb tackled.)
She sat above **me**. (NOT She sat above I. Here me is the object of the preposition above.)

- Between you and **me** there are few secrets. (NOT Between you and I there are few secrets. Here the pronouns you and me are the objects of the preposition between.)
- There are no problems between **him** and **her**. (NOT There are no problems between he and she.)
- Let **you** and **me** do it. (NOT Let you and I do it. Here you and me are the objects of the verb let.)
- He has given great trouble to my father and **me**. (NOT He has given great trouble to my father and I. Here my father and I are the objects of the preposition to.)

Grammarians formerly used to recommend that a pronoun used as the complement of the verb **be** (is/am/are/was/were), should be in the nominative (subject) form. Today the use of the nominative form in such cases is considered extremely formal and over-correct. Instead, we use the objective form.

- It **is me**. (More natural than It is I.)
- That **was him**. (More natural than That was he.)

82. No sooner ...than

It is wrong to use **when** instead of **than** in these sentences. If **no sooner** begins the sentence, the auxiliary **did** or **had** must come immediately after it.

- Incorrect: **No sooner had** she read the telegram *when* she fainted.
- Correct: **No sooner had** she read the telegram **than** she fainted.
- Incorrect: No sooner I heard the shot than I rushed to the spot.
- Correct: **No sooner did** I hear the shot **than** I rushed to the spot.

83. Nouns that do not have a singular form

Some nouns do not have a singular form. Examples are: *oats, cattle, pants, scissors, tongs, shears, trousers, binoculars, shorts* and *tweezers*. We cannot say *a pants* or *a cattle*.

- **The tongs were** by the fireplace. (NOT The tong was by the fireplace.)

- **Tweezers are** useful when handling stamps. (NOT A tweezer is useful when handling stamps.)

The singular aspect of the word is usually indicated by using '*a pair of*'.

Compare:

- **The scissors are** in the drawer.
- **A pair of scissors is** in the drawer.
- **The garden shears were** used to clip the hedge.
- **A pair of garden shears was** used to clip the hedge.
- **Trousers were** hanging in the cupboard.
- **A pair of trousers was** hanging in the cupboard.

84. Nouns with no plural forms

Some nouns do not have a plural form. Examples are: *scenery, furniture, wheat, dust, silverware, information, news, luggage, bread, advice, chess, chewing gum, equipment, grass, permission, publicity, rubbish, traffic etc.*

- Switzerland is known for its **scenery**. (NOT Switzerland is known for its sceneries.)
- We bought some **furniture** yesterday. (NOT We bought some furnitures yesterday.)
- Have you received any **information**? (NOT Have you received any informations?)
- I packed my **luggage**. (NOT I packed my luggages.)
- There are no **loaves** in this shop. (NOT There are no breads in this shop.)

Nouns that do not have a plural form are usually treated as uncountable nouns. Most uncountable nouns have countable equivalents.

Advice (uncountable) - a piece of advice (countable)

Bread (uncountable) - a piece of bread / a loaf / a roll

Equipment - a piece of equipment / a tool

Baggage - a piece of baggage

Furniture - a piece of furniture / an article of furniture

Grass - a blade of grass

Information - a piece of information

Lightning - a flash of lightning

Luck - a bit of luck / a stroke of luck

News - a piece of news

Poetry - a poem

Travel - a journey / a trip

Work - a piece of work / a job

- We bought **a piece of furniture** yesterday. (NOT We bought a furniture yesterday.)
- We heard **a piece of news**. (NOT We heard a news.)
- I need **a piece of equipment** to fix this. OR I need a tool to fix this. (NOT I need an equipment to fix this.)
- I am learning **a new poem**. (NOT I am learning a new poetry.)
- He gave me **some advice**. OR He gave me **a piece of advice**. (NOT He gave me an advice.)

85. Nouns with identical singular and plural forms

Some nouns have identical singular and plural forms. Examples are: **sheep and deer**.

- **This deer is** hungry.
- **These deer are** hungry.

86. Numbers

Write the numbers of kings and queens in Roman characters.

- Elizabeth II
- King George VI

Write ordinal numbers (first, second, third etc.) up to twelfth in words except in dates.

- Incorrect: He came a 3rd time.
- Correct: He came a **third** time.

Write dates thus, '*May 12th*' or '*12th May*' and not thus, '*the 12th of May*' or '*the twelfth of May*'.

Write cardinal numbers up to twelve in words, except when telling the time.

Write cardinal and ordinal numbers above twelve and twelfth in either words or figures as seems in each case the more convenient.

87. On and in

Use **on** when the meaning is clearly 'on top of'. Example: 'on a table'. Use **in** when 'on top of' is not appropriate.

- Incorrect: He rides in a cycle. • Correct: He rides **on a cycle**.
- Incorrect: He rides on a car.
- Correct: He rides **in a car**.
- Incorrect: He sat on a tree.
- Correct: He sat **in a tree**.

88. Only

The word **only** should be written in front of and next to the word or phrase it modifies.

Compare:

- **Only John** may play in the garden. (= John and nobody else may play in the garden.)
- John may play **only in the garden**. (= John may play nowhere else.)
- John may **only play** in the garden. (= John may play - but do nothing else - in the garden.)

89. On time and in time

- Incorrect: The meeting must start exactly **in time**.
- Correct: The meeting must start exactly **on time**.

On time = at the planned time; neither late nor early

In time = before the last moment; with enough time to spare

90. On the whole and the whole of

On the whole is used to sum up your opinion of something which is good and bad in parts. For instance, you may say, *'The script of the film was bad, but the story was excellent. On the whole I enjoyed it.'*

- Incorrect: It is a very good film. I liked it on the whole.
- Correct: It is a very good film. I liked **the whole of it**.

91. Participles

- Incorrect: Having bitten the postman, the farmer decided to shoot the dog.
- Correct: **The dog having bitten** the postman, the farmer decided to shoot it.

Here the first sentence means that it was the farmer who bit the postman and not the dog.

The participle is a verb-adjective. It should be related to a proper subject of reference. If the subject is lacking or if a wrong subject is used, the whole sentence will be wrong.

- Incorrect: *Being a rainy day*, we didn't go out.
- Correct: **It being a rainy day**, we didn't go out.
- Incorrect: *Being too costly* for him, he could not buy the watch.
- Correct: **The watch being too costly for him**, he could not buy it.

92. Positive or comparative?

- Incorrect: He is *becoming strong*.
- Correct: He is **becoming stronger**.
- Incorrect: She is *getting young*.
- Correct: She is **getting younger**.

The sentence '*He is becoming strong*' is of course correct English, but the English language has a special fondness for the comparative adjective, instead of a positive adjective, when growth or change is implied in a sentence. For example when we are talking of a boy's progress in class, we often say '*He is working better now*' thinking of a time past when he worked less.

93. Past perfect tense

- Incorrect: He said that his father died last year.
- Correct: He said that his father **had died** last year.
- Incorrect: The patient died before the doctor arrived.
- Correct: The patient **had died** before the doctor arrived.
- Incorrect: The train left before we reached the station.
- Correct: The train **had left** before we reached the station.

The past perfect tense should be used when the time of one past tense verb is more past than that of another.

94. Possessive case

The use of the **possessive case** should be confined to the following:

1) Names of living beings and personified objects.

Examples are: *the minister's bodyguards, the lion's mane, the girl's mother, nature's laws, fortune's favorites etc.*

2) A few stereotyped phrases:

Examples are:

- The boat's crew
- At his fingers' ends
- For goodness' sake
- For conscience's sake

3) Nouns denoting space or time Examples are:

- A day's work
- A hand's breadth
- In a year's time

95. Prepositions

We do not use prepositions before a number of common expressions beginning **next, last, this, that, one, every, each, some, any, all etc.**

- Incorrect: See you on next Sunday.
- Correct: See you **next Sunday**.

- Incorrect: Come on any day you like.
- Correct: **Come any day** you like.
- Incorrect: The party lasted for all night.
- Correct: The party lasted **all night**.

96. Present perfect tense

The present perfect is a present tense. So when you use the present perfect tense, the action cannot be placed at a point of time in the past. However, a period of time extending up to the time of speaking can be mentioned - *for two hours, for three years, in the last two years* etc. Adverbs like *just, recently, as yet, ever, never, already, today, this morning* etc., may also be used.

- Incorrect: I have seen him yesterday.
- Correct: I **saw** him **yesterday**.
- Incorrect: We have lived here till 2004.
- Correct: We **lived** here **till 2004**.

- Incorrect: 'Where is John?' 'He has been to Sydney.'
- Correct: 'Where is John?' 'He has gone to Sydney.'

'He has been to Sydney' means that sometime in the past he went Sydney and came back. So he knows Sydney; he is not a stranger to that city.

'He has gone to Sydney' means that he is still in Sydney; he hasn't come back yet.

97. Price and prize

The **price** is what you pay when you buy something. A **prize** is what you are given if you win a competition.

- Incorrect: What is the prize of that watch?
- Correct: What is the **price** of that watch?

- Incorrect: The boy was given a price.
- Correct: The boy was given a **prize**.

98. Pronouns

A pronoun used as subject should not be separated from its verb if possible.

- Incorrect: I with some friends went for a walk.
- Correct: **I went** for a walk with some friends.

Agreement with antecedent in number, gender and person

A pronoun must agree with its antecedent in number, gender and person.

- All **passengers** were asked to show **their** tickets. (Here the pronoun 'their' agrees with its antecedent *passengers* in number, gender and person.)
- **Each girl** gave **her** own version of the story. (Here the pronoun '**her**' agrees with its antecedent *girl* in number, gender and person.)
- Every **man** must bear **his** own burden.

99. Say and tell

The verb **tell** is followed by an indirect object without **to**.

- Incorrect: **Tell to me** what happened.
- Correct: **Tell me** what happened.
- Incorrect: John **told to me** about it.
- Correct: John **told me** about it.

When used with a **that-clause**, **tell** takes an indirect object. **Say** is used without an indirect object.

- Incorrect: She told that she would come.
- Correct: She **told me** that she would come.
- Correct: She **said** that she would come.

100. Scarcely...when

It is wrong to use **than** instead of **when** in these sentences.

- Incorrect: **Scarcely** had I reached the station **than** the train steamed out.
- Correct: **Scarcely had** I reached the station **when** the train steamed out.

When **scarcely** begins the sentence, the auxiliary **had** must come immediately after it.

- Incorrect: Scarcely I had solved one problem when another cropped up.
- Correct: **Scarcely had** I solved one problem **when** another cropped up.
- Correct: I **had scarcely** solved one problem **when** another cropped up.

101. Search and search for

- Incorrect: When we searched it we found it.
- Correct: When we **searched for** it we found it.
- Incorrect: I searched him.
- Correct: I **searched for** him.

'*I searched him*' is only correct when it means '*I looked in his pockets*' or something similar.

102. Sincerely

- Incorrect: Your sincerely...
- Incorrect: Your's sincerely
- Correct: **Yours sincerely**

103. Singular and plural nouns

The pronouns **another, anything, each, everyone, everybody, anyone, someone, somebody, no one, none, much, person, either** and **neither** are

singular and should be followed by **singular verbs**. The pronouns **all, some, most, many** and **people** are plural and should be followed by **plural verbs**.

- Incorrect: Every people know this.
- Correct: **Every man / everyone knows** this.
- Incorrect: Everyone in the class have handed in work.
- Correct: **Everyone** in the class **has** handed in work.
- Incorrect: Neither of the boys are correct.
- Correct: **Neither** of the boys **is** correct.
- Incorrect: Each of the boys were given a prize yesterday.
- Correct: **Each** of the boys **was** given a prize yesterday.

104. Subordinate clause

- Incorrect: I will call you when the dinner will be ready.
- Correct: I **will call** you when the dinner **is ready**.
- Incorrect: They will come if you will invite them.
- Correct: They **will come** if you **invite** them.

When the verb in the main clause is in the future tense, the verb in the subordinate clause should be in the present and not in the future.

105. Suggest

The verb **suggest** is used with a **that-clause** or a **gerund** (-ing form). It cannot be used with a **to-infinitive**.

- Incorrect: She suggested *to consult* a doctor.
- Correct: She **suggested consulting** a doctor.
- Correct: She **suggested that I (should) consult** a doctor.

106. Than and as

Object pronouns (me, him, her etc) can be used after **as** and **than**, especially in an informal style.

- She is taller **than me**.
- He earns as much **as her**.
- She doesn't sing as well **as him**.

In a formal style, we prefer **subject + verb** after **as** and **than**

- She is taller **than I am**.
- He earns as much **as she does**.
- She doesn't sing as well **as I do**.

Note that a subject form without a verb (e.g. than I) is unusual in this structure in modern English.

- He ran as fast **as me**. OR He ran as fast **as I did**. (More natural than '*He ran as fast as I*'.)

107. Thank you and please

- Incorrect: 'I have a bad headache.' 'Please?'
- Correct: 'I have a bad headache.' '**I beg your pardon.**'

To ask people what they have said, we use '*I beg your pardon*' (formal) or '*sorry*' (informal). '*Please*' cannot be used with this meaning.

- Incorrect: 'Have you got a pen I could use?' 'Yes, please.'
- Correct: 'Have you got a pen I could use?' '**Yes, here you are.**' We do

not use **please** when we give things to people.

- Incorrect: 'Thanks a lot!' 'Please'
- Correct: 'Thanks a lot!' '**That's OK**'

Please is not used as a reply to '*thanks/thank you*'. If a reply is necessary, we may say '*Not at all*' (rather formal), '*You are welcome*', '*Don't mention it*', '*That's all right*' or '*That's OK*' (very informal).

Incorrect: 'Will you have some coffee?' 'No, please.'

Correct: 'Will you have some coffee?' '**Yes, please.**'

- Correct: 'Will you have some coffee?' '**No, thank you.**'

'**No, please**' is always wrong. '*Yes, please*' and '*No, thank you*' are the polite replies when accepting and declining an offer.

108. Told and asked

- Incorrect: I asked my servant to bring water.
- Correct: I **told** my servant to bring water.
- Incorrect: I told the teacher to excuse me.
- Correct: I **asked** the teacher to excuse me.

Use '**I told him to...**' only towards a person to whom you have a right to give an order. Use '**I asked him to...**' towards a person of whom you can or want to make a request only.

109. Too and very

- Incorrect: The story is too interesting.
- Correct: The story is **very interesting**.

Too means 'more than it ought to be'. It has a negative meaning. It is usually followed by **to** or **for**. **Too** should not be used in the general sense of **very** which has a positive meaning.

- He is **too** fat.
- It is **too** hot **to** go out.

110. Transitive verbs

- Incorrect: Here is my cup; please fill.

- Correct: Here is my cup; please **fill it**.

Incorrect: I enjoyed when I went to Paris.

Correct: I **enjoyed myself** when I went to Paris.

All transitive verbs (e.g. fill, break, take and bring) must have an expressed object.

Some transitive verbs (e.g. give and lend) must have two objects.

- Incorrect: I asked for my book, but he didn't give me.
- Correct: I asked for my book, but he didn't **give it to me**. (Here the pronouns **it** and **me** are the objects of the verb **give**.)

111. Two words or one

The following are written as one word:

Nowadays, somehow, anyhow, everybody, into, moreover, cannot, together, today, sometimes, everyone, afterwards, everywhere, nobody, meanwhile, newspaper, outside, already, anything, anyone

The following are written as two words:

All right, at once, some time, at least, no one, on to

112. Unless and if

Unless means 'if not' and, therefore, it is superfluous to introduce another **not** into the following clause.

- Incorrect: **Unless** you **do not** give the keys of the safe you will be shot.
- Correct: **Unless** you give the keys of the safe, you will be shot.
- Correct: **If** you **do not** give the keys of the safe, you will be shot.

113. Verbs

The verbs **enjoy**, **avoid**, **miss**, **postpone** and **suggest** should be used with a **gerund**, and not an infinitive.

- Incorrect: She enjoys *to sing*.
- Correct: She enjoys **singing**.
- Incorrect: She avoids *to meet* people.
- Correct: She avoids **meeting** people.
- Incorrect: Mother suggested *to consult* a doctor. • Correct: Mother suggested **consulting** a doctor.

114. -ward and -wards

- Incorrect: You can't make a **forwards pass** in rugby.
- Correct: You can't make a **forward pass** in rugby.

The words **backward(s)**, **forward(s)**, **upward(s)**, **northward(s)** etc., do not have the **-s** when they are used as **adjectives**. When these words are adverbs, they can be used with or without **-s**.

115. Well and good

- Incorrect: He speaks English good.
- Correct: He **speaks** English **well**.
- Incorrect: She speaks well English.
- Correct: She speaks **good English**.

Well is an adverb. **Good** is an adjective. Adverbs are used to modify verbs. Adjectives are used to modify nouns. In the sentence '*He speaks English well*', the adverb **well** modifies the verb **speaks**. Similarly, in the sentence '*She speaks good English*', the adjective **good** modifies the noun **English**.

- Incorrect: She speaks *well English*.
- Correct: She **speaks** English **well**.

Adverbs cannot usually go between the **verb** and the **object**.

116. Why not + infinitive

Read the following sentence:

Why not arrange a party in his honor?

This means 'Why should we not arrange a party in his honor?' It is a way of suggesting something for other people's consideration and acceptance.

- Incorrect: Why not you buy now and pay later?
- Correct: **Why not** buy now and pay later?
- Incorrect: Why not we dismiss the fellow?
- Correct: **Why not** dismiss the fellow?

This is a very common error which should be carefully avoided. No noun or pronoun should come after *why not*.

117. Whether and if

- Incorrect: We haven't settled the question **of if** we should move to a new house.
- Correct: We haven't settled the question **of whether** we should move to a new house.

Only **whether** is possible after a preposition.

- Incorrect: They can't decide if to wait or leave.
- Correct: They can't decide **whether to wait** or leave.

Only **whether** can be used before **to-infinitives**.

118. Whose and who's

Whose is a possessive word. It is used in questions and relative clauses. **Who's** is the contraction of **who is** or **who has**.

- Incorrect: Who's is this coat?
- Correct: **Whose** is this coat?

- Incorrect: Whose is that over there?
- Correct: **Who's** that over there?

119. Will or shall?

The distinctions between **will** and **shall** are now strictly observed only by precise speakers. **Shall** is becoming less common especially with the second and third person pronouns. With first person pronouns, however, **shall** is still being used to indicate the simple future.

In conversation people generally use the shortened form **'ll**.

- **We'll** have a party tomorrow.
- I think **I'll** send him a letter.

In these sentences, according to strict grammatical rules, one has to use **shall**. But **'ll** may be the contraction of either shall or will. However, research has shown that most people consider **'ll** to be a contraction of **will**, which proves that in actual usage **will** has been replacing **shall**.

Instead of using **shall** with second and third person pronouns to express a command, promise, threat or determination, people often use other verbs and forms of expression.

For example, instead of saying 'You shall go at once', people often say:

- You **will have to go** at once.
- You **are to go** at once.
- You **must go** at once.

120. Yes and no

- Incorrect: 'Aren't you going out?' 'Yes, I'm not.'
- Correct: '**No, I'm not.**'
- Correct: '**Yes, I am.**'

Yes is used with affirmative sentences and **no** with negative sentences.

Complete List of Prepositions

Preposition	Type	Example Sentence
above	position	The coconut was high above our heads, so nobody could reach it.
across	position	The cat lay across my lap.
across	direction	We walked across the street.
after	time	After dinner, we ate dessert.
against	position	The broom was leaning against the fence.
against	direction	He threw the glass against the wall.
along	direction	The path led along the river.
among	position	The deer hid among the trees.
around	position	There was a white fence around the house.
around	direction	He walked around the tree.
at	location	We don't have a coffee maker at work.
at	time	Class begins at 7 AM.
away from	direction	The fireman led the people away from the burning building.
before	time	Before work, I go to the fitness center.
behind	position	We parked in the parking lot behind the building.
below	position	We entered the huge basement below the house.
beneath	position	We sat beneath the tree and enjoyed the shade.
beside	position	The dog sat beside him obediently.
between	position	There was a fence between the two houses.
by	position	There is a pharmacy by the grocery store.
by	time	By the time we started dinner, the food was cold.
down	direction	The ball rolled down the hill.
during	time	Somebody's phone rang during the movie.
for	time	We were in Hawaii for two weeks.
from	direction	He comes from France.
from	time	The lecture lasts from 1:30 PM to 3 PM.
in	position	The laptop is in my backpack.
in	location	I learned Japanese in college.
in	time	The movie starts in ten minutes.

in front of	position	The car was parked in front of the store.
inside	position	A gift was inside the box.
into	direction	Naomi walked into the house.
near	position	The public library was near my school.
next to	position	The pizza parlor was next to the movie theater.
off (of)	direction	The cat fell off (of) the couch.
on	position	The pencil is on the table.
on	location	My house is on Main Street.
on	time	My vacation begins on Thursday.
onto	direction	The cat jumped onto my lap.
out of	direction	When we walked out of the hotel, the taxi was waiting for us.
outside	location	He was outside the house when the fire began.
over	position	There was a rainbow over us.
over	direction	He jumped over the snake.
through	position	There was a tunnel through the mountain.
through	direction	We walked through the tunnel.
till	time	We waited till Tom arrived to start dinner.
to	direction	Nancy walked to the mall.
to	time	The movie is from 7 to 9.
toward(s)	direction	The boat sailed towards the horizon.
under	position	The cat is under my chair.
under	direction	The whale swam under the boat.
underneath	position	The child was underneath the blanket.
until	time	I can't wait until summer, so we can go to the beach again.
up	direction	We walked up the hill to see the view.

Complete the sentences using the correct forms.

1. The president hopes that people of all races will live together _____ .
(PEACEFUL)
2. She told us that the streets in the capital city were _____ and _____.
(DIRTY, UGLY)
3. Do you think nuclear energy is _____ ? **(SAFE)** .
4. I get all the food _____ from the farmers. **(DIRECT)**
5. The minister was _____ worried that the deal would not pass parliament.
(DEEP)
6. Marty drove home from the party as _____ as he could and got there
_____ **(FAST, SAFE)** .
7. When the director found out about the scandal he shouted _____ at his
employees **(ANGRY)**.
8. The old woman walked across the street very _____ . **(CAREFUL)**
9. She didn't see me. She _____ knocked me down with her brand-new car!
(NEAR)
10. After a few weeks people forgot about him _____. **(COMPLETE)**.
11. He _____ works anymore, because he already has enough money. **(HARD)**
12. She _____ climbed down from the tree as soon as the bear had disappeared.
(SLOW)
13. He is a very _____ volleyball player . **(GOOD)**.
14. Bob excused himself _____ and went home **(POLITE)**.
15. English is an _____ language to learn , however he couldn't learn grammar
rules so _____. **(EASY, EASY)**
16. The sun shone _____ in the sky. **(BRIGHT)**
17. The new colleague seems to be _____ intelligent. **(HIGH)**
18. The boy felt _____ because he knew what he had done. **(GUILTY)**

KEY

1. The president hopes that people of all races will live together **peacefully** .
(**PEACEFUL**)
2. She told us that the streets in the capital city were **dirty** and **ugly**. (**DIRTY, UGLY**)
3. Do you think nuclear energy is **safe** ? (**SAFE**) .
4. I get all the food **directly** from the farmers. (**DIRECT**)
5. The minister was **deeply** worried that the deal would not pass parliament. (**DEEP**)
6. Marty drove home from the party as **fast** as he could and got there **safely** (**FAST, SAFE**) .
7. When the director found out about the scandal he shouted **angrily** at his employees (**ANGRY**).
8. The old woman walked across the street very **carefully** .(**CAREFUL**)
9. She didn't see me. She **nearly** knocked me down with her brand-new car! (**NEAR**)
10. After a few weeks people forgot about him **completely**. (**COMPLETE**).
11. He **hardly** works anymore, because he already has enough money. (**HARD**)
12. She **slowly** climbed down from the tree as soon as the bear had disappeared.
(**SLOW**)
13. He is a very **good** volleyball player . (**GOOD**).
14. Bob excused himself **politely** and went home (**POLITE**).
15. English is an **easy** language to learn , however he couldn't learn grammar rules so **easily** . (**EASY, EASY**)
16. The sun shone **brightly** in the sky. (**BRIGHT**)
17. The new colleague seems to be **highly** intelligent. (**HIGH**)
18. The boy felt **guilty** because he knew what he had done. (**GUILTY**)

Complete the sentences using the correct forms of the adjectives.

1. The Nile is one of _____ rivers in the world **(LONG)**.
2. This is _____ book I have ever read. **(INTERESTING)**
3. A spider is sometimes _____ than a large snake. **(FRIGHTENING)**
4. Mr Harper is _____ teacher in the whole school. He is even _____ than my French teacher **(BORING)**
5. A bike path is usually _____ than the lane of a road. **(NARROW)**
6. People say women are _____ than men. **(POLITE)**
7. A computer is much _____ than a pocket calculator. **(EXPENSIVE)**
8. My sister is not as _____ as her mother. **(TALL)**
9. Snowboarding is _____ than skiing **(EXCITING)**.
10. Children usually have _____ money to spend than teenagers. **(LITTLE)**
11. July and August are normally _____ months of the year **(HOT)**.
12. Paul is _____ runner in our class. Nobody is _____ than he is. **(SLOW)**
13. In this test she has made _____ mistakes than in the last one. **(FEW)**
14. Sandra is _____ girl I know. **(CLEVER)**
15. The film I watched yesterday was _____ than the one on Saturday **(INTERESTING)**
16. Peter is _____ player on our team. He never gets anything right. **(BAD)**
17. English is not as _____ as German but _____ than other languages **(DIFFICULT)**.
18. Bill works _____ than ever. He wants to get a promotion. **(HARD)**
19. Mrs Simmons is _____ teacher I have ever met. **(POLITE)**
20. This chair is not as _____ as the one in the living room. **(COMFORTABLE)**

KEY

Complete the sentences using the correct forms of the adjectives.

1. The Nile is one of **the longest** rivers in the world (**LONG**).
2. This is **the most interesting** book I have ever read. (**INTERESTING**)
3. A spider is sometimes **more frightening** than a large snake. (**FRIGHTENING**)
4. Mr Harper is **the most boring** teacher in the whole school. He is even **more boring** than my French teacher (**BORING**)
5. A bike path is usually **narrower** than the lane of a road. (**NARROW**)
6. People say women are **more polite / politer** than men. (**POLITE**)
7. A computer is much **more expensive** than a pocket calculator. (**EXPENSIVE**)
8. My sister is not as **tall** as her mother. (**TALL**)
9. Snowboarding is **more exciting** than skiing (**EXCITING**).
10. Children usually have **less** money to spend than teenagers. (**LITTLE**)
11. July and August are normally **the hottest** months of the year (**HOT**) .
12. Paul is **the slowest** runner in our class . Nobody is **slower** than he is. (**SLOW**)
13. In this test she has made **fewer** mistakes than in the last one. (**FEW**)
14. Sandra is **the cleverest / most clever** girl I know. (**CLEVER**)
15. The film I watched yesterday was **more interesting** than the one on Saturday (**INTERESTING**)
16. Peter is **the worst** player on our team. He never gets anything right. (**BAD**)
17. English is not as **difficult** as German but **more difficult** than other languages (**DIFFICULT**).
18. Bill works **harder** than ever. He wants to get a promotion. (**HARD**)
19. Mrs Simmons is **the most polite / the politest** teacher I have ever met. (**POLITE**)
20. This chair is not as **comfortable** as the one in the living room. (**COMFORTABLE**)

Choose the correct adjective form for each blank.

1. Halloween was probably the most _____ film I have ever seen
(FRIGHTENED / FRIGHTENING).
2. I always get so _____ when my dad starts speaking English **(EMBARRASSED / EMBARRASSING)**.
3. I am _____ to see how well he gets along with his stepfather. **(SURPRISED /SURPRISING)**
4. The lesson was so _____ that I fell asleep **(BORED / BORING)**.
5. As the big day came closer, my sister became _____ nervous **(INCREASED / INCREASINGLY)**.
6. You've been walking for 5 hours. You must feel _____ **(EXHAUSTED / EXHAUSTING)**.
7. I was _____ when I saw him in that outfit for the first time. **(FRIGHTENED /FRIGHTENING)**
8. I didn't like the film. The plot was rather simple and _____. **(UNINTERESTED / UNINTERESTING)**
9. It's _____ to see how many people didn't care to vote in the last election .
(SURPRISED / SURPRISING)
- 10.You look a bit _____. Don't you know what you're supposed to do ?
(CONFUSED / CONFUSING)
- 11.I saw that my boss was very _____ with how I behaved . **(ANNOYED / ANNOYING)**
- 12.They were all very _____ by the performance of the actors. **(IMPRESSED / IMPRESSING)**
- 13.The school trip was really _____. I learned a lot of things I hadn't known before . **(EXCITED / EXCITING)**
- 14.It was _____ to have met such a great movie star. **(THRILLED / THRILLING)**
- 15.We were _____ when we found out that his sister was on the plane that went missing. **(WORRIED / WORRYING)**

KEY

1. Halloween was probably the most **frightening** film I have ever seen (**FRIGHTENED / FRIGHTENING**).
2. I always get so **embarrassed** when my dad starts speaking English (**EMBARRASSED / EMBARRASSING**).
3. I am **surprised** to see how well he gets along with his stepfather. (**SURPRISED / SURPRISING**)
4. The lesson was so **boring** that I fell asleep (**BORED / BORING**).
5. As the big day came closer, my sister became **increasingly** nervous (**INCREASED / INCREASINGLY**).
6. You've been walking for 5 hours. You must feel **exhausted** (**EXHAUSTED / EXHAUSTING**).
7. I was **frightened** when I saw him in that outfit for the first time. (**FRIGHTENED / FRIGHTENING**)
8. I didn't like the film. The plot was rather simple and **uninteresting** . (**UNINTERESTED / UNINTERESTING**)
9. It's **surprising** to see how many people didn't care to vote in the last election . (**SURPRISED / SURPRISING**)
10. You look a bit **confused** . Don't you know what you're supposed to do ? (**CONFUSED / CONFUSING**)
11. I saw that my boss was very **annoyed** with how I behaved . (**ANNOYED / ANNOYING**)
12. They were all very **impressed** by the performance of the actors. (**IMPRESSED / IMPRESSING**)
13. The school trip was really **exciting** . I learned a lot of things I hadn't known before . (**EXCITED / EXCITING**)
14. It was **thrilling** to have met such a great movie star. (**THRILLED / THRILLING**)
15. We were **worried** when we found out that his sister was on the plane that went missing. (**WORRIED / WORRYING**)

Fill in the correct form of the words in brackets.

1. He looked at me _____ when I interrupted him. **(ANGRY)**
2. Marty and Judith are _____ married. **(HAPPY)**
3. I lost the game because I had been playing _____. It was even _____ than last season's game. **(BAD, BAD)**
4. The boss is always _____-informed. There's not much you can hide from him. **(GOOD)**
5. My French isn't very _____, but I can understand him _____ if he speaks _____. **(GOOD, PERFECT, SLOW)**
6. The film was _____. I haven't seen one as _____ as that before. **(TERRIBLE, BAD)**
7. Sue was _____ upset about losing her job. **(TERRIBLE)**
8. Expensive hotels are often _____ than _____ ones. **(COMFORTABLE, CHEAP).**
9. They discussed _____ technical matters in the meeting. **(HIGH)**
10. Do you want to pay _____? **(SEPARATE)**
11. They have to work _____ for a living, but if you look at other people, they _____ work at all. **(HARD, HARD)**
12. The children behaved _____, so they were allowed to go to the party. **(GOOD)**
13. It's the _____ painting in the whole exhibition **(VALUABLE)**
14. I _____ drove my car into the river. It was pretty _____. **(NEAR, CLOSE)**
15. The cook prepared an _____ lunch for the guests. **(EXCELLENT)**
16. She had _____ money to spend than last year **(LITTLE).**
17. _____, Paris is quite a _____ city. **(OBVIOUS, LOVE)**
18. Jerry is the _____ student in my whole class. **(BAD)**
19. The man became _____ when the guard asked him to leave. **(VIOLENT)**
20. The exam was _____ easy. **(SURPRISING).**

KEY

1. He looked at me **angrily** when I interrupted him. **(ANGRY)**
2. Marty and Judith are **happily** married. **(HAPPY)**
3. I lost the game because I had been playing **badly**. It was even **worse** than last season's game. **(BAD, BAD)**
4. The boss is always **well**-informed. There's not much you can hide from him. **(GOOD)**
5. My French isn't very **good**, but I can understand him **perfectly** if he speaks **slowly**. **(GOOD, PERFECT, SLOW)**
6. The film was **terrible**. I haven't seen one as **bad** as that before. **(TERRIBLE, BAD)**
7. Sue was **terribly** upset about losing her job. **(TERRIBLE)**
8. Expensive hotels are often **more comfortable** than **cheaper** ones. **(COMFORTABLE, CHEAP).**
9. They discussed **highly** technical matters in the meeting. **(HIGH)**
10. Do you want to pay **separately**? **(SEPARATE)**
11. They have to work **hard** for a living, but if you look at other people, they **hardly** work at all. **(HARD, HARD)**
12. The children behaved **well**, so they were allowed to go to the party. **(GOOD)**
13. It's the **most valuable** painting in the whole exhibition **(VALUABLE)**
14. I **nearly** drove my car into the river. It was pretty **close**. **(NEAR, CLOSE)**
15. The cook prepared an **excellent** lunch for the guests. **(EXCELLENT)**
16. She had **less** money to spend than last year **(LITTLE).**
17. **Obviously**, Paris is quite a **lovely** city. **(OBVIOUS, LOVE)**
18. Jerry is the **worst** student in my whole class. **(BAD)**
19. The man became **violent** when the guard asked him to leave. **(VIOLENT)**
20. The exam was **surprisingly** easy. **(SURPRISING).**

Fill in the correct form of the words in brackets.

1. He plays football pretty _____, but he's not a _____ player. **(GOOD, FAIR)**
2. The young girl was _____ dressed. **(PRETTY)**
3. I always feel _____ when I lose a match. **(TERRIBLE)**
4. We _____ missed our train. **(NEAR)**
5. I was _____ upset about the problems I had experienced **(AWFUL)**
6. Dad is _____ improving after his undergoing heart surgery. **(SLOW)**
7. The prisoner was treated _____ by the guards. **(BAD)**
8. Tom _____ tries to improve his English. He's very _____ about it.
(HARD, LAZY)
9. The sweater feels _____ and _____. **(NICE, SOFT)**
10. The government proposals were _____ disputed. **(HIGH)**
11. Some shops in town close every _____. **(LATE)**
12. The bullet _____ missed the man's head. **(NARROW)**
13. Boys often behave _____. **(SILLY).**
14. The driver had made a _____ turn before he crashed into a tree. **(SHARP)**
15. The girl is a _____ dancer. **(GRACEFUL)**
16. I think the man over there is _____ old. **(FAIR)**
17. _____, we were at home when the window broke. **(LUCKY)**
18. She fell in love _____ when she set her eyes on the young man. **(MAD)**
19. The hurricane was _____ to watch. **(TERRIBLE)**
20. The eagle rose _____ into the blue sky. **(MAJESTIC)**
21. Anne looked around the room _____. **(NERVOUS)**
22. He told us that it could be done _____. **(EASY).**
23. It was _____ when the famous actor _____ arrived. **(LATE, FINAL)**
24. It was a _____ walk up the _____ hill. **(LONG, STEEP)**
25. The lasagne tastes _____. Where did you get the recipe? **(GREAT)**

KEY

1. He plays football pretty **well**, but he's not a **fair** player. (**GOOD, FAIR**)
2. The young girl was **prettily** dressed. (**PRETTY**)
3. I always feel **terrible** when I lose a match. (**TERRIBLE**)
4. We **nearly** missed our train. (**NEAR**)
5. I was **awfully** upset about the problems I had experienced (**AWFUL**)
6. Dad is **slowly** improving after his undergoing heart surgery. (**SLOW**)
7. The prisoner was treated **badly** by the guards. (**BAD**)
8. Tom **hardly** tries to improve his English. He's very **lazy** about it. (**HARD, LAZY**)
9. The sweater feels **nice** and **soft**. (**NICE, SOFT**)
10. The government proposals were **highly** disputed. (**HIGH**)
11. Some shops in town close every **late**. (**LATE**)
12. The bullet **narrowly** missed the man's head. (**NARROW**)
13. Boys often behave **in a silly way** (**SILLY**)
14. The driver had made a **sharp** turn before he crashed into a tree. (**SHARP**)
15. The girl is a **graceful** dancer. (**GRACEFUL**)
16. I think the man over there is **fairly** old. (**FAIR**)
17. **Luckily**, we were at home when the window broke. (**LUCKY**)
18. She fell in love **madly** when she set her eyes on the young man. (**MAD**)
19. The hurricane was **terrible** to watch. (**TERRIBLE**)
20. The eagle rose **majestically** into the blue sky. (**MAJESTIC**)
21. Anne looked around the room **nervously**. (**NERVOUS**)
22. He told us that it could be done **easily** (**EASY**).
23. It was **late** when the famous actor **finally** arrived. (**LATE, FINAL**)
24. It was a **long** walk up the **steep** hill. (**LONG, STEEP**)
25. The lasagne tastes **great**. Where did you get the recipe? (**GREAT**)

Fill in the correct form: Adjective or Adverb

1. We very _____ missed the chance of meeting the famous film star. **(NEAR)**
2. They were so _____ to meet his new girlfriend. **(HAPPY)**
3. He doesn't look old but rather _____ for his age. **(YOUNG)**
4. The ship was able to reach the harbour _____. **(SAFE)**
5. The _____ boy _____ gave me his hand **(POLITE, POLITE)**
6. Dad looked at me _____ because I had broken the window. **(ANGRY)**
7. It was getting _____ and the sky was turning _____. **(LATE, DARK)**
8. It feels _____ to know that elephants are roaming _____ outside our safari lodge. **(STRANGE, FREE)**
9. She smiled at me _____. **(SWEET)**
10. There haven't been any reality shows on TV _____. **(LATE)**
11. My girlfriend complained _____ about the _____ way you treated her sister. **(BITTER, NASTY)**
12. He's a very _____ friend of ours. **(GOOD)**
13. I _____ ever meet him nowadays. **(HARD)**
14. She had all her flowers _____ arranged in the flower bed. **(NEAT)**
15. She dances rather _____. **(GOOD)**
16. He played against the world's number one very _____. **(CLEVER)**
17. I'm sorry I'm late. I tried to get here as _____ as I could. **(FAST)**
18. Jack made a _____ mistake and drove his car into the tree. **(TERRIBLE)**
19. We treated him _____. **(FRIENDLY)**
20. That smells _____. – What are you cooking, Mom? **(GREAT)**

KEY

1. We very **nearly** missed the chance of meeting the famous film star. **(NEAR)**
2. They were so **happy** to meet his new girlfriend. **(HAPPY)**
3. He doesn't look old but rather **young** for his age. **(YOUNG)**
4. The ship was able to reach the harbour **safely** **(SAFE)**
5. The **polite** boy **politely** gave me his hand **(POLITE, POLITE)**
6. Dad looked at me **angrily** because I had broken the window. **(ANGRY)**
7. It was getting **late** and the sky was turning **dark**. **(LATE, DARK)**
8. It feels **strange** to know that elephants are roaming **freely** outside our safari lodge. **(STRANGE, FREE)**
9. She smiled at me **sweetly**. **(SWEET)**
10. There haven't been any reality shows on TV **lately**. **(LATE)**
11. My girlfriend complained **bitterly** about the **nasty** way you treated her sister. **(BITTER, NASTY)**
12. He's a very **good** friend of ours. **(GOOD)**
13. I **hardly** ever meet him nowadays. **(HARD)**
14. She had all her flowers **neatly** arranged in the flower bed. **(NEAT)**
15. She dances rather **well**. **(GOOD)**
16. He played against the world's number one very **cleverly**. **(CLEVER)**
17. I'm sorry I'm late. I tried to get here as **fast** as I could. **(FAST)**
18. Jack made a **terrible** mistake and drove his car into the tree. **(TERRIBLE)**
19. We treated him **in a friendly way**. **(FRIENDLY)**
20. That smells **great**. – What are you cooking, Mom? **(GREAT)**

Fill in the correct form: Adjective or Adverb

1. Let's take a break. We have been working _____ . **(HARD, LATE)**
2. We have just finished wiping the floors _____ **(CLEAN)**.
3. The opera singer sang her part _____. **(BEAUTIFUL)**
4. I _____ had a car accident on my way back home from work. **(NEAR)**
5. There's nothing wrong with your soup. It looks _____ to me **(FINE)**.
6. The girl was _____ dressed for her birthday party. **(PRETTY)**
7. Mom was very _____ after she had heard the _____ news. **(CALM, GOOD)**
8. She was a _____-trained athlete who performed _____ _____ in competitions. **(GOOD, REMARKABLE, GOOD)**
9. The wild animal came _____ to us, so _____, we were afraid. **(CLOSE, NATURAL)**
10. Dollars are _____ accepted in many countries of the world. **(WIDE)**
11. I looked at him _____ when he came in. **(ANGRY)**
12. My dad wore an _____ jacket for the celebration. **(ELEGANT)**
13. They were _____ actors who performed in a _____ professional way. **(PROFESSIONAL, HIGH)**
14. We _____ noticed the storm. All of a sudden, objects were flying around _____ through the air. **(HARD, WILD)**
15. Not _____, they lost their last match. **(SURPRISING)**
16. My parents were _____ annoyed about my test marks. **(REAL)**
17. They were _____ _____ with the Christmas presents they received. **(PERFECT, HAPPY)**.
18. Your suggestion sounds _____. Let's go! **(GREAT)**
19. There is no _____ flight between Chicago and New York at the moment. **(DIRECT)**
20. The manager spoke to us in an _____ harsh tone. **(UNUSUAL)**

1. Let's take a break. We have been working **hard lately**. (**HARD, LATE**)
2. We have just finished wiping the floors **clean**. (**CLEAN**).
3. The opera singer sang her part **beautifully**. (**BEAUTIFUL**)
4. I **nearly** had a car accident on my way back home from work. (**NEAR**)
5. There's nothing wrong with your soup. It looks **fine** to me (**FINE**).
6. The girl was **prettily** dressed for her birthday party. (**PRETTY**)
7. Mom was very **calm** after she had heard the **good** news. (**CALM, GOOD**)
8. She was a **well-trained** athlete who performed **remarkably well** in competitions. (**GOOD, REMARKABLE, GOOD**)
9. The wild animal came **close** to us, so **naturally**, we were afraid. (**CLOSE, NATURAL**)
10. Dollars are **widely** accepted in many countries of the world. (**WIDE**)
11. I looked at him **angrily** when he came in. (**ANGRY**)
12. My dad wore an **elegant** jacket for the celebration. (**ELEGANT**)
13. They were **professional** actors who performed in a **highly** professional way. (**PROFESSIONAL, HIGH**)
14. We **hardly** noticed the storm. All of a sudden, objects were flying around **wildly** through the air. (**HARD, WILD**)
15. Not **surprisingly**, they lost their last match. (**SURPRISING**)
16. My parents were **really** annoyed about my test marks. (**REAL**)
17. They were **perfectly happy** with the Christmas presents they received. (**PERFECT, HAPPY**).
18. Your suggestion sounds **great**. Let's go! (**GREAT**)
19. There is no **direct** flight between Chicago and New York at the moment. (**DIRECT**)
20. The manager spoke to us in an **unusually** harsh tone. (**UNUSUAL**)

Fill in the correct form: Adjective or Adverb

1. If anything goes _____, someone must be blamed. **(WRONG)**
2. The parliament was _____ elected. **(FREE)**
3. You shouldn't go up that ladder. It's not _____. **(SAFE)**
4. Coffee in the morning smells _____. **(FANTASTIC)**
5. The western part of the US was colonized _____ by the Spanish. **(MAIN)**
6. The sun was shining _____ in the sky. **(BRIGHT)**
7. She likes to wear _____ clothes when she goes out. **(COLOURFUL)**
8. My son was _____ disappointed because he didn't get the job. **(BITTER)**
9. Don't be so _____ when you leave and close the door _____, please **(NOISY, QUIET)**
10. The plane was able to land _____ on the main runway. **(SAFE)**
11. Many students feel _____ before an exam. **(NERVOUS)**
12. The building was _____ destroyed by the fire. **(TOTAL)**
13. She _____ recovered from her injuries. **(SLOW)**
14. She looked at us _____ when she saw that the glass had been broken. **(ANGRY)**
15. I haven't seen him _____. Do you know where he's been **(LATE)**.
16. Since the death of his wife he has _____ gone out anymore. **(HARD)**
17. He was _____ to have a second pair of shoes with him. **(FORTUNATE)**
18. _____, he was able to climb down the roof on his own without any help. **(LUCKY)**
19. You are a _____ man having a wife like Rose. **(LUCKY)**
20. There's no _____ way to do this. It's _____ work. **(EASY, HARD)**

KEY

1. If anything goes **wrong**, someone must be blamed. **(WRONG)**
2. The parliament was **freely** elected. **(FREE)**
3. You shouldn't go up that ladder. It's not **safe**. **(SAFE)**
4. Coffee in the morning smells **fantastic**. **(FANTASTIC)**
5. The western part of the US was colonized **mainly** by the Spanish. **(MAIN)**
6. The sun was shining **brightly** in the sky. **(BRIGHT)**
7. She likes to wear **colourful** clothes when she goes out. **(COLOURFUL)**
8. My son was **bitterly** disappointed because he didn't get the job. **(BITTER)**
9. Don't be so **noisy** when you leave and close the door **quietly**, please **(NOISY, QUIET)**
10. The plane was able to land **safely** on the main runway. **(SAFE)**
11. Many students feel **nervous** before an exam. **(NERVOUS)**
12. The building was **totally** destroyed by the fire. **(TOTAL)**
13. She **slowly** recovered from her injuries. **(SLOW)**
14. She looked at us **angrily** when she saw that the glass had been broken. **(ANGRY)**
15. I haven't seen him **lately**. Do you know where he's been **(LATE)**.
16. Since the death of his wife he has **hardly** gone out anymore. **(HARD)**
17. He was **fortunate** to have a second pair of shoes with him. **(FORTUNATE)**
18. **Luckily**, he was able to climb down the roof on his own without any help. **(LUCKY)**
19. You are a **lucky** man having a wife like Rose. **(LUCKY)**
20. There's no **easy** way to do this. It's **hard** work. **(EASY, HARD)**

Fill in TOO or ENOUGH.

1. I can't carry this suitcase. It's _____ heavy.
2. This bag isn't big _____. I can't put all my possessions in it.
3. Is your meal warm _____? If not, I'll put it in the microwave.
4. Mom was _____ worried to go to sleep, so she stayed up all night.
5. I don't like this fizzy drink. It's much _____ sweet.
6. I'll ring you up later. I haven't got _____ time at the moment.
7. She's _____ young to drink alcohol. She's not even 15 yet.
8. We weren't able to buy tickets for both games because we didn't have _____ money.
9. I couldn't see her anywhere because it was getting _____ foggy.
10. You can't play in our first team. You're not good _____.
11. You still make _____ many mistakes. You have to practice harder.
12. If you don't get _____ sleep your overall health will suffer.
13. I can't tell you what the situation is at the moment because I haven't got _____ information.
14. He can't be a good basketball player. He isn't tall _____.
15. This is _____ good to be true!
16. I haven't got _____ clothes for such a long trip. I'll have to get some more.
17. I couldn't finish the test because there were _____ many questions and not _____ time left.
18. My sister couldn't concentrate because the workers were making _____ much noise.
19. I didn't have _____ time to visit the museums and it was _____ crowded as well.
20. The sea isn't warm _____ to go swimming. The water is much _____ cold.

KEY

1. I can't carry this suitcase. It's **too** heavy.
2. This bag isn't big **enough**. I can't put all my possessions in it.
3. Is your meal warm **enough**? If not, I'll put it in the microwave.
4. Mom was **too** worried to go to sleep, so she stayed up all night.
5. I don't like this fizzy drink. It's much **too** sweet.
6. I'll ring you up later. I haven't got **enough** time at the moment.
7. She's **too** young to drink alcohol. She's not even 15 yet.
8. We weren't able to buy tickets for both games because we didn't have **enough** money.
9. I couldn't see her anywhere because it was getting **too** foggy.
10. You can't play in our first team. You're not good **enough**.
11. You still make **too** many mistakes. You have to practice harder.
12. If you don't get **enough** sleep your overall health will suffer.
13. I can't tell you what the situation is at the moment because I haven't got **enough** information.
14. He can't be a good basketball player. He isn't tall **enough**.
15. This is **too** good to be true!
16. I haven't got **enough** clothes for such a long trip. I'll have to get some more.
17. I couldn't finish the test because there were **too** many questions and not **enough** time left.
18. My sister couldn't concentrate because the workers were making **too** much noise.
19. I didn't have **enough** time to visit the museums and it was **too** crowded as well.
20. The sea isn't warm **enough** to go swimming. The water is much **too** cold.

Fill in the correct form: Adjective or Adverb

1. Jack has a _____ car, but he doesn't like driving so _____. (**FAST, FAST**)
2. Tom has _____ improved his English skills since he arrived. (**HARD**)
3. My dad is _____ improving after his heart surgery. (**SLOW**)
4. It was one of those matches where all of players _____ played _____. (**REAL, BAD**)
5. The prisoner was treated _____ by the officers. (**BAD**)
6. I was _____ surprised to meet her so _____ after our last meeting. (**HIGH, QUICK**)
7. The young lady always dresses _____. (**PRETTY**)
8. The plane was flying _____ over the hilltops. (**PRETTY, LOW**)
9. He has been _____ in the office _____. (**LATE, LATE**)
10. Some shops in the tourist district close very _____. (**LATE**)
11. I felt _____ after I had spoken to him like that. (**TERRIBLE, GUILTY**)
12. She _____ missed her train because she was speaking on the phone. (**NEAR**)
13. His brother is working _____ for his final exam. (**HARD**)
14. The arrow _____ missed the boy's head. (**NARROW**)
15. The young Maradona was a _____ player. (**FANTASTIC**)
16. Even though the wind was blowing _____, they tried to row the boat _____. (**HEAVY, STEADY**)
17. From such a great distance even _____ buildings look _____. (**HIGH, SMALL**)
18. My brother plays football _____ well, but he doesn't like being so _____. (**FAIR, FAIR**)
19. The Prime Minister's politics were _____ disputed across the country. (**WIDE**)
20. _____, we were at home when the disaster happened. Others were not so _____. (**LUCKY, LUCKY**)

KEY

1. Jack has a **fast** car, but he doesn't like driving so **fast**. (**FAST, FAST**)
2. Tom has **hardly** improved his English skills since he arrived. (**HARD**)
3. My dad is **slowly** improving after his heart surgery. (**SLOW**)
4. It was one of those matches where all of players **really** played **badly**. (**REAL, BAD**)
5. The prisoner was treated **badly** by the officers. (**BAD**)
6. I was **highly** surprised to meet her so **quickly** after our last meeting. (**HIGH, QUICK**)
7. The young lady always dresses **prettily**. (**PRETTY**)
8. The plane was flying **pretty low** over the hilltops. (**PRETTY, LOW**)
9. He has been **late** in the office **lately** (**LATE, LATE**)
10. Some shops in the tourist district close very **late**. (**LATE**)
11. I felt **terribly guilty** after I had spoken to him like that. (**TERRIBLE, GUILTY**)
12. She **nearly** missed her train because she was speaking on the phone. (**NEAR**)
13. His brother is working **hard** for his final exam. (**HARD**)
14. The arrow **narrowly** missed the boy's head. (**NARROW**)
15. The young Maradona was a **fantastic** player. (**FANTASTIC**)
16. Even though the wind was blowing **heavily**, they tried to row the boat **steadily**. (**HEAVY, STEADY**)
17. From such a great distance even **high** buildings look **small**. (**HIGH, SMALL**)
18. My brother plays football **fairly** well, but he doesn't like being so **fair**. (**FAIR, FAIR**)
19. The Prime Minister's politics were **widely** disputed across the country. (**WIDE**)
20. **Luckily**, we were at home when the disaster happened. Others were not so **lucky**. (**LUCKY, LUCKY**)

Complete the sentences using the correct forms of the adjectives.

1. He is probably _____ tennis player I have ever seen **(BAD)** .
2. Jane is the _____-working student in our class **(HARD)** .
3. Sit over there. It's _____ chair in this room. **(COMFORTABLE)**
4. This pub is so noisy. Can we go to a place that is _____ **(QUIET)?**
5. I don't have _____ idea of what you are talking about. **(SLIGHT)**
6. John is a _____ person than Humphrey. **(RELIABLE)**
7. The new *Mission Impossible* movie is good, but the next *James Bond* film will be _____ . **(EXCITING)**
8. How much _____ is it to the airport? – We'll be there in ten minutes. **(FAR)**
9. Why can't you stay a bit _____? - It's only half past six. **(LONG)**
10. The more you practice, the _____ you will get. **(GOOD)**
11. Piccadilly Circus is one of _____ places in London . **(NOISY)**
12. The essay you wrote wasn't very creative. I'm sure you can do _____ . **(GOOD)**
13. What's _____ news from the conflict zone? **(LATE)**
14. Getting the right people for the job is one of _____ problems we have at the company. **(SERIOUS)**
15. The headmaster's speech was OK, but what the students said was _____ . **(INTERESTING)**
16. Helping her with the dishes was _____ I could do for her. **(LITTLE)**
17. How did you like the roller-coaster ride? – Well, it was _____ experience I have ever had. **(FRIGHTENING)**
18. Mum makes _____ lasagne you have ever eaten. **(GOOD)**

KEY

1. He is probably **the worst** tennis player I have ever seen **(BAD)** .
2. Jane is the **hardest**-working student in our class **(HARD)** .
3. Sit over there. It's **the most comfortable** chair in this room. **(COMFORTABLE)**
4. This pub is so noisy. Can we go to a place that is **more quiet/ quieter** **(QUIET)?**
5. I don't have **the slightest** idea of what you are taking about. **(SLIGHT)**
6. John is a **more reliable** person than Humphrey. **(RELIABLE)**
7. The new *Mission Impossible* movie is good, but the next *James Bond* film will be **more exciting**. **(EXCITING)**
8. How much **farther** is it to the airport? – We'll be there in ten minutes. **(FAR)**
9. Why can't you stay a bit **longer**? - It's only half past six. **(LONG)**
10. The more you practice, the **better** you will get. **(GOOD)**
11. Piccadilly Circus is one of **the noisiest** places in London . **(NOISY)**
12. The essay you wrote wasn't very creative. I'm sure you can do **better**. **(GOOD)**
13. What's **the latest** news from the conflict zone? **(LATE)**
14. Getting the right people for the job is one of **the most serious** problems we have at the company. **(SERIOUS)**
15. The headmaster's speech was OK, but what the students said was **more interesting**. **(INTERESTING)**
16. Helping her with the dishes was **the least** I could do for her. **(LITTLE)**
17. How did you like the roller-coaster ride? – Well, it was **the most frightening** experience I have ever had. **(FRIGHTENING)**
18. Mum makes **the best** lasagne you have ever eaten. **(GOOD)**

Adjectives describing PEOPLE

adventurous	sb who enjoys taking risks and trying new experiences
ambitious	sb who has strong goals and works hard to achieve them
caring	sb who shows concern and looks out for the well-being of others
cheerful	sb who is happy and brings a positive attitude
compassionate	sb who shows empathy and care for others' feelings
confident	sb who believes in himself and his abilities
considerate	sb who is thoughtful and shows concern for others' needs and feelings
creative	sb who has a great imagination and comes up with original ideas
dependable	sb who can be trusted and relied upon
determined	sb who is resolute and persistent in achieving his goals
friendly	sb who is kind and pleasant to others
funny	sb who has a good sense of humor and makes others laugh
generous	sb who is willing to give and share with others
hardworking	sb who puts in a lot of effort and works diligently
helpful	sb who is ready to assist and offer support to others
honest	sb who tells the truth and can be trusted
intelligent	sb who is smart and has a good understanding
optimistic	sb who has a positive outlook on life and believes in favorable outcomes
organized	sb who is orderly and keeps things well arranged
patient	sb who can remain calm and understanding, especially in difficult situations
polite	sb who is courteous and shows good manners
reliable	sb who can be counted on to do what he says
responsible	sb who can be trusted to do his duties and take care of things
shy	sb who is timid or uncomfortable in social situations

Adjectives describing PLACES

beautiful	Having qualities that delight the senses and create an aesthetic appeal.
brehtaking	Extremely impressive or awe-inspiring.
bustling	Full of activity, energy, and excitement.
charming	Delightful and attractive, often with a quaint or special appeal.
cosmopolitan	Reflecting a blend of different cultures and nationalities.
desolate	Barren, empty, and lacking signs of life or human activity.
extraordinary	Remarkable and exceptional, surpassing the ordinary.
ghostly	Of or relating to ghosts or resembling a ghost in appearance or sound.
historic	Relating to important past events or possessing significant historical value.
idyllic	Extremely picturesque and peaceful, like a perfect paradise.
lively	Full of energy and animated activity.
majestic	Having grandeur and dignity, often associated with impressive size or beauty.
modern	Characterized by the latest and most up-to-date features and design.
panoramic	Providing a wide and comprehensive view of a large area.
peaceful	Calm and quiet, free from disturbance or noise.
picturesque	Visually attractive, like a picture or painting.
remote	Far away from urban areas, often challenging to access.
romantic	Evoking feelings of love, affection, and enchantment.
scenic	Providing pleasing views of natural or picturesque surroundings.
secret	Concealed or not widely known, often associated with a sense of mystery.
spacious	Having ample space, roomy and not crowded.
tranquil	Remaining in its original state without being damaged or altered.
vibrant	Pulsating with life and color, often associated with a lively atmosphere.

Adjectives describe THINGS

big	Of great size or extent.
bitter	Having a sharp and unpleasant taste.
damp	Slightly wet or moist.
fragrant	Having a pleasant and sweet-smelling aroma.
fruity	Having the flavor or aroma of ripe fruit.
hard	Solid, firm, and not easily bent or broken.
high-pitched	Having a high frequency or sharp sound.
loud	Producing a strong or intense sound.
noisy	Full of noise or sound, often in an unpleasant or disturbing way.
quiet	Free from noise or sound.
red	Having the color of blood or rubies.
rough	Having an uneven or coarse surface.
rumbling	Making a deep, continuous, and low-pitched sound.
short	Not long in length. Measuring a small distance from end to end.
small	Not large in size or amount.
smelly	Having an unpleasant or offensive odor.
smooth	Having a flat, even, and polished surface.
soft	Pleasantly yielding to touch or pressure.
sweet	Having the pleasant taste of sugar or honey.
squeaky	Making a high-pitched, creaking sound.
rectangular	Having four right angles and opposite sides equal.
round	Having a curved or circular shape.
spherical	Shaped like a sphere or ball.
square	Having four equal sides and four right angles.

AMERICAN VS BRITISH ENGLISH

Terms

Flat – Apartment

Biscuit – Cookie

Banger – Sausage

Boot – Trunk (of a car)

Lift – Elevator

Lorry – Truck

Holiday – Vacation

Rubber – Eraser

Torch – Flashlight

Trousers – Pants

Tap – Faucet

Tyre – Tire

Trolley – Cart

Takeaway – To – go (food)

Car park – Parking lot

Bill – Check (for a meal)

Football – Soccer

Sweets – Candy

Bouncer – Security guard

Crisps – Chips

Pavement – Sidewalk

Bonnet – Hood (of a car)

Boot – Trunk (of a car)

Chemist – Pharmacist

Coach – Bus

Cookies – Biscuits

Corset – Girdle

Costume – Outfit

Crayons – Wax Crayons

Cutlery – Silverware

Divers – Scuba Divers

Draper – Dry goods merchant

Dustbin – Trash can

Estate agent – Real estate agent

Film – Movie

Football – American football

Fridge – Refrigerator

Full stop – Period

Gearstick – Shift

Gents – Men's room

Gloves – Mittens

Grill – Broil

Hiking – Trekking

Holiday – Vacation

Homely – Cozy

Hood – Bonnet

Jumper – Sweater

Ketchup – Catsup

Lady – Woman

Lift – Elevator

Lorry – Truck

Maths – Math

Molasses – Treacle

Nappy – Diaper

Nick – Thief

Post – Mail

Queue – Line

Rucksack – Backpack

School – Elementary school

Shop – Store

Skirt – Dress

Snacks – Appetizers

Solicitor – Lawyer

Suspenders – Braces

Sweets – Candies

Tablecloth – Table cover

Tap – Faucet

Telly – TV

Tights – Pantyhose

Tins – Cans

Torch – Flashlight

Trousers – Pants

Tyre – Tire

Ute – Pickup truck

Vacation – Holiday

Washing up – Doing the dishes

Weekend – Weekend

Windscreen – Windshield

Woollen – Woolen

Yarn – Thread

V. Applied language

English language learning aids

The COMPETENCE project is funded by Iceland, Liechtenstein and Norway through the EEA and Norway Grants Fund for Regional Cooperation.

Document summary

This training material was prepared within the framework of the COMPETENCE project - Capacity building of eMployees of municipaLities for beTEr provisioN of public sErVICES.

Purpose of this training material	Material for applied English language This material introduces an efficient course structure for applied English language aimed mainly but not only to encourage public servants to enhance their language skills.
Target audience	Primary audience: Employees at various municipality departments and institutions. Secondary audience: Internal or external trainers facilitating interactive group training sessions for municipality employees in applied language.
Intended use	Primary use: Directed learning for leaders and employees of municipality departments and institutions. Leaders and other employees can use the skills gained through this course to improve their ability of working with non-native speakers. Secondary use: Resource material for trainers. Internal or external trainers designing and facilitating interactive group training sessions for municipality employees in English language.

SOURCES

This training material was editing using the grammar aids and practical materials listed below. These texts are free to use as long as the source link can be found at the bottom of each page.

<https://www.englishgrammar.org/guide/grammarguide-2023.pdf>

https://www.englishpage.com/prepositions/prepositions_list.htm

<http://www.english-practice.at/b1/grammar/adjective-adverb/b1-adjective-adverbindex.htm>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad001-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad002-comparison-ofadjectives.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad005-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad006-adjectives-endingwith-ed-and-ing.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad007-adjective-adverbmixedexercises.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad008-adjective-adverbmixedexercises.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad009-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad010-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad011-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad012-too-enough.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad013-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad014-comparisonofadjectives.pdf>

<http://www.english-practice.at/b1/vocabulary/general-vocabulary/gv002-make-do.pdf>

<http://www.english-practice.at/b1/vocabulary/general-vocabulary/gv003-opposites.pdf>

<http://www.english-practice.at/b1/vocabulary/general-vocabulary/gv004-opposites.pdf>

<http://www.english-practice.at/b1/vocabulary/general-vocabulary/gv007-nounsactivities.pdf>

<http://www.english-practice.at/b1/vocabulary/general-vocabulary/gv007-nounsactivities.pdf>

<http://www.english-practice.at/b1/vocabulary/key-word-transformation/kwt006-keywordtransformation.pdf>

<http://www.english-practice.at/b1/vocabulary/key-word-transformation/kwt006-keywordtransformation.pdf>

<http://www.english-practice.at/b1/vocabulary/key-word-transformation/kwt007-key-wordtransformation.pdf>

<http://www.english-practice.at/b1/vocabulary/language-in-use/liu003-blended-families.pdf>

<http://www.english-practice.at/b1/vocabulary/language-in-use/liu003-blended-families.pdf>

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The 2023 Grammar Guide

120 Grammar and Vocabulary Mistakes to Avoid



Last Updated: Nov. 17, 2022

www.englishgrammar.org

The purpose of this book

English is full of problems for a foreign learner. While some of these problem points are easy to explain, others cause difficulty even for the advanced students and learners. For example, how exactly is the *present perfect tense* used? What are the differences between *big, large and great*, between *come and go*? Is *unless* the same as *if not*?

This eBook is a guide to questions of this kind. It addresses 120 points which regularly cause problems for the foreign learner. Rules and guidelines are given, using as little linguistic terminology as possible.

Who will benefit from this book?

This book is aimed at students who wish to improve the quality of their sentences. It is compiled for the use at school or at home.

How to use this book?

Entries are arranged alphabetically. Each entry contains an explanation of a problem, examples of correct usage and typical mistakes. Explanations are, as far as possible, given in simple everyday language.

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1. According to

- Incorrect: **According to me**, she should have resigned earlier.
- Correct: **In my opinion**, she should have resigned earlier.

We do not give our own opinions with **according to**.

2. Across and through

The difference between **across** and **through** is similar to the difference between **on** and **in**. We use **through** to talk about movement in three dimensional spaces with things on all sides.

- We walked **across** the field. (= We were on the field.)
- We walked **through** the wood. (= We were in the wood.)

3. Adjectives ending in -ly

- Incorrect: She smiled friendly.
- Correct: She smiled in a friendly way.
- Incorrect: He laughed silly.
- Correct: He gave a silly laugh

Here the error lies in using an adjective instead of an adverb. We use adverbs to modify verbs. Most adverbs end in -ly; there are also a few adjectives that end in -ly. Examples are: *costly, friendly, lively, likely, lonely, lovely, silly and ugly*. There are no adverbs *costly/costlily* or *friendly/friendlily*.

4. Ago and before

- Incorrect: His father died three years **before**.
- Correct: His father died three years **ago**.

Ago is used to count back from the present. It is used with a past tense and a time expression. **Before** is used when you date back from any point of time which is made specific.

- I saw him two years **before** I went to England.

5. All and every

- Incorrect: Every children need love.
- Correct: **Every child needs** love.
- Incorrect: All the light was out.
- Correct: **All the lights were** out.

Every is used with a singular noun. **All** is used with a plural noun.

6. All right and alright

The standard spelling is **all right**, but **alright** is more common although many people consider it incorrect.

7. Already and all ready

- Incorrect: We are **already** for the show.
- Correct: We are **all ready** for the show.
- Incorrect: They have **all ready** arrived.
- Correct: They have **already** arrived.

All ready means '*all are ready*'. **Already** means '*by now*' or '*sooner than expected*'.

- The train had **already** left before we reached the station.
- The patient had **already** died before the doctor arrived.

8. Alternate and alternative

Alternative means 'different', 'instead', 'on the other hand'.

- We will make an **alternative** arrangement if these plans don't suit you.
- I had to go. There was no **alternative**.

Alternate means 'every second' or 'in turns'.

He only comes to work on **alternate days**.

9. Altogether and all together

Altogether means 'entirely' or 'everything considered'.

- I don't **altogether** agree.
- It is **altogether** wrong to ill-treat animals.

All together simply means 'everybody / everything together'.

- They **all** went out **together**.
- She put the glasses **all together** in the sink.

10. Any and some

Both **some** and **any** suggest an indefinite amount or number. **Some** is more common in affirmative clauses. **Any** is used in questions and negative clauses.

Compare:

- I need **some** pencils. (NOT I need any pencils.)
- Have you got **any pencils**?
- Sorry, I **haven't got any pencils**.

11. Anyhow and somehow

- Incorrect: He did it anyhow.
- Correct: He managed to do it **somehow**.
- Incorrect: He keeps his things somehow in his desk.
- Correct: He keeps his things **anyhow** in his desk. (= He doesn't keep his things in order.)
- Incorrect: He may not come but somehow I shall.
- Correct: He may not come but **anyhow** I shall. (= I will certainly come.) Use '**anyhow**' to mean 'in disorder'. 'Anyhow' can also mean 'for certain'.

12. Articles

The misuse of **the** and **a** is very common. Here are the basic rules for the use and omission of articles.

Proper nouns (e.g. John, Alice and India) do not take articles.

- Incorrect: The John is my friend.
- Correct: John is my friend.
- Incorrect: The Tokyo is a big city.
- Correct: Tokyo is a big city.

A **singular common noun** (e.g. boy, cat, tree, book, apple etc.) must have an article.

- Incorrect: There is cat on roof.
- Correct: There is **a cat** on **the roof**.

A **plural common noun** cannot be used with the article **a**. It is usually used with no article, though '**some**' is sometimes used before it.

Compare:

- **A spider** has eight legs.
- **Spiders** have eight legs.

Remember that a noun can be common in one sentence and proper in another sentence.

A **superlative adjective** is usually used with **the**.

- Incorrect: He is best player in the team.
- Correct: He is **the best player** in the team.

13. Article a – correct use

The article '**a**' placed in front of a noun conveys the idea of 'one'. When writing about two separate objects, a second '**a**' must be used. If the two objects are considered as one, then the second 'a' may be left out.

- Incorrect: I have a hammer and chisel.
- Correct: I have **a hammer** and **a chisel**. (Here we are talking about two separate objects.)
- Incorrect: She has a son and daughter.
- Correct: She has **a son** and **a daughter**.
- Incorrect: The mechanic used a block and a tackle to lift the machine.
- Correct: The mechanic used **a block and tackle** to lift the machine. (Here we are talking about one object.)

14. Ask and ask for

Ask for: ask somebody to give something

Ask: ask somebody to tell something

- He **asked** me **for** a loan. (NOT He asked me a loan.)
- They **asked** ten dollars **for** the book.
- If you don't know the answer, **ask** the teacher.
- Don't **ask** me my name. (NOT Don't ask me for my name)

15. At first and first

At first is used to talk about the beginning of a situation. It is often followed by **but**. In other cases, we usually use **first**.

- **At first** everything seemed fine, but then things started going wrong.
- I **first** met her at a restaurant.

16. Avenge and revenge

- Incorrect: I must revenge my father.
- Correct: I must **avenge my father**.
- Incorrect: I must revenge my enemy.
- Correct: I must **take revenge on** my enemy.

These two words are often confused. To '*avenge my father*' means to 'punish someone who has hurt my father'.

17. Back and again

When used with a verb, **back** suggests a return to an earlier situation or a movement in the opposite direction.

- **Give** me my watch **back**. (NOT Give me my watch again.)
- Take your money **back**.
- Put the book **back** on the shelf when you have finished with it.
- These mangoes aren't good. I am taking them **back** to the shop.

When used with a verb, **again** suggests repetition.

- I did not hear what you said. Please say it **again**.
- That was a lovely song. Can you play it **again**?

18. Bath and bathe

In British English, the verb **bath** is used to mean '*wash oneself in a bath tub*'.

- Children should **bath** regularly.

The verb **bath** is not used in American English. Instead, the expressions '*have a bath*' or '*take a bath*' are used.

- As I was feeling hot, I **took a bath**.

In British English, **bathe** means '*swim for pleasure*'. It is very formal. In an informal style, we use the expressions '*have a swim*' or '*go for a swim*'.

- He said he had a good **bathe**.

In American English, **bathe** is used to mean '*take a bath*'.

- I always **bathe** before I go to bed. (= I always take a bath before I go to bed.)

Note that *to lie in the sun* is to **sunbathe**.

19. Beat and win

Beat is usually followed by an object which refers to the person you are playing or fighting against.

- She always **beats me** at poker.

Win can also be followed by an object, but it usually refers to things like money or prize. You can also *win in a game, a race, a battle or an argument*.

- She **won the first prize** in the quiz competition.
- She always **wins when we play poker**.

20. Because

- Incorrect: He did not come to school. **Because** he was ill.
- Correct: He did not come to school **because** he was ill.

This is a very common punctuation mistake. **Because** is a subordinating conjunction. It must not be separated from its main clause by a full stop.

21. Because and because of

Because is a conjunction. It is used to join two clauses and is followed by a subject and verb.

- We couldn't go out **because it rained**.
- I did it **because he told me to do it**.

Note that the '*because clause*' can come before or after the main clause.

- Because it was so hot, we went home.
- We went home because it was so hot.

Because of is a two-word preposition. It is used before a noun or a pronoun.

- We couldn't go out **because of the rain**.
- I did it **because of** him.

22. Because and for

- Incorrect: I am glad **for** tomorrow is a holiday.
- Correct: I am glad **because** tomorrow is a holiday.

For is hardly wrong, but it is better to use **because** to introduce a casual clause.

23. Begin and start

There is little or no difference between **begin** and **start**. **Begin** is more common in a formal style.

- He **started / began** working when he was 19.
- We will **begin / start** the next lesson tomorrow.
- It is time to **begin / start** work.

Cases where begin is not possible

We *start* (but not *begin*) a journey or a machine.

- We **started** in the morning and reached before sunset. (NOT We began in the morning...)
- How do you **start** a washing machine? (NOT How do you begin a washing machine?)
- At last the train **started**. (NOT At last the train began.)

24. Beside and besides

Beside is a preposition. It means 'by' or 'next to'.

- The mother sat **beside** her children.
- Who is that fat lady sitting **beside** Peter?

Besides is similar to **as well as**. It is used to add new information to what is already known.

- **Besides** the violin, he can play the guitar and the piano.
- Who was at the party **besides** Jane and Peter?

25. Besides, except and apart from

These expressions often cause confusion. **Besides** usually adds whereas **except** subtracts. Compare:

- **Besides mathematics**, we have to learn physics and chemistry. (We learn three subjects.)
- He can play all musical instruments **except the flute**. (He can't play the flute.)

Apart from can be used in both senses.

- **Apart from mathematics**, we have to learn physics and chemistry. (= Besides mathematics, we have to ...)
- He can play all musical instruments **apart from the violin**. (= He can play all musical instruments except the violin.)

26. Between and among

We use **between** with two or more clearly separate people or things. We use **among** when the reference is to a group, a crowd, or a mass of people or things which we do not see separately.

- She sat **between** Alice and Mary. (Two clearly separate people)
- She sat **among** her students.
- There is a tourist home **between the woods, the river and the hills**. (Three clearly separate things)
- The tourist home is hidden **among the trees**.

We use **between**, not among, after **difference**.

- What is the main **difference between** a square and a rectangle?

27. Between and during

- Incorrect: England grew prosperous between Queen Victoria's reign.
- Correct: England grew prosperous **during** Queen Victoria's reign.
- Incorrect: The First World War was fought during 1914 - 18.
- Correct: The First World War was fought **between 1914 - 18**.

Two events must be mentioned if you want to use **between**.

28. Between and from

A common mistake that is often noticed these days is the use of **to** after **between**.

- Incorrect: The interview will be held between 2 to 4pm.
- Correct: The interview will be held **between 2 and 4 pm**.
- Incorrect: The conference will take place between the 12th to the 18th of this month.
- Correct: The conference will take place **between the 12th and the 18th of this month**.

Or else you can say:

- The interview will be held **from 2 to 4 pm**.
- The conference will take place **from the 12th to** the 18th of this month.

29. Big, large and great

We use **big** and **large** with concrete nouns - the names of objects which we can see or touch. In an informal style, **big** is more common than **large**.

- He has got **big / large** feet.
- They have a **large / big** house in the city.

We use **great** with abstract nouns - the names of things which we cannot see or touch.

- I think it was a **great mistake**.
- I have **great respect** for him.

In an informal style **big** is also used with countable abstract nouns. **Large** is not used with abstract nouns.

- I think it was **a big mistake**. (BUT NOT I think it was a large mistake.)

None of these three words are used with uncountable nouns.

- I have got **a lot of luggage**. (NOT I have got big/large/great luggage.)

30. Born and borne

The passive form of the verb **born** (be + born) is used to talk about coming into the world at birth.

- He **was born** to poor parents.
- I **was born** on a Friday.
- She **was born** in Italy.

Borne is the past participle form of the verb **bear**. It is sometimes used to mean 'give birth to' or 'carry'.

- She **has borne** eight children. (= She has given birth to eight children.)

31. Bring and take

- Incorrect: I don't know what to **bring** when I leave for the conference.
- Correct: I don't know what to **take** when I leave for the conference.
- Incorrect: I shall **bring** my wife with me when I go.
- Correct: I shall **take** my wife with me when I go.
- Incorrect: **Take** that book to me at my desk.
- Correct: **Bring** that book to me at my desk.

Use **bring** when something is being moved towards the speaker.

- **Bring** me that book.

Use **take** when something is being moved away from the area of the speaker.

- **Take** that file with you. (Here the file is being moved away from the area of the speaker.)

32. But

- Incorrect: He is the fastest runner and he came last.
- Correct: He is the fastest runner **but** he came last.

But is the conjunction to use when the second main clause gives unexpected or contradictory information.

33. Change of tense

The first verb in a sentence establishes the tense of any verb that comes later. If you begin writing in the past, don't change to the present. Similarly, if you begin writing in the present, don't change to the past.

- Incorrect: In the story, the king *loses* his kingdom, but he *regained* everything in the end.
- Correct: In the story, the king **loses** his kingdom, but he **regains** everything in the end.
- Incorrect: The team *won* yesterday, but *goes* and *loses* this afternoon.
- Correct: The team **won** yesterday, but **went** and **lost** this afternoon.

34. Close and shut

There is little difference of meaning between **close** and **shut**.

- **Shut/close** your eyes.
- Can you **close/shut** the door?
- They **close/shut** the shops at 8 o'clock.

Cases where close is preferred

We *close* (and not *shut*) roads, letters, bank accounts, meetings etc.

- You should **close** your existing account before opening a new account. (NOT You should shut your existing account ...)

35. Cloth and clothes

Cloth is the material used for making clothes. **Clothes** are things you wear.

- His **clothes** are made of expensive **cloth**.

36. Collective nouns

Group words or **collective nouns** take a singular verb if you are talking of the group as a whole. They take a plural verb if you are talking about the individual members of the group.

Compare:

- **The jury is** in the courtroom. (Here we are talking about the whole group.)
- **The jury are** still debating the case. (Here we are talking about the individual members of the group.)

Note: Collective nouns are always singular in American English.

37. Come and go

Come is used for movements to the place where the speaker or hearer is.

- Come to me. (Movement towards the speaker)
- 'Alice, can you come here?' 'Yes, I am coming.' (NOT I am going.)
- Can I come and sit beside you? (Movement towards the hearer) **Go** is

used for movements to other places.

- Let's **go** and see them. (NOT Let's come and see them.)
- I want to **go** and live in the hills. (NOT I want to come and live in the hills.)

38. Common preposition + noun combinations

- At the cinema; at the theatre; at the party; at university
- By car/bike/bus/train/boat/plane/land/sea/air
- On the radio; on TV; on the phone
- In pen/pencil/ink
- In a suit/raincoat/shirt/skirt/hat etc

39. Comparatives and superlatives

The comparative (e.g. taller, sharper, stronger, heavier, shorter etc.) is used to compare one person or thing with another person or thing.

- John is **taller** than Peter.
- Alice is **cleverer** than Mary.

The superlative (e.g. tallest, sharpest, strongest, heaviest, shortest etc.) is used to compare somebody or something with the whole group to which she/he/it belongs.

- John is the **tallest boy** in the class.
- Alice is the **prettiest of** the four girls.
- He is the **best player** in the team.

When a group has only two members, we prefer the comparative to the superlative.

- Incorrect: Take the shortest of the two routes.
- Correct: Take the **shorter** of the two routes.
- Incorrect: She is the prettiest of the two sisters.
- Correct: She is the **prettier** of the two sisters.

40. Comparatives: a common error

In comparative sentences be careful to compare the same part of two things. **That of, these of** and **those of** are necessary words that are often omitted.

- Incorrect: His teaching was like Jesus Christ.
- Correct: His teaching was like **that of Jesus Christ**.
- Incorrect: The size of the shoe must be the same as this shoe.
- Correct: The size of the shoe must be the same as **that of this shoe**.
- Incorrect: My books are better than my friend.
- Correct: My books are better than **those of my friend**.

41. Conjunctions

One conjunction is enough to join two clauses. English does not require a second conjunction.

- Incorrect: Though he is old but he is healthy.
- Correct: **Though** he is old he is healthy. OR He is old but he is healthy.
- Incorrect: As he was fat so he ran slowly.
- Correct: **As** he was fat he ran slowly. OR He was fat so he ran slowly.
- Incorrect: If you work hard then you will succeed.
- Correct: **If** you work hard you will succeed.
- Incorrect: Because he is clever therefore he gets good marks.
- Correct: **Because** he is clever he gets good marks.

42. Correlatives

When the correlatives **either...or**, **neither...nor**, **both...and**, **not only...but also** are used, you must see that they are placed before words of the same part of speech.

- Incorrect: The car either dashed against a dog or a goat. (verb-noun)
- Correct: The car dashed against **either a dog or a goat**. (noun-noun)
- Incorrect: Neither he would eat nor allow us to eat. (noun-verb)
- Correct: He would **neither eat nor allow** us to eat. (verb-verb)
- Incorrect: Neither he smokes nor drinks. (noun-verb)
- Correct: He **neither smokes nor drinks**. (verb-verb)

43. Dead and died

Dead is an adjective. It is used to modify a noun.

- He is **dead**. (NOT He is died.)
- A **dead** man (NOT A died man)

Died is the past tense and the past participle of the verb **die**.

- He **has died**. (NOT He has dead.)
- He **died** last year. (NOT He dead last year.)

44. Determiners

Articles (a/an, the), possessives (my, your, his, her, their, our etc.) and demonstratives (this, that, these and those) are called **Group A determiners**. Note that we cannot put two Group A determiners together. We can say *my cat*, *the cat* or *that cat*, but not *the my cat* or *my that cat*.

In order to put together the meanings of a possessive and an article or a demonstrative, we use a structure with **of**.

- He is **a** friend **of mine**. (NOT He is a my friend.)
- **These** shoes **of mine** pinch me terribly. (NOT These my shoes pinch me terribly.)
- **Those** dirty fingers **of yours** have stained the walls. (NOT Those your dirty fingers have ...)

45. Do and make

Do is sometimes confused with **make**. **Make** is used to talk about building or creating.

- Let's **make** a cake.
- I once **made** a toy train.

Do is sometimes used instead of **make**. This is common when we want to sound casual about a creative activity.

- 'What shall we eat?' 'Well, let me **do an omelette.**' (More casual than 'Let me make an omelette.')

Common fixed expressions with do and make

Both **do** and **make** are used in some common fixed expressions.

Do good, harm, business, one's best, a favor, sport, exercise, one's hair, one's teeth, one's duty, 50mph etc.

Make a journey, an offer, arrangements, a suggestion, a decision, an attempt, an effort, an excuse, an exception, a mistake, a noise, a phone call, money, a profit, a fortune, love, peace, war, a bed, a fire, progress etc.

46. Double negatives

Never use a negative verb and a negative qualifier (e.g. nothing, hardly, scarcely, nobody etc.) together.

- Incorrect: I *haven't nothing* to prove.
- Correct: I **have nothing** to prove.
- Incorrect: Alice *can't hardly* wait until her birthday.
- Correct: Alice **can hardly** wait until her birthday.
- Incorrect: There *wasn't nobody* at the door.
- Correct: There **was nobody** at the door.

47. During and for

During is used to say when something happens. **For** is used to say how long it lasts.

- Incorrect: I was in France **for** the summer.
- Correct: I was in France **during** the summer.
- Incorrect: I was in France during two months.
- Correct: I was in France **for** two months.

48. Each and every

Use **each** and **every** together only if you want to convey very strong emphasis.

- Incorrect: **Each and every** person wore a hat.
- Correct: **Each person** wore a hat.
- Correct: **Everybody** wore a hat.

49. Each other and one another

In modern English **each other** and **one another** are used in the same way. **One another** is preferred when we are making general statements.

- They have stopped talking to **each other/one another**.

Both expressions can be used in the possessive form.

- They would sit for hours listening to **each other's / one another's tales**.

50. East, eastern, north, northern etc.

The words **east, west** etc., are used for clearly defined places. The words **eastern, western** etc., are used when we are talking about vague areas.

Compare:

- The **northern part** of the country is hilly.
- The **north side** of the house has four windows.

Capital letters

Capital letters are used at the beginning of *East, Eastern, North, Northern* etc., when they come in official place names.

- South Africa
- the Middle East
- North Korea

In other cases these words begin with small letters.

- The sun rises in **the east**.
- He came from **the west**.

51. Elder and eldest

- Incorrect: He is **elder** than me.
- Correct: He is **older** than me.
- Incorrect: He is the **eldest** man in the village.
- Correct: He is the **oldest** man in the village.

Elder and **eldest** can be used to talk about the order of birth of the members of a family. Note that they are only used before nouns. After a verb we use **older** or **oldest**.

- My **elder/older brother** is a writer.
- His **eldest/oldest son** is in the Army.
- He is **older** than me. (NOT He is elder than me. Elder and eldest can't be used in the predicative (after a verb) position.)

52. End and finish

When followed by a direct object, **finish** means complete.

- I have **finished my job**. (= I have completed my job.)
- You never let me **finish a sentence**. (= You never let me complete a sentence.)

Finish can be followed by an **-ing form**.

- Have you **finished writing** that novel?

When followed by a direct object, **end** means **stop**.

- They have decided to **end their affair**. (NOT They have decided to finish their affair.)

End cannot be followed by an **-ing form**.

When they are not followed by objects, **end** and **finish** have similar meanings.

- When does the concert **finish/end**?

53. Enough

- Incorrect: He was **enough foolish** to trust her.
- Correct: He was **foolish enough** to trust her.
- Incorrect: If I were **enough rich**, I would buy a new car.
- Correct: If I were **rich enough**, I would buy a new car.

The adverb **enough** comes after the adjective which it qualifies.

54. Especially and specially

Both **specially** and **especially** can often be used with the same meaning.

- It was not **specially / especially** cold.

Especially can mean 'above all'.

- Sometimes I feel rather lonely, **especially** in the evenings.

Specially is used to mean 'for a particular purpose'.

- I made this cake **specially** for you.

55. Except and except for

- Incorrect: Except you, I like everyone.
- Correct: **Except for you**, I like everyone.
- Incorrect: Except this mistake, you did very well.
- Correct: **Except for this mistake**, you did very well.

Except can be used without **for** after words like **all, every, no, everything, anybody, nowhere, whole etc.** In other cases we usually use **except for**.

- He cleaned **all** the rooms **except** the bedroom. OR He cleaned **all** the rooms **except for** the bedroom. (Except can be used without for after all.)
- **Nobody** was invited **except Peter and Alice**. OR Nobody was invited **except for** Peter and Alice.
- I like everyone **except / except for** you.
- They were all tired **except / except for** John.
- That was a good essay, **except for** a few spelling mistakes. (NOT That was a good essay, except a few spelling mistakes.)

Before prepositions and conjunctions we use **except**.

56. Expect and hope

- Incorrect: She is hoping a raise.
- Correct: She is expecting a raise.

When we **expect** something we think that it will in fact happen. When we **hope** for something to happen, we would like it to happen, but we don't know whether it will.

- She is **expecting** a baby. (= She is pregnant now.)
- She is **hoping** that it will be a girl. (She doesn't know whether it will be a boy or a girl, but she will be happier if it is a girl.)

We can *expect* good or bad things to happen, but we only *hope* for good things.

57. Expressions without prepositions

The verbs **discuss, enter, marry, lack, resemble** and **approach** are normally followed by objects without prepositions.

- Incorrect: She married with an old man.
- Correct: She **married an old man**.
- Incorrect: We must discuss about the plans.

- Correct: We must **discuss the plans**.
- Incorrect: The baby resembles to its dad.
- Correct: The baby **resembles its dad**.

58. Far and a long way

We use **far** in questions and negative clauses.

- Did you walk **far**?
- The railway station is **not far** from here.

We use **a long way** in affirmative clauses.

- We walked **a long way**. (NOT We walked far.)
- The post office is **a long way** from here.

Far is common in affirmative clauses with adverbs like **too, so, enough** and **as**.

- You have walked a bit **too far**.

59. Gerund

- Incorrect: I am thinking to write a novel.
- Correct: I am **thinking of writing** a novel.
- Incorrect: We were prevented from enter the room.
- Correct: We were prevented **from entering** the room.

A preposition is followed by **a gerund (-ing forms)** and not an infinitive.

- Incorrect: They insisted on me resigning the post.
- Correct: They insisted on **my** resigning the post.
- Incorrect: They objected to John playing for the other team.
- Correct: They objected to **John's** playing for the other team.

A noun or a pronoun used before a gerund should be in the **possessive case**. Note that the possessive case should not be used with a gerund when the gerund is in the passive or when the noun or pronoun denotes a lifeless thing.

- Incorrect: There is no danger of the roof's crashing.
- Correct: There is no danger of the **roof** crashing.

60. Historic present

When writing about a past event, we can use the present tense to make it appear as if the event is actually happening. Even if a person is dead, he or she can still be spoken of in the present tense. This is known as using the **historic present**.

The following sentences are written using the historic present.

- Winston Churchill **is** one of England's greatest statesmen.
- Captain Cook **is** responsible for white settlement in Australia.

61. I don't mind

- Incorrect: 'Will you have some coffee?' 'I don't mind.'
- Correct: 'Will you have some coffee?' 'Thank you' OR 'No, thank you.'

Say 'Thanks' or 'Thank you' while accepting an offer. Say 'No, thanks' or 'No, thank you' while declining an offer.

'*I don't mind*' is rude. It shows indifference: that the person does not care whether he drinks coffee or not. 'I don't mind' should be used only when it is permissible to indicate no strong preference.

62. If clauses

- Incorrect: If it **rains** we **would cancel** the match.
- Correct: If it **rains** we **will cancel** the match.
- Incorrect: If you **hit** the dog, it **would bite** you.
- Correct: If you **hit** the dog, it **will bite** you.

When the verb in the **if-clause** is in the simple present tense, we use **will/shall/can/may + infinitive** in the main clause.

- Incorrect: If you **studied** hard, you **will get** a first class.
- Correct: If you **studied** hard, you **would get** a first class.

When the verb in the if-clause is in the simple past tense, we use **would/should/could/might + infinitive** in the main clause. Sentences of these types are used to talk about purely imaginary situations.

- Incorrect: If you **had studied hard**, you **would get** a first class.
- Correct: If you **had studied hard**, you **would have got** a first class.

When the verb in the main clause is in the past perfect tense, we use **would/should/could/might + have + past participle** in the main clause.

63. Imperative sentences

- Incorrect: See that you will come for the meeting in time.
- Correct: See that you **come** for the meeting in time.
- Incorrect: Take care that you will not be cheated.
- Correct: Take care that you **are** not cheated.

It is wrong to use **future tense** in the subordinate clause when the verb in the main clause is in the **imperative mood**. In such clauses, the **simple present** should be used instead of the **simple future**.

64. Indirect questions

The indirect question is really not a question at all. It has no inversion of subject and predicate as in a direct question. It does not use the auxiliary **do** either.

Compare:

- Direct: Where are you going?
- Indirect: He asked me **where I was going**. (NOT He asked me where was I going?)

- Direct: When does he propose to start?
- Indirect: I want to know **when he proposes to start**. (NOT I want to know when does he propose to start?)

Note that we do not use a question mark at the end of an indirect question.

65. Invent and discover

- Incorrect: Who invented America?
- Correct: Who **discovered America**?
- Incorrect: Who discovered the telephone?
- Correct: Who **invented the telephone**?

Use **invent** of something which did not exist until man created it. Example: a computer or a telephone. Use **discover** of something which existed without man's knowledge. Example: mineral deposits, countries, continents, planets etc.

66. Inversion of subject and verb

- Incorrect: Never I have seen such a sight.
- Correct: **Never have I** seen such a sight.
- Incorrect: Hardly I have had any rest for a week.
- Correct: **Hardly have I** had any rest for a week.

When the first word of the sentence is a negative, the main verb comes before the subject, as in a direct question.

67. Its and it's

These two words often cause confusion.

Its is the possessive form of **it**.

- Every country has **its** traditions.

It's is the contracted form of **it is** or **it has**.

- **It's** raining. (= It is raining.)
- **It's** gone. (= It has gone.)

68. Joining sentences

- Incorrect: This is my friend, he was at school with me.
- Correct: This is my friend **who** was at school with me.
- Incorrect: This is my house, I live here. • Correct: This is my house **where** I live.
- Incorrect: This is an interesting story, I am reading it.
- Correct: This is an interesting story **which** I am reading.

Two main clauses which are not separated by a full stop should be linked by a conjunction or a relative pronoun.

69. Keep and put

- Incorrect: He **kept** the book on the table.
- Correct: He **put** the book on the table.
- Incorrect: He always **puts** his money in this box.
- Correct: He always **keeps** his money in this box.

Use **keep** of a more or less permanent resting place. Use **put** of only a temporary one.

70. Kind and kinds, sort and sorts etc.

The words **kind**, **sort**, **type** and **class** are singular and should be used with **this** or **that** to modify a singular noun. The words **kinds**, **sorts**, **types** and **classes** are plural and should be used with **these** or **those** to modify plural nouns.

- Incorrect: I like these kind of mangoes.
- Correct: I like **these kinds of mangoes**.
- Incorrect: I don't like this sort of meat pies.
- Correct: I don't like **this sort of meat pie**.
- Incorrect: Those are the kinds of film I like to watch.
- Correct: **Those** are the **kinds of films** I like to watch.
- Incorrect: These type of cars are very fast.
- Correct: **These types of cars** are very fast.

71. Less and fewer

Less refers to a quantity that cannot be counted. **Fewer** refers to a number that can be counted.

Compare:

- I am eating **less meat**.
- We caught **fewer fish**.
- There were **fewer children** in the class than expected.
- We did **less work** today than yesterday.

72. Lie and lay

- Incorrect: Dad has laid on the sofa all morning.
- Correct: Dad **has lain** on the sofa all morning.
- Incorrect: Mother says she has already lain the table.
- Correct: Mother says she **has already laid** the table.
- Incorrect: The book was lain on the table.
- Correct: The book **was laid** on the table.

- Incorrect: I would like to lay in the sun.
- Correct: I would like **to lie** in the sun.

To lie means **to rest**. Its different forms are given below:

Infinitive: lie; -ing form: lying; Past tense: lay; Past participle: lain

- I **lie** on the bed.
- I **am lying** on the bed.
- I **was lying** on the bed.
- I **lay** on the bed.
- I **have lain** on the bed.

To lie also means '*to not tell the truth*'. Its different forms are given below:

Infinitive: lie; -ing form: lying; past tense: lied; past participle: lied

- I **lie**.
- I **am lying**.
- I **was lying**.
- I **lied**.
- I **have lied**.

To lay means '*to put something down*.' Its different forms are:

Infinitive: lay; -ing form: laying; past tense: laid; past participle: laid

- I **lay** the plate on the table.
- I **am laying** the plate on the table.
- I **was laying** the plate on the table.
- I **laid** the plate on the table.
- I **have laid** the plate on the table.

73. Like and as

As is followed by a clause. **Like** is followed by a noun.

- Incorrect: He did like he was told.
- Correct: He did **as he was told**.
- Incorrect: He fought like a tiger does.
- Correct: He fought **like a tiger**.
- Correct: He fought **as a tiger does**.

74. Look after and look for

Look after means 'take care of'. **Look for** means 'try to find'.

- Nurses **look after** sick people. (= Nurses take care of sick people.)
- I am **looking for** my keys. (= I am trying to find my keys.)

75. Lose and loose

Lose is an irregular verb (lose – lost – lost). **Loose** is the opposite of **tight**. It is an adjective.

- She needs to **lose** oodles of weight. (NOT She needs to loose oodles of weight.)
- This shirt is **loose** for me. (NOT This shirt is lose for me.)

76. Many/much and plenty of/a lot of

The expressions **a lot of**, **plenty of** and **a great deal of** are preferred in affirmative clauses. In questions and negatives, we usually use **much** or **many**.

Compare:

- I have **a lot of** work to do. (NOT I have much work to do.)
- Do you have **much** work to do? (More natural than 'Do you have a lot of work to do?')

No, I don't have **much** work to do. (More natural than 'No, I don't have a lot of work to do')

- **Plenty of** people want to buy cars.
- Are there **many** people who want cars?
- Yes, but there aren't **many** people who can afford them. (NOT There aren't plenty of people who can afford them.)

Many is occasionally used in the affirmative, but **much** is almost never used in that way. The expressions **a lot of**, **plenty of** and **a great deal of** are almost never used in the negative, but they are occasionally used in questions.

77. May and can

Can expresses ability.

- She **can** speak English.
- He **can** play the piano.
- **Can** you speak Hindi?

Can is also used in the sense of **may** to give permission, though **may** is more correct.

- You **can** take one of those books. OR You **may** take one of those books.
- You **can** go now. OR You **may** go now.

Nowadays, **can** is also being increasingly used to ask permission.

- '**Can** I come in, Sir?'

78. Maybe and perhaps

These two words mean the same. **Maybe** is more common in an informal style.

- **Maybe/perhaps** he will come.

Perhaps is often pronounced 'praps' by British people. In American English, **perhaps** is rather formal.

79. Much and many

Much is used with singular nouns. **Many** is used with plural nouns.

- There aren't **many people** who can afford cars.
- Have you got **much work** to do?

Much and **many** are mostly used in questions and negative sentences. They are unusual in affirmative clauses except after words like **as, so** and **too**.

- She has got **lots of** friends. (More natural than 'She has got many friends.')

80. Neither, nor and not...either

Negative additions to negative remarks are made with **nor/neither + auxiliary verb + subject**

- Incorrect: 'I can't swim.' 'I also can't'
- Correct: 'I can't swim.' '**Neither/nor can I.**'
- Incorrect: John didn't come, and Peter didn't too.
- Correct: John didn't come, **neither/nor did Peter.**

Not either means the same as **neither** and **nor**. It is preceded by **subject + auxiliary verb**.

- Incorrect: 'I can't swim.' 'I also can't.'
- Correct: 'I can't swim.' '**I can't either.**'

81. Nominative and objective case

Pronouns that are used as subjects of verbs are: **I, he, she, we, they** and **you**

- Neither **Alice** nor **I** like the opera. (NOT Neither Alice nor me like the opera. Here the pronouns Alice and I are part of the subject.)

Pronouns that are used as objects of verbs or prepositions are: **me, him, her, us, them** and **you**. Note that **you** does not change its form.

- I tackled **him**. (NOT I tackled he. Here him is the object of the verb tackled.)
She sat above **me**. (NOT She sat above I. Here me is the object of the preposition above.)

- Between you and **me** there are few secrets. (NOT Between you and I there are few secrets. Here the pronouns you and me are the objects of the preposition between.)
- There are no problems between **him** and **her**. (NOT There are no problems between he and she.)
- Let **you** and **me** do it. (NOT Let you and I do it. Here you and me are the objects of the verb let.)
- He has given great trouble to my father and **me**. (NOT He has given great trouble to my father and I. Here my father and I are the objects of the preposition to.)

Grammarians formerly used to recommend that a pronoun used as the complement of the verb **be** (is/am/are/was/were), should be in the nominative (subject) form. Today the use of the nominative form in such cases is considered extremely formal and over-correct. Instead, we use the objective form.

- It **is me**. (More natural than It is I.)
- That **was him**. (More natural than That was he.)

82. No sooner ...than

It is wrong to use **when** instead of **than** in these sentences. If **no sooner** begins the sentence, the auxiliary **did** or **had** must come immediately after it.

- Incorrect: **No sooner had** she read the telegram *when* she fainted.
- Correct: **No sooner had** she read the telegram **than** she fainted.
- Incorrect: No sooner I heard the shot than I rushed to the spot.
- Correct: **No sooner did** I hear the shot **than** I rushed to the spot.

83. Nouns that do not have a singular form

Some nouns do not have a singular form. Examples are: *oats, cattle, pants, scissors, tongs, shears, trousers, binoculars, shorts* and *tweezers*. We cannot say *a pants* or *a cattle*.

- **The tongs were** by the fireplace. (NOT The tong was by the fireplace.)

- **Tweezers are** useful when handling stamps. (NOT A tweezer is useful when handling stamps.)

The singular aspect of the word is usually indicated by using '*a pair of*'.

Compare:

- **The scissors are** in the drawer.
- **A pair of scissors is** in the drawer.
- **The garden shears were** used to clip the hedge.
- **A pair of garden shears was** used to clip the hedge.
- **Trousers were** hanging in the cupboard.
- **A pair of trousers was** hanging in the cupboard.

84. Nouns with no plural forms

Some nouns do not have a plural form. Examples are: *scenery, furniture, wheat, dust, silverware, information, news, luggage, bread, advice, chess, chewing gum, equipment, grass, permission, publicity, rubbish, traffic etc.*

- Switzerland is known for its **scenery**. (NOT Switzerland is known for its sceneries.)
- We bought some **furniture** yesterday. (NOT We bought some furnitures yesterday.)
- Have you received any **information**? (NOT Have you received any informations?)
- I packed my **luggage**. (NOT I packed my luggages.)
- There are no **loaves** in this shop. (NOT There are no breads in this shop.)

Nouns that do not have a plural form are usually treated as uncountable nouns. Most uncountable nouns have countable equivalents.

Advice (uncountable) - a piece of advice (countable)

Bread (uncountable) - a piece of bread / a loaf / a roll

Equipment - a piece of equipment / a tool

Baggage - a piece of baggage

Furniture - a piece of furniture / an article of furniture

Grass - a blade of grass

Information - a piece of information

Lightning - a flash of lightning

Luck - a bit of luck / a stroke of luck

News - a piece of news

Poetry - a poem

Travel - a journey / a trip

Work - a piece of work / a job

- We bought **a piece of furniture** yesterday. (NOT We bought a furniture yesterday.)
- We heard **a piece of news**. (NOT We heard a news.)
- I need **a piece of equipment** to fix this. OR I need a tool to fix this. (NOT I need an equipment to fix this.)
- I am learning **a new poem**. (NOT I am learning a new poetry.)
- He gave me **some advice**. OR He gave me **a piece of advice**. (NOT He gave me an advice.)

85. Nouns with identical singular and plural forms

Some nouns have identical singular and plural forms. Examples are: **sheep and deer**.

- **This deer is** hungry.
- **These deer are** hungry.

86. Numbers

Write the numbers of kings and queens in Roman characters.

- Elizabeth II
- King George VI

Write ordinal numbers (first, second, third etc.) up to twelfth in words except in dates.

- Incorrect: He came a 3rd time.
- Correct: He came a **third** time.

Write dates thus, '*May 12th*' or '*12th May*' and not thus, '*the 12th of May*' or '*the twelfth of May*'.

Write cardinal numbers up to twelve in words, except when telling the time.

Write cardinal and ordinal numbers above twelve and twelfth in either words or figures as seems in each case the more convenient.

87. On and in

Use **on** when the meaning is clearly 'on top of'. Example: 'on a table'. Use **in** when 'on top of' is not appropriate.

- Incorrect: He rides in a cycle. • Correct: He rides **on a cycle**.
- Incorrect: He rides on a car.
- Correct: He rides **in a car**.
- Incorrect: He sat on a tree.
- Correct: He sat **in a tree**.

88. Only

The word **only** should be written in front of and next to the word or phrase it modifies.

Compare:

- **Only John** may play in the garden. (= John and nobody else may play in the garden.)
- John may play **only in the garden**. (= John may play nowhere else.)
- John may **only play** in the garden. (= John may play - but do nothing else - in the garden.)

89. On time and in time

- Incorrect: The meeting must start exactly **in time**.
- Correct: The meeting must start exactly **on time**.

On time = at the planned time; neither late nor early

In time = before the last moment; with enough time to spare

90. On the whole and the whole of

On the whole is used to sum up your opinion of something which is good and bad in parts. For instance, you may say, *'The script of the film was bad, but the story was excellent. On the whole I enjoyed it.'*

- Incorrect: It is a very good film. I liked it on the whole.
- Correct: It is a very good film. I liked **the whole of it**.

91. Participles

- Incorrect: Having bitten the postman, the farmer decided to shoot the dog.
- Correct: **The dog having bitten** the postman, the farmer decided to shoot it.

Here the first sentence means that it was the farmer who bit the postman and not the dog.

The participle is a verb-adjective. It should be related to a proper subject of reference. If the subject is lacking or if a wrong subject is used, the whole sentence will be wrong.

- Incorrect: *Being a rainy day*, we didn't go out.
- Correct: **It being a rainy day**, we didn't go out.
- Incorrect: *Being too costly* for him, he could not buy the watch.
- Correct: **The watch being too costly for him**, he could not buy it.

92. Positive or comparative?

- Incorrect: He is *becoming strong*.
- Correct: He is **becoming stronger**.
- Incorrect: She is *getting young*.
- Correct: She is **getting younger**.

The sentence '*He is becoming strong*' is of course correct English, but the English language has a special fondness for the comparative adjective, instead of a positive adjective, when growth or change is implied in a sentence. For example when we are talking of a boy's progress in class, we often say '*He is working better now*' thinking of a time past when he worked less.

93. Past perfect tense

- Incorrect: He said that his father died last year.
- Correct: He said that his father **had died** last year.
- Incorrect: The patient died before the doctor arrived.
- Correct: The patient **had died** before the doctor arrived.
- Incorrect: The train left before we reached the station.
- Correct: The train **had left** before we reached the station.

The past perfect tense should be used when the time of one past tense verb is more past than that of another.

94. Possessive case

The use of the **possessive case** should be confined to the following:

1) Names of living beings and personified objects.

Examples are: *the minister's bodyguards, the lion's mane, the girl's mother, nature's laws, fortune's favorites etc.*

2) A few stereotyped phrases:

Examples are:

- The boat's crew
- At his fingers' ends
- For goodness' sake
- For conscience's sake

3) Nouns denoting space or time Examples are:

- A day's work
- A hand's breadth
- In a year's time

95. Prepositions

We do not use prepositions before a number of common expressions beginning **next, last, this, that, one, every, each, some, any, all etc.**

- Incorrect: See you on next Sunday.
- Correct: See you **next Sunday**.

- Incorrect: Come on any day you like.
- Correct: **Come any day** you like.
- Incorrect: The party lasted for all night.
- Correct: The party lasted **all night**.

96. Present perfect tense

The present perfect is a present tense. So when you use the present perfect tense, the action cannot be placed at a point of time in the past. However, a period of time extending up to the time of speaking can be mentioned - *for two hours, for three years, in the last two years* etc. Adverbs like *just, recently, as yet, ever, never, already, today, this morning* etc., may also be used.

- Incorrect: I have seen him yesterday.
- Correct: I **saw** him **yesterday**.
- Incorrect: We have lived here till 2004.
- Correct: We **lived** here **till 2004**.

- Incorrect: 'Where is John?' 'He has been to Sydney.'
- Correct: 'Where is John?' 'He has gone to Sydney.'

'He has been to Sydney' means that sometime in the past he went Sydney and came back. So he knows Sydney; he is not a stranger to that city.

'He has gone to Sydney' means that he is still in Sydney; he hasn't come back yet.

97. Price and prize

The **price** is what you pay when you buy something. A **prize** is what you are given if you win a competition.

- Incorrect: What is the prize of that watch?
- Correct: What is the **price** of that watch?

- Incorrect: The boy was given a price.
- Correct: The boy was given a **prize**.

98. Pronouns

A pronoun used as subject should not be separated from its verb if possible.

- Incorrect: I with some friends went for a walk.
- Correct: **I went** for a walk with some friends.

Agreement with antecedent in number, gender and person

A pronoun must agree with its antecedent in number, gender and person.

- All **passengers** were asked to show **their** tickets. (Here the pronoun 'their' agrees with its antecedent *passengers* in number, gender and person.)
- **Each girl** gave **her** own version of the story. (Here the pronoun '**her**' agrees with its antecedent *girl* in number, gender and person.)
- Every **man** must bear **his** own burden.

99. Say and tell

The verb **tell** is followed by an indirect object without **to**.

- Incorrect: **Tell to me** what happened.
- Correct: **Tell me** what happened.
- Incorrect: John **told to me** about it.
- Correct: John **told me** about it.

When used with a **that-clause**, **tell** takes an indirect object. **Say** is used without an indirect object.

- Incorrect: She told that she would come.
- Correct: She **told me** that she would come.
- Correct: She **said** that she would come.

100. Scarcely...when

It is wrong to use **than** instead of **when** in these sentences.

- Incorrect: **Scarcely** had I reached the station **than** the train steamed out.
- Correct: **Scarcely had** I reached the station **when** the train steamed out.

When **scarcely** begins the sentence, the auxiliary **had** must come immediately after it.

- Incorrect: Scarcely I had solved one problem when another cropped up.
- Correct: **Scarcely had** I solved one problem **when** another cropped up.
- Correct: I **had scarcely** solved one problem **when** another cropped up.

101. Search and search for

- Incorrect: When we searched it we found it.
- Correct: When we **searched for** it we found it.
- Incorrect: I searched him.
- Correct: I **searched for** him.

'*I searched him*' is only correct when it means '*I looked in his pockets*' or something similar.

102. Sincerely

- Incorrect: Your sincerely...
- Incorrect: Your's sincerely
- Correct: **Yours sincerely**

103. Singular and plural nouns

The pronouns **another, anything, each, everyone, everybody, anyone, someone, somebody, no one, none, much, person, either** and **neither** are

singular and should be followed by **singular verbs**. The pronouns **all, some, most, many** and **people** are plural and should be followed by **plural verbs**.

- Incorrect: Every people know this.
- Correct: **Every man / everyone knows** this.
- Incorrect: Everyone in the class have handed in work.
- Correct: **Everyone** in the class **has** handed in work.
- Incorrect: Neither of the boys are correct.
- Correct: **Neither** of the boys **is** correct.
- Incorrect: Each of the boys were given a prize yesterday.
- Correct: **Each** of the boys **was** given a prize yesterday.

104. Subordinate clause

- Incorrect: I will call you when the dinner will be ready.
- Correct: I **will call** you when the dinner **is ready**.
- Incorrect: They will come if you will invite them.
- Correct: They **will come** if you **invite** them.

When the verb in the main clause is in the future tense, the verb in the subordinate clause should be in the present and not in the future.

105. Suggest

The verb **suggest** is used with a **that-clause** or a **gerund** (-ing form). It cannot be used with a **to-infinitive**.

- Incorrect: She suggested *to consult* a doctor.
- Correct: She **suggested consulting** a doctor.
- Correct: She **suggested that I (should) consult** a doctor.

106. Than and as

Object pronouns (me, him, her etc) can be used after **as** and **than**, especially in an informal style.

- She is taller **than me**.
- He earns as much **as her**.
- She doesn't sing as well **as him**.

In a formal style, we prefer **subject + verb** after **as** and **than**

- She is taller **than I am**.
- He earns as much **as she does**.
- She doesn't sing as well **as I do**.

Note that a subject form without a verb (e.g. than I) is unusual in this structure in modern English.

- He ran as fast **as me**. OR He ran as fast **as I did**. (More natural than '*He ran as fast as I*'.)

107. Thank you and please

- Incorrect: 'I have a bad headache.' 'Please?'
- Correct: 'I have a bad headache.' '**I beg your pardon.**'

To ask people what they have said, we use '*I beg your pardon*' (formal) or '*sorry*' (informal). '*Please*' cannot be used with this meaning.

- Incorrect: 'Have you got a pen I could use?' 'Yes, please.'
- Correct: 'Have you got a pen I could use?' '**Yes, here you are.**' We do

not use **please** when we give things to people.

- Incorrect: 'Thanks a lot!' 'Please'
- Correct: 'Thanks a lot!' '**That's OK**'

Please is not used as a reply to '*thanks/thank you*'. If a reply is necessary, we may say '*Not at all*' (rather formal), '*You are welcome*', '*Don't mention it*', '*That's all right*' or '*That's OK*' (very informal).

Incorrect: 'Will you have some coffee?' 'No, please.'

Correct: 'Will you have some coffee?' '**Yes, please.**'

- Correct: 'Will you have some coffee?' '**No, thank you.**'

'**No, please**' is always wrong. '*Yes, please*' and '*No, thank you*' are the polite replies when accepting and declining an offer.

108. Told and asked

- Incorrect: I asked my servant to bring water.
- Correct: I **told** my servant to bring water.
- Incorrect: I told the teacher to excuse me.
- Correct: I **asked** the teacher to excuse me.

Use '**I told him to...**' only towards a person to whom you have a right to give an order. Use '**I asked him to...**' towards a person of whom you can or want to make a request only.

109. Too and very

- Incorrect: The story is too interesting.
- Correct: The story is **very interesting**.

Too means 'more than it ought to be'. It has a negative meaning. It is usually followed by **to** or **for**. **Too** should not be used in the general sense of **very** which has a positive meaning.

- He is **too** fat.
- It is **too** hot **to** go out.

110. Transitive verbs

- Incorrect: Here is my cup; please fill.

- Correct: Here is my cup; please **fill it**.

Incorrect: I enjoyed when I went to Paris.

Correct: I **enjoyed myself** when I went to Paris.

All transitive verbs (e.g. fill, break, take and bring) must have an expressed object.

Some transitive verbs (e.g. give and lend) must have two objects.

- Incorrect: I asked for my book, but he didn't give me.
- Correct: I asked for my book, but he didn't **give it to me**. (Here the pronouns **it** and **me** are the objects of the verb **give**.)

111. Two words or one

The following are written as one word:

Nowadays, somehow, anyhow, everybody, into, moreover, cannot, together, today, sometimes, everyone, afterwards, everywhere, nobody, meanwhile, newspaper, outside, already, anything, anyone

The following are written as two words:

All right, at once, some time, at least, no one, on to

112. Unless and if

Unless means 'if not' and, therefore, it is superfluous to introduce another **not** into the following clause.

- Incorrect: **Unless** you **do not** give the keys of the safe you will be shot.
- Correct: **Unless** you give the keys of the safe, you will be shot.
- Correct: **If** you **do not** give the keys of the safe, you will be shot.

113. Verbs

The verbs **enjoy**, **avoid**, **miss**, **postpone** and **suggest** should be used with a **gerund**, and not an infinitive.

- Incorrect: She enjoys *to sing*.
- Correct: She enjoys **singing**.
- Incorrect: She avoids *to meet* people.
- Correct: She avoids **meeting** people.
- Incorrect: Mother suggested *to consult* a doctor. • Correct: Mother suggested **consulting** a doctor.

114. -ward and -wards

- Incorrect: You can't make a **forwards pass** in rugby.
- Correct: You can't make a **forward pass** in rugby.

The words **backward(s)**, **forward(s)**, **upward(s)**, **northward(s)** etc., do not have the **-s** when they are used as **adjectives**. When these words are adverbs, they can be used with or without **-s**.

115. Well and good

- Incorrect: He speaks English good.
- Correct: He **speaks** English **well**.
- Incorrect: She speaks well English.
- Correct: She speaks **good English**.

Well is an adverb. **Good** is an adjective. Adverbs are used to modify verbs. Adjectives are used to modify nouns. In the sentence '*He speaks English well*', the adverb **well** modifies the verb **speaks**. Similarly, in the sentence '*She speaks good English*', the adjective **good** modifies the noun **English**.

- Incorrect: She speaks *well English*.
- Correct: She **speaks** English **well**.

Adverbs cannot usually go between the **verb** and the **object**.

116. Why not + infinitive

Read the following sentence:

Why not arrange a party in his honor?

This means 'Why should we not arrange a party in his honor?' It is a way of suggesting something for other people's consideration and acceptance.

- Incorrect: Why not you buy now and pay later?
- Correct: **Why not** buy now and pay later?
- Incorrect: Why not we dismiss the fellow?
- Correct: **Why not** dismiss the fellow?

This is a very common error which should be carefully avoided. No noun or pronoun should come after *why not*.

117. Whether and if

- Incorrect: We haven't settled the question **of if** we should move to a new house.
- Correct: We haven't settled the question **of whether** we should move to a new house.

Only **whether** is possible after a preposition.

- Incorrect: They can't decide if to wait or leave.
- Correct: They can't decide **whether to wait** or leave.

Only **whether** can be used before **to-infinitives**.

118. Whose and who's

Whose is a possessive word. It is used in questions and relative clauses. **Who's** is the contraction of **who is** or **who has**.

- Incorrect: Who's is this coat?
- Correct: **Whose** is this coat?

- Incorrect: Whose is that over there?
- Correct: **Who's** that over there?

119. Will or shall?

The distinctions between **will** and **shall** are now strictly observed only by precise speakers. **Shall** is becoming less common especially with the second and third person pronouns. With first person pronouns, however, **shall** is still being used to indicate the simple future.

In conversation people generally use the shortened form **'ll**.

- **We'll** have a party tomorrow.
- I think **I'll** send him a letter.

In these sentences, according to strict grammatical rules, one has to use **shall**. But **'ll** may be the contraction of either shall or will. However, research has shown that most people consider **'ll** to be a contraction of **will**, which proves that in actual usage **will** has been replacing **shall**.

Instead of using **shall** with second and third person pronouns to express a command, promise, threat or determination, people often use other verbs and forms of expression.

For example, instead of saying 'You shall go at once', people often say:

- You **will have to go** at once.
- You **are to go** at once.
- You **must go** at once.

120. Yes and no

- Incorrect: 'Aren't you going out?' 'Yes, I'm not.'
- Correct: '**No, I'm not.**'
- Correct: '**Yes, I am.**'

Yes is used with affirmative sentences and **no** with negative sentences.

Complete List of Prepositions

Preposition	Type	Example Sentence
above	position	The coconut was high above our heads, so nobody could reach it.
across	position	The cat lay across my lap.
across	direction	We walked across the street.
after	time	After dinner, we ate dessert.
against	position	The broom was leaning against the fence.
against	direction	He threw the glass against the wall.
along	direction	The path led along the river.
among	position	The deer hid among the trees.
around	position	There was a white fence around the house.
around	direction	He walked around the tree.
at	location	We don't have a coffee maker at work.
at	time	Class begins at 7 AM.
away from	direction	The fireman led the people away from the burning building.
before	time	Before work, I go to the fitness center.
behind	position	We parked in the parking lot behind the building.
below	position	We entered the huge basement below the house.
beneath	position	We sat beneath the tree and enjoyed the shade.
beside	position	The dog sat beside him obediently.
between	position	There was a fence between the two houses.
by	position	There is a pharmacy by the grocery store.
by	time	By the time we started dinner, the food was cold.
down	direction	The ball rolled down the hill.
during	time	Somebody's phone rang during the movie.
for	time	We were in Hawaii for two weeks.
from	direction	He comes from France.
from	time	The lecture lasts from 1:30 PM to 3 PM.
in	position	The laptop is in my backpack.
in	location	I learned Japanese in college.
in	time	The movie starts in ten minutes.

in front of	position	The car was parked in front of the store.
inside	position	A gift was inside the box.
into	direction	Naomi walked into the house.
near	position	The public library was near my school.
next to	position	The pizza parlor was next to the movie theater.
off (of)	direction	The cat fell off (of) the couch.
on	position	The pencil is on the table.
on	location	My house is on Main Street.
on	time	My vacation begins on Thursday.
onto	direction	The cat jumped onto my lap.
out of	direction	When we walked out of the hotel, the taxi was waiting for us.
outside	location	He was outside the house when the fire began.
over	position	There was a rainbow over us.
over	direction	He jumped over the snake.
through	position	There was a tunnel through the mountain.
through	direction	We walked through the tunnel.
till	time	We waited till Tom arrived to start dinner.
to	direction	Nancy walked to the mall.
to	time	The movie is from 7 to 9.
toward(s)	direction	The boat sailed towards the horizon.
under	position	The cat is under my chair.
under	direction	The whale swam under the boat.
underneath	position	The child was underneath the blanket.
until	time	I can't wait until summer, so we can go to the beach again.
up	direction	We walked up the hill to see the view.

Complete the sentences using the correct forms.

1. The president hopes that people of all races will live together _____ .
(PEACEFUL)
2. She told us that the streets in the capital city were _____ and _____.
(DIRTY, UGLY)
3. Do you think nuclear energy is _____ ? **(SAFE)** .
4. I get all the food _____ from the farmers. **(DIRECT)**
5. The minister was _____ worried that the deal would not pass parliament.
(DEEP)
6. Marty drove home from the party as _____ as he could and got there
_____ **(FAST, SAFE)** .
7. When the director found out about the scandal he shouted _____ at his
employees **(ANGRY)**.
8. The old woman walked across the street very _____ . **(CAREFUL)**
9. She didn't see me. She _____ knocked me down with her brand-new car!
(NEAR)
10. After a few weeks people forgot about him _____. **(COMPLETE)**.
11. He _____ works anymore, because he already has enough money. **(HARD)**
12. She _____ climbed down from the tree as soon as the bear had disappeared.
(SLOW)
13. He is a very _____ volleyball player . **(GOOD)**.
14. Bob excused himself _____ and went home **(POLITE)**.
15. English is an _____ language to learn , however he couldn't learn grammar
rules so _____. **(EASY, EASY)**
16. The sun shone _____ in the sky. **(BRIGHT)**
17. The new colleague seems to be _____ intelligent. **(HIGH)**
18. The boy felt _____ because he knew what he had done. **(GUILTY)**

KEY

1. The president hopes that people of all races will live together **peacefully** .
(**PEACEFUL**)
2. She told us that the streets in the capital city were **dirty** and **ugly**. (**DIRTY, UGLY**)
3. Do you think nuclear energy is **safe** ? (**SAFE**) .
4. I get all the food **directly** from the farmers. (**DIRECT**)
5. The minister was **deeply** worried that the deal would not pass parliament. (**DEEP**)
6. Marty drove home from the party as **fast** as he could and got there **safely** (**FAST, SAFE**) .
7. When the director found out about the scandal he shouted **angrily** at his employees (**ANGRY**).
8. The old woman walked across the street very **carefully** .(**CAREFUL**)
9. She didn't see me. She **nearly** knocked me down with her brand-new car! (**NEAR**)
10. After a few weeks people forgot about him **completely**. (**COMPLETE**).
11. He **hardly** works anymore, because he already has enough money. (**HARD**)
12. She **slowly** climbed down from the tree as soon as the bear had disappeared.
(**SLOW**)
13. He is a very **good** volleyball player . (**GOOD**).
14. Bob excused himself **politely** and went home (**POLITE**).
15. English is an **easy** language to learn , however he couldn't learn grammar rules so **easily** . (**EASY, EASY**)
16. The sun shone **brightly** in the sky. (**BRIGHT**)
17. The new colleague seems to be **highly** intelligent. (**HIGH**)
18. The boy felt **guilty** because he knew what he had done. (**GUILTY**)

Complete the sentences using the correct forms of the adjectives.

1. The Nile is one of _____ rivers in the world **(LONG)**.
2. This is _____ book I have ever read. **(INTERESTING)**
3. A spider is sometimes _____ than a large snake. **(FRIGHTENING)**
4. Mr Harper is _____ teacher in the whole school. He is even _____ than my French teacher **(BORING)**
5. A bike path is usually _____ than the lane of a road. **(NARROW)**
6. People say women are _____ than men. **(POLITE)**
7. A computer is much _____ than a pocket calculator. **(EXPENSIVE)**
8. My sister is not as _____ as her mother. **(TALL)**
9. Snowboarding is _____ than skiing **(EXCITING)**.
10. Children usually have _____ money to spend than teenagers. **(LITTLE)**
11. July and August are normally _____ months of the year **(HOT)**.
12. Paul is _____ runner in our class. Nobody is _____ than he is. **(SLOW)**
13. In this test she has made _____ mistakes than in the last one. **(FEW)**
14. Sandra is _____ girl I know. **(CLEVER)**
15. The film I watched yesterday was _____ than the one on Saturday **(INTERESTING)**
16. Peter is _____ player on our team. He never gets anything right. **(BAD)**
17. English is not as _____ as German but _____ than other languages **(DIFFICULT)**.
18. Bill works _____ than ever. He wants to get a promotion. **(HARD)**
19. Mrs Simmons is _____ teacher I have ever met. **(POLITE)**
20. This chair is not as _____ as the one in the living room. **(COMFORTABLE)**

KEY

Complete the sentences using the correct forms of the adjectives.

1. The Nile is one of **the longest** rivers in the world (**LONG**).
2. This is **the most interesting** book I have ever read. (**INTERESTING**)
3. A spider is sometimes **more frightening** than a large snake. (**FRIGHTENING**)
4. Mr Harper is **the most boring** teacher in the whole school. He is even **more boring** than my French teacher (**BORING**)
5. A bike path is usually **narrower** than the lane of a road. (**NARROW**)
6. People say women are **more polite / politer** than men. (**POLITE**)
7. A computer is much **more expensive** than a pocket calculator. (**EXPENSIVE**)
8. My sister is not as **tall** as her mother. (**TALL**)
9. Snowboarding is **more exciting** than skiing (**EXCITING**).
10. Children usually have **less** money to spend than teenagers. (**LITTLE**)
11. July and August are normally **the hottest** months of the year (**HOT**) .
12. Paul is **the slowest** runner in our class . Nobody is **slower** than he is. (**SLOW**)
13. In this test she has made **fewer** mistakes than in the last one. (**FEW**)
14. Sandra is **the cleverest / most clever** girl I know. (**CLEVER**)
15. The film I watched yesterday was **more interesting** than the one on Saturday (**INTERESTING**)
16. Peter is **the worst** player on our team. He never gets anything right. (**BAD**)
17. English is not as **difficult** as German but **more difficult** than other languages (**DIFFICULT**).
18. Bill works **harder** than ever. He wants to get a promotion. (**HARD**)
19. Mrs Simmons is **the most polite / the politest** teacher I have ever met. (**POLITE**)
20. This chair is not as **comfortable** as the one in the living room. (**COMFORTABLE**)

Choose the correct adjective form for each blank.

1. Halloween was probably the most _____ film I have ever seen
(FRIGHTENED / FRIGHTENING).
2. I always get so _____ when my dad starts speaking English **(EMBARRASSED / EMBARRASSING)**.
3. I am _____ to see how well he gets along with his stepfather. **(SURPRISED / SURPRISING)**
4. The lesson was so _____ that I fell asleep **(BORED / BORING)**.
5. As the big day came closer, my sister became _____ nervous **(INCREASED / INCREASINGLY)**.
6. You've been walking for 5 hours. You must feel _____ **(EXHAUSTED / EXHAUSTING)**.
7. I was _____ when I saw him in that outfit for the first time. **(FRIGHTENED / FRIGHTENING)**
8. I didn't like the film. The plot was rather simple and _____. **(UNINTERESTED / UNINTERESTING)**
9. It's _____ to see how many people didn't care to vote in the last election .
(SURPRISED / SURPRISING)
10. You look a bit _____. Don't you know what you're supposed to do ?
(CONFUSED / CONFUSING)
11. I saw that my boss was very _____ with how I behaved . **(ANNOYED / ANNOYING)**
12. They were all very _____ by the performance of the actors. **(IMPRESSED / IMPRESSING)**
13. The school trip was really _____. I learned a lot of things I hadn't known before . **(EXCITED / EXCITING)**
14. It was _____ to have met such a great movie star. **(THRILLED / THRILLING)**
15. We were _____ when we found out that his sister was on the plane that went missing. **(WORRIED / WORRYING)**

KEY

1. Halloween was probably the most **frightening** film I have ever seen **(FRIGHTENED / FRIGHTENING)**.
2. I always get so **embarrassed** when my dad starts speaking English **(EMBARRASSED / EMBARRASSING)**.
3. I am **surprised** to see how well he gets along with his stepfather. **(SURPRISED /SURPRISING)**
4. The lesson was so **boring** that I fell asleep **(BORED / BORING)**.
5. As the big day came closer, my sister became **increasingly** nervous **(INCREASED / INCREASINGLY)**.
6. You've been walking for 5 hours. You must feel **exhausted** **(EXHAUSTED / EXHAUSTING)**.
7. I was **frightened** when I saw him in that outfit for the first time. **(FRIGHTENED /FRIGHTENING)**
8. I didn't like the film. The plot was rather simple and **uninteresting** . **(UNINTERESTED / UNINTERESTING)**
9. It's **surprising** to see how many people didn't care to vote in the last election . **(SURPRISED / SURPRISING)**
10. You look a bit **confused** . Don't you know what you're supposed to do ? **(CONFUSED / CONFUSING)**
11. I saw that my boss was very **annoyed** with how I behaved . **(ANNOYED / ANNOYING)**
12. They were all very **impressed** by the performance of the actors. **(IMPRESSED / IMPRESSING)**
13. The school trip was really **exciting** . I learned a lot of things I hadn't known before . **(EXCITED / EXCITING)**
14. It was **thrilling** to have met such a great movie star. **(THRILLED / THRILLING)**
15. We were **worried** when we found out that his sister was on the plane that went missing. **(WORRIED / WORRYING)**

Fill in the correct form of the words in brackets.

1. He looked at me _____ when I interrupted him. **(ANGRY)**
2. Marty and Judith are _____ married. **(HAPPY)**
3. I lost the game because I had been playing _____. It was even _____ than last season's game. **(BAD, BAD)**
4. The boss is always _____-informed. There's not much you can hide from him. **(GOOD)**
5. My French isn't very _____, but I can understand him _____ if he speaks _____. **(GOOD, PERFECT, SLOW)**
6. The film was _____. I haven't seen one as _____ as that before. **(TERRIBLE, BAD)**
7. Sue was _____ upset about losing her job. **(TERRIBLE)**
8. Expensive hotels are often _____ than _____ ones. **(COMFORTABLE, CHEAP).**
9. They discussed _____ technical matters in the meeting. **(HIGH)**
10. Do you want to pay _____? **(SEPARATE)**
11. They have to work _____ for a living, but if you look at other people, they _____ work at all. **(HARD, HARD)**
12. The children behaved _____, so they were allowed to go to the party. **(GOOD)**
13. It's the _____ painting in the whole exhibition **(VALUABLE)**
14. I _____ drove my car into the river. It was pretty _____. **(NEAR, CLOSE)**
15. The cook prepared an _____ lunch for the guests. **(EXCELLENT)**
16. She had _____ money to spend than last year **(LITTLE).**
17. _____, Paris is quite a _____ city. **(OBVIOUS, LOVE)**
18. Jerry is the _____ student in my whole class. **(BAD)**
19. The man became _____ when the guard asked him to leave. **(VIOLENT)**
20. The exam was _____ easy. **(SURPRISING).**

KEY

1. He looked at me **angrily** when I interrupted him. **(ANGRY)**
2. Marty and Judith are **happily** married. **(HAPPY)**
3. I lost the game because I had been playing **badly**. It was even **worse** than last season's game. **(BAD, BAD)**
4. The boss is always **well**-informed. There's not much you can hide from him. **(GOOD)**
5. My French isn't very **good**, but I can understand him **perfectly** if he speaks **slowly**. **(GOOD, PERFECT, SLOW)**
6. The film was **terrible**. I haven't seen one as **bad** as that before. **(TERRIBLE, BAD)**
7. Sue was **terribly** upset about losing her job. **(TERRIBLE)**
8. Expensive hotels are often **more comfortable** than **cheaper** ones. **(COMFORTABLE, CHEAP).**
9. They discussed **highly** technical matters in the meeting. **(HIGH)**
10. Do you want to pay **separately**? **(SEPARATE)**
11. They have to work **hard** for a living, but if you look at other people, they **hardly** work at all. **(HARD, HARD)**
12. The children behaved **well**, so they were allowed to go to the party. **(GOOD)**
13. It's the **most valuable** painting in the whole exhibition **(VALUABLE)**
14. I **nearly** drove my car into the river. It was pretty **close**. **(NEAR, CLOSE)**
15. The cook prepared an **excellent** lunch for the guests. **(EXCELLENT)**
16. She had **less** money to spend than last year **(LITTLE).**
17. **Obviously**, Paris is quite a **lovely** city. **(OBVIOUS, LOVE)**
18. Jerry is the **worst** student in my whole class. **(BAD)**
19. The man became **violent** when the guard asked him to leave. **(VIOLENT)**
20. The exam was **surprisingly** easy. **(SURPRISING).**

Fill in the correct form of the words in brackets.

1. He plays football pretty _____, but he's not a _____ player. **(GOOD, FAIR)**
2. The young girl was _____ dressed. **(PRETTY)**
3. I always feel _____ when I lose a match. **(TERRIBLE)**
4. We _____ missed our train. **(NEAR)**
5. I was _____ upset about the problems I had experienced **(AWFUL)**
6. Dad is _____ improving after his undergoing heart surgery. **(SLOW)**
7. The prisoner was treated _____ by the guards. **(BAD)**
8. Tom _____ tries to improve his English. He's very _____ about it.
(HARD, LAZY)
9. The sweater feels _____ and _____. **(NICE, SOFT)**
10. The government proposals were _____ disputed. **(HIGH)**
11. Some shops in town close every _____. **(LATE)**
12. The bullet _____ missed the man's head. **(NARROW)**
13. Boys often behave _____. **(SILLY).**
14. The driver had made a _____ turn before he crashed into a tree. **(SHARP)**
15. The girl is a _____ dancer. **(GRACEFUL)**
16. I think the man over there is _____ old. **(FAIR)**
17. _____, we were at home when the window broke. **(LUCKY)**
18. She fell in love _____ when she set her eyes on the young man. **(MAD)**
19. The hurricane was _____ to watch. **(TERRIBLE)**
20. The eagle rose _____ into the blue sky. **(MAJESTIC)**
21. Anne looked around the room _____. **(NERVOUS)**
22. He told us that it could be done _____. **(EASY).**
23. It was _____ when the famous actor _____ arrived. **(LATE, FINAL)**
24. It was a _____ walk up the _____ hill. **(LONG, STEEP)**
25. The lasagne tastes _____. Where did you get the recipe? **(GREAT)**

KEY

1. He plays football pretty **well**, but he's not a **fair** player. (**GOOD, FAIR**)
2. The young girl was **prettily** dressed. (**PRETTY**)
3. I always feel **terrible** when I lose a match. (**TERRIBLE**)
4. We **nearly** missed our train. (**NEAR**)
5. I was **awfully** upset about the problems I had experienced (**AWFUL**)
6. Dad is **slowly** improving after his undergoing heart surgery. (**SLOW**)
7. The prisoner was treated **badly** by the guards. (**BAD**)
8. Tom **hardly** tries to improve his English. He's very **lazy** about it. (**HARD, LAZY**)
9. The sweater feels **nice** and **soft**. (**NICE, SOFT**)
10. The government proposals were **highly** disputed. (**HIGH**)
11. Some shops in town close every **late**. (**LATE**)
12. The bullet **narrowly** missed the man's head. (**NARROW**)
13. Boys often behave **in a silly way** (**SILLY**)
14. The driver had made a **sharp** turn before he crashed into a tree. (**SHARP**)
15. The girl is a **graceful** dancer. (**GRACEFUL**)
16. I think the man over there is **fairly** old. (**FAIR**)
17. **Luckily**, we were at home when the window broke. (**LUCKY**)
18. She fell in love **madly** when she set her eyes on the young man. (**MAD**)
19. The hurricane was **terrible** to watch. (**TERRIBLE**)
20. The eagle rose **majestically** into the blue sky. (**MAJESTIC**)
21. Anne looked around the room **nervously**. (**NERVOUS**)
22. He told us that it could be done **easily** (**EASY**).
23. It was **late** when the famous actor **finally** arrived. (**LATE, FINAL**)
24. It was a **long** walk up the **steep** hill. (**LONG, STEEP**)
25. The lasagne tastes **great**. Where did you get the recipe? (**GREAT**)

Fill in the correct form: Adjective or Adverb

1. We very _____ missed the chance of meeting the famous film star. **(NEAR)**
2. They were so _____ to meet his new girlfriend. **(HAPPY)**
3. He doesn't look old but rather _____ for his age. **(YOUNG)**
4. The ship was able to reach the harbour _____. **(SAFE)**
5. The _____ boy _____ gave me his hand **(POLITE, POLITE)**
6. Dad looked at me _____ because I had broken the window. **(ANGRY)**
7. It was getting _____ and the sky was turning _____. **(LATE, DARK)**
8. It feels _____ to know that elephants are roaming _____ outside our safari lodge. **(STRANGE, FREE)**
9. She smiled at me _____. **(SWEET)**
10. There haven't been any reality shows on TV _____. **(LATE)**
11. My girlfriend complained _____ about the _____ way you treated her sister. **(BITTER, NASTY)**
12. He's a very _____ friend of ours. **(GOOD)**
13. I _____ ever meet him nowadays. **(HARD)**
14. She had all her flowers _____ arranged in the flower bed. **(NEAT)**
15. She dances rather _____. **(GOOD)**
16. He played against the world's number one very _____. **(CLEVER)**
17. I'm sorry I'm late. I tried to get here as _____ as I could. **(FAST)**
18. Jack made a _____ mistake and drove his car into the tree. **(TERRIBLE)**
19. We treated him _____. **(FRIENDLY)**
20. That smells _____. – What are you cooking, Mom? **(GREAT)**

KEY

1. We very **nearly** missed the chance of meeting the famous film star. **(NEAR)**
2. They were so **happy** to meet his new girlfriend. **(HAPPY)**
3. He doesn't look old but rather **young** for his age. **(YOUNG)**
4. The ship was able to reach the harbour **safely** **(SAFE)**
5. The **polite** boy **politely** gave me his hand **(POLITE, POLITE)**
6. Dad looked at me **angrily** because I had broken the window. **(ANGRY)**
7. It was getting **late** and the sky was turning **dark**. **(LATE, DARK)**
8. It feels **strange** to know that elephants are roaming **freely** outside our safari lodge. **(STRANGE, FREE)**
9. She smiled at me **sweetly**. **(SWEET)**
10. There haven't been any reality shows on TV **lately**. **(LATE)**
11. My girlfriend complained **bitterly** about the **nasty** way you treated her sister. **(BITTER, NASTY)**
12. He's a very **good** friend of ours. **(GOOD)**
13. I **hardly** ever meet him nowadays. **(HARD)**
14. She had all her flowers **neatly** arranged in the flower bed. **(NEAT)**
15. She dances rather **well**. **(GOOD)**
16. He played against the world's number one very **cleverly**. **(CLEVER)**
17. I'm sorry I'm late. I tried to get here as **fast** as I could. **(FAST)**
18. Jack made a **terrible** mistake and drove his car into the tree. **(TERRIBLE)**
19. We treated him **in a friendly way**. **(FRIENDLY)**
20. That smells **great**. – What are you cooking, Mom? **(GREAT)**

Fill in the correct form: Adjective or Adverb

1. Let's take a break. We have been working _____ . **(HARD, LATE)**
2. We have just finished wiping the floors _____ **(CLEAN)**.
3. The opera singer sang her part _____. **(BEAUTIFUL)**
4. I _____ had a car accident on my way back home from work. **(NEAR)**
5. There's nothing wrong with your soup. It looks _____ to me **(FINE)**.
6. The girl was _____ dressed for her birthday party. **(PRETTY)**
7. Mom was very _____ after she had heard the _____ news. **(CALM, GOOD)**
8. She was a _____-trained athlete who performed _____ _____ in competitions. **(GOOD, REMARKABLE, GOOD)**
9. The wild animal came _____ to us, so _____, we were afraid. **(CLOSE, NATURAL)**
10. Dollars are _____ accepted in many countries of the world. **(WIDE)**
11. I looked at him _____ when he came in. **(ANGRY)**
12. My dad wore an _____ jacket for the celebration. **(ELEGANT)**
13. They were _____ actors who performed in a _____ professional way. **(PROFESSIONAL, HIGH)**
14. We _____ noticed the storm. All of a sudden, objects were flying around _____ through the air. **(HARD, WILD)**
15. Not _____, they lost their last match. **(SURPRISING)**
16. My parents were _____ annoyed about my test marks. **(REAL)**
17. They were _____ _____ with the Christmas presents they received. **(PERFECT, HAPPY)**.
18. Your suggestion sounds _____. Let's go! **(GREAT)**
19. There is no _____ flight between Chicago and New York at the moment. **(DIRECT)**
20. The manager spoke to us in an _____ harsh tone. **(UNUSUAL)**

1. Let's take a break. We have been working **hard lately**. (**HARD, LATE**)
2. We have just finished wiping the floors **clean**. (**CLEAN**).
3. The opera singer sang her part **beautifully**. (**BEAUTIFUL**)
4. I **nearly** had a car accident on my way back home from work. (**NEAR**)
5. There's nothing wrong with your soup. It looks **fine** to me (**FINE**).
6. The girl was **prettily** dressed for her birthday party. (**PRETTY**)
7. Mom was very **calm** after she had heard the **good** news. (**CALM, GOOD**)
8. She was a **well-trained** athlete who performed **remarkably well** in competitions. (**GOOD, REMARKABLE, GOOD**)
9. The wild animal came **close** to us, so **naturally**, we were afraid. (**CLOSE, NATURAL**)
10. Dollars are **widely** accepted in many countries of the world. (**WIDE**)
11. I looked at him **angrily** when he came in. (**ANGRY**)
12. My dad wore an **elegant** jacket for the celebration. (**ELEGANT**)
13. They were **professional** actors who performed in a **highly** professional way. (**PROFESSIONAL, HIGH**)
14. We **hardly** noticed the storm. All of a sudden, objects were flying around **wildly** through the air. (**HARD, WILD**)
15. Not **surprisingly**, they lost their last match. (**SURPRISING**)
16. My parents were **really** annoyed about my test marks. (**REAL**)
17. They were **perfectly happy** with the Christmas presents they received. (**PERFECT, HAPPY**).
18. Your suggestion sounds **great**. Let's go! (**GREAT**)
19. There is no **direct** flight between Chicago and New York at the moment. (**DIRECT**)
20. The manager spoke to us in an **unusually** harsh tone. (**UNUSUAL**)

Fill in the correct form: Adjective or Adverb

1. If anything goes _____, someone must be blamed. **(WRONG)**
2. The parliament was _____ elected. **(FREE)**
3. You shouldn't go up that ladder. It's not _____. **(SAFE)**
4. Coffee in the morning smells _____. **(FANTASTIC)**
5. The western part of the US was colonized _____ by the Spanish. **(MAIN)**
6. The sun was shining _____ in the sky. **(BRIGHT)**
7. She likes to wear _____ clothes when she goes out. **(COLOURFUL)**
8. My son was _____ disappointed because he didn't get the job. **(BITTER)**
9. Don't be so _____ when you leave and close the door _____, please **(NOISY, QUIET)**
10. The plane was able to land _____ on the main runway. **(SAFE)**
11. Many students feel _____ before an exam. **(NERVOUS)**
12. The building was _____ destroyed by the fire. **(TOTAL)**
13. She _____ recovered from her injuries. **(SLOW)**
14. She looked at us _____ when she saw that the glass had been broken. **(ANGRY)**
15. I haven't seen him _____. Do you know where he's been **(LATE)**.
16. Since the death of his wife he has _____ gone out anymore. **(HARD)**
17. He was _____ to have a second pair of shoes with him. **(FORTUNATE)**
18. _____, he was able to climb down the roof on his own without any help. **(LUCKY)**
19. You are a _____ man having a wife like Rose. **(LUCKY)**
20. There's no _____ way to do this. It's _____ work. **(EASY, HARD)**

KEY

1. If anything goes **wrong**, someone must be blamed. **(WRONG)**
2. The parliament was **freely** elected. **(FREE)**
3. You shouldn't go up that ladder. It's not **safe**. **(SAFE)**
4. Coffee in the morning smells **fantastic**. **(FANTASTIC)**
5. The western part of the US was colonized **mainly** by the Spanish. **(MAIN)**
6. The sun was shining **brightly** in the sky. **(BRIGHT)**
7. She likes to wear **colourful** clothes when she goes out. **(COLOURFUL)**
8. My son was **bitterly** disappointed because he didn't get the job. **(BITTER)**
9. Don't be so **noisy** when you leave and close the door **quietly**, please **(NOISY, QUIET)**
10. The plane was able to land **safely** on the main runway. **(SAFE)**
11. Many students feel **nervous** before an exam. **(NERVOUS)**
12. The building was **totally** destroyed by the fire. **(TOTAL)**
13. She **slowly** recovered from her injuries. **(SLOW)**
14. She looked at us **angrily** when she saw that the glass had been broken. **(ANGRY)**
15. I haven't seen him **lately**. Do you know where he's been **(LATE)**.
16. Since the death of his wife he has **hardly** gone out anymore. **(HARD)**
17. He was **fortunate** to have a second pair of shoes with him. **(FORTUNATE)**
18. **Luckily**, he was able to climb down the roof on his own without any help. **(LUCKY)**
19. You are a **lucky** man having a wife like Rose. **(LUCKY)**
20. There's no **easy** way to do this. It's **hard** work. **(EASY, HARD)**

Fill in TOO or ENOUGH.

1. I can't carry this suitcase. It's _____ heavy.
2. This bag isn't big _____. I can't put all my possessions in it.
3. Is your meal warm _____? If not, I'll put it in the microwave.
4. Mom was _____ worried to go to sleep, so she stayed up all night.
5. I don't like this fizzy drink. It's much _____ sweet.
6. I'll ring you up later. I haven't got _____ time at the moment.
7. She's _____ young to drink alcohol. She's not even 15 yet.
8. We weren't able to buy tickets for both games because we didn't have _____ money.
9. I couldn't see her anywhere because it was getting _____ foggy.
10. You can't play in our first team. You're not good _____.
11. You still make _____ many mistakes. You have to practice harder.
12. If you don't get _____ sleep your overall health will suffer.
13. I can't tell you what the situation is at the moment because I haven't got _____ information.
14. He can't be a good basketball player. He isn't tall _____.
15. This is _____ good to be true!
16. I haven't got _____ clothes for such a long trip. I'll have to get some more.
17. I couldn't finish the test because there were _____ many questions and not _____ time left.
18. My sister couldn't concentrate because the workers were making _____ much noise.
19. I didn't have _____ time to visit the museums and it was _____ crowded as well.
20. The sea isn't warm _____ to go swimming. The water is much _____ cold.

KEY

1. I can't carry this suitcase. It's **too** heavy.
2. This bag isn't big **enough**. I can't put all my possessions in it.
3. Is your meal warm **enough**? If not, I'll put it in the microwave.
4. Mom was **too** worried to go to sleep, so she stayed up all night.
5. I don't like this fizzy drink. It's much **too** sweet.
6. I'll ring you up later. I haven't got **enough** time at the moment.
7. She's **too** young to drink alcohol. She's not even 15 yet.
8. We weren't able to buy tickets for both games because we didn't have **enough** money.
9. I couldn't see her anywhere because it was getting **too** foggy.
10. You can't play in our first team. You're not good **enough**.
11. You still make **too** many mistakes. You have to practice harder.
12. If you don't get **enough** sleep your overall health will suffer.
13. I can't tell you what the situation is at the moment because I haven't got **enough** information.
14. He can't be a good basketball player. He isn't tall **enough**.
15. This is **too** good to be true!
16. I haven't got **enough** clothes for such a long trip. I'll have to get some more.
17. I couldn't finish the test because there were **too** many questions and not **enough** time left.
18. My sister couldn't concentrate because the workers were making **too** much noise.
19. I didn't have **enough** time to visit the museums and it was **too** crowded as well.
20. The sea isn't warm **enough** to go swimming. The water is much **too** cold.

Fill in the correct form: Adjective or Adverb

1. Jack has a _____ car, but he doesn't like driving so _____. (**FAST, FAST**)
2. Tom has _____ improved his English skills since he arrived. (**HARD**)
3. My dad is _____ improving after his heart surgery. (**SLOW**)
4. It was one of those matches where all of players _____ played _____. (**REAL, BAD**)
5. The prisoner was treated _____ by the officers. (**BAD**)
6. I was _____ surprised to meet her so _____ after our last meeting. (**HIGH, QUICK**)
7. The young lady always dresses _____. (**PRETTY**)
8. The plane was flying _____ over the hilltops. (**PRETTY, LOW**)
9. He has been _____ in the office _____. (**LATE, LATE**)
10. Some shops in the tourist district close very _____. (**LATE**)
11. I felt _____ after I had spoken to him like that. (**TERRIBLE, GUILTY**)
12. She _____ missed her train because she was speaking on the phone. (**NEAR**)
13. His brother is working _____ for his final exam. (**HARD**)
14. The arrow _____ missed the boy's head. (**NARROW**)
15. The young Maradona was a _____ player. (**FANTASTIC**)
16. Even though the wind was blowing _____, they tried to row the boat _____. (**HEAVY, STEADY**)
17. From such a great distance even _____ buildings look _____. (**HIGH, SMALL**)
18. My brother plays football _____ well, but he doesn't like being so _____. (**FAIR, FAIR**)
19. The Prime Minister's politics were _____ disputed across the country. (**WIDE**)
20. _____, we were at home when the disaster happened. Others were not so _____. (**LUCKY, LUCKY**)

KEY

1. Jack has a **fast** car, but he doesn't like driving so **fast**. (**FAST, FAST**)
2. Tom has **hardly** improved his English skills since he arrived. (**HARD**)
3. My dad is **slowly** improving after his heart surgery. (**SLOW**)
4. It was one of those matches where all of players **really** played **badly**. (**REAL, BAD**)
5. The prisoner was treated **badly** by the officers. (**BAD**)
6. I was **highly** surprised to meet her so **quickly** after our last meeting. (**HIGH, QUICK**)
7. The young lady always dresses **prettily**. (**PRETTY**)
8. The plane was flying **pretty low** over the hilltops. (**PRETTY, LOW**)
9. He has been **late** in the office **lately** (**LATE, LATE**)
10. Some shops in the tourist district close very **late**. (**LATE**)
11. I felt **terribly guilty** after I had spoken to him like that. (**TERRIBLE, GUILTY**)
12. She **nearly** missed her train because she was speaking on the phone. (**NEAR**)
13. His brother is working **hard** for his final exam. (**HARD**)
14. The arrow **narrowly** missed the boy's head. (**NARROW**)
15. The young Maradona was a **fantastic** player. (**FANTASTIC**)
16. Even though the wind was blowing **heavily**, they tried to row the boat **steadily**. (**HEAVY, STEADY**)
17. From such a great distance even **high** buildings look **small**. (**HIGH, SMALL**)
18. My brother plays football **fairly** well, but he doesn't like being so **fair**. (**FAIR, FAIR**)
19. The Prime Minister's politics were **widely** disputed across the country. (**WIDE**)
20. **Luckily**, we were at home when the disaster happened. Others were not so **lucky**. (**LUCKY, LUCKY**)

Complete the sentences using the correct forms of the adjectives.

1. He is probably _____ tennis player I have ever seen **(BAD)** .
2. Jane is the _____-working student in our class **(HARD)** .
3. Sit over there. It's _____ chair in this room. **(COMFORTABLE)**
4. This pub is so noisy. Can we go to a place that is _____ **(QUIET)?**
5. I don't have _____ idea of what you are talking about. **(SLIGHT)**
6. John is a _____ person than Humphrey. **(RELIABLE)**
7. The new *Mission Impossible* movie is good, but the next *James Bond* film will be _____ . **(EXCITING)**
8. How much _____ is it to the airport? – We'll be there in ten minutes. **(FAR)**
9. Why can't you stay a bit _____? - It's only half past six. **(LONG)**
10. The more you practice, the _____ you will get. **(GOOD)**
11. Piccadilly Circus is one of _____ places in London . **(NOISY)**
12. The essay you wrote wasn't very creative. I'm sure you can do _____ . **(GOOD)**
13. What's _____ news from the conflict zone? **(LATE)**
14. Getting the right people for the job is one of _____ problems we have at the company. **(SERIOUS)**
15. The headmaster's speech was OK, but what the students said was _____ . **(INTERESTING)**
16. Helping her with the dishes was _____ I could do for her. **(LITTLE)**
17. How did you like the roller-coaster ride? – Well, it was _____ experience I have ever had. **(FRIGHTENING)**
18. Mum makes _____ lasagne you have ever eaten. **(GOOD)**

KEY

1. He is probably **the worst** tennis player I have ever seen **(BAD)** .
2. Jane is the **hardest**-working student in our class **(HARD)** .
3. Sit over there. It's **the most comfortable** chair in this room. **(COMFORTABLE)**
4. This pub is so noisy. Can we go to a place that is **more quiet/ quieter** **(QUIET)?**
5. I don't have **the slightest** idea of what you are taking about. **(SLIGHT)**
6. John is a **more reliable** person than Humphrey. **(RELIABLE)**
7. The new *Mission Impossible* movie is good, but the next *James Bond* film will be **more exciting**. **(EXCITING)**
8. How much **farther** is it to the airport? – We'll be there in ten minutes. **(FAR)**
9. Why can't you stay a bit **longer**? - It's only half past six. **(LONG)**
10. The more you practice, the **better** you will get. **(GOOD)**
11. Piccadilly Circus is one of **the noisiest** places in London . **(NOISY)**
12. The essay you wrote wasn't very creative. I'm sure you can do **better**. **(GOOD)**
13. What's **the latest** news from the conflict zone? **(LATE)**
14. Getting the right people for the job is one of **the most serious** problems we have at the company. **(SERIOUS)**
15. The headmaster's speech was OK, but what the students said was **more interesting**. **(INTERESTING)**
16. Helping her with the dishes was **the least** I could do for her. **(LITTLE)**
17. How did you like the roller-coaster ride? – Well, it was **the most frightening** experience I have ever had. **(FRIGHTENING)**
18. Mum makes **the best** lasagne you have ever eaten. **(GOOD)**

Adjectives describing PEOPLE

adventurous	sb who enjoys taking risks and trying new experiences
ambitious	sb who has strong goals and works hard to achieve them
caring	sb who shows concern and looks out for the well-being of others
cheerful	sb who is happy and brings a positive attitude
compassionate	sb who shows empathy and care for others' feelings
confident	sb who believes in himself and his abilities
considerate	sb who is thoughtful and shows concern for others' needs and feelings
creative	sb who has a great imagination and comes up with original ideas
dependable	sb who can be trusted and relied upon
determined	sb who is resolute and persistent in achieving his goals
friendly	sb who is kind and pleasant to others
funny	sb who has a good sense of humor and makes others laugh
generous	sb who is willing to give and share with others
hardworking	sb who puts in a lot of effort and works diligently
helpful	sb who is ready to assist and offer support to others
honest	sb who tells the truth and can be trusted
intelligent	sb who is smart and has a good understanding
optimistic	sb who has a positive outlook on life and believes in favorable outcomes
organized	sb who is orderly and keeps things well arranged
patient	sb who can remain calm and understanding, especially in difficult situations
polite	sb who is courteous and shows good manners
reliable	sb who can be counted on to do what he says
responsible	sb who can be trusted to do his duties and take care of things
shy	sb who is timid or uncomfortable in social situations

Adjectives describing PLACES

beautiful	Having qualities that delight the senses and create an aesthetic appeal.
brehtaking	Extremely impressive or awe-inspiring.
bustling	Full of activity, energy, and excitement.
charming	Delightful and attractive, often with a quaint or special appeal.
cosmopolitan	Reflecting a blend of different cultures and nationalities.
desolate	Barren, empty, and lacking signs of life or human activity.
extraordinary	Remarkable and exceptional, surpassing the ordinary.
ghostly	Of or relating to ghosts or resembling a ghost in appearance or sound.
historic	Relating to important past events or possessing significant historical value.
idyllic	Extremely picturesque and peaceful, like a perfect paradise.
lively	Full of energy and animated activity.
majestic	Having grandeur and dignity, often associated with impressive size or beauty.
modern	Characterized by the latest and most up-to-date features and design.
panoramic	Providing a wide and comprehensive view of a large area.
peaceful	Calm and quiet, free from disturbance or noise.
picturesque	Visually attractive, like a picture or painting.
remote	Far away from urban areas, often challenging to access.
romantic	Evoking feelings of love, affection, and enchantment.
scenic	Providing pleasing views of natural or picturesque surroundings.
secret	Concealed or not widely known, often associated with a sense of mystery.
spacious	Having ample space, roomy and not crowded.
tranquil	Remaining in its original state without being damaged or altered.
vibrant	Pulsating with life and color, often associated with a lively atmosphere.

Adjectives describe THINGS

big	Of great size or extent.
bitter	Having a sharp and unpleasant taste.
damp	Slightly wet or moist.
fragrant	Having a pleasant and sweet-smelling aroma.
fruity	Having the flavor or aroma of ripe fruit.
hard	Solid, firm, and not easily bent or broken.
high-pitched	Having a high frequency or sharp sound.
loud	Producing a strong or intense sound.
noisy	Full of noise or sound, often in an unpleasant or disturbing way.
quiet	Free from noise or sound.
red	Having the color of blood or rubies.
rough	Having an uneven or coarse surface.
rumbling	Making a deep, continuous, and low-pitched sound.
short	Not long in length. Measuring a small distance from end to end.
small	Not large in size or amount.
smelly	Having an unpleasant or offensive odor.
smooth	Having a flat, even, and polished surface.
soft	Pleasantly yielding to touch or pressure.
sweet	Having the pleasant taste of sugar or honey.
squeaky	Making a high-pitched, creaking sound.
rectangular	Having four right angles and opposite sides equal.
round	Having a curved or circular shape.
spherical	Shaped like a sphere or ball.
square	Having four equal sides and four right angles.

AMERICAN VS BRITISH ENGLISH

Terms

Flat – Apartment

Biscuit – Cookie

Banger – Sausage

Boot – Trunk (of a car)

Lift – Elevator

Lorry – Truck

Holiday – Vacation

Rubber – Eraser

Torch – Flashlight

Trousers – Pants

Tap – Faucet

Tyre – Tire

Trolley – Cart

Takeaway – To – go (food)

Car park – Parking lot

Bill – Check (for a meal)

Football – Soccer

Sweets – Candy

Bouncer – Security guard

Crisps – Chips

Pavement – Sidewalk

Bonnet – Hood (of a car)

Boot – Trunk (of a car)

Chemist – Pharmacist

Coach – Bus

Cookies – Biscuits

Corset – Girdle

Costume – Outfit

Crayons – Wax Crayons

Cutlery – Silverware

Divers – Scuba Divers

Draper – Dry goods merchant

Dustbin – Trash can

Estate agent – Real estate agent

Film – Movie

Football – American football

Fridge – Refrigerator

Full stop – Period

Gearstick – Shift

Gents – Men's room

Gloves – Mittens

Grill – Broil

Hiking – Trekking

Holiday – Vacation

Homely – Cozy

Hood – Bonnet

Jumper – Sweater

Ketchup – Catsup

Lady – Woman

Lift – Elevator

Lorry – Truck

Maths – Math

Molasses – Treacle

Nappy – Diaper

Nick – Thief

Post – Mail

Queue – Line

Rucksack – Backpack

School – Elementary school

Shop – Store

Skirt – Dress

Snacks – Appetizers

Solicitor – Lawyer

Suspenders – Braces

Sweets – Candies

Tablecloth – Table cover

Tap – Faucet

Telly – TV

Tights – Pantyhose

Tins – Cans

Torch – Flashlight

Trousers – Pants

Tyre – Tire

Ute – Pickup truck

Vacation – Holiday

Washing up – Doing the dishes

Weekend – Weekend

Windscreen – Windshield

Woollen – Woolen

Yarn – Thread

Fill in MAKE or DO.

1. _____ a job
2. _____ an exception
3. _____ trouble
4. _____ your hair
5. _____ me a favour
6. _____ a difference
7. _____ an arrangement
8. _____ a mess
9. _____ business
10. _____ harm
11. _____ a living
12. _____ your best
13. _____ a discovery
14. _____ an effort
15. _____ sport
16. _____ some noise
17. _____ a comment
18. _____ dinner
19. _____ some exercise
20. _____ household chores
21. _____ a choice
22. _____ your homework
23. _____ a suggestion
24. _____ your bed
25. _____ work
26. _____ an experiment
27. _____ the dishes
28. _____ a decision
29. _____ improvements
30. _____ your duty

KEY

1. **do** a job
2. **make** an exception
3. **make** trouble
4. **do** your hair
5. **do** me a favour
6. **make** a difference
7. **make** an arrangement
8. **make** a mess
9. **do** business
10. **do** harm
11. **make** a living
12. **do** your best
13. **make** a discovery
14. **make** an effort
15. **do** sport
16. **make** some noise
17. **make** a comment
18. **make** dinner
19. **do** some exercise
20. **do** household chores
21. **make** a choice
22. **do** your homework
23. **make** a suggestion
24. **make** your bed
25. **do** work
26. **do** an experiment
27. **do** the dishes
28. **make** a decision
29. **make** improvements
30. **do** your duty

Match the words with their opposites.

A	elementary
B	interrupt
C	fail
D	friend
E	defend
F	exciting
G	humane
H	entrance
I	special
J	innocent
K	foreign
L	tiny
M	frequently
N	violent
O	fear
P	reduce
Q	light
R	hopeful
S	flat
T	ugly

	heavy
	boring
	cruel
	desperate
	ordinary
	exit
	advanced
	courage
	gentle
	succeed
	enemy
	increase
	attack
	domestic
	handsome
	hilly
	giant
	occasionally
	continue
	guilty

KEY

A	elementary
B	interrupt
C	fail
D	friend
E	defend
F	exciting
G	humane
H	entrance
I	special
J	innocent
K	foreign
L	tiny
M	frequently
N	violent
O	fear
P	reduce
Q	light
R	hopeful
S	flat
T	ugly

Q	heavy
F	boring
G	cruel
R	desperate
I	ordinary
H	exit
A	advanced
O	courage
N	gentle
C	succeed
D	enemy
P	increase
E	attack
K	domestic
T	handsome
S	hilly
L	giant
M	occasionally
B	continue
J	guilty

Match the words with their opposites.

A	clean
B	ceiling
C	unite
D	argue
E	remember
F	basement
G	lend
H	natural
I	melt
J	learn
K	equal
L	near
M	ancient
N	asleep
O	extreme
P	simple
Q	plant
R	departure
S	changeable
T	create

	harvest
	destroy
	attic
	teach
	different
	freeze
	agree
	constant
	floor
	complicated
	artificial
	moderate
	arrival
	divide
	borrow
	forget
	dirty
	awake
	modern
	far

KEY

A	clean
B	ceiling
C	unite
D	argue
E	remember
F	basement
G	lend
H	natural
I	melt
J	learn
K	equal
L	near
M	ancient
N	asleep
O	extreme
P	simple
Q	plant
R	departure
S	changeable
T	create

Q	harvest
T	destroy
F	attic
J	teach
K	different
I	freeze
D	agree
S	constant
B	floor
P	complicated
H	artificial
O	moderate
R	arrival
C	divide
G	borrow
E	forget
A	dirty
N	awake
M	modern
L	far

Match the verbs with the nouns to create as many activities as possible. Verbs can be used more than once.

	MAKE	COLLECT	DO	GO	PLAY	WATCH	READ	LISTEN TO
exercise								
furniture								
a novel								
sailing								
cards								
television								
magazines								
music								
hiking								
homework								
coins								
movies								
games								
gardening								
the news								
comics								
skiing								
hockey								
your bed								
the dishes								
songs								

KEY

Note : There may be more answers than given here.

	MAKE	COLLECT	DO	GO	PLAY	WATCH	READ	LISTEN TO
exercise			X					
furniture	X	X						
a novel							X	
sailing				X				
cards		X			X			
television						X		
magazines	X	X					X	
music					X			X
hiking				X				
homework			X					
coins		X						
movies	X					X		
games		X			X			
gardening			X					
the news						X		X
comics		X					X	
skiing				X				
hockey					X			
your bed	X							
the dishes		X	X					
songs					X			X

Complete the second sentence so that it has a similar meaning to the first, using the word given. Use between TWO and FIVE words.

1. Her brother sings better than she does. **(AS)**
She doesn't _____ her brother.
2. Jack is so arrogant I can't stand him. **(SUCH)**
I can't stand Jack because _____ person.
3. After an hour we stopped practicing. **(HAD)**
We _____ for an hour when we stopped.
4. Learning to play so well surely took him a long time! **(MUST)**
It _____ him a long time to play so well.
5. When I was little I was often scared at night. **(USED)**
I _____ at night when I was little.
6. I'll call you the minute I arrive at the airport. **(SOON)**
I'll call you _____ I arrive at the airport.
7. A week from now, I'll be on a plane to New York. **(FLYING)**
This time next week, I _____ to New York.
8. People in this factory produce many different things. **(ARE)**
Many different things _____ at this factory.
9. Will they let us take photos at the concert? **(ALLOWED)**
Will _____ photos at the concert?
10. Our fan club gave us a small amount of money **(LITTLE)**
We _____ money from our fan club.
11. We had to stop because there was no petrol left in the car. **(RAN)**
We had to stop because we _____ petrol.
12. "Don't touch the fresh paint", he told me. **(WARNED)**
He _____ the fresh paint.
13. We paid someone we knew to make these fancy chairs. **(HAD)**
We _____ made by someone we knew.
14. John recently became the new football manager. **(TAKEN)**
Recently, John _____ the job of the new football manager.
15. The band are too good for this to be their first performance. **(CAN'T)**
This _____ performance because they're too good.

KEY

1. Her brother sings better than she does. **(AS)**
She doesn't **sing as well as** her brother.
2. Jack is so arrogant I can't stand him. **(SUCH)**
I can't stand Jack because **he's such an arrogant** person.
3. After an hour we stopped practicing. **(HAD)**
We **had been practicing** for an hour when we stopped.
4. Learning to play so well surely took him a long time! **(MUST)**
It **must have taken** him a long time to play so well.
5. When I was little I was often scared at night. **(USED)**
I **used to be scared** at night when I was little.
6. I'll call you the minute I arrive at the airport. **(SOON)**
I'll call you **as soon as** I arrive at the airport.
7. A week from now, I'll be on a plane to New York. **(FLYING)**
This time next week, I **will be flying** to New York.
8. People in this factory produce many different things. **(ARE)**
Many different things **are produced** at this factory.
9. Will they let us take photos at the concert? **(ALLOWED)**
Will **we be allowed to take** photos at the concert?
10. Our fan club gave us a small amount of money **(LITTLE)**
We **were given (a) little** money from our fan club.
11. We had to stop because there was no petrol left in the car. **(RAN)**
We had to stop because we **ran out of** petrol.
12. "Don't touch the fresh paint", he told me. **(WARNED)**
He **warned me not to touch** the fresh paint.
13. We paid someone we knew to make these fancy chairs. **(HAD)**
We **had these fancy chairs** made by someone we knew.
14. John recently became the new football manager. **(TAKEN)**
Recently, John **has taken up** the job of the new football manager.
15. The band are too good for this to be their first performance. **(CAN'T)**
This **can't be their first** performance because they're too good.

Complete the second sentence so that it has a similar meaning to the first, using the word given. Use between TWO and FIVE words.

1. I read the instructions twice because I wanted to be certain that I understood them. **(MAKE)**
I _____ that I understood the instructions, so I read them twice.
2. They waited at the bus stop and five minutes later their bus arrived. **(BEEN)**
They _____ at the bus stop for five minutes when their bus arrived.
3. I'm not going home in the rain. **(UNTIL)**
I won't go home _____ raining.
4. They must think of a better plan than that. **(COME)**
They'll have _____ a better plan than that.
5. People think that church is over a century old. **(THOUGHT)**
That church _____ over a century old.
6. Maybe you left your keys in the kitchen. **(MIGHT)**
You _____ your keys in the kitchen.
7. Wearing a helmet is compulsory when you go roller skating. **(HAVE)**
You _____ a helmet when you go roller skating.
8. The boy says he doesn't know anything about the missing money. **(CLAIMS)**
The boy _____ anything about the missing money.
9. He called the police last night. **(MADE)**
He _____ to the police last night.
10. The headmaster announced, "There will be a concert at the end of June." **(PLACE)**
The headmaster announced that a concert _____ at the end of June.
11. Someone is cleaning up our garden next week. **(CLEANED)**
We _____ up next week.
12. Answering this email is not necessary. **(NEED)**
You _____ this email.
13. We must leave early tomorrow morning, because the weather will get bad later on. **(OUT)**
We need _____ early tomorrow morning, because the weather will get bad later on.
14. It is possible that Maria didn't get your message. **(MAY)**
Maria _____ your message.

KEY

1. I read the instructions twice because I wanted to be certain that I understood them. **(MAKE)**
I **wanted to make sure** that I understood the instructions, so I read them twice.
2. They waited at the bus stop and five minutes later their bus arrived. **(BEEN)**
They **had been waiting** at the bus stop for five minutes when their bus arrived.
3. I'm not going home in the rain. **(UNTIL)**
I won't go home **until it stops** raining.
4. They must think of a better plan than that. **(COME)**
They'll have **to come up with** a better plan than that.
5. People think that church is over a century old. **(THOUGHT)**
That church **is thought to be** over a century old.
6. Maybe you left your keys in the kitchen. **(MIGHT)**
You **might have left** your keys in the kitchen.
7. Wearing a helmet is compulsory when you go roller skating. **(HAVE)**
You **have to wear** a helmet when you go roller skating.
8. The boy says he doesn't know anything about the missing money. **(CLAIMS)**
The boy **claims not to know** anything about the missing money.
9. He called the police last night. **(CALL)**
He **made a call** to the police last night.
10. The headmaster announced, "There will be a concert at the end of June." **(PLACE)**
The headmaster announced that a concert **would take place** at the end of June.
11. Someone is cleaning up our garden next week. **(CLEANED)**
We **are having/will have our garden cleaned** up next week.
12. Answering this email is not necessary. **(NEED)**
You **don't need to answer** this email.
13. We must leave early tomorrow morning, because the weather will get bad later on. **(OUT)**
We need **to set out** early tomorrow morning, because the weather will get bad later on.
14. It is possible that Maria didn't get your message. **(MAY)**
Maria **may not have got** your message.

Fill in the blanks with words from the box. There are THREE words you will not need.

A stepfamily, or blended family, is a _____ with at least one child from a _____ relationship who lives with them all the time or some of the time.

These families often have an image problem. In old fairy tales stepmothers are wicked and stepsisters are _____. When you see a stepfamily in one of your favourite TV soap operas they usually have _____ with other family members. That is why the phrase "*blended family*" is often used instead of stepfamily.

Family life has faced many _____ over the past half century. Traditional _____ families – mother, father and two children – are a lot less _____ today. About 40% of all marriages end in _____.

Today, over 2.5 million children in the UK live in stepfamilies. Most of them start when the birth parents _____ up and find new partners.

Being part of a stepfamily can really be a challenge for children. An important factor is the way the birth parents deal with the end of their _____. They need to be careful not to talk too much about their ex-partner or his/her faults. Children sometimes also feel _____ about liking their stepparent too much, because they may think that they are betraying their birth parent.

Although, while it may be hard at first, being in a stepfamily can provide all members with a new life and a feeling that they have _____ something worthwhile.

achieved
arguments
break
bullies
challenges
common
couple
divorce
guilty
nuclear
popular
previous
proud
reality
relationship

KEY

A stepfamily, or blended family, is a **couple** with at least one child from a **previous** relationship who lives with them all the time or some of the time.

These families often have an image problem. In old fairy tales stepmothers are wicked and stepsisters are **bullies**. When you see a stepfamily in one of your favourite TV soap operas they usually have **arguments** with other family members. That is why the phrase "*blended family*" is often used instead of stepfamily.

Family life has faced many **challenges** over the past half century. Traditional **nuclear** families – mother, father and two children – are a lot less **common** today. About 40% of all marriages end in **divorce**.

Today, over 2.5 million children in the UK live in stepfamilies. Most of them start when the birth parents **break** up and find new partners.

Being part of a stepfamily can really be a challenge for children. An important factor is the way the birth parents deal with the end of their **relationship**. They need to be careful not to talk too much about their ex-partner or his/her faults. Children sometimes also feel **guilty** about liking their stepparent too much, because they may think that they are betraying their birth parent.

Although, while it may be hard at first, being in a stepfamily can provide all members with a new life and a feeling that they have **achieved** something worthwhile.

Fill in the blanks with words from the box. There are THREE words you will not need.

Scientists around the world agree that the key to staying _____ and keeping fit is to eat less and do _____ exercise such as walking or cycling. However, people who exercise too intensively often _____ themselves by spending the rest of the day in front of the TV set. At the same time, they have to eat more to give them _____ for the next workout. To avoid gaining _____, researchers suggest that going for a longer walk or riding a bike for a few hours may actually be better than high-energy exercise.

A low-fat _____ may be good for your waistline, but research suggests it may have negative psychological _____. Medical experts have found out that volunteers who followed a strict twenty-five percent fat diet reported feelings of depressions and bad _____.

Many of us already know that drinking coffee raises your blood _____ but according to the latest studies, it too, can make you bad-tempered. Mice that were given regular _____ of caffeine by researchers turned out to be more aggressive than others. On the other hand, chemicals found in tea can _____ the risk of heart _____ and have a positive effect on _____ levels and high blood pressure.

If you're a chocolate fan, there's good news for you! Recent studies have revealed that _____ found in chocolate can not only put you in a good mood but also _____ you from a variety of minor illnesses including colds, coughs, depressions and even help reduce the risk of _____ disease.

affects
attacks
chemicals
cholesterol
diet
disease
doses
effects
energy
gentle
healthy
heart
mood
physical
pressure
protect
reduce
reward
weight

KEY

Scientists around the world agree that the key to staying **healthy** and keeping fit is to eat less and do **physical** exercise such as walking or cycling. However, people who exercise too intensively often **reward** themselves by spending the rest of the day in front of the TV set. At the same time, they have to eat more to give them **energy** for the next workout. To avoid gaining **weight**, researchers suggest that going for a longer walk or riding a bike for a few hours may actually be better than high-energy exercise.

A low-fat **diet** may be good for your waistline, but research suggests it may have negative psychological **effects**. Medical experts have found out that volunteers who followed a strict twenty-five percent fat diet reported feelings of depressions and bad **mood**.

Many of us already know that drinking coffee raises your blood **pressure** but according to the latest studies, it too, can make you bad-tempered. Mice that were given regular **doses** of caffeine by researchers turned out to be more aggressive than others. On the other hand, chemicals found in tea can **reduce** the risk of heart **attacks** and have a positive effect on **cholesterol** levels and high blood pressure.

If you're a chocolate fan, there's good news for you! Recent studies have revealed that **chemicals** found in chocolate can not only put you in a good mood but also **protect** you from a variety of minor illnesses including colds, coughs, depressions and even help reduce the risk of **heart** disease.

Complete the text on the effects of caffeine. Fill in the blanks from the word list on the right. There are THREE words you will not need.

You are drinking lots of cola at a party, when it _____ hits. You are full of energy, you jump around, and you talk too fast. Later on, you can't fall asleep and the next day you're tired and feel awful. Does that sound _____?

Most children already have lots of energy, but those who drink a lot of cola often end up even more wired than others. The beverage includes a lot of sugar but also a _____ that produces a lot of energy - caffeine.

Like cola, coffee is also full of caffeine. That's why many grown-ups drink it the first thing in the morning to help them wake up. The chemical is naturally found in tea, chocolate and hot cocoa. Many people need this kick, so food producers often add it to many other _____ and snacks. But is caffeine good or bad for us?

Some _____ show that caffeine might help people _____ to things more quickly. Scientists have found out that caffeinated coffee and tea can help protect your heart, brain and other organs from certain _____.

On the other hand too much caffeine can make people _____ and unable to sleep. This is worrisome because we need sleep to stay healthy. Caffeine may also _____ your blood pressure, increase your heart _____ and make you feel more stressed.

Love it or hate it, caffeine is hard to _____. Coffee shops are all over the place, in city streets and malls. Machines offer coffee and cola at schools. Even though you can get caffeine-free coffee, tea and cola almost everywhere more than 80 % of adults in America _____ caffeine regularly.

Caffeine raises the _____ of sugar in your bloodstream, even if there is no sugar in your caffeinated drink. That's what gives you extra energy.

Taking caffeine away from _____ users causes withdrawal _____, like headaches and sleepiness. It also makes them react more slowly. So, when you give these people the caffeine that they need they do better and react more quickly.

although
amount
anxious
average
avoid
beverages
boost
consume
diabetes
diseases
energy
familiar
harm
physical
producers
protect
raise
rate
regular
respond
studies
substance
suddenly
symptoms

Many athletes take caffeine to _____ their energy levels. Studies show however that caffeine only helps those athletes who are in good _____ shape already. In an experiment runners had to run at a very fast pace. On _____, they were able to run for about 32 minutes. After taking caffeine they ran 7 to 10 minutes longer.

_____ caffeine may be good for world class athletes, it may _____ the health of people who are overweight. For some it may even lead to _____.

In the end a cup of coffee or a can of cola once in a while is okay, but don't overdo it!

KEY

You are drinking lots of cola at a party, when it **suddenly** hits. You are full of energy, you jump around, and you talk too fast. Later on, you can't fall asleep and the next day you're tired and feel awful. Does that sound **familiar**?

Most children already have lots of energy, but those who drink a lot of cola often end up even more wired than others. The beverage includes a lot of sugar but also a **substance** that produces a lot of energy - caffeine.

Like cola, coffee is also full of caffeine. That's why many grown-ups drink it the first thing in the morning to help them wake up. The chemical is naturally found in tea, chocolate and hot cocoa. Many people need this kick, so food producers often add it to many other **beverages** and snacks. But is caffeine good or bad for us?

Some **studies** show that caffeine might help people **respond** to things more quickly. Scientists have found out that caffeinated coffee and tea can help protect your heart, brain and other organs from certain **diseases**.

On the other hand too much caffeine can make people **anxious** and unable to sleep. This is worrisome because we need sleep to stay healthy. Caffeine may also **raise** your blood pressure, increase your heart **rate** and make you feel more stressed.

Love it or hate it, caffeine is hard to **avoid**. Coffee shops are all over the place, in city streets and malls. Machines offer coffee and cola at schools. Even though you can get caffeine-free coffee, tea and cola almost everywhere more than 80 % of adults in America **consume** caffeine regularly.

Caffeine raises the **amount** of sugar in your bloodstream, even if there is no sugar in your caffeinated drink. That's what gives you extra energy.

Taking caffeine away from **regular** users causes withdrawal **symptoms**, like headaches and sleepiness. It also makes them react more slowly. So, when you give these people the caffeine that they need they do better and react more quickly.

Many athletes take caffeine to **boost** their energy levels. Studies show however that caffeine only helps those athletes who are in good **physical** shape already. In an experiment runners had to run at a very fast pace. On **average**, they were able to run for about 32 minutes. After taking caffeine they ran 7 to 10 minutes longer.

Although caffeine may be good for world class athletes, it may **harm** the health of people who are overweight. For some it may even lead to **diabetes**.

In the end a cup of coffee or a can of cola once in a while is okay, but don't overdo it!

Complete the text with a word from the box. There are TWO words you will not need.

There are many people who would like to become President. From January to June of the election year, the two big parties, Republicans and Democrats, hold **(1)** _____ in many states. In these, people **(2)** _____ who should become the party's candidate for the **(3)** _____ election in November.

At the end of the primaries, each party organises a big party called a **(4)** _____. Thousands of party **(5)** _____ meet and select the candidate who was the best in the primaries. At this gathering, the candidate also tells the people who will become **(6)** _____ if he gets elected.

From August to November the **(7)** _____ of each party travel all over the country, hold **(8)** _____ and try to get the people to **(9)** _____ for them. On the first Tuesday in November the American people vote for one of the presidential candidates.

In most cases, there are only two candidates, a Republican and a Democrat, but in the last elections **(10)** _____ from other parties have also taken part.

Americans do not vote for the President directly. They select electors who **(11)** _____ them in the Electoral College. Each state has a certain number of electors. Big states with a large population, like California have many electors (54) and small states, like Hawaii only have a few **(12)** _____. All together there are 538 electors who meet in the Electoral College.

In December all the electors meet and elect a president. Most of the time they **(13)** _____ for the candidate who has won in their state. The candidate who has 270 or more electoral votes becomes President.

Candidates often **(14)** _____ on the big states with lots of electors. They know that if they win in states like California, New York or Texas they have a good **(15)** _____ of becoming President.

On January 20th of the **(16)** _____ year the new President and his Vice President begin the new **(17)** _____. They put their left hand on a Bible and take the **(18)** _____ of office.

candidates

chance

concentrate

convention

decide

electors

following

general

members

nominees

oath

population

President

primaries

represent

speeches

state

term

Vice President

vote

KEY

There are many people who would like to become President. From January to June of the election year, the two big parties, Republicans and Democrats, hold **primaries** in many states. In these, people **decide** who should become the party's candidate for the **general** election in November.

At the end of the primaries, each party organises a big party called a **convention**. Thousands of party **members** meet and select the candidate who was the best in the primaries. At this gathering, the candidate also tells the people who will become **Vice President** if he gets elected.

From August to November the **nominees** of each party travel all over the country, hold **speeches** and try to get the people to **vote** for them. On the first Tuesday in November the American people vote for one of the presidential candidates.

In most cases, there are only two candidates, a Republican and a Democrat, but in the last elections **candidates** from other parties have also taken part.

Americans do not vote for the President directly. They select electors who **represent** them in the Electoral College. Each state has a certain number of electors. Big states with a large population, like California have many electors (54) and small states, like Hawaii only have a few **electors**. All together there are 538 electors who meet in the Electoral College.

In December all the electors meet and elect a president. Most of the time they **vote** for the candidate who has won in their state. The candidate who has 270 or more electoral votes becomes President.

Candidates often **concentrate** on the big states with lots of electors. They know that if they win in states like California, New York or Texas they have a good **chance** of becoming President.

On January 20th of the **following** year the new President and his Vice President begin the new **term**. They put their left hand on a Bible and take the **oath** of office

Complete the text with a word from the box. There are TWO words you will not need.

Truman Burbank is a 29-year-old **(1)** _____ salesman who lives in a comfortable town called *Seahaven*, which is **(2)** _____ on an island, probably off the coast of Florida. Truman is a sincere and very nice person who begins to **(3)** _____ that there is something very strange going on his life, and little by little, he learns the **(4)** _____. Ever since he was born, Truman has been filmed for a live television show that is **(5)** _____ 24 hours a day to the rest of the world, and thus, everything and everyone that he thinks he knows is, in **(6)** _____, part of a giant television studio designed to **(7)** _____ his life.

Truman begins to discover the **(8)** _____ of his world when the television producers of "The Truman Show" begin to make silly **(9)** _____ that give Truman an idea of what is really happening. After listening to a radio broadcast that seems to be broadcasting everything he is doing, and then seeing workers who look like they're fixing his own **(10)** _____ building as if it were part of a movie set (which it is!), Truman **(11)** _____ he needs to get away from Seahaven. He tells his wife and best friend that he wants to go to the island of Fiji, where the family of a girl he once liked very much had apparently moved.

Thus, the **(12)** _____ of the show must think of every possible way to **(13)** _____ Truman that it would really be much better if he stayed home in Seahaven, without of course, **(14)** _____ to him that his whole world is actually a giant TV studio. Eventually though, Truman becomes determined to leave the island that he has never left before, **(15)** _____ his horrible fear of water (which began as a child when he thought he saw his father **(16)** _____ in a storm). As each way off the island is mysteriously blocked---from car to bus to boat---Truman comes increasingly closer to finding out the true **(17)** _____ of the world around him.

admitting

broadcast

convince

decides

despite

drown

fact

family

insurance

located

mistakes

nature

office

producers

reality

recorded

show

suspect

truth

KEY

Truman Burbank is a 29-year-old **(1) insurance** salesman who lives in a comfortable town called *Seahaven*, which is **(2) located** on an island, probably off the coast of Florida. Truman is a sincere and very nice person who begins to **(3) suspect** that there is something very strange going on his life, and little by little, he learns the **(4) truth**. Ever since he was born, Truman has been filmed for a live television show that is **(5) broadcast** 24 hours a day to the rest of the world, and thus, everything and everyone that he thinks he knows is, in **(6) fact**, part of a giant television studio designed to **(7) show** his life.

Truman begins to discover the **(8) reality** of his world when the television producers of "The Truman Show" begin to make silly **(9) mistakes** that give Truman an idea of what is really happening. After listening to a radio broadcast that seems to be broadcasting everything he is doing, and then seeing workers who look like they're fixing his own **(10) office** building as if it were part of a movie set (which it is!), Truman **(11) decides** he needs to get away from Seahaven. He tells his wife and best friend that he wants to go to the island of Fiji, where the family of a girl he once liked very much had apparently moved.

Thus, the **(12) producers** of the show must think of every possible way to **(13) convince** Truman that it would really be much better if he stayed home in Seahaven, without of course, **(14) admitting** to him that his whole world is actually a giant TV studio. Eventually though, Truman becomes determined to leave the island that he has never left before, **(15) despite** his horrible fear of water (which began as a child when he thought he saw his father **(16) drown** in a storm). As each way off the island is mysteriously blocked---from car to bus to boat---Truman comes increasingly closer to finding out the true **(17) nature** of the world around him.

Complete the text about a famous African rebel leader with the words from the box. There are TWO words you will not need.

Joseph Kony is the leader of a Ugandan rebel group called the *Lord's Resistance Army*. The LRA began fighting against the (1) _____ of Uganda in the late 1980s. (2) _____ to western leaders Kony has committed many (3) _____ against the Ugandan people. For years he kidnapped thousands of children, made soldiers out of the boys and had the girls raped or killed. The group has spread (4) _____ and terror throughout Uganda, killing thousands of people, in many cases the families of the children he abducted. Over two million people have been driven away from their homes.

Kony was born in a small (5) _____ in northern Uganda. He never completed school and when he was 25, he founded a rebel group to (6) _____ Uganda's government. Kony is a very religious man who claims to be guided by spirits who show him the way.

In 2006 Kony was (7) _____ with 33 war crimes, including murder and rape, by the International Criminal Court. After these allegations Kony left Uganda. Today his LRA rebel group (8) _____ from neighbouring countries, mainly South Sudan and the Central African Republic.

Captured youngsters who have escaped from Kony's rebels tell horror stories of how they had been (9) _____. They describe Kony as a fearless man who shoots those who do not (10) _____ his orders.

For the last few years many countries, including the United States, have tried to (11) _____ Kony. After the 9/11 attacks on the United States, Kony's rebels were declared a terrorist (12) _____.

In 2012, an organization called *Invisible Children* uploaded a 30-minute film to YouTube called *Kony 2012*. Its (13) _____ was to make Kony popular and to have him (14) _____ by the end of the year. The film was a great (15) _____. By March 2012 over 90 million viewers had seen the film on YouTube, making it one of the most downloaded videos of all times.

In the past five years Kony's campaign has lost momentum. Some political experts say he has only a hundred soldiers left in his army. In 2017 the United States and Uganda ended their (16) _____ for Kony and declared that he is no longer a threat for the African country.

according
aim
arrested
capture
charged
crimes
declared
government
movement
murder
obey
operates
overthrow
search
success
treated
village
violence

KEY

Joseph Kony is the leader of a Ugandan rebel group called the *Lord's Resistance Army*. The LRA began fighting against the **government** of Uganda in the late 1980s. **According** to western leaders Kony has committed many **crimes** against the Ugandan people. For years he kidnapped thousands of children, made soldiers out of the boys and had the girls raped or killed. The group has spread **violence** and terror throughout Uganda, killing thousands of people, in many cases the families of the children he abducted. Over two million people have been driven away from their homes.

Kony was born in a small **village** in northern Uganda. He never completed school and when he was 25, he founded a rebel group to **overthrow** Uganda's government. Kony is a very religious man who claims to be guided by spirits who show him the way.

In 2006 Kony was **charged** with 33 war crimes, including murder and rape, by the International Criminal Court. After these allegations Kony left Uganda. Today his LRA rebel group **operates** from neighbouring countries, mainly South Sudan and the Central African Republic.

Captured youngsters who have escaped from Kony's rebels tell horror stories of how they had been **treated**. They describe Kony as a fearless man who shoots those who do not **obey** his orders.

For the last few years many countries, including the United States, have tried to **capture** Kony. After the 9/11 attacks on the United States, Kony's rebels were declared a terrorist **movement**.

In 2012, an organization called *Invisible Children* uploaded a 30-minute film to YouTube called *Kony 2012*. Its **aim** was to make Kony popular and to have him **arrested** by the end of the year. The film was a great **success**. By March 2012 over 90 million viewers had seen the film on YouTube, making it one of the most downloaded videos of all times.

In the past five years Kony's campaign has lost momentum. Some political experts say he has only a hundred soldiers left in his army. In 2017 the United States and Uganda ended their **search** for Kony and declared that he is no longer a threat for the African country.

Word Formation: Use the word in brackets to form a new word that fits in each space.

Many students in Britain take a gap year from full-time **(1)** _____ (**EDUCATE**) between leaving school and going to a university. Some take on jobs in shops, hotels or restaurants for a few months, in order to earn enough for an **(2)** _____ (**EXTEND**) holiday. Backpacking is a very popular and **(3)** _____ (**ADVENTURE**) but also cheap option because many students can only afford to travel on local buses and trains and stay in hostels. Australia and New Zealand, as well as India and Thailand, are **(4)** _____ (**FAVOUR**) backpacking destinations,

Unpaid work on educational or **(5)** _____ (**ENVIRONMENT**) projects is another option. Opportunities range from **(6)** _____ (**HELP**) out in school classrooms to working in hospitals far away from home. There are **(7)** _____ (**NUMBER**) organisations that make **(8)** _____ (**ARRANGE**) for those who are interested , both at home and overseas.

However, while universities view a gap year as an **(9)** _____ (**NECESSARY**) break from study, other people feel that it provides students with **(10)** _____ (**VALUE**) skills. To potential **(11)** _____ (**EMPLOY**) a gap year can look good on a CV. They can see that you have spent time on **(12)** _____ (**BROAD**) your horizon and that your experiences have increased your **(13)** _____ (**CONFIDENT**) in working with people and that you are ready to take on **(14)** _____ (**RESPONSIBLE**).

The **(15)** _____ (**POSSIBLE**) of taking some time off, however, has also become popular with people between 25 and 35 , who decide that they need a break from their career, travel the world, or do further studies in another **(16)** _____ (**PROFESSION**) field.

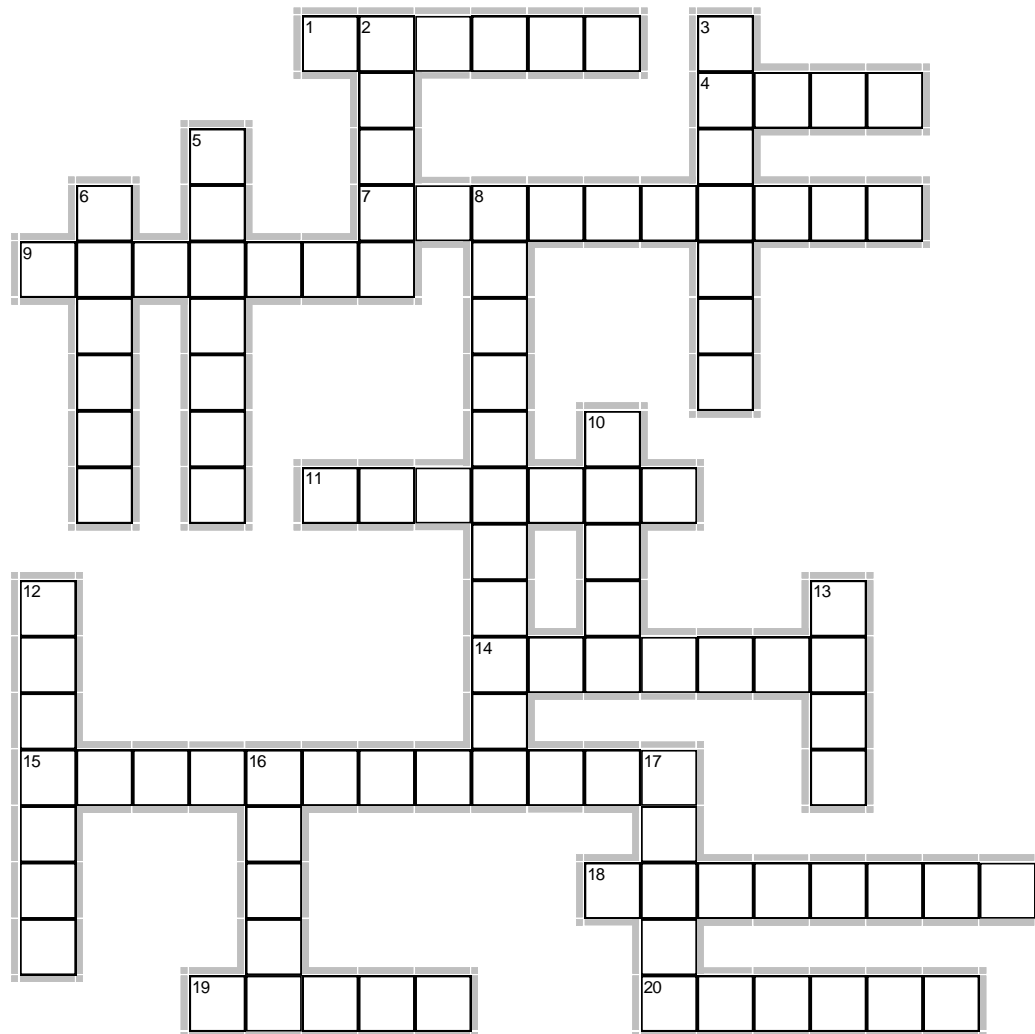
KEY

Many students in Britain take a gap year from full-time **(1) education (EDUCATE)** between leaving school and going to a university. Some take on jobs in shops, hotels or restaurants for a few months, in order to earn enough for an **(2) extensive (EXTEND)** holiday. Backpacking is a very popular and **(3) adventurous (ADVENTURE)** but also cheap option because many students can only afford to travel on local buses and trains and stay in hostels. Australia and New Zealand, as well as India and Thailand, are **(4) favourite (FAVOUR)** backpacking destinations,

Unpaid work on educational or **(5) environmental (ENVIRONMENT)** projects is another option. Opportunities range from **(6) helping (HELP)** out in school classrooms to working in hospitals far away from home. There are **(7) numerous (NUMBER)** organisations that make **(8) arrangements (ARRANGE)** for those who are interested , both at home and overseas.

However, while universities view a gap year as an **(9) unnecessary (NECESSARY)** break from study, other people feel that it provides students with **(10) valuable (VALUE)** skills. To potential **(11) employers (EMPLOY)** a gap year can look good on a CV. They can see that you have spent time on **(12) broadening (BROAD)** your horizon and that your experiences have increased your **(13) confidence (CONFIDENT)** in working with people and that you are ready to take on **(14) responsibility (RESPONSIBLE)**.

The **(15) possibility (POSSIBLE)** of taking some time off, however, has also become popular with people between 25 and 35 , who decide that they need a break from their career, travel the world, or do further studies in another **(16) professional (PROFESSION)** field.



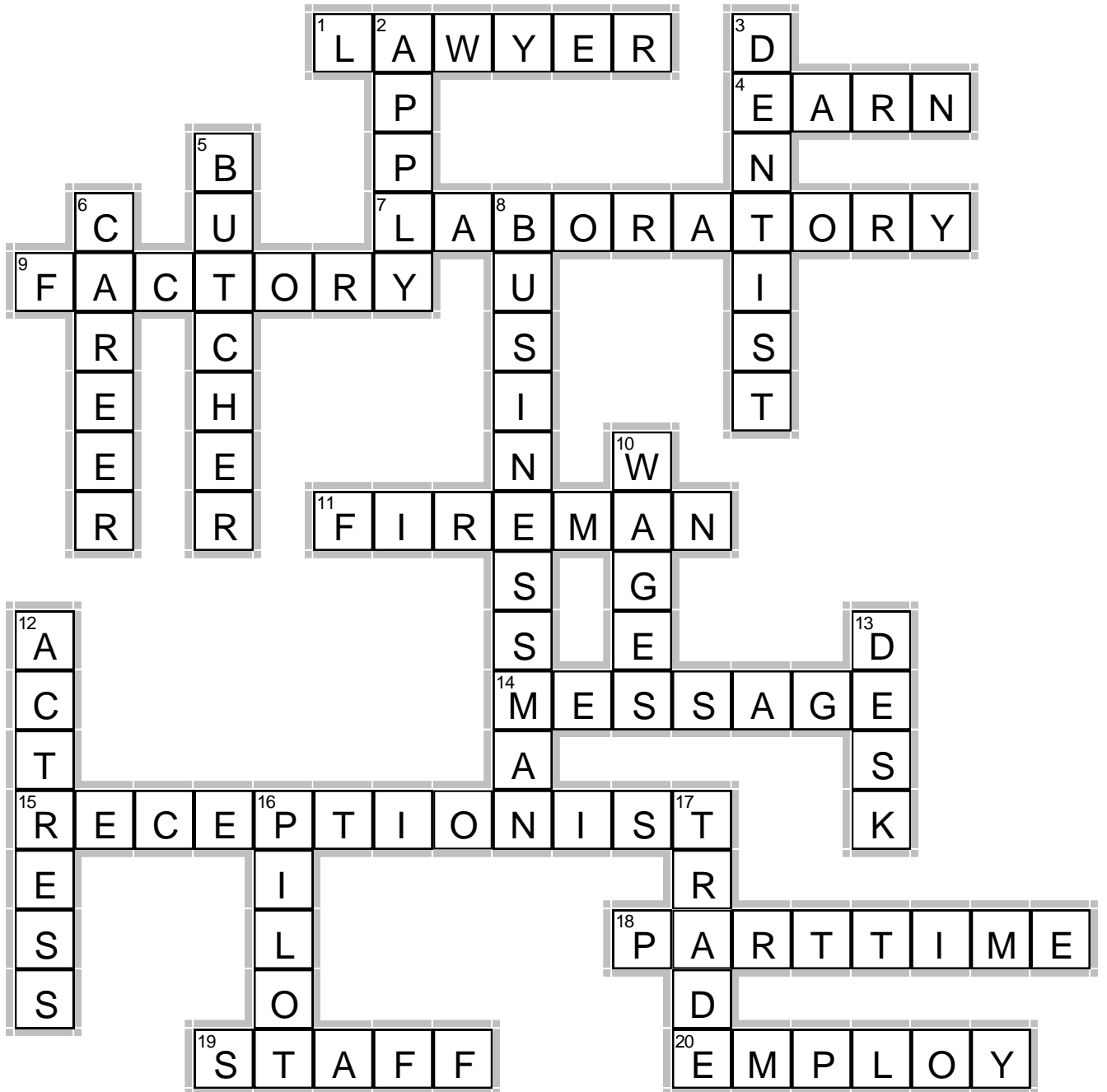
Across

1. someone whose job it is to advise people about laws or represent people in court
4. to receive money for the work you do
7. room or place in which a scientist carries out experiments
9. building where goods are produced in large numbers
11. man, whose job it is to stop fires
14. spoken or written piece of information that you send to another person
15. someone whose job it is to welcome people when they arrive at a hotel or office
18. if you only work a few days of a week and not the whole week (2 words)
19. all the people who work for a company or organisation
20. to pay someone to work for you

Down

2. to ask for a job with a written letter or email
3. someone whose job it is to treat people's teeth
5. someone who owns a shop that sells meat
6. a job that you have for a longer time and where you can move up different levels
8. a man who works in business or has a company
10. money you earn based on the hours you work every week (plural)
12. woman who performs in a play or a film
13. piece of furniture like a table that you sit at to write and work
16. someone who operates or controls an airplane
17. activity of buying from and selling goods to other countries

KEY



Match the jobs with their definitions.

A	publisher
B	athlete
C	designer
D	instructor
E	travel agent
F	nurse
G	guard
H	customs officer
I	architect
J	politician
K	guide
L	shop assistant
M	chemist
N	detective
O	engineer
P	judge
Q	sailor
R	novelist
S	mechanic
T	secretary

	someone whose job it is to plan clothes, furniture etc..
	person whose job it is to discover information about someone or something
	person who protects a person or a thing
	someone who looks after people in a hospital
	person who designs or builds roads, bridges etc..
	someone who repairs cars, motorcycles etc..
	person or company that arranges the production and sales of newspapers
	someone who is an elected member of parliament or works in government or a political party
	person who prepares drugs and medicine in a shop
	someone who competes in sports competitions
	someone who works on a ship
	person who writes books with imaginary characters
	someone who books hotels and flights for other people
	someone who helps customers in a shop
	someone whose job it is to design buildings
	person who works in an office typing letters, sending emails and answering phone calls
	person who is in control of a courtroom and decides how criminals should be punished
	someone who teaches a sport or a practical skill
	someone who shows tourists around a place
	person who checks your bags when you travel to another country

KEY

Match the jobs with their definitions.

A	publisher
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D	someone who teaches a sport or a practical skill
K	someone who shows tourists around a place
H	person who checks your bags when you travel to another country

Find 15 vegetables in the grid below. Directions: → ↓ ↙ ↘

J	C	A	R	R	O	T	L	Q	S	W	P	Z	O
G	O	C	C	N	C	A	B	B	A	G	E	B	W
U	A	X	T	U	G	V	G	F	C	P	P	L	B
X	P	R	P	O	C	V	W	O	F	E	O	T	E
G	C	S	L	V	M	U	F	R	A	P	T	E	A
N	A	F	V	I	G	A	M	F	X	P	A	M	N
L	E	T	T	U	C	E	T	B	V	E	T	U	U
K	O	Y	H	W	J	J	C	O	E	R	O	S	B
V	P	L	Y	Z	G	W	J	H	A	R	M	H	T
C	A	U	L	I	F	L	O	W	E	R	E	R	U
S	D	J	B	L	B	K	F	Y	E	F	L	O	P
O	L	I	V	E	P	U	M	P	K	I	N	O	Y
Y	N	G	J	O	N	I	O	N	O	F	R	M	B

KEY

J	C	A	R	R	O	T	L	Q	S	W	P	Z	O
G	O	C	C	N	C	A	B	B	A	G	E	B	W
U	A	X	T	U	G	V	G	F	C	P	P	L	B
X	P	R	P	O	C	V	W	O	F	E	O	T	E
G	C	S	L	V	M	U	F	R	A	P	T	E	A
N	A	F	V	I	G	A	M	F	X	P	A	M	N
L	E	T	T	U	C	E	T	B	V	E	T	U	U
K	O	Y	H	W	J	J	C	O	E	R	O	S	B
V	P	L	Y	Z	G	W	J	H	A	R	M	H	T
C	A	U	L	I	F	L	O	W	E	R	E	R	U
S	D	J	B	L	B	K	F	Y	E	F	L	O	P
O	L	I	V	E	P	U	M	P	K	I	N	O	Y
Y	N	G	J	O	N	I	O	N	O	F	R	M	B

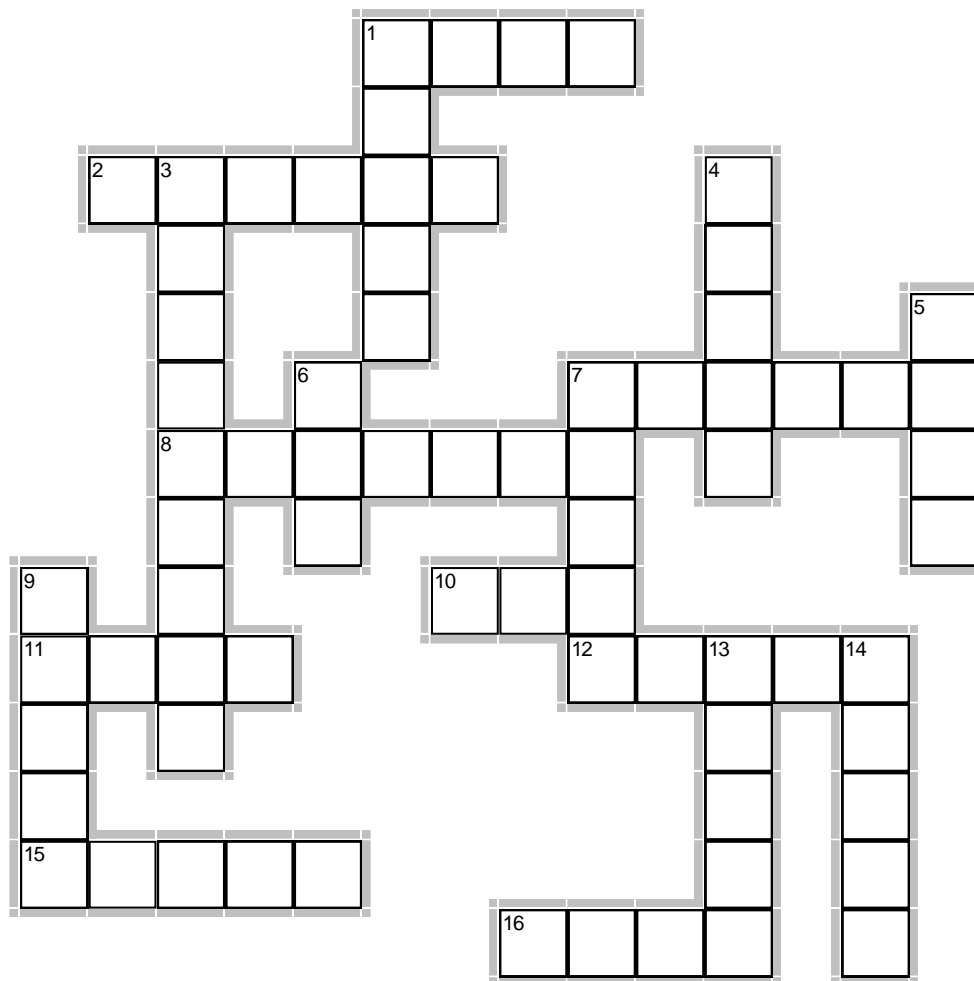
Complete the sentences with an adjective from the box.

ambitious - amusing - careless - cautious - cheerful - greedy - healthy - ordinary - outgoing - polite - serious - slim - tall - wealthy

1. My girlfriend likes to do sports and eat fresh vegetables. She doesn't smoke so I guess she's a very _____ person.
2. _____ people always want more and more. They are never satisfied with what they have.
3. Since she has gone on a diet and lost 10 kg she has become a _____ young lady.
4. My sister is not very _____. She never goes to parties and doesn't like to meet people.
5. Nobody is more _____ than my little brother. He never picks up anything and throws all his belongings around.
6. Dan and Benny are very _____ when they cross the street. They are afraid of being hit by passing cars.
7. He's so _____. He always wants to be the best in class.
8. Nothing seems to make grandfather sad. He is such a _____ person and smiles all the time.
9. Jack is not _____ enough to be a basketball player. He's only 6'1".
10. We taught our children to be _____ and always say "please" and "thank you".
11. Her classmates think she's an _____ girl, but she herself thinks she's something special.
12. My uncle likes to tell jokes and entertain people. He's very _____.
13. You can never go out and have fun with him. He never laughs and is so _____ all the time.
14. She has two cars, a large house and always wears the most expensive clothes. She seems to be very _____.

KEY

1. My girlfriend likes to do sports and eat fresh vegetables. She doesn't smoke so I guess she's a very **healthy** person.
2. **Greedy** people always want more and more. They are never satisfied with what they have.
3. Since she has gone on a diet and lost 10 kg she has become a **slim** young lady.
4. My sister is not very **outgoing**. She never goes to parties and doesn't like to meet people.
5. Nobody is more **careless** than my little brother. He never picks up anything and throws all his belongings around.
6. Dan and Benny are very **cautious** when they cross the street. They are afraid of being hit by passing cars.
7. He's so **ambitious**. He always wants to be the best in class.
8. Nothing seems to make grandfather sad. He is such a **cheerful** person and smiles all the time.
9. Jack is not **tall** enough to be a basketball player. He's only 6'1".
10. We taught our children to be **polite** and always say "please" and "thank you".
11. Her classmates think she's an **ordinary** girl, but she herself thinks she's something special.
12. My uncle likes to tell jokes and entertain people. He's very **amusing**.
13. You can never go out and have fun with him. He never laughs and is so **serious** all the time.
14. She has two cars, a large house and always wears the most expensive clothes. She seems to be very **wealthy**.



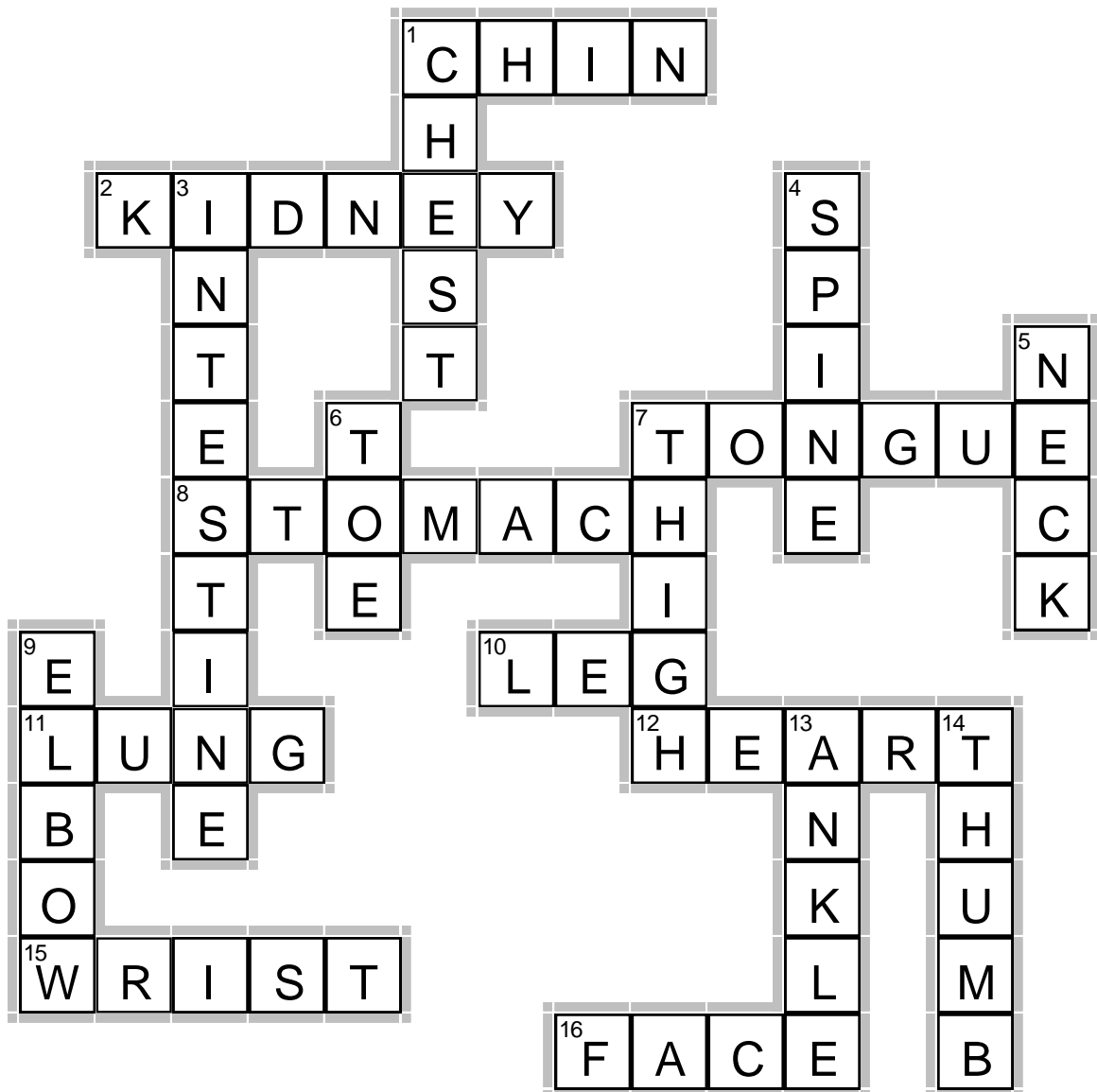
Across

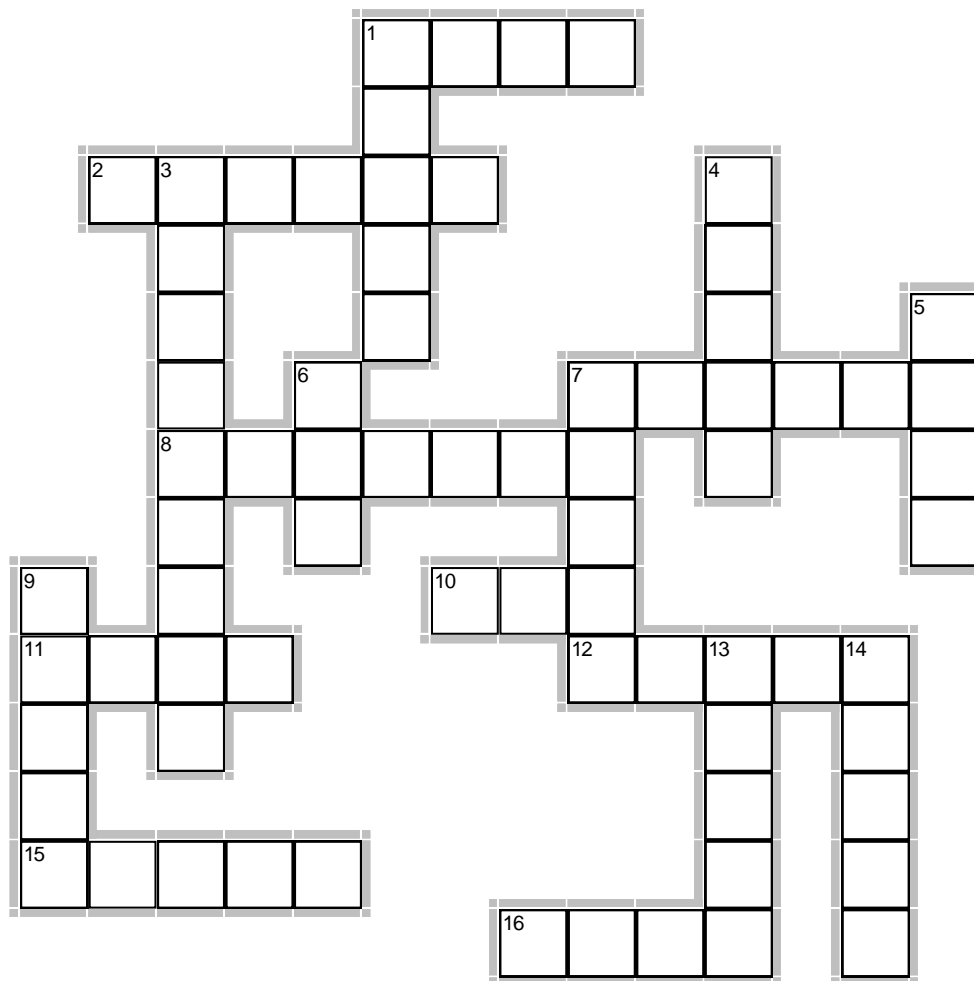
1. front part of your face below the mouth
2. one of the two organs in your lower back that separates waste products from your blood and makes urine
7. soft part inside the mouth that you can move around and use for eating and speaking
8. the organ where food begins to be digested
10. one of the long parts of your body that your feet are joined to
11. one of the two organs that you breathe with
12. organ in your chest that pumps blood through your body
15. part of your body where your hand joins your arm
16. front part of your head, where your eyes, nose and face are

Down

1. the front part of your body between the neck and stomach
3. long tube in your body through which food passes after it leaves your stomach
4. the row of bones down the centre of your back that supports your body
5. the part of the body that joins your head and your shoulders
6. one of the five moveable parts at the end of your foot
7. top part of your leg between your knee and hip
9. the joint where your arm bends
13. the joint between your foot and your leg
14. the thickest finger on your hand

KEY





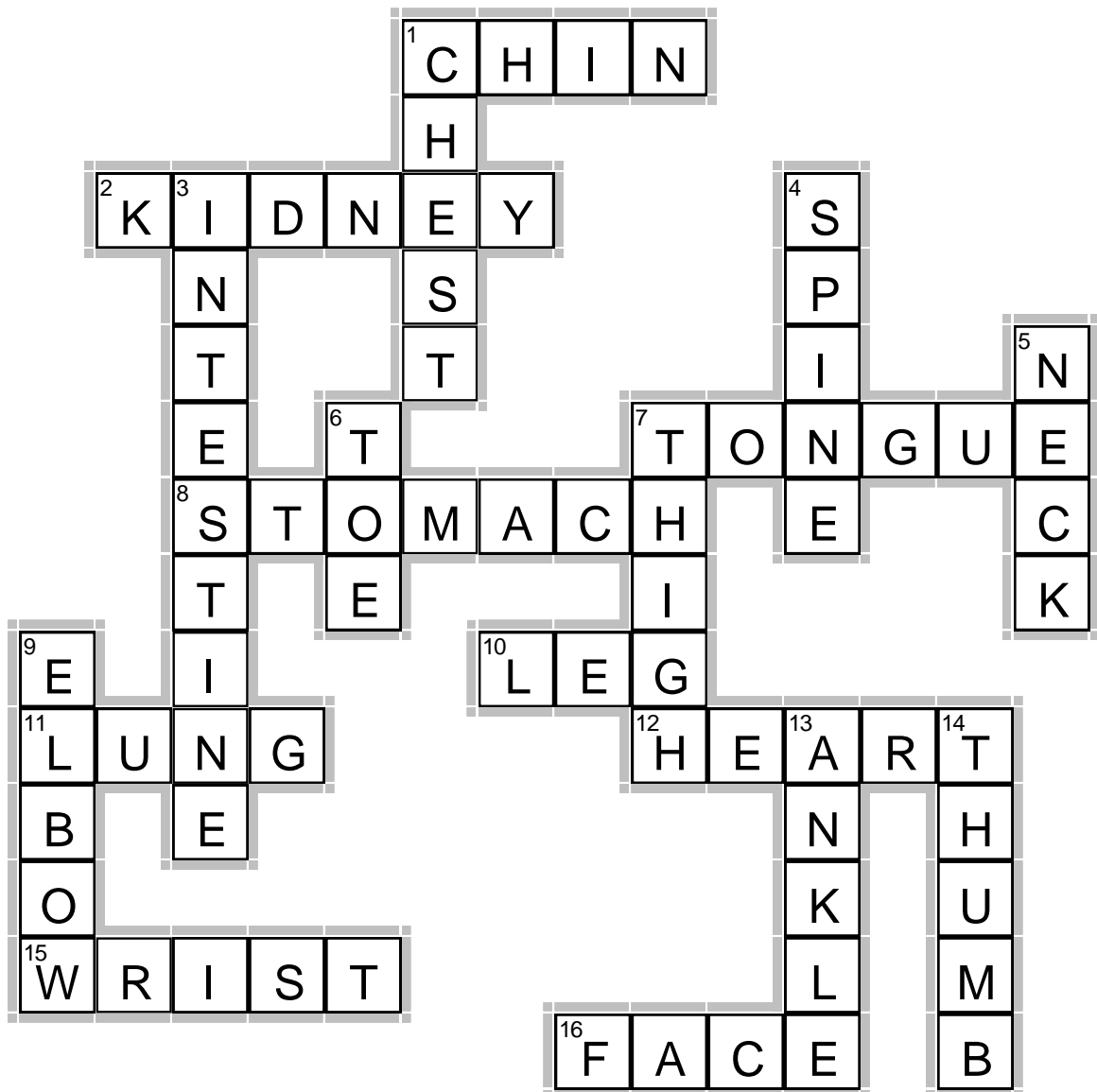
Across

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Down

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9. the joint where your arm bends
13. the joint between your foot and your leg
14. the thickest finger on your hand

KEY



Complete the sentences with an adjective from the box.

**ACTIVE - BOSSY - CONSIDERATE - DOUBTFUL - FAIR - GREEDY - LOYAL -
MATURE - NERVOUS - OBEDIENT - RESPONSIBLE - SECRETIVE**

1. I hate our headmaster. She's a very _____ person who orders everyone around.
2. The judge was _____ to both sides, so everyone was happy.
3. I feel very _____ before a test.
4. Maurice is a very _____ young man for his age. He never fools around and is always serious.
5. The only one I can talk to when I have problems is my friend Judy. She's very _____.
6. The robber looked at the money in front of him with _____ eyes.
7. Dad never wants us to find out what he's doing. He's always so _____.
8. The boys were so _____. They do everything their parents tell them to.
9. She does judo, plays tennis and goes skiing in the winter. She really is a very _____ young lady.
10. When mom is out, I am _____ for my younger brother.
11. He has never won a match against his opponent so he is rather _____ that he can win this time.
12. We are very _____ supporters of the team and even go to the stadium when they lose.

KEY

1. I hate our headmaster. She's a very **bossy** person who orders everyone around.
2. The judge was **fair** to both sides, so everyone was happy.
3. I feel very **nervous** before a test.
4. Maurice is a very **mature** young man for his age. He never fools around and is always serious.
5. The only one I can talk to when I have problems is my friend Judy. She's very **considerate**.
6. The robber looked at the money in front of him with **greedy** eyes.
7. Dad never wants us to find out what he's doing. He's always so **secretive**.
8. The boys were so **obedient**. They do everything their parents tell them to.
9. She does judo, plays tennis and goes skiing in the winter. She really is a very **active** young lady.
10. When mom is out, I am **responsible** for my younger brother.
11. He has never won a match against his opponent so he is rather **doubtful** that he can win this time.
12. We are very **loyal** supporters of the team and even go to the stadium when they lose.

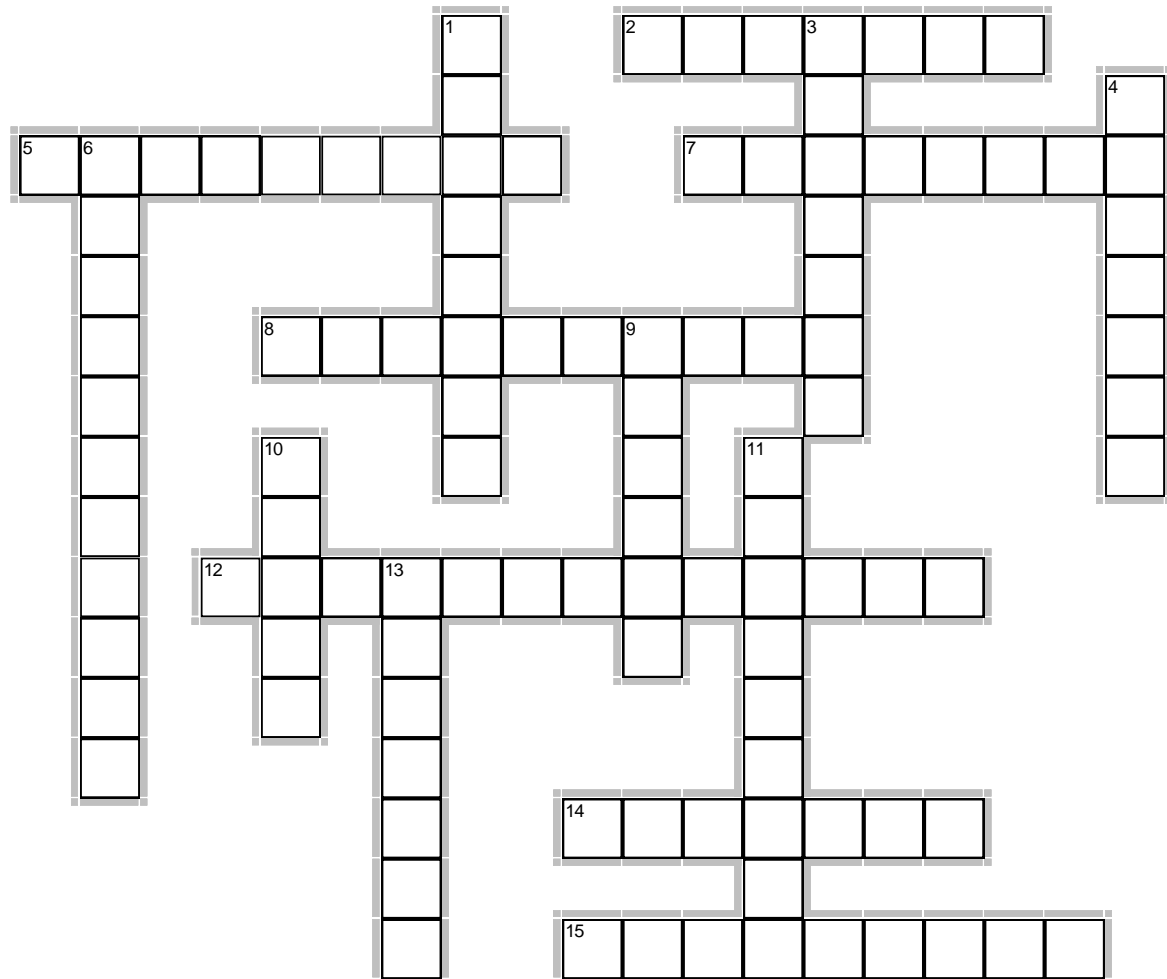
Complete the sentences with an adjective from the box.

**ADVENTUROUS - AMBITIOUS - BUSY - EFFICIENT - FUSSY - GRATEFUL -
HUMOUROUS - IMAGINATIVE - INDEPENDENT - LOVING - RESTLESS -
UNWILLING**

1. That boy is the most _____ student in our school. He can never sit still and always plays with something.
2. Josh is a very _____ person. He likes to go hiking and explores new places.
3. Maria is a _____ wife who always cares for her husband and children.
4. Our son is very _____. He does everything on his own and rarely needs our help.
5. Jack is very _____ about the food he eats, so be careful about what you serve for dinner.
6. We can't persuade him to take action. He's so _____ to do anything about the problem.
7. Could you call me later on? I'm rather _____ at the moment.
8. I am a very _____ person who wants to climb the career ladder as quickly as possible.
9. My sister is a very _____ writer. She writes fantastic stories that keep you interested.
10. We have one of the most _____ teachers in school. He tells us jokes almost every day.
11. John is a very _____ person. He seems to get everything done in very little time.
12. I'm very _____ for your support. It has helped me a lot.

KEY

1. That boy is the most **restless** student in our school. He can never sit still and always plays with something.
2. Josh is a very **adventurous** person. He likes to go hiking and explores new places.
3. Maria is a **loving** wife who always cares for her husband and children.
4. Our son is very **independent**. He does everything on his own and rarely needs our help.
5. Jack is very **fussy** about the food he eats, so be careful about what you serve for dinner.
6. We can't persuade him to take action. He's so **unwilling** to do anything about the problem.
7. Could you call me later on? I'm rather **busy** at the moment.
8. I am a very **ambitious** person who wants to climb the career ladder as quickly as possible.
9. My sister is a very **imaginative** writer. She writes fantastic stories that keep you interested.
10. We have one of the most **humorous** teachers in school. He tells us jokes almost every day.
11. John is a very **efficient** person. He seems to get everything done in very little time.
12. I'm very **grateful** for your support. It has helped me a lot.



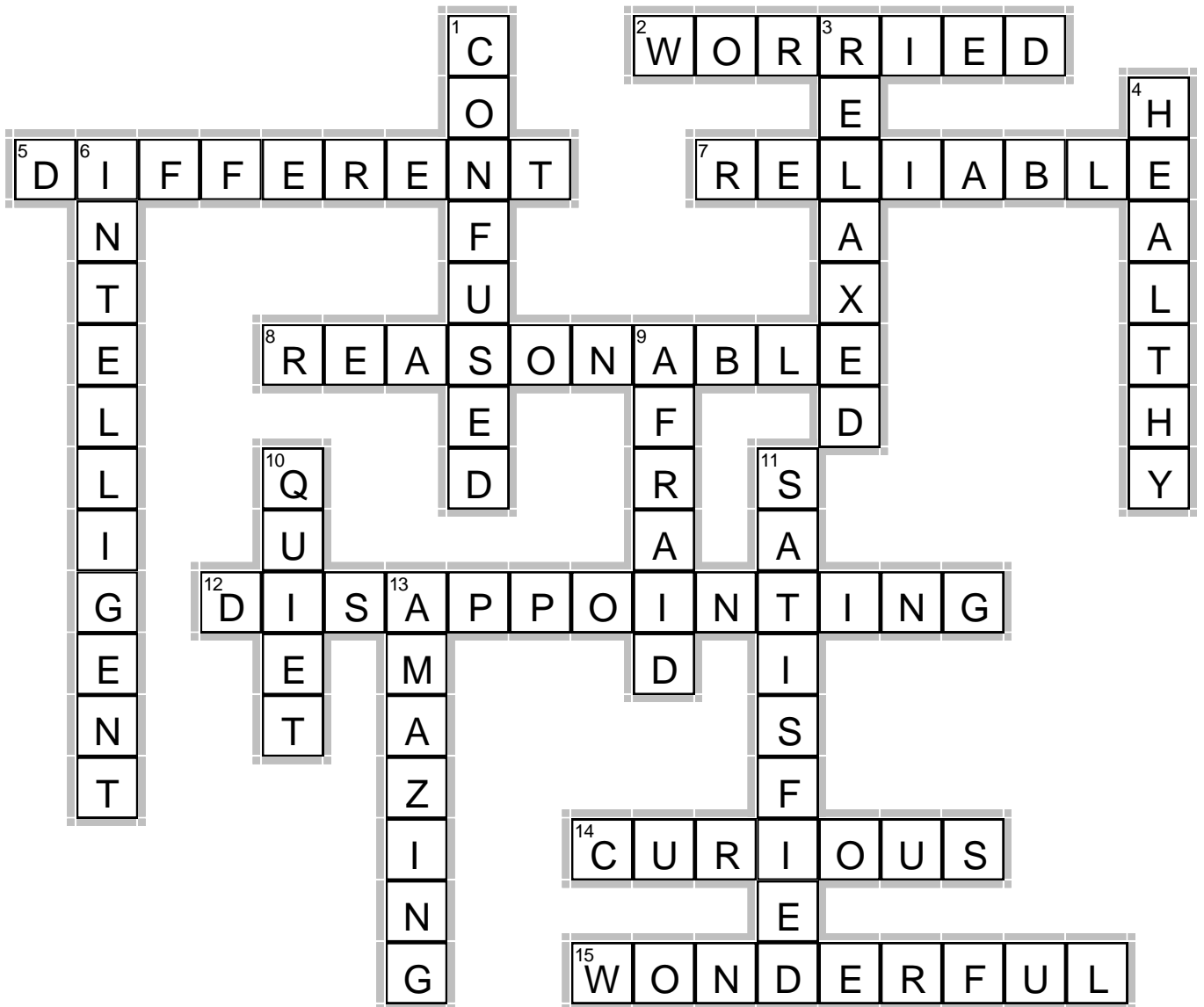
Across

2. unhappy because you keep thinking about a problem or something bad that may happen
5. not the same as something else
7. someone or something that can be trusted or depended on
8. fair and sensible
12. not as good as hoped or expected
14. wanting to know about something
15. making you feel very happy

Down

1. not able to understand or think clearly about what someone is saying or what is happening
3. feeling calm and not worried about anything
4. physically strong and not weak or ill
6. very good at understanding things; clever
9. frightened
10. not making much noise or no noise at all
11. feeling that something is as good as it should be
13. very good in an unexpected way; surprisingly good

KEY



Fill in the correct form : Gerund or Infinitive (with or without "TO")

1. My dad used _____ after dinner but he doesn't do that anymore **(SMOKE)**.
2. She advised us _____ there alone. It could be very dangerous **(NOT GO)**.
3. Jenny is good at _____ children _____ down properly at the table. **(PERSUADE, SIT)**.
4. My boss warned me _____ finishing the project **(NOT DELAY)**.
5. Have you ever let your friend _____ your new tablet ? **(USE)**
6. He risked _____ the match by _____ his racket. **(LOSE, CHANGE)**
7. I am looking forward _____ you at the dinner party. **(MEET)**
8. My mum remembers _____ the Millers, so I don't know why they're not here yet **(INVITE)**.
9. My parents allowed me _____ to the cinema with a few friends. **(GO)**
10. The teacher insisted on my parents _____ over to school for a chat **(COME)**.
11. I don't feel like _____ in the park today. Let's go tomorrow . **(WALK)**
12. Venice is always worth _____ . **(VISIT)**
13. I can't help _____ . That joke was so funny. **(LAUGH)**
14. The travel agent advised us _____ around after dark. **(NOT WALK)**
15. Did you have any trouble _____ the house ? **(FIND)**
16. After a few miles he stopped on the motorway _____ some cigarettes **(GET)**.
17. It's no use _____ with him. He won't listen to you. **(ARGUE)**
18. My mum made me _____ up my room. **(CLEAN)**
19. Women were given the right _____ in the first part of the 20th century. **(VOTE)**.
20. I happened _____ in the neighbourhood, so I thought I'd pay you a visit **(BE)**.

KEY

1. My dad used **to smoke** after dinner, but he doesn't do that anymore **(SMOKE)**.
2. She advised us **not to go** there alone. It could be very dangerous **(NOT GO)**.
3. Jenny is good at **persuading** children **to sit** down properly at the table. **(PERSUADE, SIT)**.
4. My boss warned me **not to delay** finishing the project **(NOT DELAY)**.
5. Have you ever let your friend **use** your new tablet ? **(USE)**
6. He risked **losing** the match by **changing** his racket. **(LOSE, CHANGE)**
7. I am looking forward **to meeting** you at the dinner party. **(MEET)**
8. My mum remembers **inviting** the Millers, so I don't know why they're not here yet **(INVITE)**.
9. My parents allowed me **to go** to the cinema with a few friends. **(GO)**
10. The teacher insisted on my parents **coming** over to school for a chat **(COME)**.
11. I don't feel like **walking** in the park today. Let's go tomorrow . **(WALK)**
12. Venice is always worth **visiting** . **(VISIT)**
13. I can't help **laughing** . That joke was so funny. **(LAUGH)**
14. The travel agent advised us **not to walk** around after dark. **(NOT WALK)**
15. Did you have any trouble **finding** the house ? **(FIND)**
16. After a few miles he stopped on the motorway **to get** some cigarettes **(GET)**.
17. It's no use **arguing** with him. He won't listen to you. **(ARGUE)**
18. My mum made me **clean** up my room. **(CLEAN)**
19. Women were given the right **to vote** in the first part of the 20th century. **(VOTE)**.
20. I happened **to be** in the neighbourhood, so I thought I'd pay you a visit **(BE)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Margaret enjoys _____ to music **(LISTEN)**.
2. The doctor encouraged his patients _____ healthy food. **(EAT)**
3. When she was a teenager, she was keen on _____ a doctor. **(BECOME)**
4. She is saving her money _____ a new car. **(BUY)**
5. My apartment is quite easy _____. **(FIND)**
6. I don't mind _____ the washing up, as long as you help me. **(DO)**
7. Irregular verbs are not easy _____. **(REMEMBER)**.
8. He advised me _____ a doctor as soon as possible. **(SEE)**
9. My dad is really good at _____. **(COOK)**
10. She waited for two hours _____ a cinema ticket **(BUY)**
11. _____ some kind of sport every day is good for your health. **(DO)**
12. When I saw her the first time I couldn't help _____. She was so lovely to look at **(CRY)**.
13. My father helped me _____ my homework. **(DO)**
14. She stopped _____ some cigarettes on her way to work. **(BUY)**
15. Stop _____ now! You're such a big girl! **(CRY)**
16. I don't feel like _____ maths today. **(STUDY)**
17. I'm so sick of _____ pasta all the time. I would like something else for a change. **(EAT)**
18. It is important _____ the net for more information. **(SURF)**
19. Mira got Mike _____ the car for her. **(WASH)**
20. They finally decided _____ their apartment. **(RENT)**
21. It's no use _____ over spilt milk. **(COMPLAIN)**
22. The questions won't be difficult _____. **(ANSWER)**
23. He told us where _____ the necessary material **(FIND)**.
24. Would you mind _____ the letter for me. It's very important. **(POST)**
25. I remember _____ you my necklace to wear. Where is it now? **(GIVE)**

KEY

1. Margaret enjoys **listening** to music **(LISTEN)**.
2. The doctor encouraged his patients **to eat** healthy food. **(EAT)**
3. When she was a teenager, she was keen on **becoming** a doctor. **(BECOME)**
4. She is saving her money **to buy** a new car. **(BUY)**
5. My apartment is quite easy **to find**. **(FIND)**
6. I don't mind **doing** the washing up, as long as you help me. **(DO)**
7. Irregular verbs are not easy **to remember** **(REMEMBER)**.
8. He advised me **to see** a doctor as soon as possible. **(SEE)**
9. My dad is really good at **cooking**. **(COOK)**
10. She waited for two hours **to buy** a cinema ticket **(BUY)**
11. **Doing** some kind of sport every day is good for your health. **(DO)**
12. When I saw her the first time I couldn't help **crying**. She was so lovely to look at **(CRY)**.
13. My father helped me **do** my homework. **(DO)**
14. She stopped **to buy** some cigarettes on her way to work. **(BUY)**
15. Stop **crying** now! You're such a big girl! **(CRY)**
16. I don't feel like **studying** maths today. **(STUDY)**
17. I'm so sick of **eating** pasta all the time. I would like something else for a change. **(EAT)**
18. It is important **to surf** the net for more information. **(SURF)**
19. Mira got Mike **to wash** the car for her. **(WASH)**
20. They finally decided **to rent** their apartment. **(RENT)**
21. It's no use **complaining** over spilt milk. **(COMPLAIN)**
22. The questions won't be difficult to answer. **(ANSWER)**
23. He told us where **to find** the necessary material **(FIND)**.
24. Would you mind **posting** the letter for me. It's very important. **(POST)**
25. I remember **giving** you my necklace to wear. Where is it now? **(GIVE)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. They suggested _____ by bus instead of by plane. **(TRAVEL)**
2. It seems difficult _____ everything about this topic. **(KNOW)**
3. We were all looking forward _____ the New Year in New York.
(CELEBRATE)
4. We are planning _____ to Europe this summer. **(GO)**
5. It was very difficult for him to quit _____. **(SMOKE)**
6. She tried to avoid _____ unnecessary mistakes. **(MAKE)**
7. I let him _____ to his friend's house after he had done his homework. **(GO)**
8. Can you imagine _____ the painting before the Christmas holidays? **(FINISH)**
9. We are used _____ up early in the morning. **(GET)**
10. The suspect denied _____ said that in public. **(HAVE)**
11. She enjoys _____ the weekend with her family. **(SPEND)**
12. I forgot _____ the door when I left. **(LOCK)**
13. I have decided _____ more often. **(EXERCISE)**
14. Mary keeps _____ about her problems all the time. **(TALK)**
15. Most European countries don't allow _____ in bars and restaurants. **(SMOKE)**
16. She seemed _____ fed up with all the problems she's facing. **(BE)**
17. She couldn't bear _____ on so much responsibility. That's why she quit her job. **(TAKE)**
18. She promised _____ biting nails. **(STOP)**
19. The government urged their citizens _____ more waste. **(RECYCLE)**
20. Hermann is thinking about _____ abroad for a few years. **(STUDY)**
21. She considered _____ to New York, but then dropped the idea. **(MOVE)**
22. My mother made me _____ the medicine, even though I hated the taste.
(TAKE)
23. The aquarium needs _____. **(CLEAN)**
24. Morris agreed _____ me with the project. **(HELP)**
25. She warned him not _____ late for the performance. **(BE)**

KEY

1. They suggested **travelling** by bus instead of by plane. **(TRAVEL)**
2. It seems difficult **to know** everything about this topic. **(KNOW)**
3. We were all looking forward **to celebrating** the New Year in New York. **(CELEBRATE)**
4. We are planning **to go** to Europe this summer. **(GO)**
5. It was very difficult for him **to quit** smoking. **(SMOKE)**
6. She tried to avoid **making** unnecessary mistakes. **(MAKE)**
7. I let him **go** to his friend's house after he had done his homework. **(GO)**
8. Can you imagine **finishing** the painting before the Christmas holidays? **(FINISH)**
9. We are used **to getting** up early in the morning. **(GET)**
10. The suspect denied **having** said that in public. **(HAVE)**
11. She enjoys **spending** the weekend with her family. **(SPEND)**
12. I forgot **to lock** the door when I left. **(LOCK)**
13. I have decided **to exercise** more often. **(EXERCISE)**
14. Mary keeps **talking** about her problems all the time. **(TALK)**
15. Most European countries don't allow **smoking** in bars and restaurants. **(SMOKE)**
16. She seemed **to be** fed up with all the problems she's facing. **(BE)**
17. She couldn't bear **taking** on so much responsibility. That's why she quit her job. **(TAKE)**
18. She promised **to stop** biting nails. **(STOP)**
19. The government urged their citizens **to recycle** more waste. **(RECYCLE)**
20. Hermann is thinking about **studying** abroad for a few years. **(STUDY)**
21. She considered **moving** to New York, but then dropped the idea. **(MOVE)**
22. My mother made me **take** the medicine, even though I hated the taste. **(TAKE)**
23. The aquarium needs **cleaning**. **(CLEAN)**
24. Morris agreed **to help** me with the project. **(HELP)**
25. She warned him not **to be** late for the performance. **(BE)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Mike remained _____ when the old woman entered the room. **(SIT)**
2. Do you mind my _____ in your presence? **(SMOKE)**
3. It is important for young people _____ as many foreign languages as possible. **(LEARN)**
4. We suggested _____ in hotel rooms, but our children were anxious to _____ . **(SLEEP, CAMP)**
5. After _____ two pints of beer he fell asleep. **(DRINK)**
6. Can you tell them how _____ the problem? **(SOLVE)**
7. I got used _____ to work because the office was only a few minutes from home. **(WALK)**
8. Do you feel like _____ out or would you rather _____ at home? **(DINE, STAY)**
9. Your hair needs _____. It is so long and messy. **(CUT)**
10. I'm thinking of _____ to Oxford tomorrow. **(GO)**
11. The police have put up a barrier _____ travellers from _____ out of the station. **(PREVENT, RUSH)**
12. The old man was afraid of _____ robbed. **(BE)**
13. I used _____ up at night and walk around in my sleep. **(GET)**
14. It's no use _____ with him. He has already decided _____ on the project alone. **(ARGUE, WORK)**
15. He succeeded in _____ himself and _____ out of the window. **(UNTIE, CRAWL)**
16. Neill Armstrong was the first man _____ his foot on the moon's surface. **(SET)**
17. We are all looking forward _____ you next Saturday. **(SEE)**
18. I had a lot of trouble _____ into the house. Nobody seemed _____ where the key was. **(GET, KNOW)**
19. I wanted my son _____ up in a peaceful neighbourhood. **(GROW)**
20. Tom advised me _____ the house because it wasn't of any use to me. **(SELL)**

KEY

1. Mike remained **sitting** when the old woman entered the room. **(SIT)**
2. Do you mind my **smoking** in your presence? **(SMOKE)**
3. It is important for young people **to learn** as many foreign languages as possible. **(LEARN)**
4. We suggested **sleeping** in hotel rooms, but our children were anxious **to camp**. **(SLEEP, CAMP)**
5. After **drinking** two pints of beer he fell asleep. **(DRINK)**
6. Can you tell them how **to solve** the problem? **(SOLVE)**
7. I got used **to walking** to work because the office was only a few minutes from home. **(WALK)**
8. Do you feel like **dining** out or would you rather **stay** at home? **(DINE, STAY)**
9. Your hair needs **cutting**. It is so long and messy. **(CUT)**
10. I'm thinking **of going** to Oxford tomorrow. **(GO)**
11. The police have put up a barrier **to prevent** travellers from **rushing** out of the station. **(PREVENT, RUSH)**
12. The old man was afraid of **being** robbed. **(BE)**
13. I used **to get** up at night and walk around in my sleep. **(GET)**
14. It's no use **arguing** with him. He has already decided **to work** on the project alone. **(ARGUE, WORK)**
15. He succeeded in **untying** himself and **crawling** out of the window. **(UNTIE, CRAWL)**
16. Neill Armstrong was the first man **to set** his foot on the moon's surface. **(SET)**
17. We are all looking forward **to seeing** you next Saturday. **(SEE)**
18. I had a lot of trouble **getting** into the house. Nobody seemed **to know** where the key was. **(GET, KNOW)**
19. I wanted my son **to grow** up in a peaceful neighbourhood. **(GROW)**
20. Tom advised me **to sell** the house because it wasn't of any use to me. **(SELL)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. We don't mind _____ to the cinema alone. **(GO)**
2. Feel free _____ whenever you want to. **(COME)**
3. It's no use _____ for Patrick. He's not coming. **(WAIT)**
4. We expected him _____ better at the tournament, but he ended up in third place. **(DO)**
5. I am absolutely against _____ the house without any money in our savings account. **(BUY)**
6. I enjoyed _____ with you for the holidays. It was marvellous. **(STAY)**
7. She was the first woman _____ across the English Channel. **(SWIM)**
8. She came into my room without _____. **(KNOCK)**
9. You'd better not _____ those mushrooms. **(EAT)**
10. They decided _____ a plane to Berlin instead of _____ there. **(TAKE, FLY)**
11. We are so proud of _____ in such a wonderful country. **(LIVE)**
12. My parents allowed me _____ the late-night movie. **(WATCH)**
13. I don't mind _____ next to Thomas. **(SIT)**
14. Dad made me _____ my homework before going over to my friend's place. **(DO)**
15. We can't risk _____ him angrier. He's in a bad mood anyway. **(MAKE)**
16. I'm fed up _____ at home all the time. **(STAY)**
17. My grandfather gave up _____ a few years ago. He's too old _____ behind a steering wheel. **(DRIVE, SIT)**
18. The teacher let the children _____ off their boots. **(TAKE)**
19. She accused me of _____ her credit card. **(TAKE)**
20. She was far from _____ a word he said. **(BELIEVE)**
21. I begged her not _____ the teacher. **(TELL)**
22. I'm looking forward _____ you next week. **(SEE)**
23. What about _____ me out to dinner this evening? **(TAKE)**
24. Are you interested in _____ the whole story? **(HEAR)**
25. Could you two girls please stop _____? **(CHAT)**

KEY

1. We don't mind **going** to the cinema alone. **(GO)**
2. Feel free **to come** whenever you want to. **(COME)**
3. It's no use **waiting** for Patrick. He's not coming. **(WAIT)**
4. We expected him **to do** better at the tournament, but he ended up in third place. **(DO)**
5. I am absolutely against **buying** the house without any money in our savings account. **(BUY)**
6. I enjoyed **staying** with you for the holidays. It was marvellous. **(STAY)**
7. She was the first woman **to swim** across the English Channel. **(SWIM)**
8. She came into my room without **knocking**. **(KNOCK)**
9. You'd better not **eat** those mushrooms. **(EAT)**
10. They decided **to take** a plane to Berlin instead of **flying** there. **(TAKE, FLY)**
11. We are so proud of **living** in such a wonderful country. **(LIVE)**
12. My parents allowed me **to watch** the late-night movie. **(WATCH)**
13. I don't mind **sitting** next to Thomas. **(SIT)**
14. Dad made me **do** my homework before going over to my friend's place. **(DO)**
15. We can't risk **making** him angrier. He's in a bad mood anyway. **(MAKE)**
16. I'm fed up **staying** at home all the time. **(STAY)**
17. My grandfather gave up **driving** a few years ago. He's too old **to sit** behind a steering wheel. **(DRIVE, SIT)**
18. The teacher let the children **take** off their boots. **(TAKE)**
19. She accused me of **taking** her credit card. **(TAKE)**
20. She was far from **believing** a word he said. **(BELIEVE)**
21. I begged her not **to tell** the teacher. **(TELL)**
22. I'm looking forward **to seeing** you next week. **(SEE)**
23. What about **taking** me out to dinner this evening? **(TAKE)**
24. Are you interested in **hearing** the whole story? **(HEAR)**
25. Could you two girls please stop **chatting**? **(CHAT)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Do you mind my _____ the window? **(CLOSE)**
2. It is very important for me _____ Spanish before I go to Spain. **(LEARN)**
3. After _____ a bottle of wine, he fell asleep quickly. **(DRINK)**
4. Isabella enjoys _____ meals for her guests. **(PREPARE)**
5. Do you feel like _____ out or would you rather _____ at home? **(EAT, DINE)**
6. I told him how _____ the problem. **(SOLVE)**
7. I simply can't decide. I keep _____ my mind. **(CHANGE)**
8. We try to avoid _____ him too angry. **(MAKE)**
9. I didn't expect _____ the exam because I wasn't that well prepared. **(PASS)**
10. You'd better not _____ those apples. They're not ripe yet. **(EAT)**
11. Your hair needs _____. It's too long and messy. **(CUT)**
12. Mary can't imagine _____ to the party alone **(GO)**
13. I'm sick of always _____ at home. **(STAY)**
14. He already made his decision and refused _____ his mind. **(CHANGE)**
15. How old were you when you learned how _____? **(DRIVE)**
16. Steve is used _____ up early in the morning. He starts work at 6. **(GET)**
17. I looked out of the window _____ what the weather was like. **(SEE)**
18. How do you make this machine _____? **(WORK)**
19. He entered the room without _____ a word **(SAY)**.
20. I've given up _____ newspapers. There's nothing to read in them anyway. **(READ)**
21. He has difficulty _____ his left arm because of his accident. **(RAISE)**
22. The boy was accused of _____. **(CHEAT)**
23. What will the lawyer advise him _____ in such a situation? **(DO)**
24. I regret _____ disappointed you. I'm so sorry. **(HAVE)**
25. Dad won't let me _____ his car. **(USE)**

KEY

1. Do you mind my **closing** the window? (**CLOSE**)
2. It is very important for me **to learn** Spanish before I go to Spain. (**LEARN**)
3. After **drinking** a bottle of wine, he fell asleep quickly. (**DRINK**)
4. Isabella enjoys **preparing** meals for her guests. (**PREPARE**)
5. Do you feel like **eating** out or would you rather **dine** at home? (**EAT, DINE**)
6. I told him how **to solve** the problem. (**SOLVE**)
7. I simply can't decide. I keep **changing** my mind. (**CHANGE**)
8. We try to avoid **making** him too angry. (**MAKE**)
9. I didn't expect **to pass** the exam because I wasn't that well prepared. (**PASS**)
10. You'd better not **eat** those apples. They're not ripe yet. (**EAT**)
11. Your hair needs **cutting**. It's too long and messy. (**CUT**)
12. Mary can't imagine **going** to the party alone (**GO**)
13. I'm sick of always **staying** at home. (**STAY**)
14. He already made his decision and refused **to change** his mind. (**CHANGE**)
15. How old were you when you learned how **to drive**? (**DRIVE**)
16. Steve is used **to getting** up early in the morning. He starts work at 6. (**GET**)
17. I looked out of the window **to see** what the weather was like. (**SEE**)
18. How do you **make** this machine work? (**WORK**)
19. He entered the room without **saying** a word (**SAY**).
20. I've given up **reading** newspapers. There's nothing to read in them anyway. (**READ**)
21. He has difficulty **raising** his left arm because of his accident. (**RAISE**)
22. The boy was accused of **cheating**. (**CHEAT**)
23. What will the lawyer advise him **to do** in such a situation? (**DO**)
24. I regret **having** disappointed you. I'm so sorry. (**HAVE**)
25. Dad won't let me **use** his car. (**USE**)

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I heard the clock _____ six. **(STRIKE)**
2. They saved a lot of money by _____ the tickets in advance. **(BOOK)**
3. It was very nice of you _____ for us. **(WAIT)**
4. They agreed _____ the meeting after the lunch break. **(CONTINUE)**
5. I don't plan on _____ the whole night with you. **(SPEND)**
6. The teacher accused the students of _____. **(CHEAT)**
7. What do you advise me _____? **(DO)**
8. He refused _____ his mind. **(CHANGE)**
9. I avoided _____ the early train because of the rush hour. **(TAKE)**
10. I'd rather _____ for you **(NOT WAIT)**
11. He always keeps _____ around in the hallway. **(RUN)**
12. I have given up _____ newspapers. There's nothing in them anymore. **(READ)**
13. I let him _____ out early because he had a few things to do. **(GO)**
14. They decided _____ hiking in such bad weather. **(NOT GO)**
15. Do you know anything about _____ stamps? **(COLLECT)**
16. He suggested _____ the car here instead of _____ home. **(LEAVE, DRIVE)**
17. How do you make this machine _____? **(WORK)**
18. John used _____ a footballer. He stopped _____ because of several injuries. **(BE, PLAY)**
19. He always thinks carefully about things before _____ a decision. **(MAKE)**
20. I have a friend who claims _____ able to speak 5 languages. **(BE)**
21. How old were you when you learned how _____? **(DRIVE)**
22. I don't mind _____, but it would be better to get a taxi. **(WALK)**
23. I was far from _____ a word he said. **(BELIEVE)**
24. The teacher had them _____ off their boots before _____ the room. **(TAKE, ENTER)**
25. You'd better _____ those apples. They're still green. **(NOT EAT)**

KEY

1. I heard the clock **strike** six. **(STRIKE)**
2. They saved a lot of money by **booking** the tickets in advance. **(BOOK)**
3. It was very nice of you **to wait** for us. **(WAIT)**
4. They agreed **to continue** the meeting after the lunch break. **(CONTINUE)**
5. I don't plan on **spending** the whole night with you. **(SPEND)**
6. The teacher accused the students of **cheating**. **(CHEAT)**
7. What do you advise me **to do**? **(DO)**
8. He refused **to change** his mind. **(CHANGE)**
9. I avoided **taking** the early train because of the rush hour. **(TAKE)**
10. I'd rather **not wait** for you **(NOT WAIT)**
11. He always keeps **running** around in the hallway. **(RUN)**
12. I have given up **reading** newspapers. There's nothing in them anymore. **(READ)**
13. I let him **go** out early because he had a few things to do. **(GO)**
14. They decided **not to go** hiking in such bad weather. **(NOT GO)**
15. Do you know anything about **collecting** stamps? **(COLLECT)**
16. He suggested **leaving** the car here instead of **driving** home. **(LEAVE, DRIVE)**
17. How do you make this machine **work**? **(WORK)**
18. John used **to be** a footballer. He stopped **playing** because of several injuries. **(BE, PLAY)**
19. He always thinks carefully about things before **making** a decision. **(MAKE)**
20. I have a friend who claims **to be** able to speak 5 languages. **(BE)**
21. How old were you when you learned how **to drive**? **(DRIVE)**
22. I don't mind **walking**, but it would be better to get a taxi. **(WALK)**
23. I was far from **believing** a word he said. **(BELIEVE)**
24. The teacher had them **take** off their boots before **entering** the room. **(TAKE, ENTER)**
25. You'd better **not eat** those apples. They're still green. **(NOT EAT)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. After she had decided _____ in India, she got used _____ Indian food **(STAY, EAT)**.
2. He promised his boss _____ late again. **(NOT BE)**
3. Would you mind _____ me how _____ the software. **(SHOW, INSTALL)**
4. I warned him _____ the freshly painted walls. **(NOT TOUCH)**
5. His doctor advised him _____ up _____. **(GIVE, SMOKE)**
6. I can't afford _____ a new car. I haven't got enough money. **(BUY)**
7. My dad never admits _____ any mistakes. He thinks he's perfect. **(MAKE)**
8. When you finish _____ up the garage you can start _____ the car. **(CLEAN, WASH)**
9. He decided _____ to school on Saturday. **(NOT GO)**
10. She apologized for _____ enough time with her two daughters. **(NOT SPEND)**
11. I think we'd better _____ for a walk in the park **(GO)**.
12. He somehow managed _____ his exams. Nobody thought he would _____ in _____ so. **(PASS, SUCCEED, DO)**
13. Remember _____ some milk home from the grocery store. **(BRING)**
14. I'm sorry for _____ late for class. **(BE)**
15. I'm looking forward _____ on a cruise to South America this spring. **(GO)**
16. We're thinking of _____ to Berlin by train. It's much cheaper and more comfortable than _____ by car. **(TRAVEL, GO)**
17. It's not her job _____ the dog for a walk **(TAKE)**.
18. The boss reminded me _____ the report by next Saturday. **(FINISH)**
19. I couldn't persuade her _____ with me. **(COME)**
20. We stopped _____ to the bathroom and have a snack before _____ our trip. **(GO, CONTINUE)**

KEY

1. After she had decided **to stay** in India, she got used **to eating** Indian food. (**STAY, EAT**).
2. He promised his boss **not to be** late again. (**NOT BE**)
3. Would you mind **showing** me how **to install** the software. (**SHOW, INSTALL**)
4. I warned him **not to touch** the freshly painted walls. (**NOT TOUCH**)
5. His doctor advised him **to give** up **smoking**. (**GIVE, SMOKE**)
6. I can't afford **to buy** a new car. I haven't got enough money. (**BUY**)
7. My dad never admits **making** any mistakes. He thinks he's perfect. (**MAKE**)
8. When you finish **cleaning** up the garage you can start **washing** the car. (**CLEAN, WASH**)
9. He decided **not to go** to school on Saturday. (**NOT GO**)
10. She apologized for **not spending** enough time with her two daughters. (**NOT SPEND**)
11. I think we'd better **go** for a walk in the park (**GO**).
12. He somehow managed **to pass** his exams. Nobody thought he would **succeed** in **doing** so. (**PASS, SUCCEED, DO**)
13. Remember **to bring** some milk home from the grocery store. (**BRING**)
14. I'm sorry for **being** late for class. (**BE**)
15. I'm looking forward **to going** on a cruise to South America this spring. (**GO**)
16. We're thinking of **travelling** to Berlin by train. It's much cheaper and more comfortable than **going** by car. (**TRAVEL, GO**)
17. It's not her job **to take** the dog for a walk (**TAKE**).
18. The boss reminded me **to finish** the report by next Saturday. (**FINISH**)
19. I couldn't persuade her **to come** with me. (**COME**)
20. We stopped **to go** to the bathroom and have a snack before **continuing** our trip. (**GO. CONTINUE**)

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. It's easy _____ why many people like food from other countries. **(UNDERSTAND)**
2. Dad must give up _____ unhealthy food. He is getting a bit overweight. **(EAT)**
3. The teacher made us _____ in class after school because we misbehaved. **(STAY)**
4. We couldn't avoid _____ into him on our way to town. **(BUMP)**
5. My sister won't let me _____ her new dress. **(WEAR)**
6. I'm fed up with _____ my little brother to school every day. He is old enough _____ alone. **(TAKE, GO)**
7. I stopped _____ lunch in the school cafeteria because it didn't taste good anymore. **(HAVE)**
8. Mom, I'm tired of _____ the same things all the time. Can't you make something different for a change? **(EAT)**
9. Students are not allowed _____ on the lawn. **(WALK)**
10. The new coach made us _____ harder and, as a result, we won the next game. **(PRACTICE)**
11. I was surprised _____ such a good performance because all the actors were amateurs. **(SEE)**
12. I'd enjoy _____ part of my gap year abroad. **(SPEND)**
13. I remember _____ a new USB stick, but I don't know where I put it. **(BUY)**
14. We convinced her _____ with us to the movies. **(COME)**
15. Don't go on _____ such an arrogant guy. Try to be more friendly. **(BE)**
16. I agreed _____ load the dishwasher this week. **(HELP)**
17. We are looking forward _____ to India next summer. It's said _____ a wonderful country. **(TRAVEL, BE)**
18. We need to be at the train station in half an hour, so I suggest _____ now. **(LEAVE)**
19. The doctor advised us _____ some proper medicine with us when we go to Africa. **(TAKE)**
20. I'm so bad at _____ people's names. I always seem _____ them up. **(REMEMBER, MIX)**

KEY

1. It's easy **to understand** why many people like food from other countries. **(UNDERSTAND)**
2. Dad must give up **eating** unhealthy food. He is getting a bit overweight. **(EAT)**
3. The teacher made us **stay** in class after school because we misbehaved. **(STAY)**
4. We couldn't avoid **bumping** into him on our way to town. **(BUMP)**
5. My sister won't let me **wear** her new dress. **(WEAR)**
6. I'm fed up with **taking** my little brother to school every day. He is old enough **to go** alone. **(TAKE, GO)**
7. I stopped **having** lunch in the school cafeteria because it didn't taste good anymore. **(HAVE)**
8. Mom, I'm tired of **eating** the same things all the time. Can't you make something different for a change? **(EAT)**
9. Students are not allowed **to walk** on the lawn. **(WALK)**
10. The new coach made us **practice** harder and, as a result, we won the next game. **(PRACTICE)**
11. I was surprised **to see** such a good performance because all the actors were amateurs. **(SEE)**
12. I'd enjoy **spending** part of my gap year abroad. **(SPEND)**
13. I remember **buying** a new USB stick, but I don't know where I put it. **(BUY)**
14. We convinced her **to come** with us to the movies. **(COME)**
15. Don't go on **being** such an arrogant guy. Try to be more friendly. **(BE)**
16. I agreed **to help** load the dishwasher this week. **(HELP)**
17. We are looking forward **to travelling** to India next summer. It's said **to be** a wonderful country. **(TRAVEL, BE)**
18. We need to be at the train station in half an hour, so I suggest **leaving** now. **(LEAVE)**
19. The doctor advised us **to take** some proper medicine with us when we go to Africa. **(TAKE)**
20. I'm so bad at **remembering** people's names. I always seem **to mix** them up. **(REMEMBER, MIX)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I can't afford _____ a job at the moment. I really need the money. **(NOT HAVE)**
2. The new job will involve you _____ some time in Europe. **(SPEND)**
3. I don't remember _____ for help. I wonder why he's here. **(CALL)**
4. We'll get everything finished, even if it means _____ up late at night. **(STAY)**
5. She stopped _____ a newspaper on her way home. **(BUY)**
6. The members of the council have delayed _____ a decision. **(MAKE)**
7. We chose _____ to Mark's engagement party. **(NOT GO)**
8. I hate it when the phone keeps _____ all the time. It's disgusting! **(RING)**
9. I reminded him _____ a few things on his way home from work. **(BUY)**
10. Have you considered _____ the house? **(SELL)**
11. My dad insisted on _____ me the money for the tickets. **(GIVE)**
12. Our boss convinced everyone _____ longer hours. **(WORK)**
13. They couldn't help _____ when she tripped over the carpet. **(LAUGH)**
14. Remember _____ Harriet as soon as you get home. **(CALL)**
15. Anna denied _____ the vase. **(BREAK)**
16. The teacher demanded _____ why we hadn't cleaned the blackboard. **(KNOW)**
17. The shop assistant warned us _____ the flowers. **(NOT TOUCH)**
18. We are looking forward _____ you next week. **(SEE)**
19. I suggested _____ him there and _____ back home. **(LEAVE, GET)**
20. The kidnappers threatened _____ their hostages. **(SHOOT)**
21. The thief admitted _____ the money from the old woman. **(STEAL)**
22. English is a lot easier _____ than French or other languages. **(LEARN)**
23. Mom told her to stop _____ such strange noises. **(MAKE)**
24. We are very anxious _____ a plane for the first time. **(BOARD)**
25. My husband blamed me for _____ have a second child. **(NOT WANT)**

KEY

1. I can't afford **not having** a job at the moment. I really need the money. **(NOT HAVE)**
2. The new job will involve you **spending** some time in Europe. **(SPEND)**
3. I don't remember **calling** for help. I wonder why he's here. **(CALL)**
4. We'll get everything finished, even if it means **staying** up late at night. **(STAY)**
5. She stopped **to buy** a newspaper on her way home. **(BUY)**
6. The members of the council have delayed **making** a decision. **(MAKE)**
7. We chose **not to go** to Mark's engagement party. **(NOT GO)**
8. I hate it when the phone keeps **ringing** all the time. It's disgusting! **(RING)**
9. I reminded him **to buy** a few things on his way home from work. **(BUY)**
10. Have you considered **selling** the house? **(SELL)**
11. My dad insisted on **giving** me the money for the tickets. **(GIVE)**
12. Our boss convinced everyone **to work** longer hours. **(WORK)**
13. They couldn't help **laughing** when she tripped over the carpet. **(LAUGH)**
14. Remember **to call** Harriet as soon as you get home. **(CALL)**
15. Anna denied **breaking** the vase. **(BREAK)**
16. The teacher demanded **to know** why we hadn't cleaned the blackboard. **(KNOW)**
17. The shop assistant warned us **not to touch** the flowers. **(NOT TOUCH)**
18. We are looking forward **to seeing** you next week. **(SEE)**
19. I suggested **leaving** him there and **getting** back home. **(LEAVE, GET)**
20. The kidnappers threatened **to shoot** their hostages. **(SHOOT)**
21. The thief admitted **stealing** the money from the old woman. **(STEAL)**
22. English is a lot easier **to learn** than French or other languages. **(LEARN)**
23. Mom told her to stop **making** such strange noises. **(MAKE)**
24. We are very anxious **to board** a plane for the first time. **(BOARD)**
25. My husband blamed me for **not wanting** to have a second child. **(NOT WANT)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. It's impossible _____ on this pitch because the ball won't bounce. **(PLAY)**
2. They accused his youngest son of _____ the fence. **(BREAK)**
3. I blamed him for _____ me with my homework. That's why I got a bad mark. **(NOT HELP)**
4. I would like to know why he insisted on _____ this alone **(DO)**.
5. I suggest _____ for a walk this afternoon. How about it? **(GO)**
6. The doctor advised him _____ swimming because of his cold. **(NOT GO)**
7. I managed to balance my account without _____ out a new loan. **(TAKE)**
8. I can't afford _____ money on new clothes. **(SPEND)**
9. She can't tolerate _____ the centre of attention. **(NOT BE)**
10. I regret _____ that the event must be cancelled due to the circumstances. **(SAY)**
11. Dad demanded _____ what I was doing up at this time of the night. **(KNOW)**
12. For some people it's difficult to get used _____ up early in the morning. **(WAKE)**
13. Why did you avoid _____ your father the truth? **(TELL)**
14. Do you fancy _____ out with me tonight? **(GO)**
15. In the old days you were allowed _____ almost everywhere. **(SMOKE)**
16. My teacher forbade us _____ school during lessons. **(LEAVE)**
17. I forgot _____ at the store for some groceries. **(STOP)**
18. This car needs _____. Could you do for me? **(WASH)**
19. We postponed _____ to the cinema until next week. **(GO)**
20. I didn't expect her _____ the award. **(WIN)**
21. He spends all his spare time _____ stamps and coins. **(COLLECT)**
22. When I was in London, I managed _____ almost all the important sights, despite the little time I had. **(SEE)**
23. He denied _____ contact with the suspect. **(HAVE)**
24. I remember _____ to my first concert when I was 18. **(GO)**
25. We were anxious _____ abroad for the first time. **(GO)**

KEY

1. It's impossible **to play** on this pitch because the ball won't bounce. **(PLAY)**
2. They accused his youngest son of **breaking** the fence. **(BREAK)**
3. I blamed him for **not helping** me with my homework. That's why I got a bad mark. **(NOT HELP)**
4. I would like to know why he insisted on **doing** this alone **(DO)**.
5. I suggest **going** for a walk this afternoon. How about it? **(GO)**
6. The doctor advised him **not to go** swimming because of his cold. **(NOT GO)**
7. I managed to balance my account without **taking** out a new loan. **(TAKE)**
8. I can't afford **to spend** money on new clothes. **(SPEND)**
9. She can't tolerate **not being** the centre of attention. **(NOT BE)**
10. I regret **to say** that the event must be cancelled due to the circumstances. **(SAY)**
11. Dad demanded **to know** what I was doing up at this time of the night. **(KNOW)**
12. For some people it's difficult to get used **to waking** up early in the morning. **(WAKE)**
13. Why did you avoid **telling** your father the truth? **(TELL)**
14. Do you fancy **going** out with me tonight? **(GO)**
15. In the old days you were allowed **to smoke** almost everywhere. **(SMOKE)**
16. My teacher forbade us **to leave** school during lessons. **(LEAVE)**
17. I forgot **to stop** at the store for some groceries. **(STOP)**
18. This car needs **washing**. Could you do for me? **(WASH)**
19. We postponed **going** to the cinema until next week. **(GO)**
20. I didn't expect her **to win** the award. **(WIN)**
21. He spends all his spare time **collecting** stamps and coins. **(COLLECT)**
22. When I was in London, I managed **to see** almost all the important sights, despite the little time I had. **(SEE)**
23. He denied **having** contact with the suspect. **(HAVE)**
24. I remember **going** to my first concert when I was 18. **(GO)**
25. We were anxious **to go** abroad for the first time. **(GO)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I saw him _____ on the bus yesterday afternoon **(GET)**.
2. My sister had trouble _____ her way around in the university halls. **(FIND)**
3. Students can't expect for things _____ easy all the time. **(BE)**
4. Bill refused _____ the youth club because he didn't like the young people there. **(JOIN)**
5. They were in the process of _____ their afternoon tea when the investigators arrived. **(HAVE)**
6. Jake was wise enough _____ back home after the weather had become worse. **(GO)**
7. The coast guard vessel passed by and saved him from _____. **(DROWN)**
8. I didn't have the courage _____ her after such a long time. **(FACE)**
9. The chairman claims _____ an expert on the subject. **(BE)**
10. Mom helped Susan _____ her belongings. **(FIND)**
11. He insisted on the maid _____ to come in three days a week. **(HAVE)**
12. He kept _____ to kiss me about I knew how to defend myself. **(TRY)**
13. I heard him _____ the front door. **(LOCK)**
14. Jill spent most of her life _____ for her elderly parents. **(CARE)**
15. I was very worried by _____ what cigarettes might _____ to me. **(READ, DO)**
16. There isn't anything _____, so you should probably leave. **(DISCUSS)**
17. In the darkness I heard footsteps _____ towards me very quickly. **(COME)**
18. The headmaster made it her business _____ all the parents. **(INFORM)**
19. It's no use _____ through everything again. The documents aren't there. **(GO)**
20. I told her it was a mistake _____ to the meeting. **(NOT GO)**

KEY

1. I saw him **get** on the bus yesterday afternoon **(GET)**.
2. My sister had trouble **finding** her way around in the university halls. **(FIND)**
3. Students can't expect for things **to be** easy all the time. **(BE)**
4. Bill refused **to join** the youth club because he didn't like the young people there. **(JOIN)**
5. They were in the process of **having** their afternoon tea when the investigators arrived. **(HAVE)**
6. Jake was wise enough **to go** back home after the weather had become worse. **(GO)**
7. The coast guard vessel passed by and saved him from **drowning**. **(DROWN)**
8. I didn't have the courage **to face** her after such a long time. **(FACE)**
9. The chairman claims **to be** an expert on the subject. **(BE)**
10. Mom helped Susan **find** her belongings. **(FIND)**
11. He insisted on the maid **having** to come in three days a week. **(HAVE)**
12. He kept **trying** to kiss me about I knew how to defend myself. **(TRY)**
13. I heard him **lock** the front door. **(LOCK)**
14. Jill spent most of her life **caring** for her elderly parents. **(CARE)**
15. I was very worried by **reading** what cigarettes might **do** to me. **(READ, DO)**
16. There isn't anything **to discuss**, so you should probably leave. **(DISCUSS)**
17. In the darkness I heard footsteps **coming** towards me very quickly. **(COME)**
18. The headmaster made it her business **to inform** all the parents. **(INFORM)**
19. It's no use **going** through everything again. The documents aren't there. **(GO)**
20. I told her it was a mistake **not to go** to the meeting. **(NOT GO)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I don't think it's a good idea _____ him about his responsibilities.
(KEEP, REMIND)
2. Why not _____ to my place and have a drink or two. **(COME)**
3. Maria felt it was her duty _____ the argument. **(END)**
4. I won't make David _____ to the club if he doesn't want to. **(COME)**
5. There is not much sense in _____ through all the aspects of the treaty again. **(GO)**
6. My sister never misses a chance _____ me how brave she is. **(SHOW)**
7. You're supposed _____ your homework and not hang around in your room _____ to music. **(DO, LISTEN)**
8. I am getting into the habit of _____ to myself when I'm anxious. **(TALK)**
9. The President seemed _____ carefully to what his advisors were telling him.
(LISTEN)
10. Maggie was not surprised _____ that her uncle had lost all his money _____.
(HEAR, GAMBLE)
11. You may _____ us if you want to. **(JOIN)**
12. He would sooner _____ than _____ his friends. **(DIE, BETRAY)**
13. There was always the possibility of _____ into an old acquaintance, so I had to be careful. **(RUN)**
14. I don't remember _____ you anything about his girlfriend. **(TELL)**
15. The weather appears _____ better today, so we'll reschedule the game for this afternoon. **(BE, GET)**
16. We plan _____ to Europe by the end of the month. **(RETURN)**
17. Dad let me _____ my own room. **(DECORATE)**
18. She ought _____ asked my advice before _____ such a complex journey. **(HAVE, PLAN)**
19. He always enjoys the chance of _____ off to his friends. **(SHOW)**
20. It was thoughtful of him _____ the tickets in advance. **(BOOK)**

KEY

1. I don't think it's a good idea **to keep reminding** him about his responsibilities. **(KEEP, REMIND)**
2. Why not **come** to my place and have a drink or two. **(COME)**
3. Maria felt it was her duty **to end** the argument. **(END)**
4. I won't make David **come** to the club if he doesn't want to . **(COME)**
5. There is not much sense in **going** through all the aspects of the treaty again. **(GO)**
6. My sister never misses a chance **to show** me how brave she is. **(SHOW)**
7. You're supposed **to do** your homework and not hang around in your room **listening** to music. **(DO, LISTEN)**
8. I am getting into the habit of **talking** to myself when I'm anxious. **(TALK)**
9. The President seemed **to listen** carefully to what his advisors were telling him. **(LISTEN)**
10. Maggie was not surprised **to hear** that her uncle had lost all his money **gambling**. **(HEAR, GAMBLE)**
11. You may **join** us if you want to. **(JOIN)**
12. He would sooner **die** than **betray** his friends. **(DIE, BETRAY)**
13. There was always the possibility of **running** into an old acquaintance, so I had to be careful. **(RUN)**
14. I don't remember **telling** you anything about his girlfriend. **(TELL)**
15. The weather appears **to be getting** better today, so we'll reschedule the game for this afternoon. **(BE, GET)**
16. We plan **to return** to Europe by the end of the month. **(RETURN)**
17. Dad let me **decorate** my own room. **(DECORATE)**
18. She ought **to have** asked my advice before **planning** such a complex journey. **(HAVE, PLAN)**
19. He always enjoys the chance of **showing** off to his friends. **(SHOW)**
20. It was thoughtful of him **to book** the tickets in advance. **(BOOK)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Do you expect me _____ it to you a second time? **(EXPLAIN)**
2. Everyone in the village came to see them _____. **(LEAVE)**
3. It doesn't take that much time _____ your room properly. **(TIDY)**
4. We have never had such a famous person _____ in this hotel. **(STAY)**
5. I don't recommend _____ through the city centre during rush hour. There's too much traffic. **(DRIVE)**
6. I can imagine lots of people _____ him very much. **(NOT LIKE)**
7. The company promised _____ the furniture by the end of March. **(DELIVER)**
8. You must remember _____ through your pockets before you put the jacket into the washing machine. **(LOOK)**
9. He did not pretend _____ his nervousness in front of the camera. **(HIDE)**
10. When I saw that lovely hat, I couldn't resist _____ it. **(BUY)**
11. Please stop _____ and listen to me for a moment. **(TALK)**
12. I caught him _____ at me in a very strange way. **(LOOK)**
13. He has a good chance of _____ what he set out to _____. **(DO, DO)**
14. The sight of those two silly boys made us _____. **(LAUGH)**
15. The policeman denied _____ questioned the suspect without his lawyer present. **(HAVE)**
16. I made up my mind _____ her. **(TRUST)**
17. My parents used _____ _____ to the cinema on Saturday evenings. Now they prefer _____ at home. **(LIKE, GO, STAY)**
18. Don't forget _____ out where we can get tickets for tomorrow's performance. **(FIND)**
19. Bob deserves another chance _____ he is the best defender in our team. **(PROVE)**
20. I don't recall ever _____ you talk about her before. **(HEAR)**

KEY

1. Do you expect me **to explain** it to you a second time? **(EXPLAIN)**
2. Everyone in the village came to see them **leave**. **(LEAVE)**
3. It doesn't take that much time **to tidy** your room properly. **(TIDY)**
4. We have never had such a famous person **staying/stay** in this hotel. **(STAY)**
5. I don't recommend **driving** through the city centre during rush hour. There's too much traffic. **(DRIVE)**
6. I can imagine lots of people **not liking** him very much. **(NOT LIKE)**
7. The company promised **to deliver** the furniture by the end of March. **(DELIVER)**
8. You must remember **to look** through your pockets before you put the jacket into the washing machine. **(LOOK)**
9. He did not pretend **to hide** his nervousness in front of the camera. **(HIDE)**
10. When I saw that lovely hat, I couldn't resist **buying** it. **(BUY)**
11. Please stop **talking** and listen to me for a moment. **(TALK)**
12. I caught him **looking** at me in a very strange way. **(LOOK)**
13. He has a good chance of **doing** what he set out **to do**. **(DO, DO)**
14. The sight of those two silly boys made us **laugh**. **(LAUGH)**
15. The policeman denied **having** questioned the suspect without his lawyer present. **(HAVE)**
16. I made up my mind **to trust** her. **(TRUST)**
17. My parents used **to like going** to the cinema on Saturday evenings. Now they prefer **staying/to stay** at home. **(LIKE, GO , STAY)**
18. Don't forget **to find** out where we can get tickets for tomorrow's performance. **(FIND)**
19. Bob deserves another chance **to prove** he is the best defender in our team. **(PROVE)**
20. I don't recall ever **hearing** you talk about her before. **(HEAR)**

Bureaucracy & Office One Liners

- In a bureaucracy, accomplishment is inversely proportional to the volume of paper used.
- Bureaucracy: A system that enables ten men to do the work of one.
- To beat the bureaucracy, make your problem their problem.
- Any bureaucracy reorganized to enhance efficiency is immediately indistinguishable from its predecessor.
- Give a civil servant a good cause and he'll wreck it with clichés, bad punctuation, double negatives and convoluted apology.
- If the first person who answers the phone cannot answer your question, it's a bureaucracy.
- Bad regulation begets worse regulation.
- The effort expended by the bureaucracy in defending any error is in direct proportion to the size of the error.
- A clean desk is a sign of a cluttered desk drawer.
- A thing not worth doing isn't worth doing well. If a thing is worth doing, it would have been done already.
- Bureaucrats cut red tape, lengthwise.
- A Committee is a group of people who individually can do nothing, but as a group decide that nothing can be done.
- MEETINGS, a practical alternative to work.

"Out Of Office" E-Mail Auto-Replies

- I am currently out at a job interview and will reply to you if I fail to get the position.
- I'm not really out of the office. I'm just ignoring you.
- You are receiving this automatic notification because I am out of the office. If I was in, chances are you wouldn't have received anything at all.
- The e-mail server is unable to verify your server connection and is unable to deliver this message. Please restart your computer and try sending again.'
(The beauty of this is that when you return, you can see how many in-duh-viduals did this over and over).
- Thank you for your message, which has been added to a queuing system. You are currently in 352nd place, and can expect to receive a reply in approximately 19 weeks.
- Hi. I'm thinking about what you've just sent me. Please wait by your PC for my response.
- I've run away to join a different circus.

The Facts of Life

This is the story about four people named Everybody, Somebody, Anybody, and Nobody:
There was an important job to be done and Everybody was sure that Somebody would do it.
Anybody could have done it, but Nobody did it. Somebody got angry about that, because it
was Everybody's job. Everybody thought that Anybody could do it, but Nobody realized that
Everybody wouldn't do it. It ended up that Everybody blamed Somebody, when Nobody did
what Anybody could've done.

Ode to Public Servants

Ten public servants standing in a line,
one of them was downsized - then there were nine.

Nine public servants who must negotiate,
one joined the union - then there were eight.

Eight public servants thought they were in heaven,
'til one of them was redeployed - then there were seven.

Seven public servants, their jobs as safe as bricks,
but one was reclassified - then there were six.

Six public servants trying to survive,
one of them was privatized - then there were five.

Five public servants ready to give more,
but one golden handshake reduced them to four.

Four public servants full of loyalty,
their jobs were advertised - then there were three.

Three public servants under review,
one left on secondment - then there were two.

Two public servants coping on the run,
one went out on stress leave - then there was one.

The last public servant agreed to relocate,
replaced by 10 consultants at twice the hourly rate.

Red tape (n.) - excessive formality and routine required before official action can be taken
- obstructive official routine or procedure; time-consuming bureaucracy

Origin: 1730–40; after the red tape used to tie official documents

Related forms: redtapism (n.)

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Why don't Civil Servants stare out the window in the morning?  
If they did they'd have nothing to do after lunch.

~~~~~

An engineer, an accountant, a chemist and a civil servant are comparing their pet dogs.
To see which is the most intelligent, each dog shows off its cleverest trick.
The engineer's dog draws a square and a circle on a sheet of paper.
The accountant's dog divides a heap of biscuits into three equal parts.
And the chemist's dog pours exactly a third of carton of milk into a bowl.
Then it's the turn of the civil servant's dog. The dog strolls over, pees over the drawing paper,
eats the biscuits, drinks the milk, has sex with the three other dogs, claims a back injury as a
result and applies for compensation before going on sick leave.

~~~~~

### **"SEEING-RED TAPE" joke**

A preacher went to his church office on Monday morning and discovered a dead mule in the church yard. He called the police. Since there did not appear to be any foul play, the police referred the preacher to the health department. They said since there was no health threat that he should call the sanitation department. The sanitation manager said he could not pick up the mule without authorization from the mayor. Now the preacher knew the mayor and was not too eager to call him. The mayor had a bad temper and was generally hard to deal with, but the preacher called him anyway. The mayor did not disappoint. He immediately began to rant and rave at the pastor and finally said, "Why did you call me anyway? Isn't it your job to bury the dead?"

The preacher paused for a brief prayer and asked the Lord to direct his response. He was led to say, "Yes, Mayor, it is my job to bury the dead, but I always like to notify the next of kin first.

~~~~~

Red Tape At The Bank

My daughter called me at work to say I was to phone Ian at my bank. The operator asked me what Ian's last name was and I explained that he hadn't left his surname. When she asked for his department, I said I didn't know.

"There are 1500 employees in this building, ma'am," she advised me rather curtly.

After a few more brusque comments, I asked her for her name.

"Danielle," she said.

"And your last name?" I asked.

"Sorry," she replied, "we don't give out last names."

Reasons Why the English Language Is Hard to Learn :o))

1. The bandage was wound around the wound.
2. The farm was used to produce produce.
3. The dump was so full that it had to refuse more refuse.
4. We must polish the Polish furniture.
5. He could lead if he would get the lead out.
6. The soldier decided to desert his dessert in the desert.
7. Since there is no time like the present, he thought it was time to present the present.
8. A bass was painted on the head of the bass drum.
9. When shot at, the dove dove into the bushes.
10. I did not object to the object.
11. The insurance was invalid for the invalid.
12. There was a row among the oarsmen about how to row.
13. They were too close to the door to close it.
14. The buck does funny things when the does are present.
15. A seamstress and a sewer fell down into a sewer line.
16. To help with planting, the farmer taught his sow to sow.
17. The wind was too strong to wind the sail.
18. After a number of injections my jaw got number.
19. Upon seeing the tear in the painting I shed a tear.
20. I had to subject the subject to a series of tests.
21. How can I intimate this to my most intimate friend?

Tongue twisters are a great way to practice and improve pronunciation and fluency. They can also help to improve accents by using alliteration, which is the repetition of one sound. They're not just for kids, but are also used by actors, politicians, and public speakers who want to sound clear when speaking. Below, you will find some of the most popular English tongue twisters. Say them as quickly as you can.

- How much wood would a woodchuck chuck if a woodchuck could chuck wood?
- She sells seashells by the seashore
- How can a clam cram in a clean cream can?
- I scream, you scream, we all scream for ice cream
- Susie works in a shoeshine shop. Where she shines she sits, and where she sits she shines
- Fuzzy Wuzzy was a bear. Fuzzy Wuzzy had no hair. Fuzzy Wuzzy wasn't fuzzy, was he?
- Can you can a can as a canner can can a can?
- I have got a date at a quarter to eight; I'll see you at the gate, so don't be late
- You know New York, you need New York, you know you need unique New York
- I saw a kitten eating chicken in the kitchen
- If a dog chews shoes, whose shoes does he choose?
- I thought I thought of thinking of thanking you
- I wish to wash my Irish wristwatch
- Near an ear, a nearer ear, a nearly eerie ear
- Eddie edited it
- Willie's really weary
- A big black bear sat on a big black rug
- Tom threw Tim three thumbtacks
- He threw three free throws
- Nine nice night nurses nursing nicely
- So, this is the sushi chef
- Four fine fresh fish for you
- Wayne went to wales to watch walruses
- Six sticky skeletons (x3)
- Which witch is which? (x3)
- Snap crackle pop (x3)
- Flash message (x3)
- Red Buick, blue Buick (x3)
- Red lorry, yellow lorry (x3)
- Thin sticks, thick bricks (x3)
- Stupid superstition (x3)
- Eleven benevolent elephants (x3)
- Two tried and true tridents (x3)
- Rolling red wagons (x3)
- Black back bat (x3)
- She sees cheese (x3)
- Truly rural (x3)
- Good blood, bad blood (x3)
- Pre-shrunk silk shirts (x3)
- Ed had edited it. (x3)
- We surely shall see the sun shine soon
- Which wristwatches are Swiss wristwatches?
- Fred fed Ted bread, and Ted fed Fred bread
- I slit the sheet, the sheet I slit, and on the slitted sheet I sit
- A skunk sat on a stump and thought the stump stunk, but the stump thought the skunk stunk
- Lesser leather never weathered wetter weather better

Complete the sentences CAN, CAN'T , COULD, COULDN'T , MUST or MUSTN'T.

1. She is a small baby. She _____ eat meat, but she _____ drink milk.
2. He is so ill that he _____ see the doctor.
3. It's raining heavily. You _____ take your own umbrella.
4. We _____ pick the flowers in the park. It's forbidden.
5. I _____ sing now but I _____ sing very well when I was a child.
6. Mike is only nine months old. He _____ eat nuts yet.
7. He has a lot of weight so he _____ run so fast.
8. I'm very tall, so I _____ play basketball.
9. You _____ park that car there. It's a no-parking zone.
10. Many students in Great Britain _____ wear a uniform when they go to school.
11. George has travelled a lot. He _____ speak 4 languages.
12. I _____ come with you now because I'm studying for my test.
13. Footballers _____ touch the ball with their hands.
14. _____ I use your phone ?
15. I'm sorry I _____ come yesterday. I had to work late.
16. You _____ speed through the city. It's dangerous!
17. You have been coughing a lot recently. You _____ smoke so much.
18. I'm very tired today. I _____ clean my room now, but I'll do it tomorrow.
19. I _____ eat lasagne when I was a child, but I like it today.
20. We _____ go to the bank today. We haven't got any money left.
21. You _____ sleep in that room. It's full of boxes and other stuff.
22. I _____ swim very far these days, but ten years ago, I _____ swim over to the other side of the lake.
23. You have a bad headache, so you _____ go to bed earlier.
24. I _____ feed the baby now, so can you do it for me ?
25. Tourists _____ take their passports with them when they go abroad.

KEY

1. She is a small baby. She **can't/mustn't** eat meat, but she **can** drink milk.
2. He is so ill that he **must** see the doctor.
3. It's raining heavily. You **must** take your own umbrella.
4. We **can't/mustn't** pick the flowers in the park. It's forbidden.
5. I **can/can't** sing now but I **could/couldn't** sing very well when I was a child.
6. Mike is only nine months old. He **can't** eat nuts yet.
7. He has a lot of weight so he **can't** run so fast.
8. I'm very tall, so I **can/could** play basketball.
9. You **mustn't** park that car there. It's a no-parking zone.
10. Many students in Great Britain **must** wear a uniform when they go to school.
11. George has travelled a lot. He **can** speak 4 languages.
12. I **can't** come with you now because I'm studying for my test.
13. Footballers **mustn't** touch the ball with their hands.
14. **Can/Could** I use your phone ?
15. I'm sorry I **couldn't** come yesterday. I had to work late.
16. You **mustn't** speed through the city. It's dangerous!
17. You have been coughing a lot recently. You **mustn't** smoke so much.
18. I'm very tired today. I **can't** clean my room now, but I'll do it tomorrow.
19. I **couldn't** eat lasagne when I was a child, but I like it today.
20. We **must** go to the bank today. We haven't got any money left.
21. You **can't** sleep in that room. It's full of boxes and other stuff.
22. I **can't/can** swim very far these days, but ten years ago, I **could/couldn't** swim over to the other side of the lake.
23. You have a bad headache, so you **must** go to bed earlier.
24. I **can't** feed the baby now, so can you do it for me ?
25. Tourists **must** take their passports with them when they go abroad.

Complete the sentences with MUST, MUSTN'T or NEEDN'T.

1. It's very warm outside. You _____ take a coat with you.
2. You _____ speak with a full mouth. that's very impolite.
3. The doctor said I _____ smoke so much.
4. In England you _____ drive on the left side of the road but in other European countries you _____.
5. Students _____ be late for school.
6. Small children _____ play with matches.
7. You _____ drive so fast. We have plenty of time left.
8. Do you want me to wait for you? – No, it's OK. You _____ wait.
9. You _____ take a taxi. You can go by bus.
10. All candidates _____ send in their application forms by Friday.
11. You _____ be very hungry. I'll get you something to eat.
12. Jackie gave me an important letter. I _____ forget to post it.
13. They _____ go to school today. It's Thanksgiving.
14. The book I gave you is very valuable. You _____ be careful and take good care of it.
15. We have enough food in the fridge, so we _____ go shopping every day.
16. You _____ make a mess in the house, or else mom will be very angry.
17. You _____ come if you don't want to, but I hope you do.
18. You _____ shout in a library.
19. I _____ take my medicine three times a day.
20. You _____ help me. I can prepare the meal on my own.

KEY

1. It's very warm outside. You **needn't** take a coat with you.
2. You **mustn't** speak with a full mouth. that's very impolite.
3. The doctor said I **mustn't** smoke so much.
4. In England you **must** drive on the left side of the road but in other European countries you **mustn't**.
5. Students **mustn't** be late for school.
6. Small children **mustn't** play with matches.
7. You **needn't** drive so fast. We have plenty of time left.
8. Do you want me to wait for you? – No, it's OK. You **needn't** wait.
9. You **needn't** take a taxi. You can go by bus.
10. All candidates **must** send in their application forms by Friday.
11. You **must** be very hungry. I'll get you something to eat.
12. Jackie gave me an important letter. I **mustn't** forget to post it.
13. They **needn't** go to school today. It's Thanksgiving.
14. The book I gave you is very valuable. You **must** be careful and take good care of it.
15. We have enough food in the fridge, so we **needn't** go shopping every day.
16. You **mustn't** make a mess in the house, or else mom will be very angry.
17. You **needn't** come if you don't want to, but I hope you do.
18. You **mustn't** shout in a library.
19. I **must** take my medicine three times a day.
20. You **needn't** help me. I can prepare the meal on my own.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

**MAY - MIGHT - CAN - CAN'T - SHOULD - SHOULDN'T - MUST - HAVE TO - HAS TO -
NEEDN'T - MUSTN'T - DON'T HAVE TO - DOESN'T HAVE TO**

1. _____ I use your pen, please?
2. You really _____ see that new documentary. It's fantastic.
3. You _____ write 30 sentences for homework because you have misbehaved.
4. You _____ to write 300 lines. 30 will be enough.
5. Please, excuse me but I really _____ go now.
6. John, you _____ speak so quickly. Nobody can understand you!
7. We _____ watch TV tonight. We haven't decided yet.
8. If you've got such a bad cough, you _____ smoke.
9. I am happy to inform you that I _____ come to work next week.
10. You _____ make so much noise. The baby is sleeping in the next room.
11. She _____ work hard because she's a single parent and has little money.
12. You _____ go now. The train leaves in an hour, so you've still got some time left.
13. According to the weather report it _____ rain this afternoon.
14. He _____ speak Italian fluently because he spent 5 years there.
15. That _____ be John over there. He said he would be in America this week.
16. You _____ take the test seriously, even if you already have enough good grades to pass.
17. I _____ go out tonight, but I don't think so. I feel too tired.
18. _____ Mary come with us?
19. You _____ speak French. I can speak English quite well.
20. You _____ take an ID card with you if you enter the stadium. Otherwise you won't get in.

KEY

1. **May / Can** I use your pen, please?
2. You really **must/have to/ should** see that new documentary. It's fantastic.
3. You **must / have to** write 30 sentences for homework because you have misbehaved.
4. You **needn't / don't have** to write 300 lines. 30 will be enough.
5. Please, excuse me but I really **have to / must** go now.
6. John, you **mustn't** speak so quickly. Nobody can understand you!
7. We **might/ may** watch TV tonight. We haven't decided yet.
8. If you've got such a bad cough, you **shouldn't / mustn't** smoke.
9. I am happy to inform you that I **can** come to work next week.
10. You **mustn't** make so much noise. The baby is sleeping in the next room.
11. She **must/ has to** work hard because she's a single parent and has little money.
12. You **needn't/ don't have** to go now. The train leaves in an hour, so you've still got some time left.
13. According to the weather report it **might / may** rain this afternoon.
14. He **can** speak Italian fluently because he spent 5 years there.
15. That **can't** be John over there. He said he would be in America this week.
16. You **should** take the test seriously, even if you already have enough good grades to pass.
17. I **might/may** go out tonight, but I don't think so. I feel too tired.
18. **Can** Mary come with us?
19. You **needn't/ don't have** to speak French. I can speak English quite well.
20. You **must/ have to** take an ID card with you if you enter the stadium. Otherwise you won't get in.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

**CAN - CAN'T - COULDN'T - COULD HAVE - HAD TO - MIGHT - MUST - MUSTN'T -
NEEDN'T - SHOULD HAVE - WOULD**

1. It's quite warm outside so you _____ put on a coat.
2. You _____ go home now. You _____ finish writing those emails. They can wait until tomorrow.
3. He _____ gone to the doctor when he started feeling ill. Now it's going to take longer for him to recover,
4. According to the weather report it _____ rain today, but I'm not so sure about it.
5. My mother gave me an important letter to post, so I _____ forget to post it.
6. You _____ come if you don't want to.
7. Children _____ play with matches.
8. That _____ be Harry. He said he was going to Paris. What's he doing here?
9. We will have to take a taxi to the airport, otherwise we _____ miss our plane.
10. I _____ like to go to the cinema with you this weekend. How about it?
11. When I went to Spain for the first time, I _____ speak a word of Spanish.
12. This jewellery is very valuable. My grandmother gave it to me. You _____ look after it carefully and _____ lose it.
13. She felt ill and _____ leave the office earlier.
14. You _____ be very thirsty. I'll bring you something to drink right away.
15. You should buy a lottery ticket this weekend. You _____ win up to 3 million dollars.
16. You _____ informed me about the flight delay.
17. _____ you pass me the sugar, please?
18. You _____ smoke in public places or restaurants. It's against the law.

KEY

1. It's quite warm outside so you **needn't** put on a coat.
2. You **can** go home now. You **needn't** finish writing those emails. They can wait until tomorrow.
3. He **should have** gone to the doctor when he started feeling ill. Now it's going to take longer for him to recover,
4. According to the weather report it **might** rain today, but I'm not so sure about it.
5. My mother gave me an important letter to post, so I **mustn't** forget to post it.
6. You **needn't** come if you don't want to.
7. Children **mustn't** play with matches.
8. That **can't** be Harry. He said he was going to Paris. What's he doing here?
9. We will have to take a taxi to the airport, otherwise we might **miss** our plane.
10. I **would** like to go to the cinema with you this weekend. How about it?
11. When I went to Spain for the first time, I **couldn't** speak a word of Spanish.
12. This jewellery is very valuable. My grandmother gave it to me. You **must** look after it carefully and **mustn't** lose it.
13. She felt ill and **had to** leave the office earlier.
14. You **must** be very thirsty. I'll bring you something to drink right away.
15. You should buy a lottery ticket this weekend. You **might/can** win up to 3 million dollars.
16. You **could have** informed me about the flight delay.
17. **Can** you pass me the sugar, please?
18. You **mustn't** smoke in public places or restaurants. It's against the law.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN - CAN'T - COULD - DON'T NEED - MAY - MIGHT - MIGHT NOT - MUST - MUST HAVE - MUSTN'T - NEEDN'T - NEEDN'T HAVE - SHOULD - WILL

1. We _____ be able to win, but I don't think we have a good chance.
2. That _____ be John. He said he was going to travel to Australia.
3. When I was younger, I _____ sing very well.
4. I think you _____ relax more. You have been working too much lately.
5. I _____ ask you to help me later.
6. She _____ left the house quietly. I didn't hear her.
7. You _____ to go shopping this weekend. We've got everything at home.
8. You _____ go in without a ticket. All seats are reserved.
9. All passengers _____ put on their seatbelts during take-off and landing.
10. At what age _____ you get a driving licence in your country?
11. You _____ watered the plants. Dad has already done it.
12. In the US, young men _____ join the army. It's voluntary.
13. I promise I _____ stop smoking.
14. Mom, _____ you pass me the sugar please?
15. If you want to be a teacher, you _____ attend a teacher's training college.
16. They _____ taken the wrong train. Otherwise, they would be here by now.
17. He's not picking up the phone. He _____ be home yet.
18. You _____ have taken my advice and gone to the doctor. Your cold is not going to get better if you wait.
19. You _____ park in a no-parking area. It's forbidden.
20. I _____ go to the cinema to watch a movie, but I'm not sure.

KEY

1. We **might/may** be able to win, but I don't think we have a good chance.
2. That **can't** be John. He said he was going to travel to Australia.
3. When I was younger, I **could** sing very well.
4. I think you **should** relax more. You have been working too much lately.
5. I **may/might** ask you to help me later.
6. She **must have** left the house quietly. I didn't hear her.
7. You **don't need to** go shopping this weekend. We've got everything at home.
8. You **can't** go in without a ticket. All seats are reserved.
9. All passengers **must** put on their seatbelts during take-off and landing.
10. At what age **can** you get a driving licence in your country?
11. You **needn't have** watered the plants. Dad has already done it.
12. In the US, young men **needn't** join the army. It's voluntary.
13. I promise I **will** stop smoking.
14. Mom, **could/can** you pass me the sugar please?
15. If you want to be a teacher, you **must** attend a teacher's training college.
16. They **must have** taken the wrong train. Otherwise, they would be here by now.
17. He's not picking up the phone. He **might not** be home yet.
18. You **should** have taken my advice and gone to the doctor. Your cold is not going to get better if you wait.
19. You **mustn't/can't** park in a no-parking area. It's forbidden.
20. I **might/may** go to the cinema to watch a movie, but I'm not sure.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN'T - COULD - MIGHT - MUST - MUSTN'T - NEED - NEEDN'T - SHOULD - WILL - WOULD

1. You _____ touch that dog. It looks dangerous!
2. You _____ to feed the cat at least twice a day.
3. The bus _____ be here by now. That's what the schedule says.
4. When I was six, I _____ play violin but I haven't practiced since then so I _____ play anymore.
5. Judith _____ go to school on Saturdays. She has a five-day week.
6. I _____ rather stay at home than go out and have dinner in a restaurant.
7. My fingernails _____ cutting. They're so long.
8. She _____ study harder if she wants to pass the exam.
9. I'm tired. I _____ go to bed early tonight.
10. You've just had a huge breakfast. You _____ be hungry anymore.
11. Do you _____ to pay taxes as a resident of a foreign country?
12. You _____ wear a uniform to the ceremony. It's not necessary.
13. Passengers _____ speak to the driver when he's on duty.
14. Ask Henry. He _____ know the answer but I'm not sure.
15. When I was younger I _____ climb to the top of the mountain without being out of breath.
16. I _____ have gone to the doctor, but it got better after a few days.
17. If you speak to her, she _____ probably tell you the truth.
18. The company boss _____ be extremely rich if he owns several sports cars.
19. I _____ have got up so early, but it was a sunny day and I was planning a lot.
20. Jack didn't _____ to explain the situation. Everyone know what was happening.

KEY

1. You **mustn't** touch that dog. It looks dangerous!
2. You **need** to feed the cat at least twice a day.
3. The bus **should/must** be here by now. That's what the schedule says.
4. When I was six, I **could** play violin but I haven't practiced since then so I **can't** play anymore.
5. Judith **needn't** go to school on Saturdays. She has a five-day week.
6. I **would** rather stay at home than go out and have dinner in a restaurant.
7. My fingernails **need** cutting. They're so long.
8. She **must** study harder if she wants to pass the exam.
9. I'm tired. I **must/should** go to bed early tonight.
10. You've just had a huge breakfast. You **can't** be hungry anymore.
11. Do you **need** to pay taxes as a resident of a foreign country?
12. You **needn't** wear a uniform to the ceremony. It's not necessary.
13. Passengers **mustn't** speak to the driver when he's on duty.
14. Ask Henry. He **might/could** know the answer but I'm not sure.
15. When I was younger I **could/would** climb to the top of the mountain without being out of breath.
16. I **should/would** have gone to the doctor, but it got better after a few days.
17. If you speak to her, she **will** probably tell you the truth.
18. The company boss **must** be extremely rich if he owns several sports cars.
19. I **needn't** have got up so early, but it was a sunny day and I was planning a lot.
20. Jack didn't **need** to explain the situation. Everyone know what was happening.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN'T - CAN'T HAVE - COULD - DON'T NEED TO - MIGHT - MIGHT NOT - MUST - MUST HAVE - MUSTN'T - SHOULD - SHOULDN'T

1. That pizza was gigantic. I'm sure Mary _____ eaten it all.
2. Nobody was able to tell the police who that man was, so he _____ be someone from here.
3. Be careful when you walk across that old wooden bridge. It _____ be very safe.
4. I see you haven't finished your homework yet. It _____ be very difficult, then.
5. You _____ touch the oven. It's very hot and you _____ hurt yourself.
6. They are putting the suspect into the police car. The police _____ arrested him.
7. I don't know where he is. Take a look in the garage. He _____ be there.
8. You _____ do any more training today. You look so tired. Take a break!
9. I can't see very well but that _____ be Claire over there. At least, she looks like Claire.
10. Everyone scored over 95% in the first test, so it _____ been so difficult.
11. You _____ drive me to the airport. I can take the bus.
12. You _____ always wear suitable clothes when you go skiing.
13. Pupils _____ go out between the various parts of the exam. It's against the school rules.
14. Danny _____ swim when he was four. Now he's part of the town's swimming team.
15. You _____ buy any food. The fridge is full.
16. John _____ taken a wrong turn somewhere. Otherwise, he'd be here by now.
17. There are signs all over the area, so you _____ have any trouble getting there.
18. This _____ be the house they advertised in the newspaper. It's much too big.
19. Mike _____ left the house. His cell phone is still here, and he never leaves without it.
20. Leaving the house today without an umbrella _____ be such a good idea. It looks like it's going to rain in the afternoon.

KEY

1. That pizza was gigantic. I'm sure Mary **can't have** eaten it all.
2. Nobody was able to tell the police who that man was, so he **can't** be someone from here.
3. Be careful when you walk across that old wooden bridge. It **might not** be very safe.
4. I see you haven't finished your homework yet. It **must** be very difficult, then.
5. You **mustn't/shouldn't** touch the oven. It's very hot and you **might** hurt yourself.
6. They are putting the suspect into the police car. The police **must have** arrested him.
7. I don't know where he is. Take a look in the garage. He **might** be there.
8. You **shouldn't** do any more training today. You look so tired. Take a break!
9. I can't see very well but that **must** be Claire over there. At least, she looks like Claire.
10. Everyone scored over 95% in the first test, so it **can't have** been so difficult.
11. You **don't need to** drive me to the airport. I can take the bus.
12. You **should** always wear suitable clothes when you go skiing.
13. Pupils **must not** go out between the various parts of the exam. It's against the school rules.
14. Danny **could** swim when he was four. Now he's part of the town's swimming team.
15. You **don't need to** buy any food. The fridge is full.
16. John **must have** taken a wrong turn somewhere. Otherwise, he'd be here by now.
17. There are signs all over the area, so you **shouldn't** have any trouble getting there.
18. This **can't** be the house they advertised in the newspaper. It's much too big.
19. Mike **can't have** left the house. His cell phone is still here, and he never leaves without it.
20. Leaving the house today without an umbrella **might not** be such a good idea. It looks like it's going to rain in the afternoon.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN - CAN'T - CAN'T HAVE - COULD - COULD HAVE - DON'T HAVE - HAD BETTER - MIGHT - MUST - MUST HAVE - MUSTN'T - NEED - OUGHT - SHOULDN'T

1. You _____ be exhausted after your long trip. Come in and have a drink.
2. John _____ taken your car keys. He hasn't even left the house.
3. I won't go out this afternoon because the weather forecast is not very good, and I _____ get wet.
4. You _____ to apply for the job yet. You can do it later this week.
5. I _____ left my wallet in the car. I can't find it anywhere.
6. That _____ be Jake. It's impossible. He said he was going to Spain.
7. You _____ step into the headmaster's office without permission.
8. Tell your sister she _____ stay the night here if she wants to.
9. You have already drunken a glass of wine. You _____ not drive. Let me.
10. You _____ see the Eiffel Tower and the Louvre when you go to Paris.
11. I _____ to take orders from you. You're not my boss!
12. When I was younger, I _____ run very fast.
13. Your cold is getting worse and you have a runny nose. You _____ to see the doctor.
14. My husband is preparing dinner. He's not a good cook so you _____ expect anything special.
15. Don't leave your window open at night. Someone _____ climb in.
16. Brenda _____ be over thirty. She graduated a year after me and I'm only 26.
17. You _____ to come with me. I can manage on my own.
18. She _____ got lost. Otherwise she'd be here by now.
19. You must be more careful. You _____ been killed crossing the street without looking.
20. I didn't _____ to buy more groceries. We already had enough.

KEY

1. You **must** be exhausted after your long trip. Come in and have a drink.
2. John **can't have** taken your car keys. He hasn't even left the house.
3. I won't go out this afternoon because the weather forecast is not very good, and I **could** get wet.
4. You **don't have** to apply for the job yet. You can do it later this week.
5. I **must have** left my wallet in the car. I can't find it anywhere.
6. That **can't** be Jake. It's impossible. He said he was going to Spain.
7. You **mustn't/can't** step into the headmaster's office without permission.
8. Tell your sister she **can** stay the night here if she wants to.
9. You have already drunken a glass of wine. You **had better** not drive. Let me.
10. You **must** see the Eiffel Tower and the Louvre when you go to Paris.
11. I **don't have** to take orders from you. You're not my boss!
12. When I was younger, I **could** run very fast.
13. Your cold is getting worse and you have a runny nose. You **ought** to see the doctor.
14. My husband is preparing dinner. He's not a good cook so you **shouldn't** expect anything special.
15. Don't leave your window open at night. Someone **might/ could** climb in.
16. Brenda **can't** be over thirty. She graduated a year after me and I'm only 26.
17. You **don't have** to come with me. I can manage on my own.
18. She **must have** got lost. Otherwise she'd be here by now.
19. You must be more careful. You **could have** been killed crossing the street without looking.
20. I didn't **need** to buy more groceries. We already had enough.

Public Administration Glossary of Terms

The following list of selected terms and concepts are commonly used in public administration and finance¹.

ABILITY TO PAY: The principle of taxation that holds that the tax burden should be distributed according to a person's wealth. It is based on the assumption that, as a person's income increases, the person or corporation can and should contribute a larger percentage of income to support government activities. The progressive income tax is based on the ability to pay principle.

ABSOLUTISM: A government with no limits to its power and under which the people have no guaranteed or constitutional rights.

ABUSE: 1. The use of an existing authority for purposes that extend beyond or even contradict the intentions of the grantors of that authority. 2. The furnishing of excessive services to beneficiaries of government programs, violating program regulations, or performing improper practices, none of which involves prosecutable fraud.

ACCESS: 1. The ability to gain the attention and to influence the decisions of key political agents. Political party leaders, the heads of major interest groups, and those who make large campaign contributions are typically said to have access. 2. Lobbying; getting information to key decision makers at critical times.

ACCLAMATION: Overwhelming approval by voice vote.

ACCOUNTABILITY: A political principle according to which agencies or organizations, such as those in government, are subject to some form of external control, causing them to give a general accounting of and for their actions; an essential concept in democratic public administration.

¹ This list of terms is adapted from several sources:

Denhardt, Robert B., Public Administration: An Action Orientation, Second Edition Wadsworth Publishing Company, Belmont, CA, 1995.

Gordon, George J., Public Administration in America, Fourth Edition, St. Martin's Press, New York, 1992.

Marlow, Michael L., Public Finance: Theory and Practice, The Dryden Press, Fort Worth, Texas, 1995.

McCurdy, Howard E., Public Administration: A Synthesis, Cummings Publishing Company, Menlo Park, CA, 1977.

Shafritz, Jay M., The Dorsey Dictionary of American Government and Politics, The Dorsey Press, Chicago, IL 1988.

ACCOUNTING: The process of classifying, measuring, and interpreting financial transactions. Cash accounting is the recording of transactions at the time the payment is actually made; accrual accounting means that revenues are recorded when they are earned and expenses are recorded as they are incurred.

ACT: A written bill formally passed by a legislature, such as the U.S. Congress, and signed by an executive, such as the U.S. president. An act is a bill from its introduction until its passage by a legislature. An act becomes a law; becomes a formal statute, when it is signed by (or passed over the veto of) a chief executive, such as the U.S. president. 2. A bill that has been passed by only one house of a legislature.

ACTING: Temporary. For example, someone might be the acting director of a government agency. Acting appointments are sometimes automatic, as when a lieutenant governor is the acting governor whenever the elected governor leaves the state.

ACTIVIST: One who is seriously and passionately involved in politics by running for office, mobilizing support for issues, participating in campaigns, and so on.

ACT OF CONGRESS: A statute; a law passed by the U.S. Congress and signed (or passed over the veto of) the president. All of the acts passed by the Congress are published, in chronological order according to term and session of Congress in the U.S. Statutes-at-Large. The statutes are organized by subject in the U.S. Code.

ACT OF STATE: The judicial policy that a court in one nation should not rule on the legality of the internal acts of a foreign country.

AD HOC: A Latin term meaning temporarily; for this one time. It is sometimes used to criticize methods that substitute for standard procedures.

AD INTERIM: A Latin term meaning in the meantime. A public official is ad interim when serving the unexpired term of a predecessor (who has died, resigned, or been removed) until a permanent official can be appointed or elected.

ADJOURNMENT: The putting off of a business to another time or place; the decision of a court, legislature, or other group to stop meeting either temporarily or permanently.

ADJOURNMENT SINE DIE: The adjournment of a legislature that does not fix a day for reconvening. (Sine die is a Latin term meaning without a day.) It is used to indicate the final adjournment of a session of the Congress or of a state legislature.

ADJUDICATION: 1. The resolution of a dispute by means of judicial or quasi-judicial processing in which the parties are able to present evidence and reasoned arguments. 2. The formal pronouncing and recording of the decisions of a court or quasi-judicial entity.

ADJUSTED GROSS INCOME: An income tax term referring to the money a person earns minus allowable deductions for certain expenses for travel, work, business, moving, etc.

ADMINISTERED PRICES: Prices determined by other than market forces such as those set by monopolies, cartels, or governments.

ADMINISTRATION: 1. The management and direction of the affairs of governments and institutions. 2. A collective term for all policy making officials of a government. 3. The execution and implementation of public policy. 4. The time in office of a chief executive such as a president, governor, or mayor. 5. The supervision of the estate of a dead person to pay taxes and assign assets to heirs.

ADMINISTRATIVE ACCOUNTABILITY: That aspect of administrative responsibility by which officials are held answerable for general notions of democracy and morality as well as for specific legal mandates.

ADMINISTRATIVE ADVOCACY: The presentation of alternative policies to an administrative agency. This practice recognizes that public administration is a highly political process involving significant differences of judgement. The most feasible course of action often emerges from the competition produced when each interested group pleads the case it presents, whether that cause be more funds to carry out agency policies, the survival of a particular program, or the desire for a more efficient system of administrative decision making.

ADMINISTRATIVE AGENCY: 1. A government organization set up to implement a law. 2. Any civilian government body (board, bureau, department, or individual), other than a court or legislature, that deals with the rights of private parties by adjudication, rule making, investigation, prosecuting, and so on.

ADMINISTRATIVE COSTS OF TAXATION: Costs related to administering the tax system.

ADMINISTRATIVE DISCRETION: The ability of individual administrators in a bureaucracy to make significant choices affecting management and operation of programs for which they are responsible; particularly evident in separation-of-powers systems.

ADMINISTRATIVE DUE PROCESS: Term encompassing a number of points in administrative law that require that the administrative procedures of government agencies and regulatory commissions, as they affect private parties, be based upon written guidelines that safeguard individual rights and protect against the arbitrary or inequitable exercise of government authority.

ADMINISTRATIVE LAW: 1. That branch of law concerned with the procedures by which administrative agencies make rules and adjudicate cases; the conditions under which these actions can be reviewed by courts. 2. The legislation that creates administrative agencies. 3. The rules and

regulations promulgated by administrative agencies. 4. The law governing judicial review of administrative actions.

ADMINISTRATIVE MORALITY: The use of ethical, political, or social precepts to create standards by which the quality of public administration may be judged; such as the standards of honesty, responsiveness, efficiency effectiveness, competence, effect on individual rights, adherence to democratic procedures, and social equity.

ADMINISTRATIVE ORDER: A directive carrying the force of law issued by an administrative agency after adjudication.

ADMINISTRATIVE REMEDY: A means of enforcing a right by going to an administrative agency either for help or for a decision. People are often required to exhaust all administrative remedies by submitting their problems to the proper agency before taking their cases to court.

ADMINISTRATOR: 1. A manager. 2. The head of a government agency. 3. Someone appointed by a court to handle a deceased person's estate. 4. Anyone with fiduciary responsibility.

AD VALOREM TAXES: Those levied as a percentage of product price.

ADVERSE OR DISPARATE IMPACT: Criterion for showing that employment practices affect one group more harshly than another.

AFFIRMATIVE ACTION PLAN: An organization's written plan to remedy past discrimination against, or underutilization of, women and minorities. The plan itself usually consists of a statement of goals, timetables for achieving them, and specific program efforts.

AGENCY: 1. Any department, office, commission, authority, administration, board, government-owned corporation, or other independent establishment of any branch of government in the United States. 2. A formal relation whereby one person is authorized to act for another.

AGENCY MISSION: Responsibility assigned to a specific agency and its components, in terms of the purpose served.

AGENDA SETTING: 1. The process of deciding what issues will be considered at a formal meeting. 2. The process by which ideas or issues come up through the various political processes to wind up on the agenda of a political institution, such as a legislature or court. The process makes extensive use of the mass media to take a relatively unknown or unsupported issue and through publicity expand the numbers who care about the issue, so an institution whether it be city hall or the U.S. Congress, is forced to take some action.

ALLOCATIONAL EFFECTS: The ways in which policies influence of the use of resources.

ALLOCATION FUNCTION: The shifting of resources into preferred (and out of non-preferred) areas.

ALTERNATIVE MINIMUM TAX (AMT): The least possible legal amount that must be paid by high-income taxpayers.

AMENDMENT: 1. A change in a prior law by the enactment of a new law. 2. A change in a bill during its time of consideration in a legislature. 3. A provision of a constitution adopted since its original ratification.

AMICUS CURIAE: A Latin term for friend of the court; any person or organization allowed to participate in a lawsuit who would not otherwise have a right to do so. Participation is usually limited to filing a brief on behalf of one side or the other.

ANARCHISM: The belief that government and its administrative institutions are intrinsically evil and should be abolished (typically by violence) so they can be replaced by arrangements not corrupted by exploitative and oppressive governments.

APOLITICAL: 1. Outside of politics; not concerned with political dominance; apathetic toward voting or politics. 2. Nonpartisan; not affiliated with a political party.

APPEAL: 1. Any proceeding or request to a higher authority that a lower authority's decision be reviewed. 2. A formal request to a higher court that it review the actions of a lower court. 3. A challenge to a ruling made by a presiding officer of a legislature. If the challenge is supported by a majority vote of the legislators, the initial ruling is overridden.

APPOINTMENT: A non-elected government job. Most jurisdictions offer several kinds of appointments. A noncompetitive appointment is government employment obtained without competing with others, in the sense that is done without regard to civil service registers.

APPORTIONMENT: Process by which funds are allocated to agencies for specific portion of the year.

APPROPRIATION: 1. Funds set aside by a legislature to pay for something authorized by law.

AUTHORITY: Power defined according to a legal and institutional framework, and vested in a formal structure (a nation, organization, profession); power exercised through recognized, legitimate channels.

AUTHORIZING LEGISLATION: Legislation action that permits establishment or continuation of a particular program or agency.

AUTOCRACY: Government by one.

AVERAGE TAX RATE: Calculated by dividing tax liability by taxable income.

BASE: The point from which most budgetary calculations begin, generally that appropriation which the agency received in the previous fiscal year, with the expectation that spending in each agency will approximate the existing level of expenditures.

BASE BROADENING: Increasing the tax base to eliminate or reduce tax expenditures.

BENEFIT-COST RATIO: The ratio of the present value of benefits over the present value of costs.

BENEFITE PRINCIPLE: Taxation principle whereby taxes are assigned on the basis of benefits received.

BLOCK GRANTS: Grants in which the money can be used for nearly any purpose within a specific function field.

BOND: Promise to repay a certain amount (principal) at a certain time (maturity date) at a particular rate of interest.

BOUNDARY SPANNING: Representing an organization to outside groups and organizations.

BOUNDED RATIONALITY: Seeking the best possible solution, but not necessarily the most rational from a purely economic standpoint.

BRACKET CREEP: When increases in nominal income result in higher marginal tax rates.

BUDGET PADDING: Proposing a higher budget than is actually needed.

BUDGET DEFICIT: When public spending exceeds tax revenues.

BUDGET SURPLUS: When tax revenues exceed public spending.

BUREAUCRACY: A formal organizational arrangement characterized by division of labor, job specialization with no functional overlap, exercise of authority through a vertical hierarchy (chain of command) and a system of internal rules, regulations, and record keeping; the administrative branch of government (national, state, local).

CAPITAL BUDGETING: The separation of expenditures that produce long-term benefits, especially those involving the construction of public facilities, from the annual operating costs of government; the process for reviewing expenditure decisions for capital projects and deciding on the methods for financing them, usually through the sale of bonds.

CAPITAL GAINS: Increases in the value of assets realized at the time of their sale.

CAPITAL GRANTS: Grants for use in construction or renovation.

CASH TRANSFERS: Transfer policies that give money to recipients.

CATEGORICAL OR PROJECT GRANTS: Grants requiring that the money may be spent for only a limited purpose; typically available on a competitive basis.

CHARTER: Local government's equivalent of a constitution.

CITIZEN PARTICIPATION: The involvement of citizens in a wide range of administrative policy-making activities, including the determination of levels of service, budget priorities, and the acceptability of physical construction projects, in order to orient government programs toward community needs, build public support, and encourage a sense of cohesiveness within neighborhoods.

COLLECTIVE BARGAINING: The process by which an agent chosen by public employees negotiates a formal labor agreement or settles day-to-day labor disputes on behalf of the employees in the areas of wages, benefits, working conditions, and administrative policy with parties representing the top politically elected or appointed executives.

COMMON-POOL PROBLEMS: Problems that occur when public stewardship of resources allocates resources inefficiently.

COMMUNITY DEVELOPMENT: An approach to the administration of social and economic development programs in which government officials are dispatched to the field to act as catalysts at the local level, encouraging local residents to form groups, define their own needs, and develop self-help projects. The government provides technical and material assistance and helps the community establish institutions, such as farm cooperatives, to carry on the development programs after the officials have left.

COMPARABLE WORTH: Notion that men and women in jobs that are not identical but require similar levels of skill and training should be paid equally.

COMPLIANCE COSTS OF TAXATION: Costs taxpayers incur in order to comply with tax laws.

CONSTITUENCY: Any group or organization interested in the work and actions of a given official, agency, or organization, and a potential source of support for it; also, the interest (sometimes geographic area) served by an elected or appointed public official.

CONSTITUENT POLICY: Policy designed to benefit the public generally or to serve the government.

CONSUMER SURPLUS: The difference between maximum possible expenditures and actual expenditures.

CONTINGENCY APPROACH: The use of different administrative strategies under different conditions; the study of the relationship between factors such as the task an agency performs or the technology it uses and the style of supervision, type of organizational design, and other administrative strategies that will work best given those factors.

CONTINUING RESOLUTION: Resolution permitting the government to continue operating until an appropriations measure is passed.

COOPERATIVE FEDERALISM: Greater sharing of responsibilities between federal and state governments.

CO-OPTATION: Alliance building between an administrative agency and a clientele group in which the clientele group is allowed to influence agency policy making, in return for which the clientele group tacitly agrees to support the general mission of the agency, provide it with political support, and defend the agency against assaults on its powers, programs, or budget.

CORPORATIONS: Legal entities created by states, which approve charters submitted by founders.

CORRECTIVE TAXATION: Tax policy that forces market participants to account for the opportunity costs of all resources.

COST-BENEFIT ANALYSIS: Technique designed to measure relative gains and losses resulting from alternative policy or program options; emphasizes identification of the most desirable cost-benefit ratio, in quantitative or other terms.

COST-BENEFIT RATIO: The proportional relationship between expenditure of a given quantity of resources and the benefits derived therefrom; a guideline for choosing among alternatives, of greatest relevance to the rational model of decision making.

COUNCILS OF GOVERNMENT: Oversight bodies representing various localities to help coordinate local affairs.

CROSS-CUTTING REQUIREMENTS: Rules that apply to most grant programs.

CURRENT SERVICES BUDGET: Allows for automatic spending increases to maintain post levels of service.

CUTBACK MANAGEMENT: A management strategy made necessary by the advent of fiscal stress; tactics can include, among others, systematic priority setting, diversifying programs, adopting user charges, improving productivity, eliminating weak programs, and decreasing services.

DEBT CAPACITY: Value of a city's resources combined with the ability of the government to draw on them to provide payment.

DECISION ANALYSIS: Technique where decisions are likely to be made sequentially and under some degree of uncertainty.

DECISION TREE: Technique that identifies various possible outcomes, given the risks associated with each.

DELEGATION: Assigning tasks to others.

DEMOCRACY: A political system in which decision making power is widely shared among members of the society.

DIALECTICAL ORGANIZATION: A post-bureaucratic form of organization designed to be responsive to clientele needs; dialectical refers to the permanent state of tension between the tendency toward bureaucratization and the tendency toward responsiveness to clients, a tension the organization uses to continually renew itself.

DIFFERENTIAL TAX INCIDENT: Evaluates the incidence of taxation under the assumption that public spending does not change.

DILLON'S RULE: Municipalities have only those powers granted in their charters; cities are creatures of the state.

DISCRETIONARY SPENDING: That portion of the budget still open to changes by the president and Congress.

DISTRIBUTIONAL EFFECTS: The ways in which policies transfer income from one person to another.

DISTRIBUTIVE POLICY: Policy involving use of general tax funds to provide assistance and benefits to individuals or groups.

DIVIDENDS: Payments made to owners of corporations.

DIVISION OF WORK: One of the fundamental principles upon which the science of administration is based; increased specialization in the organization of work in order to narrow the

range of tasks for which each person is responsible, which in turn increases the need for administrative planning and coordination and raises the productivity of the organization as a whole.

DOUBLE-DECLINING BALANCE: A variant of straight-line depreciation whereby the majority of depreciation is deducted in the early years of an asset's tax life.

DOUBLE TAXATION: The taxing of income when it is earned by corporations and again when it is distributed to stockholders.

DUAL FEDERALISM: Pattern in which federal and state governments are struggling for power and influenced with little inter-governmental cooperation.

EARNED INCOME TAX CREDITS: lower tax liabilities of poor taxpayers.

ECONOMIC DEPRECIATION: The process by which capital resources are actually consumed or made obsolete.

ECONOMIC INCIDENCE: Indicates who actually bears the burden of taxation.

ECONOMIES OF SCALE: When increased levels of production result in decreased average costs of production.

EFFECTIVENESS: Extent to which a program is achieving or failing to achieve its stated objectives.

EFFECTIVE TAX RATE: Tax rates calculated by dividing tax liability by a comprehensive measure of income.

EFFICIENCY: Relationship between inputs and outputs.

ENTITLEMENT GRANTS: Grants that provide assistance to persons who meet certain criteria.

ENTITLEMENT PROGRAMS: Programs that provide a specified set of benefits to those who meet certain eligibility requirements.

EQUAL EMPLOYMENT OPPORTUNITY: Refers to efforts to eliminate employment discrimination on the basis of race, ethnic background, sex, age, or physical handicap; ensures that all persons have an equal chance to compete for employment and promotions based on job qualifications.

EQUALITY: The idea that all persons have an equal claim to life, liberty and the pursuit of happiness.

EQUITY: A criterion for allocating resources on the basis of fairness.

ESTATE TAXES: taxes imposed on the transfer of wealth after the death of a taxpayer.

ETHICS: Process by which we clarify right and wrong and act on what we take to be right.

EVALUATION: The use of research techniques to measure the past performance of a specific program--in particular, the program's impact on the conditions it seeks to modify--for the purposes of changing the operation of the program so as to improve its effectiveness at achieving its objectives.

EXCISE SUBSIDIES: Subsidies given to the purchasers of particular goods or services.

EXCISE TAX: Tax applied to the sale of specific commodities.

EXECUTIVE ORDER: A presidential mandate directed to and governing, with the effect of law, the actions of government officials and agencies.

EXPENDITURE TAX: A comprehensive consumption tax.

EXPENSING: Allows for the depreciation of the entire cost of an asset during the first year of purchase.

EXPERT SYSTEMS: Computer programs that mimic the decision making processes of human experts within a particular field.

EXTERNAL COSTS: Those costs imposed by majorities on minorities.

FEDERALISM: A constitutional division of governmental power between a central or national government and regional governmental units (such as states), with each having some independent authority over its citizens.

FIDUCIARY FUNDS: Funds used when government must hold assets for individuals or when government holds resources to be transmitted to another organization.

FISCAL CENTRALIZATION: The degree to which government responsibilities are borne by the central government.

FISCAL POLICY: Public policy concerned with the impact of government taxation and spending on the economy.

FISCAL STRESS: A condition confronting increasing numbers of governments and public agencies, resulting from a combination of economic inflation, declining productivity, slower

economic growth, and taxpayer resistance to shouldering a larger tax burden; a prime cause for the need to engage in "cutback management."

FISCAL YEAR (FY): Government's basic accounting period.

FOREIGN SHARE OF DEBT: That share of the national debt held by foreigners.

FORMAL THEORIES OF ORGANIZATION: Theories stressing formal, structural arrangements within organizations, and "correct" or "scientific" methods to be followed in order to achieve the highest degree of organizational efficiency; examples include Weber's theory of bureaucracy and Taylor's scientific management approach.

FORMULA GRANTS: Grants that employ a specific division rule to indicate how much money any given jurisdiction will receive.

FREE RIDERS: Individuals who let others pay for goods they themselves consume.

FULLY FUNDED PENSION FUND: A pension fund that has the financial resources necessary to meet future retirement benefits.

"GARBAGE CAN" theory of organizational choice: A theory of organizational decision making applicable to organizations where goals are unclear, technologies are imperfectly understood, histories are difficult to interpret, and participants wander in and out; such "organized anarchies" operate under conditions of pervasive ambiguity, with so much uncertainty in the decision making process that traditional theories about coping with uncertainty do not apply.

GENERAL FUND: Fund that handles "unrestricted" funds of government.

GENERAL OBLIGATION BOND: A bond that guarantees that all taxpayers will be responsible for the bond's principal and interest payments.

GENERATIONAL ACCOUNTING: A method of recording long-term liabilities in order to measure their impact on future generations.

GIFT TAXES: Taxes imposed on the transfer of wealth while a taxpayer is living.

GOAL ARTICULATION: A process of defining and clearly expressing goals generally held by those in an organization or group; usually regarded as a function of organization or group leaders; a key step in developing support for official goals.

GOAL CONGRUENCE: Agreement on fundamental goals in the context of an organization, refers to agreement among leaders and followers in the organization on central objectives; in practice, its absence in many instances creates internal tension and difficulties in goal definition.

GOVERNMENT FAILURE: When a public policy results in an inefficient or inequitable outcome.

GOVERNMENT-SPONSORED ENTERPRISES (GSEs): Off-budget government agencies that reallocate resources in credit markets.

GRANTS: Transfers of money (and/or property) from one government to another.

GROSS FEDERAL DEBT: The debt held by federal government agencies plus that held by the public.

GROSS INCOME: Sum of all income sources subject to taxation.

HIERARCHY: A characteristic of formal bureaucratic organizations; a clear vertical "chain of command" in which each unit is subordinate to the one above it and superior to the one below it; one of the most common features of governmental and other bureaucratic organizations.

HOME RULE: Provision allowing cities greater autonomy over local activities.

HORIZONTAL EQUITY: All individuals with identical abilities to pay are assigned identical tax burdens.

HUMAN RELATIONS THEORIES OF ORGANIZATION: Theories stressing workers' non-economic needs and motivations on the job that seek to identify these needs and how to satisfy them; focused on working conditions and social interactions among workers.

IMPLICIT FEDERAL GUARANTEES: Unstated or indirectly stated promises by the federal government to cover any losses in cases of default by government-sponsored enterprises.

IMPOUNDMENT: Withholding of funds authorized and appropriated by law.

INCREMENTALISM: A model of decision making that stresses making decisions through limited successive comparisons, in contrast to the rational model; also focuses on simplifying choices rather than aspiring to complete problem analyses, on "satisfying" rather than "maximizing."

INDEPENDENT AGENCIES: Agencies intentionally created outside the normal cabinet organization.

IN-KIND INCOME: Income in the form of goods and services rather than cash.

INTEREST GROUP: A private organization representing a portion (usually small) of the general adult population; it exists in order to pursue particular public policy objectives and seeks to influence government activity so as to achieve its particular objectives.

INTERGOVERNMENTAL COMPETITION: A fiscal structure characterized by many competing governments.

INTERGOVERNMENTAL RELATIONS: All the activities and interactions occurring between or among governmental units of all types and levels within the American federal system.

INTERJURISDICTIONAL EXTERNALITIES: Arise when governments fail to fully account for costs and benefits imposed on citizens of other governments.

INTERNAL RATE OF DISCOUNT: Discount rate at which the present value of a project is zero.

INTERNALIZATION OF COSTS: The allocation of resources by private markets on the basis of full social costs.

INTERORGANIZATIONAL NETWORKS: Patterns of relationships within and among various groups and organizations working in a single policy area.

IRON TRIANGLE: Term given to a coalition of interest groups, agency personnel, and members of Congress created to exert influence on a particular policy issue.

ISSUE NETWORKS: Open and fluid groupings of various political actors (in and out of government) attempting to influence policy.

ITEM VETO: A constitutional power available to more than forty of America's governors, under which they may disapprove some provisions of a bill while approving the others.

JURIDICAL DEMOCRACY: The restoration of the rule of law and the requirements of administrative formality in which a corps of professional administrators would implement detailed legislative policies through formal administrative procedures instead of receiving broad delegations of power and developing governmental policy themselves in conjunction with special interest groups.

JURISDICTION: In bureaucratic politics, the area of programmatic responsibility assigned to an agency by the legislature or chief executive; also, a term used to describe the territory within the boundaries of a government entity (as a local jurisdiction).

LACK OF EXCLUSION: Characteristic of public goods making it difficult or impossible to restrict the enjoyment of benefits to any individual.

LEGISLATIVE INTENT: The purposes and objectives of a legislative body, given concrete form in its enactment (though actual intent may change over time); the bureaucracy is assumed to follow legislative intent in implementing laws.

LEGISLATIVE OVERSIGHT: The process by which a legislative body continually supervises the work of the bureaucracy in order to ensure its conformity with legislative intent.

LIBERAL DEMOCRACY: A fundamental form of political arrangement, founded on the concepts of popular sovereignty and limited government.

LIBERTY: The idea that individual citizens of a democracy should have a high degree of self-determination.

LIMITED GOVERNMENT: A central concept of American politics, holding that because government poses a fundamental threat to individual liberties, it must be carefully limited in its capacity to act arbitrarily; the Founders of American government believed it was to be achieved through separation of powers, checks and balances, federalism, and judicial review.

LINE-ITEM BUDGET: Budget format for listing categories of expenditures along with amounts allocated to each.

LOAN GUARANTEES: Loans guaranteed by the public sector.

LONG-LIVED RESOURCES: Assets with a useful life of one year or more.

LUMP SUM TAX: A tax that does not vary with units of goods purchased or sold.

MANAGEMENT BY OBJECTIVES (MBO): A management technique designed to facilitate goal- and priority-setting, development of plans, resource allocation, monitoring progress towards goals, evaluating results, and generating and implementing improvements in performance.

MANAGERIAL SUBSYSTEM: Concerned with providing necessary resources for accomplishing a technical task and mediating between the technical and institutional subsystems.

MANDATE: Order requiring a government to do something.

MANDATORY SPENDING: Disbursements not subject to annual review or budgeting.

MARGINAL TAX RATES: Rates that change at various thresholds of income.

MARKET FAILURE: When the private market fails to produce an efficient or equitable outcome.

MERIT PAY: Increases in salary and wages that are tied to actual quality of work performed.

MERIT PRINCIPLE: Concept that selections of government employees should be based on merit or competence rather than personal or political favoritism.

MERIT SYSTEM: A professional system of personnel administration, free from political interference, in which selection and progress in the service are based upon the performance, expertise, and technical qualifications of each employee, measured objectively, (often through open, competitive examinations), accompanied by the development of a position classification and salary standardization system and administered through offices of personnel administration and a central civil service commission.

MIXED SCANNING: A model of decision making that combines the rational-comprehensive model's emphasis on fundamental choices and long-term consequences with the incrementalists' emphasis on changing only what needs to be changed in the immediate situation.

MODERN ORGANIZATION THEORY: A body of theory emphasizing empirical examination of organizational behavior, interdisciplinary research employing varied approaches, and attempts to arrive at generalizations applicable to many different kinds of organizations.

MONOPOLY GOVERNMENT: A public sector characterized by a single government.

NATIONAL CONSUMPTION TAX: Federal taxes levied on the consumption of goods and services.

NATIONAL DEBT: The sum of all unpaid public debt.

NEGATIVE EXTERNALITIES: When private markets fail to allocate resources on the basis of full social costs.

NEGATIVE INCOME TAX POLICY: Provides a minimum amount of income for all members of society.

NET FEDERAL DEBT: Gross federal debt minus debt held by federal agencies.

NET INTEREST EXPENDITURES: Interest expenses from borrowing less the interest fees from lending.

NEW PUBLIC ADMINISTRATION: A general movement inspired mainly by younger scholars who challenged several tenets of public administration, primarily the emphasis upon value-neutrality in administrative research and practice, and appealed to scholars and practitioners to take a more proactive role, guided not only by the search for efficiency, but by a sensitivity to the forces of change, the needs of clients, and the problems of social equity in service delivery.

NEUTRAL COMPETENCE: The belief that a neutral public bureaucracy following the mandates of a legislative body will meet the requirements of democracy.

NONPROFIT ORGANIZATIONS: Organizations prohibited by law from distributing surplus revenues to individuals.

NONCASH TRANSFERS: Transfer policies that provide goods or services, such as housing or food, rather than money.

OFF-BUDGET POLICIES: Credit and insurance policies that do not directly show up on the government budget; versus **ON-BUDGET POLICIES** in which spending and tax policies show up directly on the government budget.

OFFICE OF MANAGEMENT AND BUDGET (OMB): An important entity in the Executive Office of the U.S. President that assists the president in assembling executive-branch budget requests, coordinating programs, developing executive talent, and supervising program management processes in national government agencies.

OFFICE OF PERSONNEL MANAGEMENT (OPM): A key administrative unit in the national government operating under presidential direction; it is responsible for managing the national government personnel system, consistent with presidential personnel policy.

OLIGARCHY: Government by the few.

OMBUDSMAN: Permanent office that receives complaints and acts on behalf of citizens to secure information, request services, or pursue grievances.

OPEN SYSTEMS THEORY: A theory of organization that views organizations not as simple, "closed" bureaucratic structures separate from their surroundings, but as highly complex, facing considerable uncertainty in their operations, and constantly interacting with their environment; assumes that organizational components will seek an "equilibrium" among the forces pressing on them and their own responses to those forces.

OPERATING GRANTS: Grants for use in development and operation of specific programs.

ORGANIZATION DEVELOPMENT: A theory of organization that concentrates on increasing the ability of an organization to solve internal problems of organizational behavior as one of its routine functions; concerned primarily with identification and analysis of such problems.

ORGANIZATIONAL CHANGE: A theory of organization that focuses on those characteristics of an organization that promote or hinder change; assumes that demands for change originate in the external environment, and that the organization should be in the best position to respond to them.

ORGANIZATIONAL CULTURE: Basic patterns of attitudes, beliefs, and values that underlie an organization's operation.

ORGANIZATIONAL HUMANISM: A set of organization theories stressing that work holds intrinsic interest for the worker, that workers seek satisfaction in their work, that they want to work rather than avoid it, and that they can be motivated through systems of positive incentives (such as participation in decision making).

PARTICIPATORY DEMOCRACY: A political and philosophical belief in direct involvement by affected citizens in the processes of governmental decision making; believed by some to be essential to the existence of democratic government; related term is citizen participation.

PERFORMANCE APPRAISAL: Specific evaluation with respect to an individual's progress in completing specified tasks.

PERFORMANCE AUDITING: Analysis and evaluation of the effective performance of agencies in carrying out their objectives.

PERFORMANCE BUDGET: Budget format organized around programs or activities (rather than the objects it purchases), including various performance measurements that indicate the relationship between work actually done and its cost.

PLANNING-PROGRAMMING-BUDGETING SYSTEM (PPBS): Effort to connect planning, systems analysis, and budgeting in a single exercise.

PLURALISM: A social and political concept stressing the appropriateness of group organization, and diversity of groups and their activities, as a means of protecting broad group interests in society; assumes that groups are good and that bargaining and competition among them will benefit the public interest.

POLICY: Statement of goals and intentions with respect to a particular problem or set of problems.

POLICY ANALYSIS: Process of researching or analyzing public problems to provide policy makers with specific information about the range of available policy options and advantages and disadvantages of different approaches.

POLICY ENTREPRENEUR: A person willing to invest person time, energy, and money in pursuit of particular policy changes.

POLICY IMPLEMENTATION: A general political and governmental process of carrying out programs in order to fulfill specified policy objectives; a responsibility chiefly of administrative agencies, under chief executive and/or legislative guidance; also the activities directed toward putting a policy into effect.

POLITICAL ECONOMY APPROACH: Focusing on politics and economics as categories for analyzing organizational behavior.

POLITICS/ADMINISTRATION DICHOTOMY: The belief, growing out of the early administrative reform movement and its reaction against the spoils system, which held that political interference in administration would erode the opportunity for administrative efficiency, that the policy making activities of government ought to be wholly separated from the administrative functions, and that administrators had to have an explicit assignment of objectives before they could begin to develop an efficient administrative system.

POLITICS OF THE BUDGETARY PROCESS: The requirement that administrators act as advocates for their own programs during the appropriation process by soliciting outside support, protecting their budgetary base, and inching ahead with new programs; a budgetary system that deals with complex problems by relying upon incremental methods of decision making, information drawn from past experience rather than analysis, and satisfactory rather than optimal standards of quality.

POSITION CLASSIFICATION: Analyzing and organizing jobs on the basis of duties, responsibilities, and the knowledge and skills required to perform them.

PREEMPTION: Federal government efforts to preempt an area traditionally associated with state government.

PRIVATIZATION: Use of nongovernmental agencies to provide goods and services previously provided by government, also known as "contracting out."

PROGRESSIVE TAX: One that taxes those with higher incomes at a higher rate.

PROPORTIONAL TAX: One that taxes everyone at the same rate.

PROPRIETARY FUNDS: Used to account for government activities that more closely resemble private business.

PUBLIC ADMINISTRATION: The management and administration of public programs.

PUBLIC-CHOICE ECONOMICS: An approach to public administration based on micro-economic theory which views the citizen as a consumer of government goods and services and would attempt to maximize administrative responsiveness to citizen demand by creating a market system for governmental activities in which public agencies would compete to provide citizens with goods and services. This would replace the current system under which administrative agencies in effect act as monopolies under the influence of organized pressure groups which, the public-choice economists argue, are institutionally incapable of representing the demands of individual citizens.

PUBLIC MANAGEMENT: A field of practice and study central to public administration, emphasizing internal operations of public agencies, focuses on managerial concerns related to

control and direction, such as planning, organizational maintenance, information systems, personnel management, and performance evaluation.

PUBLIC POLICY: 1. The organizing framework of purposes and rationales for government programs that deal with specified societal problems; 2. the complex of programs enacted and implemented by the government.

RATIONAL MODEL OF DECISION MAKING: Derived from economic theories of how to make the "best" decisions; involves efforts to move toward consciously-held goals in a way that requires the smallest input of scarce resources; assumes the ability to separate ends from means, rank all alternatives, gather all possible data, and objectively weigh alternatives; stresses rationality in the process of reaching decisions.

RECONCILIATION BILL: Legislative action that attempts to reconcile individual actions in taxes, authorizations, or appropriations with the totals.

REDISTRIBUTIVE POLICY: Policy designed to take taxes from certain groups and give them to another group.

REGRESSIVE TAX: One that taxes those with lower incomes at a proportionately higher rate than those with higher incomes.

REGULATION: Government activity designed to monitor and guide private economic competition; specific actions (characterized as economic regulation) have included placing limits on producers' prices and practices, and promoting commerce through grants or subsidies; other actions emerging more recently (termed social regulation) have included regulating conditions under which goods and services are produced and attempting to minimize product hazards and risks to consumers.

REGULATORY COMMISSION: Group formed to regulate a particular area of the economy: usually headed by a group of individuals appointed by the President and confirmed by the Senate.

REGULATORY POLICY: Policy designed to limit actions of persons or groups to protect all or parts of the general public.

REINVENTING GOVERNMENT: 1. The title of a book written by David Osborne and Ted Gaebler in 1992. 2. Term referring to ideas used in government that are entrepreneurial in nature whose purpose is to improve government services.

RESCISSION: Presidential decision to permanently withhold funds.

REVENUE SHARING: Grant pattern in which the money can be used in any way the recipient government chooses.

RULE MAKING: Administrative establishment of general guidelines for application to a class of people or a class of actions at some future time.

SATISFICING: The process of decision making that characterizes most governmental action; a limited search through familiar patterns of behavior for a course of action that meets pre-established, minimum standards of performance, rather than an exhaustive review of all alternatives in search of the optimal solution to a particular problem.

SCIENTIFIC MANAGEMENT: A formal theory of organization developed by Frederick Taylor in the early 1900s; concerned with achieving efficiency in production, rational work procedures, maximum productivity, and profit; focused on management's responsibilities and on "scientifically" developed work procedures, based on "time and motion" studies.

SENIOR EXECUTIVE SERVICE (SES): Established in the national Civil Service Reform Act of 1978; designed to foster professional growth, mobility, and versatility among senior career officials (and some "political" appointees); incorporated into national government personnel management broad emphasis on performance appraisal and merit pay concepts, as part of both the SES itself and broader merit system reform.

SPECIAL DISTRICTS: Local governments created for a specific purpose within a specific area.

SPAN OF CONTROL: One of the early principles of administration which states that there is an upper limit to the number of subordinates any administrator can directly supervise, generally set at twelve, and advises administrators to eliminate any violations of this principle by reducing the number of officials reporting to them by either merging certain offices or stretching out the hierarchy.

SPOILS SYSTEM: A system of hiring personnel based on political loyalty and connections; can also extend to government contracts and the like; usually takes the form of rewarding party supporters with government jobs.

STAKEHOLDERS: The many different persons or interest groups that are involved in a policy decision and are affected by the results.

STRATEGIC PLANNING: Matching organizational objectives and capabilities to the anticipated demands of the environment to produce a plan of action that will ensure achievement of objectives.

SUBGOVERNMENTS: The tendency of bureaucrats to seek political support for their programs by building informal alliances outside of the official hierarchy with groups that possess resources the bureaucrats lack, primarily with legislative committees and organized interest or pressure groups (also known as iron triangles).

SUNSET LAW: Provision that sets a specific termination date for a program.

SUNSHINE LAW: Provision that requires agencies to conduct business in public view.

SUPPLEMENTAL APPROPRIATION: Bill passed during the fiscal year, adding new money to an agency's budget for the same fiscal year.

SYSTEM: Set of regularized interactions configured or "bounded" in a way that differentiates and separates them from other actions that constitute the system's environment.

SYSTEMS THEORY: A theory of social organizations, holding that organizations--like other organisms--may behave according to inputs from their environment, outputs resulting from organizational activity, and feedback leading to further inputs; also, change in any one part of a group or organizational system that affects all other parts.

TASK FORCES: Groups brought together to work on specific organizational problems.

THEORY X and THEORY Y: Two opposing assumptions about people at work that lead to opposing styles of management. Theory X assumes that most people hate work, avoid responsibility, prefer to be directed, and have to be controlled and coerced to put out a fair day's work; Theory Y assumes that people will seek responsibility, demonstrate a high degree of imagination, and exercise self-direction if they have a creative, challenging job to which they can become committed.

WHISTLE-BLOWING: Making any disclosure of legal violations (especially within public organizations), mismanagement, a gross waste of funds, an abuse of authority, or a danger to public health or safety, whether the disclosure is made within or outside the formal chain of command.

ZERO-BASE BUDGETING: Budget format that presents information about the efficiency and effectiveness of existing programs and highlights possibilities for eliminating or reducing programs by assuming that the minimum funding level for the agency is zero, thereby requiring agency administrators to justify all expenditures by the same standard of review that normally are applied only to new programs or increments above the base.

Complete the sentences using the words from the box.

**ANYONE - ANYTHING - ANYWHERE - EVERYBODY - EVERYTHING - EVERYWHERE -
NOBODY - NOTHING - SOMEONE - SOMETHING - SOMEWHERE**

1. Do you have _____ in your coat pocket? – Let's see.
2. Jonathon is speaking to _____ on the phone.
3. Aimee didn't tell her secret to _____.
4. The headmaster is very popular at school. _____ likes him.
5. My boyfriend likes to be at home. He doesn't want to go _____ after dark.
6. The room was empty. There was _____ to talk to.
7. There was _____ the doctor could do for him.
8. Judy was hungry. She wanted to go _____ to have a burger.
9. There is _____ at the door. Could you go and check?
10. Dad gave me _____ for my graduation.
11. We stayed in London for a whole week and visited _____ in this marvellous city.
12. There is a bomb threat. _____ must leave the building at once.
13. There are bugs _____ in this room. It's disgusting.
14. I opened the door but there was _____ there.
15. I heard _____ coming down the stairs, but I couldn't see who it was.
16. What were you doing last evening? – I was at home. I wasn't doing _____.
17. Does _____ have a pen? – Yes, I've got one.
18. There was _____ on the bus. The last passenger had got off one stop earlier.
19. _____ made an anonymous phone call to the police.
20. I have got _____ in my right eye. Could you have a look?
21. His injury looked bad but fortunately _____ was broken.
22. Does _____ mind if I open the window?
23. You can sit _____ you want. There are no seat numbers.
24. She was still awake but _____ else had already gone to bed.
25. There's _____ wrong about the data. I checked it myself.

KEY

1. Do you have **anything** in your coat pocket? – Let's see.
2. Jonathon is speaking to **someone** on the phone.
3. Aimee didn't tell her secret to **anyone**.
4. The headmaster is very popular at school. **Everybody** likes him.
5. My boyfriend likes to be at home. He doesn't want to go **anywhere** after dark.
6. The room was empty. There was **nobody** to talk to.
7. There was **nothing** the doctor could do for him.
8. Judy was hungry. She wanted to go **somewhere** to have a burger.
9. There is **someone** at the door. Could you go and check?
10. Dad gave me **something** for my graduation.
11. We stayed in London for a whole week and visited **everything** in this marvellous city.
12. There is a bomb threat. **Everybody** must leave the building at once.
13. There are bugs **everywhere** in this room. It's disgusting.
14. I opened the door but there was **nobody** there.
15. I heard **someone** coming down the stairs, but I couldn't see who it was.
16. What were you doing last evening? – I was at home. I wasn't doing **anything**.
17. Does **someone** have a pen? – Yes, I've got one.
18. There was **nobody** on the bus. The last passenger had got off one stop earlier.
19. **Someone** made an anonymous phone call to the police.
20. I have got **something** in my right eye. Could you have a look?
21. His injury looked bad but fortunately **nothing** was broken.
22. Does **anyone** mind if I open the window?
23. You can sit **anywhere** you want. There are no seat numbers.
24. She was still awake but **everybody** else had already gone to bed.
25. There's **nothing** wrong about the data. I checked it myself.

Complete the sentences using the words from the box.

ANOTHER / EACH / EVERY / ONE / OTHER / OTHERS

1. The email has been sent to _____ member of the teaching staff.
2. _____ of his sisters lives in Australia, the _____ one in America.
3. Would you like _____ piece of cake?
4. I put _____ of the documents into a separate folder.
5. A train arrives _____ 10 minutes.
6. _____ of the students of my class came down with the flu yesterday.
7. Some people like politics, _____ aren't interested in it at all.
8. Is there _____ golf course around here?
9. There are two routes. _____ goes through the city, the _____ passes through the countryside.
10. I usually get up at 6.30 _____ morning.
11. There are five questions left. You must answer _____ of them.
12. Let's go to _____ restaurant today. We always go to the same _____.
13. We paid \$5 _____ for the reservations.
14. There are three parts in the test and _____ one lasts for 45 minutes.
15. The headmaster wants to speak to _____ teacher.
16. Could I ask you _____ question if you don't mind?
17. _____ player needs to wear a helmet. There are no exceptions.
18. All the British Airways flights to London are fully booked. We'll have to take _____ airline.
19. We have ballet practice _____ second Monday.
20. He always stays with _____ of his relatives when he's in town.

KEY

1. The email has been sent to **each/every** member of the teaching staff.
2. **One** of his sisters lives in Australia, the **other** one in America.
3. Would you like **another** piece of cake?
4. I put **each** of the documents into a separate folder.
5. A train arrives **every** 10 minutes.
6. **One** of the students of my class came down with the flu yesterday.
7. Some people like politics, **others** aren't interested in it at all.
8. Is there **another** golf course around here?
9. There are two routes. **One** goes through the city, the **other** passes through the countryside.
10. I usually get up at 6.30 **every** morning.
11. There are five questions left. You must answer **each** of them.
12. Let's go to **another** restaurant today. We always go to the same **one**.
13. We paid \$5 **each** for the reservations.
14. There are three parts in the test and **each** one lasts for 45 minutes.
15. The headmaster wants to speak to **every** teacher.
16. Could I ask you **another** question if you don't mind?
17. **Every** player needs to wear a helmet. There are no exceptions.
18. All the British Airways flights to London are fully booked. We'll have to take **another** airline.
19. We have ballet practice **every** second Monday.
20. He always stays with **one** of his relatives when he's in town.

Complete the sentences using SOME / ANY / SOMEONE / ANYONE / SOMETHING / ANYTHING / SOMEWHERE / ANYWHERE.

1. Mum, have we got _____ eggs in the fridge? – Of course, I bought _____ yesterday.
2. There's _____ at the door. – Are you expecting _____?
3. Did you go _____ last night?
4. You've got to do _____ about it. Otherwise the situation will get out of control.
5. Choose _____ number between 1 and 10. It doesn't matter which one.
6. I can't find my cell phone. I must have left it _____.
7. I need _____ tomatoes to make this salad. – Sorry, we haven't got _____ at home. – Well could you hop over to the greengrocer's and get _____, please.
8. I've got _____ banknotes, but I don't have _____ coins.
9. This party is so boring. – Let's go _____ else.
10. Is there _____ you need? – No, I'm just looking for _____.
11. Is there _____ in the classroom with a blue sweater?
12. John lives _____ in London, but I don't really know the exact address.
13. Does _____ in the audience have a mobile phone?
14. Could I have _____ more coffee please?
15. I would like to go _____ this summer, but not just _____. I'd like to travel abroad.
16. _____ can play this game. It's easy.
17. I went shopping yesterday. I bought _____ socks, but I didn't buy _____ shoes.
18. Have there been _____ phone calls for me while I was out? – Yes, _____ called an hour ago. There was _____ he had to tell you.
19. There isn't _____ sitting at the table, but there's _____ sitting at the bar.
20. Where is my notebook? – I can't find it _____.
21. There must be _____ you can add to our discussion. Just don't sit there without saying _____.
22. I don't want to go to the Jake's party. I don't know _____ there.
23. Can we go _____ else to talk? It's so loud here.
24. _____ bus will take you to the town centre.
25. There's _____ I want to introduce to you.

KEY

1. Mum, have we got **any** eggs in the fridge? – Of course, I bought **some** yesterday.
2. There's **someone** at the door. – Are you expecting **anyone**?
3. Did you go **anywhere** last night?
4. You've got to do **something** about it. Otherwise the situation will get out of control.
5. Choose **any** number between 1 and 10. It doesn't matter which one.
6. I can't find my cell phone. I must have left it **somewhere**.
7. I need **some** tomatoes to make this salad. – Sorry, we haven't got **any** at home. – Well could you hop over to the greengrocer's and get **some**, please.
8. I've got **some** banknotes, but I don't have **any** coins.
9. This party is so boring. – Let's go **somewhere** else.
10. Is there **anything** you need? – No, I'm just looking for **something**.
11. Is there **anyone** in the classroom with a blue sweater?
12. John lives **somewhere** in London, but I don't really know the exact address.
13. Does **anyone** in the audience have a mobile phone?
14. Could I **have** some more coffee please?
15. I would like to go **somewhere** this summer, but not just **anywhere**. I'd like to travel abroad.
16. **Anyone** can play this game. It's easy.
17. I went shopping yesterday. I bought **some** socks, but I didn't buy **any** shoes.
18. Have there been any phone calls for me while I was out? – Yes, **someone** called an hour ago. There was **something** he had to tell you.
19. There isn't **anyone** sitting at the table, but there's **someone** sitting at the bar.
20. Where is my notebook? – I can't find it **anywhere**.
21. There must be **something** you can add to our discussion. Just don't sit there without saying **anything**.
22. I don't want to go to the Jake's party. I don't know **anyone** there.
23. Can we go **somewhere** else to talk? It's so loud here.
24. **Any** bus will take you to the town centre.
25. There's **someone** I want to introduce to you.

Complete the sentences using the words from the box.

LITTLE / A LITTLE / FEW / A FEW

1. We have _____ time left. Let's try to get finished quickly.
2. You have _____ ideas left, so let's hear them.
3. I have got very _____ friends, so I'm alone most of the time.
4. Would you like _____ water?
5. What you need is _____ more self-confidence.
6. _____ is known about how the disease spreads.
7. I'm sorry, but I speak _____ Spanish. Can't we communicate in English?
8. Very _____ people went to see the movie.
9. Mary managed to get _____ piece of cake.
10. She saves _____ money every month because she wants to go on a cruise next summer.
11. There are _____ posts that are really worth reading. Most of them are rubbish.
12. I have drunk _____ water today, so I guess that's why I'm so thirsty.
13. There are _____ good books that I would recommend reading.
14. Have you got any money left in your bank account? Yes, I have _____, but not very much.
15. There are _____ cities in the world that have a multicultural society.
16. There was _____ time to finish the project, so we had to work on weekends.
17. We stayed in New York for _____ days before moving on to the Midwest.
18. I'd like to tell you _____ about my childhood.
19. I made very _____ mistakes, so I got a very good mark.
20. I see _____ reason for giving him _____ days off.

KEY

1. We have **little** time left. Let's try to get finished quickly.
2. You have **a few** ideas left, so let's hear them.
3. I have got very **few** friends, so I'm alone most of the time.
4. Would you like **a little** water?
5. What you need is **a little** more self-confidence.
6. **Little** is known about how the disease spreads.
7. I'm sorry, but I speak **little** Spanish. Can't we communicate in English?
8. Very **few** people went to see the movie.
9. Mary managed to get **a little** piece of cake.
10. She saves **a little** money every month because she wants to go on a cruise next summer.
11. There are **few** posts that are really worth reading. Most of them are rubbish.
12. I have drunk **little** water today, so I guess that's why I'm so thirsty.
13. There are **a few** good books that I would recommend reading.
14. Have you got any money left in your bank account? Yes, I have **a little**, but not very much.
15. There are **few / a few** cities in the world that have a multicultural society.
16. There was **little** time to finish the project, so we had to work on weekends.
17. We stayed in New York for **a few** days before moving on to the Midwest.
18. I'd like to tell you **a little** about my childhood.
19. I made very **few** mistakes, so I got a very good mark.
20. I see **little** reason for giving him **a few** days off.

Complete the sentences using the correct form of the present perfect tense.

1. I _____ several books about sailing and I am quite fascinated by the sport. **(READ)**
2. You look absolutely exhausted. What _____? **(YOU DO)**
3. He _____ that book for over two weeks and he _____ yet. He's such a slow reader. **(READ, NOT FINISH)**
4. My sister _____ in Norwich for two months. She seems to like it there and is not planning to leave. **(LIVE)**
5. My dad _____ a new job. **(JUST START)**
6. You should put some boots on. It _____ for several days now and the ground is pretty muddy. **(RAIN)**
7. _____ your homework yet? You _____ on it for hours. **(YOU FINISH, WORK)**
8. Maria _____ for a job since she left school last summer. She still _____ one. **(LOOK, NOT FIND)**
9. They _____ TV the whole evening. It's their favourite film and they _____ it several times. **(WATCH, SEE)**
10. I _____ him about his new girl friend twice this week. He doesn't seem to want to answer. **(ASK)**
11. I _____ my driving test. **(JUST PASS)**
12. Where _____? - At the doctor's. I _____ ill lately **(YOU BE, BE)**
13. We _____ the date for the marriage. It will be on May 26. **(SET)**
14. My sister _____ too many sweets lately. She must try to stop. **(EAT)**
15. I _____ him for ages. I wonder what he _____ up to. **(NOT SEE, BE)**
16. I _____ French for three years now but I don't seem to be making any progress. It's so difficult **(LEARN).**

KEY

1. I **have been reading / have read** several books about sailing and I am quite fascinated by the sport . **(READ)**
2. You look absolutely exhausted. What **have you been doing** ? **(YOU DO)**
3. He **has been reading** that book for over two weeks and he **hasn't finished** yet. He's such a slow reader . **(READ, NOT FINISH)**
4. My sister **has been living** in Norwich for two months. She seems to like it there and is not planning to leave. **(LIVE)**
5. My dad **has just started** a new job. **(JUST START)**
6. You should put some boots on. It **has been raining** for several days now and the ground is pretty muddy. **(RAIN)**
7. **Have you finished** your homework yet ? You **have been working** on it for hours . **(YOU FINISH , WORK)**
8. Maria **has been looking** for a job since she left school last summer. She still **hasn't found** one . **(LOOK, NOT FIND)**
9. They **have been watching** TV the whole evening. It's their favourite film and they **have seen** it several times. **(WATCH, SEE)**
10. I **have asked** him about his new girl friend twice this week. He doesn't seem to want to answer. **(ASK)**
11. I **have just passed** my driving test. **(JUST PASS)**
12. Where **have you been** ? - At the doctor's. I **have been** ill lately **(YOU BE , BE)**
13. We **have set** the date for the marriage. It will be on May 26. **(SET)**
14. My sister **has been eating** too many sweets lately . She must try to stop. **(EAT)**
15. I **haven't seen** him for ages. I wonder what he **has been** up to. **(NOT SEE, BE)**
16. I **have been learning** French for three years now but I don't seem to be making any progress. It's so difficult **(LEARN)**.

Complete the sentences using the correct form of the present tense.

1. You can't see Jimmy now. He _____ a bath. **(HAVE)**
2. He _____ to the theatre. **(NEVER GO)**
3. Anne _____ all her clothes herself. At the moment she _____ a dress for a fancy dress party **(MAKE, MAKE)**.
4. He usually _____ coffee for breakfast, but today he _____ tea **(HAVE, HAVE)**.
5. I can't go home now because it _____ , and I _____ an umbrella. **(RAIN, NOT HAVE)**.
6. In Britain women normally _____ hats. **(NOT WEAR)**
7. The sun _____ in the east and _____ in the west **(RISE, SET)**
8. Who _____ that terrible noise outside? – It's Dad. He _____ the lawn. **(MAKE, MOW)**
9. I _____ this weekend near the coast. I _____ there nearly every weekend. **(SPEND, GO)**
10. She _____ thirty cigarettes a day but at the moment she _____ to stop. **(SMOKE, TRY)**
11. We _____ breakfast together every Sunday morning. **(HAVE)**
12. What's that smell. – It's in the kitchen. Something _____. **(BURN)**
13. Who _____ to on the phone? – It's my friend Carry. **(YOU SPEAK)**
14. I _____ overtime this month because I _____ up some money to buy a new car. **(WORK, SAVE)**
15. The moon _____ around the earth **(GO)**
16. She usually _____ languages very quickly, but she _____ problems with Chinese **(LEARN, HAVE)**.
17. _____ TV every evening? **(YOU WATCH)**
18. He always _____ his bills on time. **(PAY)**
19. How long _____ you to get to the office? – It _____ me about half an hour **(IT TAKE, TAKE)**
20. The plane that _____ Heathrow at 9.15 is on schedule. **(LEAVE)**

KEY

1. You can't see Jimmy now. He **is having** a bath. **(HAVE)**
2. He **never goes** to the theatre. **(NEVER GO)**
3. Anne **makes** all her clothes herself. At the moment she **is making** a dress for a fancy dress party **(MAKE, MAKE)**.
4. He usually **has** coffee for breakfast, but today **he's having** tea **(HAVE, HAVE)**.
5. I can't go home now because **it's raining**, and I **don't have** an umbrella. **(RAIN, NOT HAVE)**.
6. In Britain women normally **don't wear** hats. **(NOT WEAR)**
7. The sun **rises** in the east and **sets** in the west **(RISE, SET)**
8. Who **is making** that terrible noise outside? – It's Dad. **He's mowing** the lawn. **(MAKE, MOW)**
9. **I'm spending** this weekend near the coast. I **go** there nearly every weekend. **(SPEND, GO)**
10. She **smokes** thirty cigarettes a day but at the moment she **is trying** to stop. **(SMOKE, TRY)**
11. We **have** breakfast together every Sunday morning. **(HAVE)**
12. What's that smell. – It's in the kitchen. Something **is burning**. **(BURN)**
13. Who **are you speaking** to on the phone? – It's my friend Carry. **(SPEAK)**
14. I **am working** overtime this month because **I'm saving** up some money to buy a new car. **(WORK, SAVE)**
15. The moon **goes** around the earth **(GO)**
16. She usually **learns** languages very quickly, but she **is having / has** problems with Chinese **(LEARN, HAVE)**.
17. **Do you watch** TV every evening **(YOU WATCH)**.
18. He always **pays** his bills on time. **(PAY)**
19. How long **does it take** you to get to the office? – It takes me about half an hour **(IT TAKE, TAKE)**
20. The plane that **leaves** Heathrow at 9.15 is on schedule. **(LEAVE)**

Complete the sentences using the correct form of the present tense.

1. _____ how old I am? **(YOU KNOW)**
2. How _____ to work? – I usually _____ by car, but today Jack _____ me up **(YOU GET, DRIVE, PICK)**
3. It often _____ in Ireland, but it never _____ for days on end. **(RAIN, RAIN)**
4. I usually _____ so quickly that he _____ me. **(SPEAK, NOT UNDERSTAND)**
5. Jane's husband _____. **(NOT SMOKE)**
6. Why _____ on your coat? – I _____ for a walk. – _____ to come with me? **(YOU PUT, GO, YOU WANT)**
7. I always _____ lottery tickets, but I never _____ anything. **(BUY, WIN)**
8. It _____ in Egypt. **(NOT OFTEN RAIN)**
9. _____ to him today? – Yes, I always _____ to him on his birthday. **(YOU WRITE, WRITE)**
10. Can you hear that? The car _____ such a strange noise. – It's OK. It always _____ like that. **(MAKE, SOUND)**
11. The plane that you _____ at right now _____ for Paris. **(LOOK, LEAVE)**
12. What _____ to his car? – I think he _____ it. **(HE DO, POLISH)**
13. Susan _____ to her parents every Sunday. In fact, she _____ to them today. **(WRITE, WRITE)**
14. Stop at once! You _____ the flowers every time the ball _____ in the garden! **(DESTROY, LAND)**
15. Where is Kevin? I can't find him anywhere. – He _____ with Sue in the garden **(PLAY)**.
16. She normally _____ in London, but this weekend she _____ with some friends in Liverpool. **(LIVE, STAY)**
17. Hurry up, the teacher _____ to begin! **(WAIT)**
18. I _____ a word he _____. **(NOT BELIEVE, SAY)**
19. What _____ for a living, Claire? – Well as a secretary, I _____ emails for my boss all the time. **(YOU DO, WRITE)**
20. Look over there! He _____ in a non-smoking area! **(SMOKE)**

KEY

1. **Do you know** how old I am? (**YOU KNOW**)
2. How **do you get** to work? – I usually **drive** by car, but today Jack **is picking** me up (**YOU GET, DRIVE, PICK**)
3. It often **rains** in Ireland, but it never **rains** for days on end. (**RAIN, RAIN**)
4. I usually **speak** so quickly that he **doesn't understand** me. (**SPEAK, NOT UNDERSTAND**)
5. Jane's husband **doesn't smoke**. (**NOT SMOKE**)
6. Why **are you putting** on your coat? – I **am going** for a walk. – **Do you want** to come with me? (**YOU PUT, GO, YOU WANT**)
7. I always **buy** lottery tickets, but I never **win** anything. (**BUY, WIN**)
8. It **doesn't often** rain in Egypt. (**NOT OFTEN RAIN**)
9. **Are you writing** to him today? – Yes, I always **write** to him on his birthday. (**YOU WRITE, WRITE**)
10. Can you hear that? The car **is making** such a strange noise? – It's OK. It always **sounds** like that. (**MAKE, SOUND**)
11. The plane that you **are looking** at right now **is leaving** for Paris. (**LOOK, LEAVE**)
12. What **is he doing** to his car? – I think he **is polishing** it. (**HE DO, POLISH**)
13. Susan **writes** to her parents every Sunday. In fact, she **is writing** to them today. (**WRITE, WRITE**)
14. Stop at once! You **destroy** the flowers every time the ball **lands** in the garden! (**DESTROY, LAND**)
15. Where is Kevin? I can't find him anywhere. – He **is playing** with Sue in the garden (**PLAY**).
16. She normally **lives** in London, but this weekend she **is staying** with some friends in Liverpool. (**LIVE, STAY**)
17. Hurry up, the teacher **is waiting** to begin! (**WAIT**)
18. I **don't believe** a word he **says / is saying**. (**NOT BELIEVE, SAY**)
19. What **do you do** for a living, Claire? – Well as a secretary, I **write** emails for my boss all the time. (**YOU DO, WRITE**)
20. Look over there! He **is smoking** in a non-smoking area! (**SMOKE**)

Complete the sentences using the correct form of the present tense.

1. We _____ our break now, Mr. Miller. **(TAKE)**
2. She _____ for Liverpool later in the day **(LEAVE)**.
3. The actor usually _____ a lot of fan mail, because he's so famous. **(GET)**
4. The car _____ oil. Can you repair it? **(LOSE)**
5. Dorothy _____ reading good books during her holidays. **(LOVE)**
6. My brother _____ Italy at the moment **(TOUR)**.
7. They _____ a game of cards right now. **(HAVE)**
8. I _____ a hat today because there's a very special event in town. **(WEAR)**
9. Such bad behaviour always _____ me mad. **(MAKE)**
10. Unpopular songs _____ very well. **(NOT SELL)**
11. She usually _____ out with her friends on Saturday evenings. **(GO)**
12. What _____, Mum? – It smells so good! **(YOU BAKE)**
13. _____ to the bridge club? **(YOU BELONG)**
14. The children _____ playing in the hut whenever we're at our weekend house. **(ENJOY)**
15. The headmaster rarely _____ a class. He normally _____ administrative work. **(TEACH, DO)**
16. _____ if I ask you a question? **(YOU MIND)**
17. I _____ some money because I want to travel to Spain next summer. **(CURRENTLY SAVE)**
18. What _____ ? **(THIS BOOK - COST)**
19. The boy and his father _____ a long conversation. – I wonder what they _____ about. **(HAVE, TALK)**
20. Robert _____ to catch the same bus every morning, but he _____ . **(TRY, NOT ALWAYS SUCCEED)**

KEY

1. We **are taking** our break now, Mr. Miller. **(TAKE)**
2. She **is leaving** for Liverpool later in the day **(LEAVE)**.
3. The actor usually **gets** a lot of fan mail, because he's so famous. **(GET)**
4. The car **is losing** oil. Can you repair it? **(LOSE)**
5. Dorothy **loves** reading good books during her holidays. **(LOVE)**
6. My brother **is touring** Italy at the moment **(TOUR)**.
7. They **are having** a game of cards right now. **(HAVE)**
8. I **am wearing** a hat today because there's a very special event in town. **(WEAR)**
9. Such bad behaviour always **makes** me mad. **(MAKE)**
10. Unpopular songs **do not sell** very well. **(NOT SELL)**
11. She usually **goes** out with her friends on Saturday evenings. **(GO)**
12. What **are you baking**, Mum? – It smells so good! **(YOU BAKE)**
13. **Do you belong** to the bridge club? **(YOU BELONG)**
14. The children **enjoy** playing in the hut whenever we're at our weekend house. **(ENJOY)**
15. The headmaster rarely **teaches** a class. He normally **does** administrative work.
(TEACH, DO)
16. **Do you mind** if I ask you a question? **(YOU MIND)**
17. I **am** currently **saving** some money because I want to travel to Spain next summer.
(SAVE)
18. What **does this book cost**? **(THIS BOOK – COST)**
19. The boy and his father **are having** a long conversation. – I wonder what they **are talking** about. **(HAVE, TALK)**
20. Robert **tries** to catch the same bus every morning, but he **doesn't always** succeed.
(TRY, NOT ALWAYS SUCCEED)

Complete the sentences with the correct form of the verbs in brackets.

1. I _____ the fire at 6 in the morning and when Peter came in it _____ brightly **(LIGHT, BURN)**.
2. My brother _____ with his model cars when suddenly the lights _____ out. **(PLAY, GO)**
3. After I _____ him to the zoo, we _____ for a walk in the park **(TAKE, GO)**.
4. _____ vodka? – Yes, I _____ it when I was in Moscow a few years ago. But I _____ any since then. **(YOU EVER DRINK, TRY, NOT DRINK)**.
5. What _____ about his last book? – I _____ it a lot. **(YOU THINK, LIKE)**
6. The boys _____ in the garden when they _____ their father's steps. **(WORK, HEAR)**.
7. What _____ yesterday afternoon? I _____ on my new novel. **(YOU DO, WORK)**
8. How _____ to work? – I normally _____ by car but this week I _____ the bus **(YOU USUALLY GET, GO, TAKE)**
9. Lucas _____ the guitar when someone _____ the window and _____ a bucket of water out. **(PLAY, OPEN, THROW)**.
10. Up to now, Mary _____ to the United States. **(NEVER BE)**
11. My sister _____ for me when I _____. **(ALREADY WAIT, ARRIVE)**
12. I _____ this championship every year since 2005, but I _____ it this year **(WIN, LOSE)**
13. I first _____ this film in 2006 and I _____ it a couple of times since then. **(SEE, SEE)**
14. My neighbour _____ her car since 2 o'clock. She still isn't finished. **(CLEAN)**
15. I _____ Italian for two years, but I still _____ very much. **(LEARN, NOT UNDERSTAND)**
16. She _____ in South Africa now. She _____ there shortly after the war. **(LIVE, MOVE)**

KEY

1. I **lit** the fire at 6 in the morning and when Peter came in it **was burning** brightly (**LIGHT, BURN**).
2. My brother **was playing** with his model cars when suddenly the lights **went** out. (**PLAY, GO**)
3. After I **had taken** him to the zoo, we **went** for a walk in the park (**TAKE, GO**).
4. **Have you ever drunk** vodka? – Yes, I **tried** it when I was in Moscow a few years ago. But I **haven't drunk** any since then. (**YOU EVER DRINK, TRY, NOT DRINK**).
5. What **do you think** about his last book? – I **liked/ like** it a lot. (**YOU THINK, LIKE**)
6. The boys **were working** in the garden when they **heard** their father's steps. (**WORK, HEAR**).
7. What **were you doing** yesterday afternoon? I **was working** on my new novel. (**YOU DO, WORK**)
8. How **do you usually get** to work? – I normally **go** by car but this week I **am taking** the bus (**YOU USUALLY GET, GO, TAKE**)
9. Lucas **was playing** the guitar when someone **opened** the window and **threw** a bucket of water out. (**PLAY, OPEN, THROW**).
10. Up to now, Mary **has never been** to the United States. (**NEVER BE**)
11. My sister **was already waiting** for me when I **arrived**. (**ALREADY WAIT, ARRIVE**)
12. I **have won** this championship every year since 2005, but I **have lost / lost** it this year (**WIN, LOSE**)
13. I first **saw** this film first in 2006 and I **have seen** it a couple of times since then. (**SEE, SEE**)
14. My neighbour **has been cleaning** her car since 2 o'clock. She still isn't finished. (**CLEAN**)
15. I **have been learning** Italian for two years, but I still **don't understand** very much. (**LEARN, NOT UNDERSTAND**)
16. She **lives / is living** in South Africa now. She **moved** there shortly after the war. (**LIVE, MOVE**)

Complete the sentences with the correct form of the verbs in brackets.

1. _____ a famous person in his life? **(PAUL EVER MEET)**
2. The teacher _____ something on the blackboard when suddenly the headmaster _____ into the classroom. **(WRITE, BURST)**
3. My mum _____ at the office lately. She has got a cold. **(NOT BE)**
4. The speaker _____ writing a letter to the chairman. Here it is. **(JUST FINISH)**
5. After they _____ the top of the hill, they _____ a break. **(REACH, TAKE)**
6. The Romans _____ roads some of which still exist today. **(BUILD)**
7. I _____ to the disco for ages. - Let's go tomorrow. **(NOT GO)**
8. _____ your holidays in Greece? It's a wonderful country. **(YOU EVER SPEND)**
9. I _____ my son to swimming practice every week. **(DRIVE)**
10. We _____ a fantastic film on TV last night, but I _____ its name. **(SEE, NOT REMEMBER)**
11. He told us that he _____ on a cruise trip before. **(NEVER BE)**
12. Most of the world's elephants _____ in Africa and Asia. **(LIVE)**
13. The boss _____ to the mayor at the moment. You can't interrupt him. **(TALK)**
14. While Frank _____ the newspaper, Jill _____ breakfast **(READ, PREPARE)**
15. You _____ tea, don't you? **(NORMALLY DRINK)**
16. I _____ him in the past two weeks. Where _____ all the time? **(NOT SEE, HE BE)**
17. The headmaster punished the pupils because they _____ trouble a few weeks before. **(CAUSE)**
18. I _____ in the garden the whole day yesterday. **(WORK)**
19. I _____ to call you last night, but you _____ up the phone. **(TRY, NOT PICK)**
20. I _____ for three hours now. There is still no sight of him. **(WAIT)**

KEY

1. **Has Paul ever** met a famous person in his life? (**PAUL EVER MEET**)
2. The teacher **was writing** something on the blackboard when suddenly the headmaster **burst** into the classroom. (**WRITE, BURST**)
3. My mum **hasn't been** at the office lately. She has got a cold. (**NOT BE**)
4. The speaker **has just finished** writing a letter to the chairman. Here it is. (**JUST FINISH**)
5. After they **had reached** the top of the hill, they **took** a break. (**REACH, TAKE**)
6. The Romans **built** roads some of which still exist today. (**BUILD**)
7. I **haven't gone** to the disco for ages. - Let's go tomorrow. (**NOT GO**)
8. **Have you ever spent** your holidays in Greece? It's a wonderful country. (**YOU EVER SPEND**)
9. I **drive** my son to swimming practice every week. (**DRIVE**)
10. We **saw** a fantastic film on TV last night, but I **don't remember** its name. (**SEE, NOT REMEMBER**)
11. He told us that he **had never been** on a cruise trip before. (**NEVER BE**)
12. Most of the world's elephants **live** in Africa and Asia. (**LIVE**)
13. The boss **is talking** to the mayor at the moment. You can't interrupt him. (**TALK**)
14. While Frank **was reading** the newspaper, Jill **was preparing** breakfast (**READ, PREPARE**)
15. You **normally drink** tea, don't you? (**NORMALLY DRINK**)
16. I **haven't seen** him in the past two weeks. Where **has he been** all the time? (**NOT SEE, HE BE**)
17. The headmaster punished the pupils because they **had caused / had been causing** trouble a few weeks before. (**CAUSE**)
18. I **was working** in the garden the whole day yesterday. (**WORK**)
19. I **tried** to call you last night, but you **didn't pick** up the phone. (**TRY, NOT PICK**)
20. I **have been waiting** for three hours now. There is still no sight of him. (**WAIT**)

Complete the sentences with the correct form of the verbs in brackets.

1. After they _____ home from their honeymoon, they _____ building their new house. **(COME, START)**
2. Two years ago, my brother _____ an accident and he _____ since then. **(HAVE, NOT RECOVER)**
3. When I _____ home last night, my children _____ chess. **(COME, PLAY)**
4. I would have come yesterday if I _____ anything to do. **(NOT HAVE)**
5. She _____ happy after he _____ her a bunch of roses. **(BE, GIVE)**
6. Last year _____ a good year, but this year _____ very successful up to now. **(BE, NOT BE)**
7. After Dick _____ his work, he _____ Harry. **(FINISH, CALL)**
8. Yesterday the phone _____ three times while we _____ dinner. **(RING, HAVE)**
9. After five years of travelling through Asia I _____ back to Europe next week. I _____ a flight. **(COME, ALREADY BOOK)**
10. Grass normally _____ best when it rains. **(GROW)**
11. When I _____ home, I saw that my wife _____ off our daughter's hair. **(COME, CUT)**
12. Who _____ the guitar upstairs? – It's Mary. She _____ for the concert tomorrow. **(PLAY, REHEARSE)**
13. After she _____ on holiday, she _____ much better. **(BE, FEEL)**
14. I _____ in this line for ages. It _____ at all in the last five minutes. **(STAND, NOT MOVE)**
15. How many games _____ so far this year? – Only 2. – And how many _____ last year? – About 10. **(YOU PLAY, YOU PLAY)**
16. We _____ married next June. **(GET)**
17. In yesterday's paper I _____ that a fire _____ out in my neighbourhood **(READ, BREAK)**.
18. While I _____ with a lovely girl, the whole crowd _____ us. **(DANCE, WATCH)**.

KEY

1. After they **had come** home from their honeymoon, they **started** building their new house. **(COME, START)**
2. Two years ago, my brother **had** an accident and he **hasn't recovered** since then. **(HAVE, NOT RECOVER)**
3. When I **came** home last night, my children **were playing** chess. **(COME, PLAY)**
4. I would have come yesterday if I **hadn't had** anything to do. **(NOT HAVE)**
5. She **was** happy after he **had given** her a bunch of roses. **(BE, GIVE)**
6. Last year **was** a good year, but this year **hasn't been** very successful up to now. **(BE, NOT BE)**
7. After Dick **had finished** his work, he **called** Harry. **(FINISH, CALL)**
8. Yesterday the phone **rang** three times while we **were having** dinner. **(RING, HAVE)**
9. After five years of travelling through Asia I **am coming / am going to come / will come** back to Europe next week. I **have already booked / already booked** a flight. **(COME, ALREADY BOOK)**
10. Grass normally **grows** best when it rains. **(GROW)**
11. When I **came** home, I saw that my wife **had cut / was cutting** off our daughter's hair. **(COME, CUT)**
12. Who **is playing** the guitar upstairs? – It's Mary. She **is rehearsing** for the concert tomorrow. **(PLAY, REHEARSE)**
13. After she **had been** on holiday, she **felt** much better. **(BE, FEEL)**
14. I **have been standing** in this line for ages. It **hasn't moved** at all in the last five minutes. **(STAND, NOT MOVE)**
15. How many games **have you played** so far this year? – Only 2. – And how many **did you play** last year? – About 10. **(YOU PLAY, YOU PLAY)**
16. We **are getting** married next June. **(GET)**
17. In yesterday's paper I **read** that a fire **had broken** out in my neighbourhood **(READ, BREAK)**.
18. While I **was dancing** with a lovely girl, the whole crowd **was watching** us. **(DANCE, WATCH)**.

Complete the sentences with the correct form of the present perfect tense.

1. I _____ the book you gave me, so you can have it back now. **(READ)**
2. You look tired. You _____ too hard lately. **(PROBABLY WORK)**
3. Rachel _____ around Europe for two months now. At the moment, she's in Barcelona. She _____ six countries so far. **(TRAVEL, VISIT)**
4. Is it still raining? – No, it _____ but the streets are still wet. **(ALREADY STOP)**
5. I _____ at your report for some time, but I must say I can't agree with you on a few things. **(LOOK)**
6. James _____ the new *Harry Potter* novel for hours now. He simply can't let it go. **(READ)**
7. I _____ this few times, but I'll say it again. **(ALREADY SAY)**
8. The two brothers _____ films since they left high school. **(MAKE)**
9. Look! Someone _____ that window! **(BREAK)**
10. I _____ to him, but he _____ me an answer yet. **(ALREADY WRITE, NOT GIVE)**
11. You are too late. The patient _____. **(JUST DIE)**
12. The manager isn't here. He's away on holiday. – Where _____ ? **(HE GO)**
13. They _____ from New York. **(JUST ARRIVE)**
14. _____ in the rain the whole time? Why _____ you in? **(YOU STAND, ANYONE NOT LET)**
15. Mr Benson _____ the whole morning. So far, he _____ three fish. **(FISH, CATCH)**
16. The company _____ money with this product for ages. It's time to stop producing it. **(LOSE)**
17. She _____ Charles since she was 17. They _____ in the same town for over 20 years. **(KNOW, LIVE)**
18. John _____ off his bike again. It's the third time now! **(FALL)**

KEY

1. I **have read** the book you gave me, so you can have it back now. **(READ)**
2. You look tired. You **have probably been working** too hard lately. **(PROBABLY WORK)**
3. Rachel **has been travelling** around Europe for two months now. At the moment, she's in Barcelona. She **has visited** six countries so far. **(TRAVEL, VISIT)**
4. Is it still raining? – No, it **has already stopped** but the streets are still wet. **(ALREADY STOP)**
5. I **have been looking** at your report for some time, but I must say I can't agree with you on a few things. **(LOOK)**
6. James **has been reading** the new *Harry Potter* novel for hours now. He simply can't let it go. **(READ)**
7. I **have already said** this few times, but I'll say it again. **(ALREADY SAY)**
8. The two brothers **have been making** films since they left high school. **(MAKE)**
9. Look! Someone **has broken** that window! **(BREAK)**
10. I **have already written** to him, but he **hasn't given** me an answer yet. **(ALREADY WRITE, NOT GIVE)**
11. You are too late. The patient **has just died**. **(JUST DIE)**
12. The manager isn't here. He's away on holiday. – Where **has he gone**? **(HE GO)**
13. They **have just arrived** from New York. **(JUST ARRIVE)**
14. **Have you been standing** in the rain the whole time? Why **hasn't anyone let** you in? **(YOU STAND, ANYONE NOT LET)**
15. Mr Benson **has been fishing** the whole morning. So far, he **has caught** three fish. **(FISH, CATCH)**
16. The company **has been losing** money with this product for ages. It's time to stop producing it. **(LOSE)**
17. She **has known** Charles since she was 17. They **have been living** in the same town for over 20 years. **(KNOW, LIVE)**
18. John **has fallen** off his bike again. It's the third time now! **(FALL)**

Complete the sentences using the simple form of the past or past perfect tense.

1. By the time we _____ to the stadium, the performance _____, so we missed the first two songs. **(GET, ALREADY START)**
2. When we _____ in Spain the airport management told us that they _____ our luggage. **(ARRIVE, LOSE)**
3. After I _____ a large meal, I _____ to feel sick. **(HAVE, START)**
4. The shoes were very clean because I _____ hours cleaning them. **(SPEND)**
5. It _____ his first trip to India. He _____ there several times before. **(NOT BE, BE)**
6. My neighbour told me that she _____ a new car a month before. **(BUY)**
7. Yesterday I _____ downtown to see Peter. I _____ him for months. **(GO, NOT MEET)**
8. I _____ *Matrix* for the first time yesterday. I _____ it before. **(SEE, NEVER SEE)**
9. She _____ him for very long when she _____ to get married. **(NOT KNOW, DECIDE)**
10. When he _____, the party was over. Everyone _____. **(ARRIVE, ALREADY LEAVE)**
11. I was happy after I _____ my first lesson as an instructor. **(FINISH)**
12. I visited the hospital where the ambulance _____ my mother. **(TAKE)**
13. Everyone _____ the house by the time I _____ home. **(LEAVE, COME)**
14. As soon as he _____ the old clock on the wall it _____ again **(REPAIR, BREAK)**
15. I _____ a new car because my old one _____. **(BUY, BE STEAL)**
16. The teacher asked me why I _____ my homework. **(NOT DO)**

KEY

1. By the time we **got** to the stadium, the performance **had already started**, so we missed the first two songs. **(GET, ALREADY START)**
2. When we **arrived** in Spain the airport management told us that they **had lost** our luggage. **(ARRIVE, LOSE)**
3. After I **had had** a large meal, I **started** to feel sick. **(HAVE, START)**
4. The shoes were very clean because I **had spent** hours cleaning them. **(SPEND)**
5. It **was not** his first trip to India. He **had been** there several times before. **(NOT BE, BE)**
6. My neighbour told me that she **had bought** a new car a month before. **(BUY)**
7. Yesterday I **went** downtown to see Peter. I **hadn't met** him for months. **(GO, NOT MEET)**
8. I saw *Matrix* for the first time yesterday. I **had never seen** it before. **(SEE, NEVER SEE)**
9. She **hadn't known** him for very long when she **decided** to get married. **(NOT KNOW, DECIDE)**
10. When he **arrived**, the party was over. Everyone **had already left**. **(ARRIVE, ALREADY LEAVE)**
11. I was happy after I **had finished** my first lesson as an instructor. **(FINISH)**
12. I visited the hospital where the ambulance **had taken** my mother. **(TAKE)**
13. Everyone **had left** the house by the time I **came** home. **(LEAVE, COME)**
14. As soon as he **had repaired** the old clock on the wall it **broke** again **(REPAIR, BREAK)**
15. I **bought** a new car because my old one **had been stolen** **(BUY, BE STEAL)**
16. The teacher asked me why I **had not done** my homework. **(NOT DO)**

Write sentences, using the tense given.

1. I - read - book (**present perfect progressive**)

2. I - go - the doctor - next Monday (**present progressive**)

3. They - have - an accident (**past perfect simple**)

4. We - can - climb - top of the mountain (**past simple**)

5. What - you - think - of England? (**present simple**)

6. We - study- the whole evening (**present perfect progressive**)

7. I- walk - down - street (**past progressive**)

8. My sister - never - read - books (**present simple**)

9. We - wander - two hours (**past perfect progressive**)

10. When - she - get - married? (**present progressive**)

11. Jane - cannot - walk - after the accident (**past simple**)

12. I - never - be - to India (**present perfect simple**)

13. I - think - I - go to bed - now (**future**)

14. He - not feel - well - yesterday (**past simple**)

15. My dad - work - as an accountant (**present simple**)

16. We - play - basketball - yesterday afternoon (**past progressive**)

KEY

1. I – read – book (**present perfect progressive**)
I have been reading a book.
2. I – go – the doctor – next Monday (**present progressive**)
I am going to the doctor next Monday.
3. They – have – an accident (**past perfect simple**)
They had had an accident.
4. We – can – climb – top of the mountain (**past simple**)
We could / were able to climb to the top of the mountain.
5. What – you – think – of England? (**present simple**)
What do you think of England?
6. We – study- the whole evening (**present perfect progressive**)
We have been studying the whole evening.
7. I- walk – down – street (**past progressive**)
I was walking down the street.
8. My sister – never – read – books (**present simple**)
My sister never reads books.
9. We – wander – two hours (**past perfect progressive**)
We had been wandering for two hours.
10. When – she – get – married? (**present progressive**)
When is she getting married?
11. Jane – cannot – walk – after the accident (**past simple**)
Jane could not / was not able to walk after the accident.
12. I – never – be – to India (**present perfect simple**)
I have never been to India.
13. I – think -I – go to bed – now (**future**)
I think I'll go to bed now.
14. He – not feel – well – yesterday (**past simple**)
He didn't feel well yesterday.
15. My dad – work – as an accountant (**present simple**)
My dad works as an accountant.
16. We – play – basketball – yesterday afternoon (**past progressive**)
We were playing basketball yesterday afternoon.

Complete the sentences using the correct form of the verb in brackets.

1. I _____ since nine in the morning, but I _____ yet. **(WORK, NOT FINISH)**
2. _____ to my sister yesterday? – No, I _____ her for a long time. **(YOU SPEAK, NOT SEE)**
3. I couldn't come to the party on Friday because I _____ ill the whole week. **(BE)**
4. They _____ a game of cards when the headmaster entered the classroom. **(PLAY)**
5. He usually _____ to see me every day, but he _____ yet today. **(COME, NOT COME)**
6. What _____ since the last time I saw you? **(YOU DO)**
7. It _____ so cold last night that the water in the lake _____. **(BE, FREEZE)**
8. Jack and Jill _____ married next October. **(GET)**
9. After they _____ building the bridge, they started constructing a new road. **(FINISH)**
10. Mary _____ a new hat when suddenly the wind _____ it away. **(WEAR, BLOW)**
11. She normally _____ the bus to work but today her dad _____ her. **(TAKE, DRIVE)**
12. He _____ his keys. He _____ for them since yesterday, but he _____ them yet. **(LOSE, LOOK, NOT FIND)**
13. Where is Jean? – She _____ her homework. **(STILL DO)**
14. I am not English. I _____ from Australia. **(COME)**
15. They _____ for four hours when they finally reached the village. **(HIKE)**
16. Since when _____ that new car? – When _____ it? **(YOU HAVE, YOU BUY)**
17. When I _____ a child, I _____ to know a lot of fairy tales. **(BE, USE)**
18. I think I _____ a drink now. I'm so nervous. **(HAVE)**
19. It _____ her for the past five weeks **(NOT RAIN)**
20. _____ to China? – Yes, I _____ there on a business trip a few months ago. **(YOU EVER BE, BE)**

Key

1. I **have been working** since nine in the morning, but I **haven't finished** yet. (**WORK, NOT FINISH**)
2. **Did you speak** to my sister yesterday? – No, I **haven't seen** her for a long time. (**YOU SPEAK, NOT SEE**)
3. I couldn't come to the party on Friday because I **had been** ill the whole week. (**BE**)
4. They **were playing** a game of cards when the headmaster entered the classroom. (**PLAY**)
5. He usually **comes** to see me every day, but he **hasn't come** yet today. (**COME, NOT COME**)
6. What **have you been doing** since the last time I saw you? (**YOU DO**)
7. It **was** so cold last night that the water in the lake **froze**. (**BE, FREEZE**)
8. Jack and Jill **are getting** married next October. (**GET**)
9. After they **had finished** building the bridge, they started constructing a new road. (**FINISH**)
10. Mary **was wearing** a new hat when suddenly the wind **blew** it away. (**WEAR, BLOW**)
11. She normally **takes** the bus to work but today her dad **is driving** her. (**TAKE, DRIVE**)
12. He **has lost** his keys. He **has been looking** for them since yesterday, but he **hasn't found** them yet. (**LOSE, LOOK, NOT FIND**)
13. Where is Jean? – She **is still doing** her homework. (**STILL DO**)
14. I am not English. I **come** from Australia. (**COME**)
15. They **had been hiking** for four hours when they finally reached the village. (**HIKE**)
16. Since when **have you had** that new car? – When **did you buy** it? (**YOU HAVE, YOU BUY**)
17. When I **was** a child, I **used** to know a lot of fairy tales. (**BE, USE**)
18. I think **I'll have** a drink now. I'm so nervous. (**HAVE**)
19. It **hasn't rained** her for the past five weeks (**NOT RAIN**)
20. **Have you ever been** to China? – Yes, I **was** there on a business trip a few months ago. (**YOU EVER BE, BE**)

Fill in the correct form of the verbs in brackets. Use past or present perfect tense - simple or progressive.

Dear Janet

I hope you're OK. Unfortunately, I'm not. The doctor _____ (**COME**) yesterday. He _____ (**NOT LIKE**) my cough. I _____ (**LIE**) in bed since Tuesday, and I can't stand it anymore. I _____ (**NEVER BE**) ill like this before - don't know what's the matter with me.

And the weather's terrible, too. It _____ (**RAIN**) the whole week and I can't even have a cup of tea in the morning to cheer myself up, because the milkman _____ (**NOT COME**) this morning. Don't know why - I'm pretty sure I _____ (**PAY**) his bill.

Alice _____ (**GET**) married last week, so now all Mary's kids _____ (**LEAVE**) home. She won't know what to do with herself, will she?

Lucy Millmann is moving to Doncaster next month. Since Fred _____ (**DIE**) of a heart attack she _____ (**BE**) all alone. I'm sorry she's going. We _____ (**BE**) neighbours for over twenty years and she _____ (**ALWAYS , BE**) friendly and helpful to me.

Jessica, my cleaning lady, _____ (**LEAVE**) a few days ago. I'm glad. I _____ (**NOT TRUST**) her since she _____ (**BREAK**) all those plates and _____ (**SAY**) it _____ (**BE**) the cat.

The village _____ (**NOT CHANGE**) very much. A new family _____ (**TAKE**) over the grocery store recently. They seem quite nice. I hope they are more efficient than the last shopkeeper.

So that's about it. Please write to me when there's something new.

Love, Patricia

KEY

Dear Janet

I hope you're OK. Unfortunately, I'm not. The doctor **came** (**COME**) yesterday. He **didn't like** (**NOT LIKE**) my cough. I **have been lying** (**LIE**) in bed since Tuesday, and I can't stand it anymore. I **have never been** (**NEVER BE**) ill like this before - don't know what's the matter with me.

And the weather's terrible, too. It **has been raining** (**RAIN**) the whole week and I can't even have a cup of tea in the morning to cheer myself up, because the milkman **hasn't come** (**NOT COME**) this morning. Don't know why - I'm pretty sure I **have paid** (**PAY**) his bill.

Alice **got** (**GET**) married last week, so now all Mary's kids **have left** (**LEAVE**) home. She won't know what to do with herself, will she?

Lucy Millmann is moving to Doncaster next month. Since Fred **died** (**DIE**) of a heart attack she **has been** (**BE**) all alone. I'm sorry she's going. We **have been** (**BE**) neighbours for over twenty years and she **has always been** (**ALWAYS , BE**) friendly and helpful to me.

Jessica, my cleaning lady, **left** (**LEAVE**) a few days ago. I'm glad. I **haven't trusted** (**NOT TRUST**) her since she **broke** (**BREAK**) all those plates and **said** (**SAY**) it **was** (**BE**) the cat.

The village **hasn't changed** (**NOT CHANGE**) very much. A new family **has taken** (**TAKE**) over the grocery store recently. They seem quite nice. I hope they are more efficient than the last shopkeeper.

So that's about it. Please write to me when there's something new.

Love, Patricia

Complete the sentences using the correct form of the verb in brackets.

1. While I _____ in the garden I fell and _____ by back. **(WORK, INJURE)**
2. He _____ the same suits. It's pretty boring to see him in the same clothes all the time. **(ALWAYS WEAR)**
3. He usually _____ the newspaper in the morning but when I _____ him yesterday, he _____ a book. **(READ, SEE, READ)**
4. When I was in school during my youth, I _____ a few good maths teachers. **(HAVE)**
5. During the Middle Ages, they often _____ down witches and _____ them at the stake. **(HUNT, BURN)**
6. I _____ better than I do now. **(NEVER FEEL)**
7. When I spoke to him, the rumour _____ throughout the village. **(ALREADY SPREAD)**
8. I normally _____ my tea without milk. **(HAVE)**
9. When mum _____ into the living room, she saw that her son _____ with his friends. **(COME, SMOKE)**
10. Who _____ to? – He _____ to his sister, who is in Australia at the moment. **(HE WRITE, WRITE)**
11. I have to hurry. My producer _____ for me for two hours. He _____ furious! **(WAIT, BE)**
12. Before he _____ for the US, he _____ all his belongings to a second-hand shop. **(LEAVE, SELL)**
13. Who _____ when I came in? – I _____ my dad whom I _____ to for over two weeks. **(YOU CALL, CALL, NOT TALK)**
14. I hope I _____ the project by the end of September, but I'm not so sure. **(FINISH)**
15. You can't see him now. He _____ at the moment and I can't wake him up. **(SLEEP)**
16. He _____ hard on his performance recently. **(WORK)**
17. The results were better than I _____. **(EXPECT)**
18. There was nobody in the car, even though the engine _____. **(RUN)**
19. As soon as I get more information, I _____ you **(CALL)**
20. Look at your fingers. You _____ too much. **(SMOKE)**

KEY

1. While I **was working** in the garden I fell and **injured** by back. **(WORK, INJURE)**
2. He **always wears** the same suits. It's pretty boring to see him in the same clothes all the time. **(ALWAYS WEAR)**
3. He usually **reads** the newspaper in the morning but when I **saw** him yesterday, he **was reading** a book. **(READ, SEE, READ)**
4. When I was in school during my youth, I **had** a few good maths teachers. **(HAVE)**
5. During the Middle Ages, they often **hunted** down witches and **burned** them at the stake. **(HUNT, BURN)**
6. I **have never felt** better than I do now. **(NEVER FEEL)**
7. When I spoke to him, the rumour **had already spread** throughout the village. **(ALREADY SPREAD)**
8. I normally **have** my tea without milk. **(HAVE)**
9. When mum **came** into the living room, she saw that her son **was smoking** with his friends. **(COME, SMOKE)**
10. Who **is he writing** to? – He **is writing** to his sister, who is in Australia at the moment. **(HE WRITE, WRITE)**
11. I have to hurry. My producer **has been waiting** for me for two hours. He **'ll** be furious! **(WAIT, BE)**
12. Before he **left/leaves** for the US, he **had sold/ will sell** all his belongings to a second-hand shop. **(LEAVE, SELL)**
13. Who **were you calling** when I came in? – I **was calling** my dad whom I **haven't talked** to for over two weeks. **(YOU CALL, CALL, NOT TALK)**
14. I hope I **will finish** the project by the end of September, but I'm not so sure. **(FINISH)**
15. You can't see him now. He **is sleeping** at the moment and I can't wake him up. **(SLEEP)**
16. He **has been working** hard on his performance recently. **(WORK)**
17. The results were better than I **had expected**. **(EXPECT)**
18. There was nobody in the car, even though the engine **was running**. **(RUN)**
19. As soon as I get more information, I **will call** you **(CALL)**
20. Look at your fingers. You **smoke/ have been smoking** too much. **(SMOKE)**

Complete the sentences using the correct form of the verb in brackets.

1. When I saw him last, he _____ married for so long **(NOT BE)**.
2. I _____ that Thomas is in Australia at the moment. **(JUST HEAR)**
3. What _____ between 9 and 12 yesterday morning? – I _____ the house the whole morning. **(YOU DO, CLEAN)**
4. _____ all morning? – I _____ the doorbell for over 20 minutes. **(YOU SLEEP, RING)**
5. After he _____ the letter, he _____ it. **(READ, BURN)**
6. How long _____ Henry? **(YOU KNOW)**
7. You look pretty worried. – What _____? **(HAPPEN)**
8. When we arrived at the stadium, the game _____. **(ALREADY, START)**
9. When _____? – It _____ at 9.15 from Waterloo. **(YOUR TRAIN LEAVE, LEAVE)**
10. We wanted to stay longer, but we _____ any money left. **(NOT HAVE)**
11. The Howards _____ and _____ TV when suddenly the masked men _____ in. **(SIT, WATCH, COME)**
12. He _____ the guitar for over two hours. When _____? **(PLAY, HE STOP)**
13. _____ up smoking? – Yes, I _____ it once a few years ago, but I _____ on so much weight that I _____ again. **(YOU EVER GIVE, TRY, PUT, START)**
14. _____ the good news? Ann and Peter _____ married next summer. **(YOU HEAR, GET)**
15. After he _____ the documentary about Wales, he _____ to go there. **(SEE, WANT)**
16. We _____ into our new house next Tuesday. **(MOVE)**
17. I expect that everyone I invited _____ there **(BE)**
18. Henry _____ in London right now. He _____ architecture at a famous university. **(LIVE, STUDY)**
19. Can _____ chess? – Well, I can _____ a little but I _____ any real matches since I left school. **(YOU PLAY, PLAY, NOT PLAY)**
20. I _____ for my club for the past 15 years. I _____ my first championship game back in 2009. **(PLAY, WIN)**

KEY

1. When I saw him last, he **hadn't been** married for so long **(NOT BE)**.
2. I **have just heard** that Thomas is in Australia at the moment. **(JUST HEAR)**
3. What **were you doing** between 9 and 12 yesterday morning? – I **was cleaning** the house the whole morning. **(YOU DO, CLEAN)**
4. **Have you been sleeping** all morning? – I **have been ringing** the doorbell for over 20 minutes. **(YOU SLEEP, RING)**
5. After he **had read** the letter, he **burned** it. **(READ, BURN)**
6. How long **have you known** Henry? **(YOU KNOW)**
7. You look pretty worried. – What **happened/ has happened?** **(HAPPEN)**
8. When we arrived at the stadium, the game **had already started**. **(ALREADY, START)**
9. When **is your train leaving/ does your train leave?** – It **leaves** at 9.15 from Waterloo. **(YOUR TRAIN LEAVE, LEAVE)**
10. We wanted to stay longer, but we **didn't have** any money left. **(NOT HAVE)**
11. The Howards **were sitting** and **watching** TV when suddenly the masked men **came** in. **(SIT, WATCH, COME)**
12. He **has been playing** the guitar for over two hours. When **is he going to stop/ will he stop?** **(PLAY, STOP)**
13. **Have you ever given** up smoking? – Yes, I **tried** it once a few years ago, but I **put** on so much weight that I **started** again. **(YOU EVER GIVE UP, TRY, PUT, START)**
14. **Have you heard** the good news? Ann and Peter **are getting** married next summer. **(YOU HEAR, GET)**
15. After he **had seen** the documentary about Wales, he **wanted** to go there. **(SEE, WANT)**
16. We **are moving** into our new house next Tuesday. **(MOVE)**
17. I expect that everyone I invited **will be/ are going to be** there **(BE)**
18. Henry **is living** in London right now. He's **studying** architecture at a famous university. **(LIVE, STUDY)**
19. Can **you play** chess? – Well, I can **play** a little but I **haven't played** any real matches since I left school. **(YOU PLAY, PLAY, NOT PLAY)**
20. I **have been playing** for my club for the past 15 years. I **won** my first championship game back in 2009. **(PLAY, WIN)**

Complete the sentences using the correct form of the verb in brackets.

1. After I _____ my old house, I _____ looking for a new one to buy. **(SELL, START)**
2. Ann _____ at the airport. I'll go and meet her. **(JUST ARRIVE)**
3. Where _____ your holidays this summer? **(YOU SPEND)**
4. I _____ the weekend in New York. - _____ to come with me? **(SPEND, YOU WANT)**
5. They usually _____ golf on Saturday afternoon, but this weekend they _____ up north to their relatives. **(PLAY, TRAVEL)**
6. My daughter _____ me where she is, so I _____ her whereabouts. **(NEVER TELL, NOT KNOW)**
7. What _____ yesterday afternoon? - I _____ the car while my wife _____ the house. **(YOU DO, REPAIR, CLEAN)**
8. Have you got a driving licence? - Yes, I do, but I _____ a car for ages. **(NOT DRIVE)**
9. Why _____ so fast today? You normally _____ much slower. **(YOU WALK, WALK)**
10. _____ by plane? - Yes, I _____ to America a few years ago. **(EVER TRAVEL, FLY)**
11. He wasn't able to play because he _____ an ankle injury the week before. **(SUFFER)**
12. When I saw him, he _____ a picture of his wife. **(TAKE)**
13. After he _____ to church with his family, he _____ them to a marvellous Chinese restaurant. **(GO, TAKE)**
14. She _____ in this neighbourhood since April. She _____ here after her husband _____. **(LIVE, MOVE, DIE)**
15. _____ the documentary about 9/11 on TV yesterday evening? **(YOU SEE)**
16. I _____ for 15 years. I _____ 16 when I _____. **(SMOKE, BE, START)**
17. I _____ you a book last week. _____ it yet? **(GIVE, YOU READ)**
18. John _____ a shower when the doorbell _____, so he couldn't answer it. **(HAVE, RING)**
19. The match _____ at 7.30 and the two teams _____ for two hours now. **(START, PLAY)**
20. The new outlet _____ on Monday. **(OPEN)**

KEY

1. After I **had sold** my old house, I **started** looking for a new one to buy. (**SELL, START**)
2. Ann **has just arrived** at the airport. I'll go and meet her. (**JUST ARRIVE**)
3. Where **are you spending/ are you going to spend** your holidays this summer? (**YOU SPEND**)
4. I'm **spending** the weekend in New York. - **Do you want** to come with me? (**SPEND, YOU WANT**)
5. They usually **play** golf on Saturday afternoon, but this weekend they **are travelling** up north to their relatives. (**PLAY, TRAVEL**)
6. My daughter **never tells** me where she is, so I **don't know** her whereabouts. (**NEVER TELL, NOT KNOW**)
7. What **were you doing** yesterday afternoon? - I **was repairing** the car while my wife **was cleaning** the house. (**YOU DO, REPAIR, CLEAN**)
8. Have you got a driving licence? - Yes, I do, but I **haven't driven** a car for ages. (**NOT DRIVE**)
9. Why **are you walking** so fast today? You normally **walk** much slower. (**YOU WALK, WALK**)
10. **Have you ever travelled** by plane? - Yes, I **flew** to America a few years ago. (**EVER TRAVEL, FLY**)
11. He wasn't able to play because he **had suffered** an ankle injury the week before. (**SUFFER**)
12. When I saw him, he **was talking** a picture of his wife. (**TAKE**)
13. After he **had gone** to church with his family, he **took** them to a marvellous Chinese restaurant. (**GO, TAKE**)
14. She **has been living** in this neighbourhood since April. She **moved** here after her husband **had died**. (**LIVE, MOVE, DIE**)
15. **Did you see** the documentary about 9/11 on TV yesterday evening? (**YOU SEE**)
16. I **have been smoking** for 15 years. I **was** 16 when I **started**. (**SMOKE, BE, START**)
17. I **gave** you a book last week. **Have you read** it yet? (**GIVE, YOU READ**)
18. John **was having** a shower when the doorbell **rang**, so he couldn't answer it. (**HAVE, RING**)
19. The match **started** at 7.30 and the two teams **have been playing** for two hours now. (**START, PLAY**)
20. The new outlet **opens/is opening/ will open** on Monday. (**OPEN**)

Complete the sentences using the correct form of the present tense.

1. It often _____ in Ireland. That's why they call it the "*Green Island*". But it _____ there at the moment. **(RAIN, NOT RAIN)**
2. Such behaviour normally _____ me furious **(MAKE)**.
3. I _____ a word he says. **(NOT BELIEVE)**
4. I _____ a hat today because it's such a special event. **(WEAR)**
5. Susan _____ an email to her parents nearly every Saturday evening. **(WRITE)**
6. Stop right now! You _____ the flowers every time the ball _____ in the flower bed. **(BREAK, LAND)**
7. Where is Jimmy? – I don't know. I _____ he _____ tennis with his younger brother, Mark. **(THINK, PLAY)**
8. My mum _____ a party for her best friends once a year. **(ORGANISE)**
9. She _____ in London, but she _____ with friends up in Scotland. **(LIVE, CURRENTLY STAY)**
10. Our headmaster rarely _____ a class. He _____ a lot of administrative work to do. **(TEACH, HAVE)**
11. As the private secretary of the boss I _____ up to a hundred emails every day. **(READ)**
12. Look at her! – She _____ in a non-smoking area. **(SMOKE)**
13. _____ to a tennis club? **(YOU BELONG)**
14. Dana _____ reading a good novel **(LOVE)**.
15. Songs that are not very popular _____ very well. **(NOT SELL)**
16. My brother isn't here. He _____ Spain at the moment. **(TOUR)**
17. Tom always _____ the strangest questions in class. **(ASK)**
18. I _____ lottery tickets every week, but I _____ anything **(BUY, NEVER WIN)**
19. You can't disturb them. They _____ a game of cards. **(PLAY)**
20. Can't you see that I _____ on my thesis? – I _____ you to disturb me. **(WORK, NOT WANT)**
21. Our children _____ going skiing with us. **(ENJOY)**
22. The plane _____ the runway now. You are too late. **(LEAVE)**
23. I _____ websites for a living. What _____? **(CREATE, YOU DO)**
24. She _____ of leaving home and going to Australia for a year. **(THINK)**
25. I told you that I _____ with you any more. You're simply not a team player. **(NOT WORK)**

KEY

1. It often **rains** in Ireland. That's why they call it the "*Green Island*". But **it's not raining** there at the moment. **(RAIN, NOT RAIN)**
2. Such behaviour normally **makes** me furious **(MAKE)**.
3. I **don't believe** a word he says. **(NOT BELIEVE)**
4. I **am wearing** a hat today because it's such a special event. **(WEAR)**
5. Susan **writes** an email to her parents nearly every Saturday evening. **(WRITE)**
6. Stop right now! You **break** the flowers every time the ball **lands** in the flower bed. **(BREAK, LAND)**
7. Where is Jimmy? – I don't know. I **think he's playing** tennis with his younger brother, Mark. **(THINK, PLAY)**
8. My mum **organises** a party for her best friends once a year. **(ORGANISE)**
9. She **lives** in London, but she **is** currently **staying** with friends up in Scotland. **(LIVE, STAY)**
10. Our headmaster rarely **teaches** a class. He **has** a lot of administrative work to do. **(TEACH, HAVE)**
11. As the private secretary of the boss I **read** up to a hundred emails every day. **(READ)**
12. Look at her! – She **is smoking** in a non-smoking area. **(SMOKE)**
13. **Do you belong** to a tennis club? **(YOU BELONG)**
14. Dana **loves** reading a good novel **(LOVE)**.
15. Songs that are not very popular **do not sell** very well. **(NOT SELL)**
16. My brother isn't here. **He's touring** Spain at the moment. **(TOUR)**
17. Tom always **asks** the strangest questions in class. **(ASK)**
18. I **buy** lottery tickets every week, but I **never win** anything **(BUY, NEVER WIN)**
19. You can't disturb them. They **are playing** a game of cards. **(PLAY)**
20. Can't you see that **I'm working** on my thesis? – I **don't want** you to disturb me. **(WORK, NOT WANT)**
21. Our children **enjoy** going skiing with us. **(ENJOY)**
22. The plane **is leaving** the runway now. You are too late. **(LEAVE)**
23. I **create** websites for a living. What **do you do** ? **(CREATE, YOU DO)**
24. She **is thinking** of leaving home and going to Australia for a year. **(THINK)**
25. I told you that I **am not working/don't work** with you any more. You're simply not a team player. **(NOT WORK)**

Complete the sentences using the form of the verb in brackets.

1. My dad _____ three languages. – How many languages _____?
(SPEAK, YOUR DAD SPEAK)
2. He _____ from me when I entered the room. (HIDE)
3. A few weeks ago, I _____ in the newspaper that our parliamentary representative _____ to visit France. (READ, WANT)
4. I told the doctor that she _____ ill a few days before. (FALL)
5. Mr Morgan _____ classes for almost two decades. He is one of the best teachers in school. (TEACH)
6. The leak in the water pipe _____ great damage. We must do something about it. (CAUSE)
7. Most people _____ at work when the fire _____. (BE, START)
8. As soon as I left the house, I _____ him. He _____ at the corner and _____ for a bus. (SEE, STAND, WAIT)
9. You look so dirty. What _____ all day? (YOU DO)
10. The manager _____ her report yet, but he _____ it this afternoon. (NOT SEE, PROBABLY READ)
11. Aunt Judith _____ yesterday evening, but I _____ her yet today. (ARRIVE, NOT SEE)
12. I _____ fishing this afternoon. _____ with me? (GO, YOU COME)
13. The museum _____ in the past year. It _____ next month. (RENOVATE, REOPEN)
14. We usually _____ at the *Holiday Inn* when we travel to New York. (STAY)
15. I asked him if he _____ to Australia. (EVER BE)
16. He _____ very strangely since his accident last month. (BEHAVE)
17. I _____ in a café and _____ a cappuccino yesterday afternoon. (SIT, HAVE)
18. Someone _____ into our garage door. (JUST CRASH)
19. After she _____ writing her emails, she _____ the dog for a walk. (FINISH, TAKE)
20. Why _____ your last job? – Well they _____ me the pay rise I _____. (YOU LEAVE, NOT GIVE, EXPECT)

KEY

1. My dad **speaks** three languages. – How many languages **does your dad speak?** (**SPEAK, YOUR DAD SPEAK**)
2. He **was hiding** from me when I entered the room. (**HIDE**)
3. A few weeks ago, I **read** in the newspaper that our parliamentary representative **wanted** to visit France. (**READ, WANT**)
4. I told the doctor that she **had fallen** ill a few days before. (**FALL**)
5. Mr Morgan **has been teaching** classes for almost two decades. He is one of the best teachers in school. (**TEACH**)
6. The leak in the water pipe **has been causing/is causing** great damage. We must do something about it. (**CAUSE**)
7. Most people **were** at work when the fire **started**. (**BE, START**)
8. As soon as I left the house, I **saw** him. He **was standing** at the corner and **waiting** for a bus. (**SEE, STAND, WAIT**)
9. You look so dirty. What **have you been doing** all day? (**YOU DO**)
10. The manager **hasn't seen** her report yet, but he **will probably read** it this afternoon. (**NOT SEE, PROBABLY READ**)
11. Aunt Judith **arrived** yesterday evening, but I **haven't seen** her yet today. (**ARRIVE, NOT SEE**)
12. I **am going / am going to go** fishing this afternoon. **Are you coming** with me? (**GO, COME**)
13. The museum **has been renovated** in the past year. It **is reopening/ will reopen** next month. (**RENOVATE, REOPEN**)
14. We usually **stay** at the *Holiday Inn* when we travel to New York. (**STAY**)
15. I asked him if he **had ever been** to Australia. (**EVER BE**)
16. He **has been behaving** very strangely since his accident last month. (**BEHAVE**)
17. I **was sitting/ sat** in a café and **having/ had** a cappuccino yesterday afternoon. (**SIT, HAVE**)
18. Someone **has just crashed** into our garage door. (**JUST CRASH**)
19. After she **had finished** writing her emails, she **took** the dog for a walk. (**FINISH, TAKE**)
20. Why **did you leave** your last job? – Well they **didn't give** me the pay rise I **was expecting/ had expected / had been expecting**. (**YOU LEAVE, NOT GIVE, EXPECT**)

Complete the sentences using the past or past perfect tense simple. Use the past perfect progressive if necessary.

1. We were all happy because we _____ in our homework in time. **(HAND)**
2. Mrs Shilton _____ a primary school teacher for twenty years before she became headmaster of the school. **(BE)**
3. When we got there, we saw that they _____ for over 20 minutes. **(REST)**
4. We _____ dance moves for over two hours, so you can imagine we were very tired. **(PRACTICE)**
5. The film _____ when we finally got to the cinema. **(ALREADY START)**
6. By the time I _____ to school the lesson had already started. **(GET)**
7. I _____ up for a few minutes when the doorbell rang and our friends arrived. **(ONLY WASH)**
8. He _____ about the accident before he saw it on TV. **(HEAR)**
9. I _____ the office after I had finished writing my last email. **(LEAVE)**
10. The car _____ down shortly after we had got on the motorway. **(BREAK)**
11. We _____ for an hour when we finally arrived at the remote village. **(WALK)**
12. I saw the film after I _____ the book. **(READ)**
13. I had already thought of that before you _____ it up. **(BRING)**
14. She was so tired because she _____ football the whole afternoon. **(PLAY)**
15. As soon as the girls had cleaned the house the visitors _____. **(ARRIVE)**
16. By the time I was 16 I _____ to become a scientist. **(ALREADY DECIDE)**
17. Suddenly I realised that I _____ at the wrong person. He was absolutely innocent. **(SHOUT)**
18. I _____ from my job because I had received an offer from another company. **(RESIGN)**
19. The teacher gave us a break because we _____ on the project for several hours. **(WORK)**
20. After dad had finished mowing the lawn, he _____ repairing the car. **(START)**

KEY

1. We were all happy because we **had handed** in our homework in time. **(HAND)**
2. Mrs Shilton **had been** a primary school teacher for twenty years before she became headmaster of the school. **(BE)**
3. When we got there, we saw that they **had been resting** for over 20 minutes. **(REST)**
4. We **had been practicing** dance moves for over two hours, so you can imagine we were very tired. **(PRACTICE)**
5. The film **had already started** when we finally got to the cinema. **(ALREADY START)**
6. By the time I **got** to school the lesson had already started. **(GET)**
7. I **had only been washing** up for a few minutes when the doorbell rang and our friends arrived. **(ONLY WASH)**
8. He **had heard** about the accident before he saw it on TV. **(HEAR)**
9. I **left** the office after I had finished writing my last email. **(LEAVE)**
10. The car **broke** down shortly after we had got on the motorway. **(BREAK)**
11. We **had been walking** for an hour when we finally arrived at the remote village. **(WALK)**
12. I saw the film after I **had read** the book. **(READ)**
13. I had already thought of that before you **brought** it up. **(BRING)**
14. She was so tired because she **had been playing** football the whole afternoon. **(PLAY)**
15. As soon as the girls had cleaned the house the visitors **arrived**. **(ARRIVE)**
16. By the time I was 16 I **had already decided** to become a scientist. **(ALREADY DECIDE)**
17. Suddenly I realised that I **had been shouting** at the wrong person. He was absolutely innocent. **(SHOUT)**
18. I **resigned** from my job because I had received an offer from another company. **(RESIGN)**
19. The teacher gave us a break because we **had been working** on the project for several hours. **(WORK)**
20. After dad had finished mowing the lawn, he **started** repairing the car. **(START)**

Complete the sentences using a form of the future, future progressive or future perfect.

1. We _____ the room by the time you get back. **(FINISH)**
2. The phone is ringing. - I _____ and answer it. **(GO)**
3. I _____ tomorrow so we can go to the beach. **(NOT WORK)**
4. If you touch the stove, you _____ yourself. **(BURN)**
5. She _____ for the job that was advertised in the newspaper.
(APPLY)
6. Next week at this time we _____ in the sun in Spain **(LIE)**
7. My sister _____ in the USA next year. **(STUDY)**
8. The Pope _____ Turkey in November. **(VISIT)**
9. I _____ lunch with Mary at 12. **(HAVE)**
10. I don't think the exam _____ very difficult. **(BE)**
11. Jane _____ on her thesis for the next three months. **(WORK)**
12. By the time I arrive home, the workers _____ repairing my TV set.
(FINISH)
13. During the next century the climate _____ **(GET)**
14. The guided tour _____ the hotel at 8.25 tomorrow morning.
(LEAVE)
15. I think I _____ to bed early tonight. - I'm tired. **(GO)**
16. At this time next year, we _____ in our new house **(LIVE)**
17. What _____ if the firm gets reorganised? **(HAPPEN)**
18. We _____ to her whenever we get a chance **(SPEAK)**.
19. They _____ married in June. **(GET)**
20. The headmaster _____ a new classroom next term. **(OPEN)**

KEY

1. We **will have finished** the room by the time you get back. **(FINISH)**
2. The phone is ringing. – **I'll go** and answer it. **(GO)**
3. I **am not working** tomorrow so we can go to the beach. **(NOT WORK)**
4. If you touch the stove, you **will burn** yourself. **(BURN)**
5. She **is going to apply** for the job that was advertised in the newspaper. **(APPLY)**
6. Next week at this time we **will be lying** in the sun in Spain **(LIE)**
7. My sister **is going to study** in the USA next year. **(STUDY)**
8. The Pope **is visiting** Turkey in November. **(VISIT)**
9. I **am having** lunch with Mary at 12. **(HAVE)**
10. I don't think the exam **will be** very difficult. **(BE)**
11. Jane **is going to be working/will be working** on her thesis for the next three months. **(WORK)**
12. By the time I arrive home, the workers **will have finished** repairing my TV set. **(FINISH)**
13. During the next century the climate **will get / will be getting warmer** **(GET)**
14. The guided tour **is leaving** the hotel at 8.25 tomorrow morning. **(LEAVE)**
15. I think I **will go** to bed early tonight. - I'm tired. **(GO)**
16. At this time next year, we **will be living** in our new house **(LIVE)**
17. What **will happen** if the firm gets reorganised? **(HAPPEN)**
18. We **are going to speak** to her whenever we get a chance **(SPEAK)**.
19. They **are getting** married in June. **(GET)**
20. The headmaster **is going to open** a new classroom next term. **(OPEN)**

Fill in the correct form of the verb given.

1. He _____ his first championship in 2012. Since then he _____ everything and _____ only once. **(WIN, WIN, LOSE)**
2. When we finally _____ at the camp it _____ heavily. **(ARRIVE, RAIN)**
3. Dad _____ a walk with the dog every afternoon. **(TAKE)**
4. I can't reach my manager. He _____ in North America at the moment. **(TRAVEL)**
5. I _____ to the meeting yesterday because I _____ about it. **(NOT GO, NOT INFORM)**
6. I _____ your uncle for ages. I don't know where he _____ right now. **(NOT SEE, BE)**
7. The family usually _____ breakfast together during the week, but on weekends everyone _____ breakfast on their own. **(HAVE, HAVE)**
8. I _____ this school for the last two years. Before that I _____ to Jackson High School for a year. **(ATTEND, GO)**
9. What _____ when the headmaster _____ the room yesterday afternoon? **(YOU DO, ENTER)**
10. I _____ at the door for ages. Where _____? **(KNOCK, YOU BE)**
11. He _____ noise for a whole hour before the neighbours finally _____ the police. **(MAKE, CALL)**
12. I'd like to introduce my new girlfriend. She _____ from Australia. **(COME)**
13. She _____ well yesterday, probably because she _____ too much. **(NOT FEEL, EAT)**
14. It was a wonderful morning and the sun _____ brightly when I _____ up. **(SHINE, GET)**
15. They _____ this church in the 19th century and since then it _____ renovated. **(BUILD, NEVER BE)**
16. The president _____ to Virginia for a campaign speech next Sunday. **(COME)**

KEY

1. He **won** his first championship in 2012. Since then he **has won** everything and **has lost** only once. **(WIN, WIN, LOSE)**
2. When we finally **arrived** at the camp it **was raining** heavily. **(ARRIVE, RAIN)**
3. Dad **takes** a walk with the dog every afternoon. **(TAKE)**
4. I can't reach my manager. He **is travelling** in North America at the moment. **(TRAVEL)**
5. I **didn't go** to the meeting yesterday because I **had not been informed** about it. **(NOT GO, NOT INFORM)**
6. I **haven't seen** your uncle for ages. I don't know where he **is** right now. **(NOT SEE, BE)**
7. The family usually **have** breakfast together during the week, but on weekends everyone **has** breakfast on their own. **(HAVE, HAVE)**
8. I **have been attending** this school for the last two years. Before that I **went** to Jackson High School for a year. **(ATTEND, GO)**
9. What **were you doing** when the headmaster **entered** the room yesterday afternoon? **(YOU DO, ENTER)**
10. I **have been knocking** at the door for ages. Where **have you been**? **(KNOCK, BE)**
11. He **had been making** noise for a whole hour before the neighbours finally **called** the police. **(MAKE, CALL)**
12. I'd like to introduce my new girlfriend. She **comes** from Australia. **(COME)**
13. She **didn't feel** well yesterday, probably because she **had eaten** too much. **(NOT FEEL, EAT)**
14. It was a wonderful morning and the sun **was shining** brightly when I **got** up. **(SHINE, GET)**
15. They **built** this church in the 19th century and since then it **has never been** renovated. **(BUILD, NEVER BE)**
16. The president **is coming** to Virginia for a campaign speech next Sunday. **(COME)**

Fill in the correct form of the present perfect tense.

1. I'm so tired because I _____ so hard lately. **(WORK)**
2. The new midfielder _____ 5 goals so far this season, and we're only halfway through it. **(SCORE)**
3. There's no wine left in the fridge. I _____ both bottles. **(DRINK)**
4. Jennifer is getting fatter and fatter all the time. She _____ too much. **(PROBABLY EAT)**
5. I _____ a new pair of shoes. How do you like them? **(JUST BUY)**
6. _____ reading the newspaper? Could you give it to me then? **(YOU FINISH)**
7. I'm writing a new novel at the moment. So far, I _____ the introduction. **(ONLY WRITE)**
8. Look at how she's sweating. She _____ for hours. **(PROBABLY RUN)**
9. How long _____ Russian? **(YOU LEARN)**
10. I am not surprised your eyes are hurting. You _____ computer games ever since you got up. **(PLAY)**
11. My sister _____ with her roommate for 5 years. **(LIVE)**
12. Where is my new watch? I _____ for it for hours and _____ it yet. **(LOOK, NOT FIND)**
13. There's nothing on your exam paper. You started an hour ago. What _____ up to now? **(YOU DO)**
14. I _____ a new job and I can start next Wednesday. **(FIND)**
15. I _____ Patricia since we were in kindergarten together. What _____ all these years? **(NOT SEE, SHE DO)**
16. I _____ all my passwords recently, but I forgot to write them down. **(CHANGE)**
17. I _____ the new Schwarzenegger film. I don't want to go to the cinema again. **(ALREADY SEE)**
18. Dad _____ since he was in high school. **(NOT DANCE)**

KEY

1. I'm so tired because I **have been working** so hard lately. **(WORK)**
2. The new midfielder **has scored** 5 goals so far this season, and we're only halfway through it. **(SCORE)**
3. There's no wine left in the fridge. I **have drunken** both bottles. **(DRINK)**
4. Jennifer is getting fatter and fatter all the time. She **has probably been eating** too much. **(PROBABLY EAT)**
5. I **have just bought** a new pair of shoes. How do you like them? **(JUST BUY)**
6. **Have you finished** reading the newspaper? Could you give it to me then? **(YOU FINISH)**
7. I'm writing a new novel at the moment. So far, I **have only written** the introduction. **(ONLY WRITE)**
8. Look at how she's sweating. She **has probably been running** for hours. **(PROBABLY RUN)**
9. How long **have you been learning** Russian? **(YOU LEARN)**
10. I am not surprised your eyes are hurting. You **have been playing** computer games ever since you got up. **(PLAY)**
11. My sister **has been living** with her roommate for 5 years. **(LIVE)**
12. Where is my new watch? I **have been looking** for it for hours and **haven't found** it yet. **(LOOK, NOT FIND)**
13. There's nothing on your exam paper. You started an hour ago. What **have you been doing** up to now? **(YOU DO)**
14. I **have found** a new job and I can start next Wednesday. **(FIND)**
15. I **haven't seen Patricia** since we were in kindergarten together. What **has she been doing** all these years? **(NOT SEE, SHE DO)**
16. I **have changed** all my passwords recently, but I forgot to write them down. **(CHANGE)**
17. I **have already seen** the new Schwarzenegger film. I don't want to go to the cinema again. **(ALREADY SEE)**
18. Dad **hasn't danced** since he was in high school. **(NOT DANCE)**

Fill in the correct form of the present tense.

1. They normally _____ a coffee break at ten, but today there's a lot of work to do so they _____ one. **(HAVE, NOT HAVE)**
2. Why _____ my coat? - I'm sorry. - It _____ just like mine. **(YOU WEAR, LOOK)**
3. _____ the men in black suits over there? - They _____ at us in a strange way. **(YOU SEE, LOOK)**
4. The food _____ chemicals that make it last longer. **(CONTAIN)**
5. It _____ the moon about 28 days to travel around the earth. **(TAKE)**
6. Everything in this box _____ to my grandfather. He _____ it to me instead of my brother. **(BELONG, GIVE)**
7. Mary _____ through a very difficult period at university this year. **(GO)**
8. Dad _____ everything about airplanes. He always _____ books about aviation. **(KNOW, READ)**
9. I used to play football in school but now I _____ rugby. **(PREFER)**
10. Hi Dan! - What _____ to do this evening? - Well, I _____ to a concert with a few friends and after that we _____ a good meal at a fine restaurant. **(YOU PLAN, GO, HAVE)**
11. What _____ for a living? - Well, he's a lawyer but he quit his old job and at the moment he _____ for a new one. **(YOUR DAD DO, LOOK)**
12. You _____ shopping every Saturday. - Why _____ that? **(GO, YOU DO)**
13. I _____ absolutely no idea what this movie is about. **(HAVE)**
14. The two department managers _____ lunch at the moment. We shouldn't disturb them. **(HAVE)**
15. Teachers _____ us homework every day, but this weekend they _____ us any because of the mid-term break. **(GIVE, NOT GIVE)**
16. Where _____ from? I think they _____ from Jamaica, but I'm not sure. **(NEW NEIGHBOURS COME, BE)**
17. The air _____ strange. There must be something going on in the factory. **(SMELL)**
18. I can't listen to what you _____ to tell me because I'm so nervous at the moment. **(TRY)**

KEY

1. They normally **have** a coffee break at ten, but today there's a lot of work to do so they **aren't having** one. **(HAVE, NOT HAVE)**
2. Why **are you wearing** my coat? – I'm sorry. – It **looks** just like mine. **(YOU WEAR, LOOK)**
3. **Do you see** the men in black suits over there? – They **are looking** at us in a strange way. **(YOU SEE, LOOK)**
4. The food **contains** chemicals that make it last longer. **(CONTAIN)**
5. It **takes** the moon about 28 days to travel around the earth. **(TAKE)**
6. Everything in this box **belongs** to my grandfather. He **is giving** it to me instead of my brother. **(BELONG, GIVE)**
7. Mary **is going** through a very difficult period at university this year. **(GO)**
8. Dad **knows** everything about airplanes. He always **reads** books about aviation. **(KNOW, READ)**
9. I used to play football in school but now I **prefer** rugby. **(PREFER)**
10. Hi Dan! – What **are you planning** to do this evening? – Well, **I'm going** to a concert with a few friends and after that **we're having** a good meal at a fine restaurant. **(YOU PLAN, GO, HAVE)**
11. What **does your dad do** for a living? – Well, he's a lawyer but he quit his old job and at the moment he **is looking** for a new one. **(YOUR DAD DO, LOOK)**
12. You **go** shopping every Saturday. – Why **do you do** that? **(GO, YOU DO)**
13. I **have** absolutely no idea what this movie is about. **(HAVE)**
14. The two department managers **are having** lunch at the moment. We shouldn't disturb them. **(HAVE)**
15. Teachers **give** us homework every day, but this weekend they **aren't giving** us any because of the mid-term break. **(GIVE, NOT GIVE)**
16. Where **do our new neighbours come** from? I think they're from Jamaica, but I'm not sure. **(NEW NEIGHBOURS COME, BE)**
17. The air **smells** strange. There must be something going on in the factory. **(SMELL)**
18. I can't listen to what you **are trying** to tell me because I'm so nervous at the moment. **(TRY)**

Fill in the correct form of the past tense.

1. My friend Harry _____ off the ladder while he _____ the ceiling of his room. **(FALL, PAINT)**
2. We _____ the house in 2003. At that time it _____ £ 150,000. **(BUY, COST)**
3. Dad _____ interested in buying a new car. **(NOT BE)**
4. My sister _____ for me at the airport terminal when I _____. **(WAIT, ARRIVE)**
5. A few nights ago, I _____ a book when suddenly I _____ a noise outside. A few teenagers _____ loud music. **(READ, HEAR, PLAY)**
6. The fire _____ when the first firefighters _____ at the scene. **(STILL BURN, ARRIVE)**
7. My brother _____ for a job when he _____ across an interesting ad in the newspaper. **(LOOK, COME)**
8. I _____ someone call my name. I _____ around and _____ my dad standing at the back of the queue. I _____ so surprised. **(HEAR, TURN, SAW, BE)**
9. My sister _____ a bright summer dress when I _____ her at the performance. **(WEAR, SEE)**
10. I _____ preparing dinner at 4.p.m and I _____ still at it when my wife _____ home. **(START, BE, COME)**
11. Our housekeeper _____ the vase. As she _____ up the pieces, she _____ her middle finger. **(BREAK, PICK, CUT)**
12. We suddenly _____ that we _____ in the wrong direction. **(REALISE, DRIVE)**
13. She _____ a great skier when she was young. **(BE)**
14. I _____ an old friend in town while I _____ the shopping. **(MEET, DO)**
15. While the children _____ with others my husband and I _____ to have a cup of coffee. **(PLAY, DECIDE)**
16. Magellan _____ around the world for the first time 500 years ago. **(SAIL)**
17. I _____ my dog for a walk in the park when suddenly another dog _____ him. **(TAKE, ATTACK)**
18. When I _____ back from town everyone was at home. Mum _____ homework. Dad _____ the car and my sister Julia _____ on her school project. **(COME, CORRECT, WASH, WORK)**

KEY

1. My friend Harry **fell** off the ladder while he **was painting** the ceiling of his room. **(FALL, PAINT)**
2. We **bought** the house in 2003. At that time it **cost** £ 150,000. **(BUY, COST)**
3. Dad **was not** interested in buying a new car. **(NOT BE)**
4. My sister **was waiting** for me at the airport terminal when I **arrived**. **(WAIT, ARRIVE)**
5. A few nights ago, I **was reading** a book when suddenly I **heard** a noise outside. A few teenagers **were playing** loud music. **(READ, HEAR, PLAY)**
6. The fire **was still burning** when the first firefighters **arrived** at the scene. **(STILL BURN, ARRIVE)**
7. My brother **was looking** for a job when he **came** across an interesting ad in the newspaper. **(LOOK, COME)**
8. I **heard** someone call my name. I **turned** around and **saw** my dad standing at the back of the queue. I **was** so surprised. **(HEAR, TURN, SAW, BE)**
9. My sister **was wearing** a bright summer dress when I **saw** her at the performance. **(WEAR, SEE)**
10. I **started** preparing dinner at 4.p.m and I **was** still at it when my wife **came** home. **(START, BE, COME)**
11. Our housekeeper **broke** the vase. As she **was picking** up the pieces, she **cut** her middle finger. **(BREAK, PICK, CUT)**
12. We suddenly **realised** that we **were driving** in the wrong direction. **(REALISE, DRIVE)**
13. She **was** a great skier when she was young. **(BE)**
14. I **met** an old friend in town while I **was doing** the shopping. **(MEET, DO)**
15. While the children **were playing** with others my husband and I **decided** to have a cup of coffee. **(PLAY, DECIDE)**
16. Magellan **sailed** around the world for the first time 500 years ago. **(SAIL)**
17. I **was taking** my dog for a walk in the park when suddenly another dog **attacked** him. **(TAKE, ATTACK)**
18. When I **came** back from town everyone was at home. Mum **was correcting** homework. Dad **was washing** the car and my sister Julia **was working** on her school project. **(COME, CORRECT, WASH, WORK)**

Fill in the correct form of the past tense.

1. I _____ my old friend in town the other day. He _____ to ignore me and _____ somewhere else. **(SEE, SEEM, LOOK)**
2. The teacher _____ a photo of us while we _____ up the tree. **(TAKE, CLIMB)**
3. We _____ Martha at the airport last week. She _____ for the arrival of her sister while we _____ to New York. **(MEET, WAIT, TRAVEL)**
4. "What _____ to him? - He _____ totally surprised when I _____ him." - **(YOU SAY, LOOK, SEE)**
5. He _____ exam papers when I _____ him. **(CORRECT, VISIT)**
6. A man _____ on the road while I _____ my bike. Luckily, I _____ not to crash into him. **(FALL, RIDE, MANAGE)**
7. We _____ a few miles off the coast when a horrible thunderstorm _____ up. We _____ to get to safety as soon as possible. **(SAIL, COME, HAVE)**
8. I haven't seen him for ages. When I last _____ him, he _____ for a new job. **(SEE, LOOK)**
9. While the two teams _____ up everyone _____ a flag. It _____ a very emotional moment. **(WARM, WAVE, BE)**
10. "What _____ when I _____ to your place yesterday evening?" - "I _____ the baby". **(YOU DO, COME, FEED)**
11. I _____ down a dark alley when suddenly I _____ footsteps. I _____ around and _____ that an old woman with a dog _____ me. **(WALK, HEAR, TURN, SEE, FOLLOW)**
12. "Why _____ out last night?" - "I _____ too tired and _____ to stay at home." **(YOU NOT GO, BE, DECIDE)**
13. The policeman asked me, " How fast _____ when you _____ the old lady in front of you?" **(YOU DRIVE, SEE)**
14. Mom _____ dinner when we _____ home from football practice. **(PREPARE, GET)**
15. When I _____ young, I always _____ to be a pilot. **(BE, WANT)**
16. Las Sunday afternoon I _____ for a walk in the park and _____ a cup of coffee at a local restaurant. **(GO, HAVE)**
17. When they _____ to the airport the plane _____ off. **(GET, JUST TAKE)**
18. I _____ on a bench in the park when a man _____ up to me and _____ to know what time it _____. **(SIT, COME, WANT, BE)**

KEY

1. I **saw** my old friend in town the other day. He **seemed** to ignore me and **looked / was looking** somewhere else. (**SEE, SEEM, LOOK**)
2. The teacher **took** a photo of us while we **were climbing** up the tree. (**TAKE, CLIMB**)
3. We **met** Martha at the airport last week. She **was waiting** for the arrival of her sister while we **were traveling** to New York. (**MEET, WAIT, TRAVEL**)
4. "What **did you say** to him? – He **looked** totally surprised when I **saw** him. " – (**YOU SAY, LOOK, SEE**)
5. He **was correcting** exam papers when I **visited** him. (**CORRECT, VISIT**)
6. A man **fell** on the road while I **was riding** my bike. Luckily, I **managed** not to crash into him. (**FALL, RIDE, MANAGE**)
7. We **were sailing** a few miles off the coast when a horrible thunderstorm **came** up. We had to get to safety as soon as possible. (**SAIL, COME, HAVE**)
8. I haven't seen him for ages. When I last **saw** him, he **was looking** for a new job. (**SEE, LOOK**)
9. While the two teams **were warming** up everyone **was waving** a flag. It **was** a very emotional moment. (**WARM, WAVE, BE**)
10. "What **were you doing** when I **came** to your place yesterday evening?" – "I **was feeding** the baby". (**YOU DO, COME, FEED**)
11. I **was walking** down a dark alley when suddenly I **heard** footsteps. I turned around and **saw** that an old woman with a dog **was following** me. (**WALK, HEAR, TURN, SEE, FOLLOW**)
12. "Why **didn't you go** out last night?" – "I **was** too tired and **decided** to stay at home." (**YOU NOT GO, BE, DECIDE**)
13. The policeman asked me, " How fast **were you driving** when you **saw** the old lady in front of you?" (**YOU DRIVE, SEE**)
14. Mom **was preparing** dinner when we **got** home from football practice. (**PREPARE, GET**)
15. When I **was** young, I always **wanted** to be a pilot. (**BE, WANT**)
16. Last Sunday afternoon I **went** for a walk in the park and **had** a cup of coffee at a local restaurant. (**GO, HAVE**)
17. When they **got** to the airport the plane **was just taking** off. (**GET, JUST TAKE**)
18. I **was sitting** on a bench in the park when a man **came** up to me and **wanted** to know what time it **was**. (**SIT, COME, WANT, BE**)

Fill in the correct form of the present perfect tense.

1. The solar system _____ for billions of years. **(EXIST)**
2. They _____ in California for the last 20 years and _____ moving there. **(LIVE, NOT REGRET)**
3. I'm so tired and miserable. I _____ well in the last few days. **(NOT FEEL)**
4. The eastern European countries _____ members of the EU for the last 15 years. **(BE)**
5. _____ on an interesting project lately? **(YOU WORK)**
6. She _____ to a few specialists, but they can't help her. **(GO)**
7. I _____ problems with my car recently, but the mechanic _____ the faulty part yet. **(HAVE, NOT FIND)**
8. We _____ cards for the last few hours and we are still enjoying it. **(PLAY)**
9. _____ an important title? **(THE TEAM, EVER, WIN)**
10. It _____ hard for the last three hours and some of the roads _____ impassable. **(RAIN, BECOME)**
11. My parents _____ me, and I am very thankful for that. **(ALWAYS UNDERSTAND)**
12. Politicians around the world _____ about the situation for a long time. **(WORRY)**
13. Where _____ the money? Give it to me now! **(YOU HIDE)**
14. A big earthquake _____ the area since the beginning of the century. **(NOT HIT)**
15. We _____ for a few weeks and feel very sympathetic towards each other. **(DATE)**
16. I _____ four emails this morning, but nobody _____. **(WRITE, REPLY)**
17. The bank is still closed. It _____ yet. **(NOT OPEN)**
18. Mary _____ a number of jobs in the last three years. **(HAVE)**
19. I _____ from a severe cold in the last few days. It _____ better yet. **(SUFFER, NOT GET)**
20. I _____ the baby twice already but it's still hungry. **(FEED)**

KEY

1. The solar system **has existed** for billions of years. **(EXIST)**
2. They **have been living** in California for the last 20 years and **have not regretted** moving there. **(LIVE, NOT REGRET)**
3. I'm so tired and miserable. I **haven't been feeling** well in the last few days. **(NOT FEEL)**
4. The eastern European countries **have been** members of the EU for the last 15 years. **(BE)**
5. **Have you been working** on an interesting project lately? **(YOU WORK)**
6. She **has gone** to a few specialists, but they can't help her. **(GO)**
7. I **have been having** problems with my car recently, but the mechanic **hasn't found** the faulty part yet. **(HAVE, NOT FIND)**
8. We **have been playing** cards for the last few hours and we are still enjoying it. **(PLAY)**
9. **Has/Have the team ever won** an important title? **(THE TEAM, EVER, WIN)**
10. It **has been raining** hard for the last three hours and some of the roads **have become** impassable. **(RAIN, BECOME)**
11. My parents **have always understood** me, and I am very thankful for that. **(ALWAYS UNDERSTAND)**
12. Politicians around the world **have been worrying** about the situation for a long time. **(WORRY)**
13. Where **have you hidden** the money? Give it to me now! **(YOU HIDE)**
14. A big earthquake **hasn't hit** the area since the beginning of the century. **(NOT HIT)**
15. We **have been dating** for a few weeks and feel very sympathetic towards each other. **(DATE)**
16. I **have written** four emails this morning, but nobody **has replied**. **(WRITE, REPLY)**
17. The bank is still closed. It **hasn't opened** yet. **(NOT OPEN)**
18. Mary **has had** a number of jobs in the last three years. **(HAVE)**
19. I **have been suffering** from a severe cold in the last few days. It **hasn't got** better yet. **(SUFFER, NOT GET)**
20. I **have fed** the baby twice already but it's still hungry. **(FEED)**

Fill in the correct form of the present perfect tense.

1. I _____ an interesting article in the *New York Times*. **(JUST READ)**
2. _____ by a dog? – No, but a bee _____ me recently.
(YOU EVER BITE, STING)
3. You _____ hard enough. That's why you _____ a few mistakes in the last few days. **(NOT WORK, MAKE)**
4. The Johnsons _____ in Park Street for over a decade. They _____ about leaving. **(LIVE, NEVER THINK)**
5. We _____ a lot about climate change since I came here. **(LEARN)**
6. I _____ 3 great days with my new boyfriend. **(SPEND)**
7. Temperatures _____ very moderate so far this month. **(BE)**
8. They _____ in San Francisco since they came to California three years ago. **(LIVE)**
9. Who _____ after the children recently? **(LOOK)**
10. How long _____ each other? – Well, we met at a party a few months ago and _____ since then. **(YOU KNOW, DATE)**
11. I _____ anything since I had breakfast this morning. I'm starving! **(NOT EAT)**
12. We _____ any difficulty with the software up to now. **(NOT HAVE)**
13. What _____ in the last half hour? – I _____ the garage, but I _____ yet. **(YOU DO, CLEAN, NOT FINISH)**
14. He _____ to me for some time. I wonder what he _____ up to. **(NOT SPEAK, BE)**
15. Our daughter _____ in Los Angeles for two years. She loves it there. **(STUDY)**
16. The crowd _____ since the home team scored the first goal. **(CHEER)**
17. _____ in front of such a great audience? – No. I _____ the country for over a week and I _____ such fantastic fans. **(YOU EVER PERFORM, TOUR, NEVER HAVE)**
18. I _____ about going abroad lately. Maybe I'll go to America for a gap year. **(THINK)**

KEY

1. I **have just read** an interesting article in the *New York Times*. **(JUST READ)**
2. **Have you ever been bitten** by a dog? – No, but a bee **has stung** me recently. **(YOU EVER BITE, STING)**
3. You **haven't worked/ haven't been working** hard enough. That's why you have made a few mistakes in the last few days. **(NOT WORK, MAKE)**
4. The Johnsons **have been living** in Park Street for over a decade. They **have never thought** about leaving. **(LIVE, NEVER THINK)**
5. We **have learned** a lot about climate change since I came here. **(LEARN)**
6. I **have spent** 3 great days with my new boyfriend. **(SPEND)**
7. Temperatures **have been** very moderate so far this month. **(BE)**
8. They **have been living** in San Francisco since they came to California three years ago. **(LIVE)**
9. Who **has been looking** after the children recently? **(LOOK)**
10. How long **have you known** each other? – Well, we met at a party a few months ago and **have been dating** since then. **(YOU KNOW, DATE)**
11. I **haven't eaten** anything since I had breakfast this morning. I'm starving! **(NOT EAT)**
12. We **haven't had / haven't been having** any difficulty with the software up to now. **(NOT HAVE)**
13. What **have you been doing** in the last half hour? – I **have been cleaning** the garage, but I **haven't finished** yet. **(YOU DO, CLEAN, NOT FINISH)**
14. He **hasn't spoken** to me for some time. I wonder what **he's been** up to. **(NOT SPEAK, BE)**
15. Our daughter **has been studying** in Los Angeles for two years. She loves it there. **(STUDY)**
16. The crowd **has been cheering** since the home team scored the first goal. **(CHEER)**
17. **Have you ever performed** in front of such a great audience? - No. I **have been touring** the country for over a week and I **have never had** such fantastic fans. **(YOU EVER PERFORM, TOUR, NEVER HAVE)**
18. I **have been thinking** about going abroad lately. Maybe I'll go to America for a gap year. **(THINK)**

Fill in the correct form of the verb in brackets: Past Simple or Present Perfect Simple

1. The weather around here _____ terrible in the last few weeks. **(BE)**
2. Maria _____ her suitcase last night. **(PACK)**
3. I _____ volleyball since I was a teenager. **(NOT PLAY)**
4. We _____ wash the dishes. They're all clean now **(HELP)**
5. They _____ the factory. – Really? When _____? **(CLOSE, THAT HAPPEN)**
6. _____ yet? **(YOUR BUSINESS COURSE – START)**
7. How long _____ that camera? – About a month. I _____ it because it was on sale just before Christmas. **(YOU HAVE, BUY)**
8. _____ last week's magazine? – It must be here because I _____ it on Monday. **(YOU SEE, BUY)**
9. The books you ordered _____. The delivery service _____ them an hour ago. **(ARRIVE, BRING)**
10. The Queen _____ her two-week tour through Australia yesterday. **(START)**
11. The plane from New York _____. The passengers are getting out. **(JUST LAND)**
12. We _____ a party at school for ages. **(NOT HAVE)**
13. I _____ a cold in school a few days ago and _____ ill ever since. **(CATCH, BE)**
14. Dinosaurs _____ around the earth millions of years ago. **(WANDER)**
15. Prices _____ up last year, but they _____ by 8% already this year. **(NOT GO, INCREASE)**
16. I'm so tired. I _____ all the way to the underground station. **(WALK)**
17. We _____ home from our holidays and getting ready to settle in. **(JUST COME)**
18. She _____ in London for three years. However, when her mom _____, she _____ to Leeds and _____ there ever since. **(LIVE, DIE, MOVE, LIVE)**
19. Dusty _____ a match so far this year. He is more successful than last year, when he _____ the first three matches. **(NEVER LOSE, LOSE)**
20. He _____ off the ladder and _____ his ankle. That's why he _____ in school for a while. **(FALL, BREAK, NOT BE)**

KEY

1. The weather around here **has been** terrible in the last few weeks. **(BE)**
2. Maria **packed** her suitcase last night. **(PACK)**
3. I **haven't played** volleyball since I was a teenager. **(NOT PLAY)**
4. We **have helped** wash the dishes. They're all clean now **(HELP)**
5. They **have closed** the factory. – Really? When **did that happen?** **(CLOSE, THAT HAPPEN)**
6. **Has your business course started** yet? **(YOUR BUSINESS COURSE – START)**
7. How long **have you had** that camera? – About a month. I **bought** it because it was on sale just before Christmas. **(YOU HAVE, BUY)**
8. **Have you seen** last week's magazine? – It must be here because I **bought** it on Monday. **(YOU SEE, BUY)**
9. The books you ordered **have arrived**. The delivery service **brought** them an hour ago. **(ARRIVE, BRING)**
10. The Queen **started** her two-week tour through Australia yesterday. **(START)**
11. The plane from New York **has just landed**. The passengers are getting out. **(JUST LAND)**
12. We **haven't had** a party at school for ages. **(NOT HAVE)**
13. I **caught** a cold in school a few days ago and **have been** ill ever since. **(CATCH, BE)**
14. Dinosaurs **wandered** around the earth millions of years ago. **(WANDER)**
15. Prices **didn't go** up last year, but they **have increased** by 8% already this year. **(NOT GO, INCREASE)**
16. I'm so tired. I **have walked** all the way to the underground station. **(WALK)**
17. We **have just come** home from our holidays and getting ready to settle in. **(JUST COME)**
18. She **lived** in London for three years. However, when her mom **died**, she **moved** to Leeds and **has lived** there ever since. **(LIVE, DIE, MOVE, LIVE)**
19. Dusty **has never lost** a match so far this year. He is more successful than last year, when he **lost** the first three matches. **(NEVER LOSE, LOSE)**
20. He **fell** off the ladder and **broke** his ankle. That's why he **hasn't been** in school for a while. **(FALL, BREAK, NOT BE)**

Fill in the correct form of the verb in brackets: Past or Past Perfect Tense /Simple or Progressive)

1. After I _____ the letter, I _____ that I _____ the wrong address on it. **(POST, REALISE, WRITE)**
2. John asked me where I _____ the day before. **(BE)**
3. At this time yesterday, we _____ for 6 km. **(ALREADY WALK)**
4. When I _____ through the streets of Madrid, I _____ about the magnificent time I _____ there as a student. **(WALK, THINK, SPEND)**
5. It was the first time that she _____ me to dinner. **(INVITE)**
6. As soon as the maid _____ scrubbing the kitchen floor, she _____ working in the garden. **(FINISH, START)**
7. We started to worry about Jimmy because we _____ him all afternoon. **(CALL)**
8. They _____ their way out of town before the sun _____. **(ALREADY MAKE, RISE)**
9. We _____ for two hours when we finally got to our hotel. **(DRIVE)**
10. When I _____ home, I saw that the children _____. **(ARRIVE, LEAVE)**
11. While I _____ in the garden it _____ me that I _____ off the oven. **(WORK, STRIKE, NOT TURN)**
12. I _____ my best friend to the party, but he couldn't come because he _____ other plans. **(INVITE, ALREADY MAKE)**
13. I _____ out of the window because I _____ I _____ some noises. **(LOOK, THINK, HEAR)**
14. We _____ TV when we saw that a devastating earthquake _____ California. **(WATCH, HIT)**
15. The police told me that someone _____ into our neighbour's house. **(BREAK)**
16. When I finally _____ at the airport, he told me that he _____ for half an hour. **(ARRIVE, WAIT)**
17. Patricia _____ English for three years when she _____ and _____ a job. **(STUDY, QUIT, GET)**
18. We _____ to China because our flight _____ on short notice. **(NOT GO, CANCEL)**

KEY

1. After I **had posted** the letter, I **realised** that I **had written** the wrong address on it. **(POST, REALISE, WRITE)**
2. John asked me where I **had been** the day before. **(BE)**
3. At this time yesterday, we **had already been walking** for 6 km. **(ALREADY WALK)**
4. When I **was walking** through the streets of Madrid, I **thought** about the magnificent time I **had spent** there as a student. **(WALK, THINK, SPEND)**
5. It was the first time that she **had invited** me to dinner. **(INVITE)**
6. As soon as the maid **had finished** scrubbing the kitchen floor, she **started** working in the garden. **(FINISH, START)**
7. We started to worry about Jimmy because we **had been calling** him all afternoon. **(CALL)**
8. They **had already made** their way out of town before the sun **rose**. **(ALREADY MAKE, RISE)**
9. We **had been driving** for two hours when we finally got to our hotel. **(DRIVE)**
10. When I **arrived** home, I saw that the children **had already left**. **(ARRIVE, LEAVE)**
11. While I **was working** in the garden it **struck** me that I **hadn't turned** off the oven. **(WORK, STRIKE, NOT TURN)**
12. I **invited** my best friend to the party, but he couldn't come because he **had already made** other plans. **(INVITE, ALREADY MAKE)**
13. I **looked** out of the window because I **thought** I **had heard** some noises. **(LOOK, THINK, HEAR)**
14. We **were watching** TV when we saw that a devastating earthquake **had hit** California. **(WATCH, HIT)**
15. The police told me that someone **had broken** into our neighbour's house. **(BREAK)**
16. When I **finally** arrived at the airport, he told me that he **had been waiting** for half an hour. **(ARRIVE, WAIT)**
17. Patricia **had been studying** English for three years when she **quit** and **got** a job. **(STUDY, QUIT, GET)**
18. We **didn't go** to China because our flight **had been cancelled** on short notice. **(NOT GO, CANCEL)**

Fill in the correct form of the verb given.

1. Who _____ to? – He _____ to his sister Maria, who _____ usually in England at this time of the year. **(HE WRITE, WRITE, BE)**
2. Marty _____ just when his mother _____ into his room. **(SMOKE, COME)**
3. She _____ an hour ago and _____ back yet. **(LEAVE, NOT COME)**
4. I usually _____ tea with milk, but I _____ to have my coffee black. **(DRINK, LIKE)**
5. When I was in school, I _____ a student who _____ a test in his whole life. **(KNOW, NOT FAIL)**
6. You can't go into her room. She _____ and you shouldn't wake her. **(SLEEP)**
7. I _____ better in my life. I hope it _____ that way. **(NEVER FEEL, STAY)**
8. We _____ outside yesterday because it _____ the whole day. Maybe we _____ tomorrow. **(NOT GO, RAIN, GO)**
9. While Mom _____ in the garden, she _____ her back. She _____ to the doctor who told her that she _____ have to rest for a few days. **(WORK, HURT, GO, WILL)**
10. My sister _____ hard for school recently. She's got a few tests coming up next week. **(WORK)**
11. The results were better than I _____. **(EXPECT)**
12. Nobody was in the car, even though the engine _____. **(RUN)**
13. I went into the garden to see what the boys _____. **(DO)**
14. All your fingers are brown. You _____ too much. **(SMOKE)**
15. When I saw him last, he _____ married for so long. **(NOT BE)**
16. I _____ that his brother _____ around in Australia. **(JUST HEAR, TRAVEL)**
17. _____ the whole morning? – I _____ to call you for over an hour. **(YOU SLEEP, TRY)**
18. After he _____ the letter, he _____ it away. **(READ, THROW)**
19. I _____ today's newspaper. – _____ it anywhere? **(NOT READ, YOU SEE)**
20. Jake _____ my sister for over a year. She _____ some very good results lately. **(COACH, HAVE)**

KEY

1. Who **is he writing** to? – **He's writing** to his sister Maria, who **is** usually in England at this time of the year. **(HE WRITE, WRITE, BE)**
2. Marty **was smoking** just when his mother **came** into his room. **(SMOKE, COME)**
3. She **left** an hour ago and **hasn't come** back yet. **(LEAVE, NOT COME)**
4. I usually **drink** tea with milk, but I **like** to have my coffee black. **(DRINK, LIKE)**
5. When I was in school, I **knew** a student who **had not failed** a test in his whole life. **(KNOW, NOT FAIL)**
6. You can't go into her room. **She's sleeping** and you shouldn't wake her. **(SLEEP)**
7. I **have never felt** better in my life. I hope it **stays** that way. **(NEVER FEEL, STAY)**
8. We **didn't go** outside yesterday because it **was raining** the whole day. Maybe **we'll go** tomorrow. **(NOT GO, RAIN, GO)**
9. While Mom **was working** in the garden, she **hurt** her back. She **went** to the doctor who told her that she **would** have to rest for a few days. **(WORK, HURT, GO, WILL)**
10. My sister **has been working** hard for school recently. She's got a few tests coming up next week. **(WORK)**
11. The results were better than I **had expected**. **(EXPECT)**
12. Nobody was in the car, even though the engine was running. **(RUN)**
13. I went into the garden to see what the boys **were doing**. **(DO)**
14. All your fingers are brown. You **smoke/ are smoking** too much. **(SMOKE)**
15. When I saw him last, he **hadn't been** married for so long. **(NOT BE)**
16. I **have just heard** that his brother **has been travelling/is travelling/ will be travelling** around in Australia. **(JUST HEAR, TRAVEL)**
17. **Do you sleep** the whole morning? – I **have been trying** to call you for over an hour. **(YOU SLEEP, TRY)**
18. After he **had read** the letter, he **threw** it away. **(READ, THROW)**
19. I **haven't read** today's newspaper. – **Have you seen** it anywhere? **(NOT READ, YOU SEE)**
20. Jake **has been coaching** my sister for over a year. **She's had** some very good results lately. **(COACH, HAVE)**

Write sentences, using the tense given. Add any words you need.

1. The boys – can – climb – the mountain (**past simple**)

2. You – ever – visit – your cousin – in Scotland? (**present perfect simple**)

3. I – go – doctor – if -I – be – you (**conditional 1**)

4. She – learn – English – two years (**present perfect progressive**)

5. What – you – think – of the weather – in Spain? (**present simple**)

6. What – he – do – now? (**present progressive**)

7. We walk – down the street – when – police car – pass – by (**past**)

8. We – talk – a lot (**past perfect simple**)

9. We – never – read – any books – by this author (**present perfect simple**)

10. He – be – interesting man – when – he – be – young (**past simple**)

11. I – think – I – have – a drink (**future**)

12. The shop – open – at 9 a.m. – next Monday (**present progressive**)

13. America – discover – by Columbus (**past simple**)

14. I – go – to – the dentist (**conditional 2**)

15. We – discuss – topic – for many hours. (**present perfect progressive**)

16. I – work – for 12 hours – when – I – finally – go – home (**past perfect progressive, past simple**)

17. You – go – France – next year? (**going to future**)

18. They – finish – their homework – when – I – come (**past**)

KEY

1. The boys – can – climb – the mountain (**past simple**)
The boys could/were able to climb the mountain.
2. You – ever – visit – your cousin – in Scotland? (**present perfect simple**)
Have you ever visited your cousin in Scotland?
3. I – go – doctor – if -I – be – you (**conditional 1**)
I would go to the doctor if I were/was you.
4. She – learn – English – two years (**present perfect progressive**)
She has been learning English for two years.
5. What – you – think – of the weather – in Spain? (**present simple**)
What do you think of the weather in Spain?
6. What – he – do – now? (**present progressive**)
What is he doing now?
7. We walk – down the street – when – police car – pass – by (**past**)
We were walking down the street when a police car passed by.
8. We – talk – a lot (**past perfect simple**)
We had talked a lot.
9. We – never – read – any books – by this author (**present perfect simple**)
We have never read any books by this author.
10. He – be – interesting man – when – he – be – young (**past simple**)
He was an interesting man when he was young.
11. I – think – I – have – a drink (**future**)
I think I'll have a drink.
12. The shop – open – at 9 a.m. – next Monday (**present progressive**)
The shop is opening at 5 next Monday.
13. America – discover – by Columbus (**past simple**)
America was discovered by Columbus.
14. I – go – to – the dentist (**conditional 2**)
I would have gone to the dentist.
15. We – discuss – topic – for many hours. (**present perfect progressive**)
We have been discussing the topic for many hours.
16. I – work – for 12 hours – when – I – finally – go – home (**past perfect progressive, past simple**)
I had been working for 12 hours when I finally went home.
17. You – go – France – next year? (**going to future**)
Are you going to go to France next year?
18. They – finish – their homework – when – I – come (**past**)
They were finishing their homework when I came.

Write sentences, using the tense given. Add any words you need.

1. She - often - shop - at Macy's (**present simple**)

2. We - watch TV - when - we - hear - bad news (**past**)

3. I - not go - out - in the rain (**conditional 2**)

4. I - find - my briefcase - this morning (**present perfect simple**)

5. My sister - get married - next Sunday (**present progressive**)

6. I - never - think - about it - before (**past perfect simple**)

7. I - prepare - for the test - since Monday (**present perfect progressive**)

8. You - ride - a camel - in Egypt? (**past simple**)

9. I - think - I - stay - at home. (**future**)

10. I - not apologise - to him (**conditional 1**)

11. After - I - hear - noise - I - go - out (**past simple, past perfect simple**)

12. Where - he - go? (**present perfect simple**)

13. I - cannot - visit you - last week (**past simple**)

14. How often - you go - to the dentist - last year? (**past simple**)

15. Breakfast - not serve - after 11 o'clock (**present simple**)

16. She - play - this game - over an hour (**present perfect progressive**)

17. You - know - where - my shoes - be? (**present simple**)

18. I - work - in the garden - whole afternoon (**past progressive**)

KEY

1. She – often – shop – at Macy's (**present simple**)
She often shops at Macy's.
2. We – watch TV – when – we – hear – bad news (**past**)
We were watching TV when we heard the bad news.
3. I – not go – out - in the rain (**conditional 2**)
I wouldn't have gone out in the rain.
4. I – find – my briefcase – this morning (**present perfect simple**)
I have found my briefcase this morning.
5. My sister – get married – next Sunday (**present progressive**)
My sister is getting married next Monday.
6. I – never – think – about it – before (**past perfect simple**)
I had never thought about it before.
7. I – prepare – for the test – since Monday (**present perfect progressive**)
I have been preparing for the test since Monday.
8. You – ride – a camel – in Egypt? (**past simple**)
Did you ride a camel in Egypt?
9. I – think – I – stay – at home. (**future**)
I think I'll stay at home.
10. I – not apologise – to him (**conditional 1**)
I wouldn't apologise to him.
11. After – I – hear – noise – I – go – out (**past simple, past perfect simple**)
After I had heard the noise I went out.
12. Where – he – go? (**present perfect simple**)
Where has he gone?
13. I – cannot – visit you – last week (**past simple**)
I couldn't/ wasn't able to visit you last week.
14. How often – you go – to the dentist – last year? (**past simple**)
How often did you go to the dentist last year?
15. Breakfast – not serve – after 11 o'clock (**present simple**)
Breakfast is not served after 11 o'clock.
16. She – play – this game – over an hour (**present perfect progressive**)
She has been playing this game for over an hour?
17. You – know – where – my shoes – be? (**present simple**)
Do you know where my shoes are?
18. I – work - in the garden – whole afternoon (**past progressive**)
I was working in the garden the whole afternoon.

Fill in the missing forms of the irregular verbs.

Base Form	Past Tense	Past Participle
arise		
		begun
	bought	
catch		
		fed
	found	
	forgave	
		got/gotten
		hung
hide		
	kept	
		laid
		let
	made	
pay		
	put	
		run
		seen
	shook	
		sunk
smell		
speak		
	swore	
		swung
	taught	
tell		
	threw	
		won
write		

KEY

Base Form	Past Tense	Past Participle
arise	arose	arisen
begin	began	begun
buy	bought	bought
catch	caught	caught
feed	fed	fed
find	found	found
forgive	forgave	forgiven
get	got	got/gotten
hang	hung	hung
hide	hid	hidden
keep	kept	kept
lay	laid	laid
let	let	let
make	made	made
pay	paid	paid
put	put	put
run	ran	run
see	saw	seen
shake	shook	shaken
sink	sank	sunk
smell	smelled/smelt	smelled/smelt
speak	spoke	spoken
swear	swore	sworn
swing	swung	swung
teach	taught	taught
tell	told	told
throw	threw	thrown
win	won	won
write	wrote	written

Fill in the missing forms of the irregular verbs.

Base Form	Past Tense	Past Participle
bite		
	bled	
		blown
		broken
	built	
	came	
cost		
draw		
	dreamed/dreamt	
		eaten
fall		
	flew	
		forgot/forgotten
		given
	grew	
hear		
hide		
	knew	
lead		
		lent
		lain
	met	
	read	
say		
	sold	
		shone
shoot		
		sung
	spent	
steal		

KEY

Base Form	Past Tense	Past Participle
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
build	built	built
come	came	come
cost	cost	cost
draw	drew	drawn
dream	dreamed/dreamt	dreamed/dreamt
eat	ate	eaten
fall	fell	fallen
fly	flew	flown
forget	forgot	forgot/forgotten
give	gave	given
grow	grew	grown
hear	heard	heard
hide	hid	hidden
know	knew	known
lead	led	led
lend	lent	lent
lie	lay	lain
meet	met	met
read	read	read
say	said	said
sell	sold	sold
shine	shone	shone
shoot	shot	shot
sing	sang	sung
spend	spent	spent
steal	stole	stolen

Fill in the correct form of the verb given.

1. After we _____ dinner we went to bed. **(EAT)**
2. I _____ several matches this season, but I _____ to a single game last season. **(SEE, NOT GO)**
3. What _____ when the headmaster _____ the classroom yesterday? **(YOU DO, ENTER)**
4. My granddad doesn't _____ well so he always _____ up the volume on the radio. **(NOT HEAR, TURN)**
5. We _____ hard since 7 o'clock in the morning. **(WORK)**
6. She _____ in such cold water before. **(NEVER SWIM)**
7. When we _____ at the stadium thousands of spectators _____ in front of the gates. **(ARRIVE, WAIT)**
8. We _____ for over an hour when we found out that we were in the wrong village. **(TRAVEL)**
9. The district attorney's office _____ before next Monday. **(NOT OPEN)**
10. Here are your shoes Jimmy. I _____ them **(JUST CLEAN).**
11. She _____ well yesterday because she _____ too much. **(NOT FEEL, EAT)**
12. Look at those fans! They're so excited because their team _____ the winning goal. **(JUST SCORE)**
13. Last Saturday Susan _____ an accident. She _____ off the ladder and _____ her knee while she _____ to pick some apples. **(HAVE, FALL, CUT, TRY)**
14. We _____ to Chris's party next Tuesday because nobody _____ us. **(NOT GO, INVITE)**
15. Whenever Kevin is in England, he _____ to his parents back in Australia every weekend. **(WRITE)**
16. When I was at school, I often _____ adventure stories written by Jack London **(READ).** – _____ any of his books yet? **(YOU READ)**
17. Who _____ that terrible noise outside? – It's a group of hooligans. They _____ around with flags in their hands. **(CAUSE, WANDER)**
18. How _____ to school, Marvin? – I _____ the bus but today my dad _____ me a lift. **(YOU USUALLY GET, USUALLY TAKE, GIVE)**

KEY

1. After we **had eaten** dinner we went to bed. **(EAT)**
2. I **have seen** several matches this season, but I **didn't go** to a single game last season. **(SEE, NOT GO)**
3. What **were you doing** when the headmaster **entered** the classroom yesterday? **(YOU DO, ENTER)**
4. My granddad **doesn't hear** well so he always **turns** up the volume on the radio. **(NOT HEAR, TURN)**
5. We **have been working** hard since 7 o'clock in the morning. **(WORK)**
6. She **has never swum** in such cold water before. **(NEVER SWIM)**
7. When we **arrived** at the stadium thousands of spectators **were waiting** in front of the gates. **(ARRIVE, WAIT)**
8. We **had been travelling/ had travelled** for over an hour when we found out that we were in the wrong village. **(TRAVEL)**
9. The district attorney's office **is not opening/won't open** before next Monday. **(NOT OPEN)**
10. Here are your shoes Jimmy. I **have just cleaned** them **(JUST CLEAN)**.
11. She **didn't feel** well yesterday because she **had eaten** too much. **(NOT FEEL, EAT)**
12. Look at those fans! They're so excited because their team **have/has just scored** the winning goal. **(JUST SCORE)**
13. Last Saturday Susan **had** an accident. She **fell** off the ladder and **cut** her knee while she **was trying** to pick some apples. **(HAVE, FALL, CUT, TRY)**
14. We **won't/aren't going** go to Chris's party next Tuesday because nobody **has invited/invited** us. **(NOT GO, INVITE)**
15. Whenever Kevin is in England, he **writes** to his parents back in Australia every weekend. **(WRITE)**
16. When I was at school, I often **read** adventure stories written by Jack London **(READ)**. – **Have you read** any of his books yet? **(YOU READ)**
17. Who **is causing** that terrible noise outside? – It's a group of hooligans. They **are wandering** around with flags in their hands. **(CAUSE, WANDER)**
18. How **do you usually get** to school, Marvin? – I **usually take** the bus but today my dad **is giving** me a lift. **(YOU USUALLY GET, USUALLY TAKE, GIVE)**

Fill in the correct form of the verb given.

1. Jeff _____ our bank manager at the moment. He _____ here for three years. **(BE, BE)**
2. I _____ when the alarm _____ off at 5.30 this morning. **(STILL SLEEP, GO)**
3. If everyone donates \$5, we _____ enough to buy a new machine. **(HAVE)**
4. There _____ a great documentary on TV yesterday evening. _____ it? – No, I didn't. I _____ to take my television set back to the store to have it repaired. **(BE, YOU SEE, HAVE)**
5. When I _____ to the car park I didn't know where I _____ my car. **(RETURN, PARK)**
6. My uncle _____ the same pullover the whole winter. I guess he _____ it. **(WEAR, LOVE)**
7. Mum _____ dinner when the doctor _____. **(PREPARE, ARRIVE)**
8. He _____ around with a limp since he _____ his accident a few weeks ago. **(WALK, HAVE)**
9. You look pretty worried. – What _____? **(HAPPEN)**
10. When we _____ at the theatre the play _____. **(ARRIVE, ALREADY START)**
11. When she _____ home, she _____ that her husband _____ for some time. **(COME, SEE, DRINK)**
12. _____ the good news? – Stan and Margie _____ married! – That's not new. – I _____ about it for a few weeks. **(YOU HEAR, GET, KNOW)**
13. I _____ to call you the whole week! – Where _____? **(TRY, YOU BE)**
14. The manager _____ to an important customer at the moment, but he _____ you in a few minutes. **(SPEAK, SEE)**
15. Do you realize that you _____ on my toes? – It hurts! **(STAND)**
16. I think I _____ a break. I surely deserve one. **(TAKE)**
17. I wonder if he _____ my number. I _____ for him to call for the last two hours. **(FORGET, EXPECT)**
18. The novel is about a man who _____ home from the war and _____ a new life. **(COME, START)**
19. When I _____ for my passport a few days ago, I _____ across this old photo of our family reunion. **(LOOK, COME)**
20. I am sorry that I _____ to leave your party so early last night. I _____ myself. **(HAVE, REALLY ENJOY)**

KEY

1. Jeff **is** our bank manager at the moment. He **has been** here for three years. **(BE, BE)**
2. I **was still sleeping** when the alarm **went** off at 5.30 this morning. **(STILL SLEEP, GO)**
3. If everyone donates \$5, we **will have** enough to buy a new machine. **(HAVE)**
4. There **was** a great documentary on TV yesterday evening. **Did you see** it? – No, I didn't. I **had** to take my television set back to the store to have it repaired. **(BE, YOU SEE, HAVE)**
5. When I **returned** to the car park I didn't know where I **had parked** my car. **(RETURN, PARK)**
6. My uncle **has been wearing** the same pullover the whole winter. I guess he **loves** it. **(WEAR, LOVE)**
7. Mum **was preparing** dinner when the doctor **arrived**. **(PREPARE, ARRIVE)**
8. He **has been walking** around with a limp since he **had** his accident a few weeks ago. **(WALK, HAVE)**
9. You look pretty worried. – What **happened/ has happened?** **(HAPPEN)**
10. When we **arrived** at the theatre the play **had already started**. **(ARRIVE, ALREADY START)**
11. When she **came** home, she **saw** that her husband **had been drinking** for some time. **(COME, SEE, DRINK)**
12. **Have you heard** the good news? – Stan and Margie **are getting** married! – That's not new. – I **have known** about it for a few weeks. **(YOU HEAR, GET, KNOW)**
13. I **have been trying** to call you the whole week! – Where **have you been?** **(TRY, YOU BE)**
14. The manager **is speaking** to an important customer at the moment, but **he will see** you in a few minutes. **(SPEAK, SEE)**
15. Do you realize that you **are standing** on my toes? – It hurts! **(STAND)**
16. I think I **will take** a break. I surely deserve one. **(TAKE)**
17. I wonder if he **has forgotten/forgot** my number. I **have been expecting** for him to call for the last two hours. **(FORGET, EXPECT)**
18. The novel is about a man who **came** home from the war and **started** a new life. **(COME, START)**
19. When I **was looking** for my passport a few days ago, I **came** across this old photo of our family reunion. **(LOOK, COME)**
20. I am sorry that I **had** to leave your party so early last night. I **was really enjoying** myself. **(HAVE, REALLY ENJOY)**

Fill in the correct form of the verb given: Past or Present Perfect Simple

1. So far, Jill _____ almost half of the book. **(READ)**
2. Do you know who _____ the telephone? – It _____ Alexander Graham Bell. **(INVENT, BE)**
3. On her trip across Asia, Mum _____ three countries up to now. **(VISIT)**
4. How many books _____ in the last few years? **(HE WRITE)**
5. Martha lives in Dublin. She's _____ there her whole life, ever since her dad _____ a few years ago. **(LIVE, DIE)**
6. Paul and Gina _____ an hour ago. They _____ problems with their flight. **(ARRIVE, HAVE)**
7. Drugs _____ a huge problem in the United States. **(BECOME)**
8. Granddad _____ in hospital since Monday. He _____ in hospital before. **(BE, NEVER BE)**
9. _____ the Queen in person? No, but I _____ Prince Andrew at a concert a few months ago. **(YOU EVER SEE, SEE)**
10. Mozart _____ over 600 pieces of music during his lifetime. **(WRITE)**
11. They _____ to Spain on holiday last summer **(GO)**
12. I'm hungry. I _____ anything for hours. **(NOT EAT)**
13. I _____ my key and can't find it anywhere. **(LOSE)**
14. He _____ as a war correspondent during the second Iraq war. **(WORK)**
15. I _____ a huge meal for lunch and simply can't eat anything at the moment. **(HAVE)**
16. It _____ yet this week, but last week it really _____ a lot. **(NOT RAIN, RAIN)**
17. According to her statement, she _____ at the Crown Hotel from last Monday to Thursday. **(STAY)**
18. Who _____ at the cinema last night? **(YOU MEET)**
19. I don't need any new driving lessons. I _____ the test. **(ALREADY PASS)**
20. Fortunately, I _____ any bones. **(NEVER BREAK)**
21. My cousins _____ in Dublin since their childhood. Marvin _____ to America when he was 16 but only _____ there for a few years. Then he _____ back to Ireland. **(BE, GO, STAY, COME)**
22. I _____ the car. Now it looks great! **(WASH)**
23. She _____ smoking a few months ago. **(STOP)**
24. Back in March, I _____ enough money to buy a new car. Now, I can afford one. **(NOT HAVE)**
25. Scientist _____ a major discovery in medicine. **(JUST MAKE)**

KEY

1. So far, Jill **has read** almost half of the book. **(READ)**
2. Do you know who **invented** the telephone? – It **was** Alexander Graham Bell. **(INVENT, BE)**
3. On her trip across Asia, Mum **has visited** three countries up to now. **(VISIT)**
4. How many books **has he written** in the last few years? **(HE WRITE)**
5. Martha lives in Dublin. **She's lived** there her whole life, ever since her dad **died** a few years ago. **(LIVE, DIE)**
6. Paul and Gina **arrived** an hour ago. They **had** problems with their flight. **(ARRIVE, HAVE)**
7. Drugs **have become** a huge problem in the United States. **(BECOME)**
8. Granddad **has been** in hospital since Monday. He's **never been** in hospital before. **(BE, NEVER BE)**
9. **Have you ever seen** the Queen in person? No, but I **saw** Prince Andrew at a concert a few months ago. **(YOU EVER SEE, SEE)**
10. Mozart **wrote** over 600 pieces of music during his lifetime. **(WRITE)**
11. They **went** to Spain on holiday last summer **(GO)**
12. I'm hungry. I **haven't eaten** anything for hours. **(NOT EAT)**
13. I have **lost** my key and can't find it anywhere. **(LOSE)**
14. He **worked** as a war correspondent during the second Iraq war. **(WORK)**
15. I **had** a huge meal for lunch and simply can't eat anything at the moment. **(HAVE)**
16. It **hasn't rained** yet this week, but last week it really **rained** a lot. **(NOT RAIN, RAIN)**
17. According to her statement, she **stayed** at the Crown Hotel from last Monday to Thursday. **(STAY)**
18. Who **did you meet** at the cinema last night? **(YOU MEET)**
19. I don't need any new driving lessons. I **have already passed** the test. **(ALREADY PASS)**
20. Fortunately, I **have never broken** any bones. **(NEVER BREAK)**
21. My cousins **have been** in Dublin since their childhood. Marvin **went** to America when he was 16 but only **stayed** there for a few years. Then he **came** back to Ireland. **(BE, GO, STAY, COME)**
22. I **have washed** the car. Now it looks great! **(WASH)**
23. She **stopped** smoking a few months ago. **(STOP)**
24. Back in March, I **didn't have** enough money to buy a new car. Now, I can afford one. **(NOT HAVE)**
25. Scientist **have just made** a major discovery in medicine. **(JUST MAKE)**

Fill in the correct form of the verb given: Present Perfect Simple or Progressive

1. I _____ on redecorating the house for the last few days and I'm still not finished. **(WORK)**
2. She _____ his phone number, so she can't call him. **(FORGET)**
3. It _____ all day. It seems as if it will never stop. **(RAIN)**
4. I _____ a lot of work this morning, and it's only nine. **(DO)**
5. She _____ the tasks her teacher provided her with. **(JUST FINISH)**
6. We _____ for our exams since October. I hope we're well prepared for them. **(STUDY)**
7. You look so tired. What's happened? - I _____ after the children the whole morning. They're really a nuisance. **(LOOK)**
8. We _____ this film before, so there's no need to watch it again. **(SEE)**
9. I _____ for you all morning. - Where _____?
(WAIT, YOU BE)
10. Mike _____ an airplane before, but I think he won't be able to manage such a large one. **(FLY)**
11. I _____ up my mind not to accept the job offer. **(MAKE)**
12. I _____ to India twice and each time it was a remarkable experience. **(BE)**
13. Jack _____ his driving test twice. He should be better prepared. **(FAIL)**
14. I _____ to a party since Christmas. I really think I should socialize more. **(NOT BE)**
15. People _____: all morning about slow internet services. **(COMPLAIN)**
16. My brother _____ for this company for the last forty years and _____ any trouble. **(WORK, NEVER CAUSE)**
17. Someone _____ my computer. The battery is dead. **(USE)**
18. Why _____ your monthly fee yet? You're always late. **(YOU NOT PAY)**
19. He _____ golf with us since he moved here. **(PLAY)**
20. My mother _____ the bus, so she won't be here on time. **(MISS)**
21. I _____ three letters so far this morning, and I'm tired already. **(TYPE)**
22. The baby _____. That's why her eyes are so red. **(CRY)**
23. I am really excited about going to the new restaurant because I _____ Indian food before. **(NEVER EAT)**
24. We _____ through the accounts since Monday, but we _____ any irregularities yet. **(LOOK, NOT FIND)**
25. My cousin _____ this house since the end of the war. **(OWN)**

KEY

1. I **have been working** on redecorating the house for the last few days and I'm still not finished. **(WORK)**
2. **She's forgotten** his phone number, so she can't call him. **(FORGET)**
3. It **has been raining** all day. It seems as if it will never stop. **(RAIN)**
4. I **have done** a lot of work this morning, and it's only nine. **(DO)**
5. She **has just finished** the tasks her teacher provided her with. **(JUST FINISH)**
6. We **have been studying** for our exams since October. I hope we're well prepared for them. **(STUDY)**
7. You look so tired. What's happened? – I **have been looking** after the children the whole morning. They're really a nuisance. **(LOOK)**
8. We **have seen** this film before, so there's no need to watch it again. **(SEE)**
9. I **have been waiting** for you all morning. - Where **have you been?** **(WAIT, YOU BE)**
10. Mike **has flown** an airplane before, but I think he won't be able to manage such a large one. **(FLY)**
11. I **have made** up my mind not to accept the job offer. **(MAKE)**
12. I **have been** to India twice and each time it was a remarkable experience. **(BE)**
13. Jack **has failed** his driving test twice. He should be better prepared. **(FAIL)**
14. I **haven't been** to a party since Christmas. I really think I should socialize more. **(NOT BE)**
15. People **have been complaining** all morning about slow internet services. **(COMPLAIN)**
16. My brother **has been working** for this company for the last forty years and **has never caused** any trouble. **(WORK, NEVER CAUSE)**
17. Someone **has been using** my computer. The battery is dead. **(USE)**
18. Why **haven't you paid** your monthly fee yet? You're always late. **(YOU NOT PAY)**
19. He **has been playing** golf with us since he moved here. **(PLAY)**
20. My mother **has missed** the bus, so she won't be here on time. **(MISS)**
21. I **have typed** three letters so far this morning, and I'm tired already. **(TYPE)**
22. The baby **has been crying**. That's why her eyes are so red. **(CRY)**
23. I am really excited about going to the new restaurant because I **have never eaten** Indian food before. **(NEVER EAT)**
24. We **have been looking** through the accounts since Monday, but we **haven't found** any irregularities yet. **(LOOK, NOT FIND)**
25. My cousin **has owned** this house since the end of the war. **(OWN)**

Fill in the correct form of the verb given: Present Tense Simple or Progressive

1. Dad _____ us to school every morning. **(DRIVE)**
2. Max _____ at an Internet café this summer. **(WORK)**
3. We _____ abroad this year because of the pandemic. **(NOT GO)**
4. It never _____ in the Atacama Desert in Chile. **(RAIN)**
5. Marty _____ to the fitness centre on Mondays. **(NOT USUALLY GO)**
6. What is that? - I _____ sounds that are not there. **(HEAR)**
7. We _____ of leaving Britain next year. We might go to America. **(THINK)**
8. I _____ my ex-husband next Monday. **(SEE)**
9. This box _____ a lot. What is in it? **(WEIGH)**
10. What _____ under the table? - Is there anything wrong? **(YOU DO)**
11. She never _____ to anyone about her problems. **(TALK)**
12. Mary _____ very sad. What's happened to her? **(LOOK)**
13. They _____ a few days in Stockholm next month. **(SPEND)**
14. You can't go in. They _____ a meeting. **(HAVE)**
15. I _____ I'll have a cup of coffee. I'm so tired. **(THINK)**
16. _____ fishing with me on Sunday? - I don't know. I'll think about it.
(YOU GO)
17. I _____ here as a waiter on weekends. **(WORK)**
18. Max _____ to be a nice student. Let's see how he _____ in class.
(APPEAR, HE DO)
19. I _____ what this letter means. It _____ no sense. **(NOT UNDERSTAND, MAKE)**
20. I _____ the dog for a walk because it's so sunny outside. **(TAKE)**
21. _____ at night? **(YOU EVER DREAM)**
22. I _____ on you to help me organise the meeting. **(COUNT)**
23. My sister _____ a video conference in her company next week. **(HOLD)**
24. Why _____ to what he has to say. **(YOU NOT EVER LISTEN)**
25. I _____ meat. I'm a vegetarian. **(NOT EAT)**

KEY

1. Dad **drives** us to school every morning. **(DRIVE)**
2. Max **is working** at an Internet café this summer. **(WORK)**
3. We **are not going** abroad this year because of the pandemic. **(NOT GO)**
4. It never **rains** in the Atacama Desert in Chile. **(RAIN)**
5. Marty **does not usually go** to the fitness centre on Mondays. **(NOT USUALLY GO)**
6. What is that? – I **am hearing** sounds that are not there. **(HEAR)**
7. We **are thinking** of leaving Britain next year. We might go to America. **(THINK)**
8. I **am seeing** my ex-husband next Monday. **(SEE)**
9. This box **weighs** a lot. What is in it? **(WEIGH)**
10. What **are you doing** under the table? – Is there anything wrong? **(YOU DO)**
11. She never **talks** to anyone about her problems. **(TALK)**
12. Mary **looks** very sad. What's happened to her? **(LOOK)**
13. They **are spending** a few days in Stockholm next month. **(SPEND)**
14. You can't go in. **They're having** a meeting. **(HAVE)**
15. I **think** I'll have a cup of coffee. I'm so tired. **(THINK)**
16. **Are you going** fishing with me on Sunday? – I don't know. I'll think about it. **(YOU GO)**
17. I **work** here as a waiter on weekends. **(WORK)**
18. Max **appears** to be a nice student. Let's see how he **does** in class. **(APPEAR, HE DO)**
19. I **don't understand** what this letter means. It **makes** no sense. **(NOT UNDERSTAND, MAKE)**
20. I **am taking** the dog for a walk because it 's so sunny outside. **(TAKE)**
21. **Do you ever dream** at night? **(YOU EVER DREAM)**
22. I **am counting** on you to help me organise the meeting. **(COUNT)**
23. My sister **is holding** a video conference in her company next week. **(HOLD)**
24. Why **don't you ever listen** to what he has to say. **(YOU NOT EVER LISTEN)**
25. I **don't eat** meat. I'm a vegetarian. **(NOT EAT)**

Fill in the correct form of the Future Tense. In some sentences several forms are possible.

1. They _____ driving to New York tomorrow evening. **(DRIVE)**
2. I offered him a job last week and I think he _____ it. **(TAKE)**
3. I hope the weather _____ nice when you get to Sardinia. **(BE)**
4. We _____ married on June 25th. **(GET)**
5. I suppose real estate prices _____ up again next year. **(GO)**
6. What _____ when you grow up? – I _____ a pilot. **(YOU DO, BE)**
7. I am _____ football this afternoon so I can't make it to the party. **(PLAY)**
8. Put your wallet away. I _____ for the tickets. **(PAY)**
9. I _____ John at the airport tomorrow at 5.30. **(MEET)**
10. Take the umbrella with you. I think it _____ in the afternoon. **(RAIN)**
11. I think I _____ a cup of tea after all. **(HAVE)**
12. Ask Mary. She _____ the answer **(PROBABLY KNOW)**
13. Which car _____ to buy? **(YOU PLAN)**
14. Jack missed the train. He _____ late again. **(BE)**
15. All our stores _____ next Monday at 10.00 a.m. **(OPEN)**
16. We _____ our holidays in France next year. **(SPEND)**
17. What do you want to eat? – I think I _____ a sandwich. **(HAVE)**
18. We have to go now. It _____ late. **(GET)**
19. I can't talk about it now, but I _____ you a mail next week. **(SEND)**
20. The Jacksons _____ a party tomorrow afternoon, but they haven't invited us. **(HAVE)**

KEY

1. They **are driving/are going to drive/will be** driving to New York tomorrow evening. **(DRIVE)**
2. I offered him a job last week and I think he **will take/is going to take** it. **(TAKE)**
3. I hope the weather **will be** nice when you get to Sardinia. **(BE)**
4. We **are getting** married on June 25th. **(GET)**
5. I suppose real estate prices **will go** up again next year. **(GO)**
6. What **are you going to do** when you grow up? – I **am going to be** a pilot. **(YOU DO, BE)**
7. I am **going to play/ am playing/will be playing** football this afternoon so I can't make it to the party. **(PLAY)**
8. Put your wallet away. I **will pay** for the tickets. **(PAY)**
9. I **am meeting/ am going to meet/ will be meeting** John at the airport tomorrow at 5.30. **(MEET)**
10. Take the umbrella with you. I think it **will rain/ is going to rain** in the afternoon. **(RAIN)**
11. I think I **will have** a cup of tea after all. **(HAVE)**
12. Ask Mary. She **will probably know** the answer **(PROBABLY KNOW)**
13. Which car **are you planning** to buy? **(YOU PLAN)**
14. Jack missed the train. He **is going to be** late again. **(BE)**
15. All our stores **are opening/will open** next Monday at 10.00 a.m. **(OPEN)**
16. We **are going to spend** our holidays in France next year. **(SPEND)**
17. What do you want to eat? – I think I **will have** a sandwich. **(HAVE)**
18. We have to go now. It **is getting** late. **(GET)**
19. I can't talk about it now, but I **will send** you a mail next week. **(SEND)**
20. The Jacksons **are having** a party tomorrow afternoon, but they haven't invited us. **(HAVE)**

Complete the narrative below using the correct tense.

Mary was one of 185 passengers on a British Airways flight to Warsaw. She _____ **(FEEL)** very excited when she _____ **(GET)** on the plane at Gatwick Airport. She _____ **(WAIT)** a long time for this day. She _____ **(FINALLY LEAVE)** England to start her new job in the eastern European capital.



Mary was an experienced traveller. When she was younger, she _____ **(FLY)** around a lot. In those days her father _____ **(BE)** a diplomat and every few years the whole family _____ **(HAVE TO)** move to a different country.

Not long after the plane _____ **(TAKE)** off the captain _____ **(TELL)** the passengers that they _____ **(HAVE)** to return to the airport. For the first time Mary _____ **(START)** to worry. A few minutes later she _____ **(SEE)** the lights of the airport and _____ **(WONDER)** why there were fire engines and ambulances standing nearby. At that time, she _____ **(NOT KNOW)** that the plane's front wheel _____ **(FALL)** off during take-off.

Suddenly, Mary _____ **(FEEL)** a strange bump and when the plane _____ **(COME)** to a stop some passengers _____ **(CRY)**. Fortunately, the pilot _____ **(MAKE)** a perfect landing and nobody _____ **(BE)** injured. Mary was a little shaken but she still _____ **(HOPE)** she would be able to catch the next flight to Warsaw.

KEY

Mary was one of 185 passengers on a British Airways flight to Warsaw. She **was feeling (FEEL)** very excited when she **got (GET)** on the plane at Gatwick Airport. She **had been waiting/ had waited (WAIT)** a long time for this day. She **would finally leave/finally left/was finally going to leave (FINALLY LEAVE)** England to start her new job in the eastern European capital.

Mary was an experienced traveller. When she was younger, she **flew (FLY)** around a lot. In those days her father **had been/ was (BE)** a diplomat and every few years the whole family **had to/ would have to (HAVE TO)** move to a different country.

Not long after the plane **had taken (TAKE)** off the captain **told (TELL)** the passengers that they **had / would have (HAVE)** to return to the airport. For the first time Mary **started/was starting (START)** to worry. A few minutes later she **saw (SEE)** the lights of the airport and **wondered/ was wondering (WONDER)** why there were fire engines and ambulances standing nearby. At that time, she **didn't know (NOT KNOW)** that the plane's front wheel **had fallen (FALL)** off during take-off.

Suddenly, Mary **felt (FEEL)** a strange bump and when the plane **came (COME)** to a stop some passengers **cried/were crying (CRY)**. Fortunately, the pilot **made / had made (MAKE)** a perfect landing and nobody **was/had been (BE)** injured. Mary was a little shaken but she still **hoped (HOPE)** she would be able to catch the next flight to Warsaw.

Complete the sentences with the correct form of the Present Perfect Tense !

1. I _____ a new pair of shoes **(JUST BUY)**.
2. _____ that book yet? **(YOU FINISH)**
3. They _____ cookies all afternoon, ever since they came home from school. **(EAT)**
4. I _____ this book now, so you can have it back. **(READ)**
5. The novelist _____ eight pages of his new book. **(ALREADY WRITE)**
6. Your exam paper is completely blank! What _____ in the past hour? **(YOU DO)**
7. There's nothing left to eat. My sister _____ everything I left in the kitchen. **(EAT)**
8. No wonder your eyes hurt. You _____ computer games ever since you had your breakfast. **(PLAY)**
9. I _____ you for ages ! You look fantastic! **(NOT SEE)**
10. Lukaku _____ another goal for Manchester United. **(JUST SCORE)**
11. They _____ for over an hour now. I wonder when they'll stop. **(DANCE)**
12. We _____ for you for ages. Where have you been? **(WAIT)**
13. I _____ my work, so I'm ready to go. **(FINISH)**
14. She _____ emails for over an hour. I wonder when she'll stop **(WRITE)**
15. We _____ ten museums since we arrived here in Rome. **(VISIT)**
16. I am very tired, because I _____ around the city all day long. **(TRAVEL)**
17. She _____ for a good job for over a week. Now she _____ one. **(LOOK , FINALLY FIND)**
18. Jane _____ English at university for over a decade. And she's still enjoying it. **(TEACH)**

KEY

1. I **have just bought** a new pair of shoes **(JUST BUY)**.
2. **Have you finished** that book yet? **(YOU FINISH)**
3. They **have been eating** cookies all afternoon, ever since they came home from school. **(EAT)**
4. I **have read** this book now, so you can have it back. **(READ)**
5. The novelist **has already written** eight pages of his new book. **(ALREADY WRITE)**
6. Your exam paper is completely blank! What **have you been doing** in the past hour ?
(YOU DO)
7. There's nothing left to eat. My sister **has eaten** everything I left in the kitchen. **(EAT)**
8. No wonder your eyes hurt. You **have been playing** computer games ever since you had your breakfast. **(PLAY)**
9. I **haven't seen** you for ages ! You look fantastic! **(NOT SEE)**
10. Lukaku **has just scored** another goal for Manchester United. **(JUST SCORE)**
11. They **have been dancing** for over an hour now. I wonder when they'll stop. **(DANCE)**
12. We **have been waiting** for you for ages. Where have you been? **(WAIT)**
13. I **have finished** my work, so I'm ready to go. **(FINISH)**
14. She **has been writing** emails for over an hour. I wonder when she'll stop **(WRITE)**
15. We **have visited** ten museums since we arrived here in Rome. **(VISIT)**
16. I am very tired, because I **have been travelling** around the city all day long.
(TRAVEL)
17. She **has been looking** for a good job for over a week. Now she **has finally found** one. **(LOOK , FINALLY FIND)**
18. Jane **has been teaching** English at university for over a decade. And she's still enjoying it. **(TEACH)**

Complete the sentences with the correct form of the Present Tense.

1. Jeremy usually _____ to school by bus but today his dad _____ him.
(GO, DRIVE)
2. How often _____ to the park for a picnic? **(YOU GO)**
3. Northern California _____ a lot of rain during the wintertime but this winter it _____ at all. **(GET, NOT RAIN)**
4. My sister often _____ in bed but today she is so tired that she _____ anything at all. **(READ, NOT READ)**
5. Look to your right! Mary _____ her little sister to school. How sweet!
(BRING)
6. Mom can't help you right now because she _____ dinner. **(PREPARE)**
7. The neighbours' boys always _____ to school late. **(COME)**
8. My parents never _____ cigarettes in front of us. **(SMOKE)**
9. I can't understand him because I _____ any French. **(NOT KNOW)**
10. Mary _____ eating sweets. Every morning she _____ coffee with lots of sweets. **(LIKE, HAVE)**
11. What _____? – I think they _____ to be fed by the tourists.
(THE DUCKS DO, WAIT)
12. It _____ very hard at the moment. **(RAIN)**
13. They normally _____ TV on Sundays but today they _____ a nap. **(WATCH, TAKE)**
14. Dad _____ TV when he _____ home from the office. **(NOT USUALLY WATCH, COME)**
15. Every Monday my dad _____ to work by train because my mom _____ the car. **(GO, NEED)**
16. Our teacher often _____ at us when she's in a bad mood. **(SHOUT)**
17. I _____ for a new car which I want to buy as soon as possible. **(SAVE)**
18. What _____ right now? – He _____ in the river. **(TOM DO, SWIM)**

KEY

1. Jeremy usually **goes** to school by bus but today his dad **is driving** him. (**GO, DRIVE**)
2. How often **do you go** to the park for a picnic? (**YOU GO**)
3. Northern California **gets** a lot of rain during the wintertime but this winter it **isn't raining** at all. (**GET, NOT RAIN**)
4. My sister often **reads** in bed but today she is so tired that she **isn't reading** anything at all. (**READ, NOT READ**)
5. Look to your right! Mary **is bringing** her little sister to school. How sweet! (**BRING**)
6. Mom can't help you right now because she **is preparing** dinner. (**PREPARE**)
7. The neighbours' boys always **come** to school late. (**COME**)
8. My parents never **smoke** cigarettes in front of us. (**SMOKE**)
9. I can't understand him because I **don't know** any French. (**NOT KNOW**)
10. Mary **likes** eating sweets. Every morning she **has** coffee with lots of sweets. (**LIKE, HAVE**)
11. What **are the ducks doing**? – I think they **are waiting** to be fed by the tourists. (**THE DUCKS DO, WAIT**)
12. It **is raining** very hard at the moment. (**RAIN**)
13. They normally **watch** TV on Sundays but today they **are taking** a nap. (**WATCH, TAKE**)
14. Dad **doesn't usually watch** TV when he **comes** home from the office. (**NOT USUALLY WATCH, COME**)
15. Every Monday my dad **goes** to work by train because my mom **needs** the car. (**GO, NEED**)
16. Our teacher often **shouts** at us when she's in a bad mood. (**SHOUT**)
17. I **am saving** for a new car which I want to buy as soon as possible. (**SAVE**)
18. What **is Tom doing** right now? – He **is swimming** in the river. (**TOM DO, SWIM**)

Complete the sentences with the correct form of the Past Tense. Use simple and progressive forms in each of the sentences.

1. Angela _____ herself while she _____ up a tree. **(HURT, CLIMB)**
2. The police car _____ the robbers when they _____ a lamppost.
(CHASE, HIT)
3. I _____ when there _____ a knock at the door. **(STUDY, BE)**
4. My brother _____ on the ice while he _____. **(FALL, SKATE)**
5. Margie _____ dinner when the fire alarm _____. **(HAVE, RING)**
6. Mom _____ herself while she _____ onions. **(INJURE, CUT)**
7. Dad _____ the car when a storm suddenly _____ up. **(REPAIR, COME)**
8. Mona _____ asleep while she _____ a book. **(FALL, READ)**
9. I _____ an old friend while I _____ home from the shop.
(MEET, WALK)
10. She _____ at the ceiling when the door _____. **(STARE, OPEN)**
11. I _____ myself while I _____ milk on the stove. **(BURN, PUT)**
12. While the children _____ the weather _____ to clear up.
(REST, START)
13. When I _____ at the station a car _____ to take me home.
(ARRIVE, WAIT)
14. I _____ my cousin while I _____ in Paris. **(VISIT, STAY)**
15. While the pilot _____ to stabilize the plane the master alarm
_____ off. **(TRY, GO)**
16. I _____ an ambulance while I _____ out of the window. **(SEE, LOOK)**
17. The children _____ a movie when their aunt _____. **(WATCH, ARRIVE)**
18. We _____ about our jobs when the phone _____. **(TALK, RING)**

KEY

1. Angela **hurt** herself while she **was climbing** up a tree. (HURT, CLIMB)
2. The police car **was chasing** the robbers when they **hit** a lamppost. (CHASE, HIT)
3. I **was studying** when there **was** a knock at the door. (STUDY, BE)
4. My brother **fell** on the ice while he **was skating**. (FALL, SKATE)
5. Margie **was having** dinner when the fire alarm **rang**. (HAVE, RING)
6. Mom **injured** herself while she **was cutting** onions. (INJURE, CUT)
7. Dad **was repairing** the car when a storm suddenly **came** up. (REPAIR, COME)
8. Mona **fell** asleep while she **was reading** a book. (FALL, READ)
9. I **met** an old friend while I **was walking** home from the shop. (MEET, WALK)
10. She **was staring** at the ceiling when the door **opened**. (STARE, OPEN)
11. I **burned** myself while I **was putting** milk on the stove. (BURN, PUT)
12. While the children **were resting** the weather **started/ was starting** to clear up. (REST, START)
13. When I **arrived** at the station a car **was waiting** to take me home. (ARRIVE, WAIT)
14. I **visited** my cousin while I **was staying** in Paris. (VISIT, STAY)
15. While the pilot **was trying** to stabilize the plane the master alarm **went** off. (TRY, GO)
16. I **saw** an ambulance while I **was looking** out of the window. (SEE, LOOK)
17. The children **were watching** a movie when their aunt **arrived**. (WATCH, ARRIVE)
18. We **were talking** about our jobs when the phone **rang**. (TALK, RING)

Complete the sentences with the correct form of the tense in brackets. Use past simple or present perfect (simple and progressive).

1. What _____ since you came to this school? I hope you _____ many friends in the past year. **(YOU LEARN, MAKE)**
2. She _____ tired when she _____ home last night, so she _____ straight to bed. **(BE, GET, GO)**
3. I _____ her husband. I don't even know what he looks like. **(NEVER MEET)**
4. It _____ the whole week. I wonder when it's going to stop. **(SNOW)**
5. Who _____ *The Taming of the Shrew*? – I think it was Henry James. **(WRITE)**
6. The weather _____ great when we _____ in Sicily last August. **(BE, BE)**
7. I _____ to study for the past hour, but I simply can't concentrate. **(TRY)**
8. World War I _____ in 1914 and _____ four years later. **(START, END)**
9. I _____ lunch, but I _____ coffee yet. **(JUST HAVE, NOT HAVE).**
10. I _____ a nice girl recently. – How long _____ on? – Oh, for about a month. **(SEE, IT GO)**
11. Last night I _____ some spare time, so I _____ to the cinema to see the latest Bond movie. **(HAVE, GO)**
12. I _____ my room recently. That's why it looks so nice and fresh. **(PAINT)**
13. How many matches _____ so far this season? Well, I _____ almost all games last season, but I _____ any this year. **(YOU WIN, WIN, NOT WIN)**
14. Mom _____ thank you notes the whole morning. She _____ about 20 so far. **(WRITE, ALREADY WRITE)**
15. Dad _____ as a consultant for over 20 years. Then he _____. **(WORK, RETIRE)**
16. _____ Max at the staff meeting last Tuesday? No, I _____ him for ages. **(YOU SEE, NOT SEE)**

KEY

1. What **have you learned** since you came to this school? I hope you **have made** many friends in the past year. **(YOU LEARN, MAKE)**
2. She **was** tired when she **got** home last night, so she **went** straight to bed. **(BE, GET, GO)**
3. I **have never met** her husband. I don't even know what he looks like. **(NEVER MEET)**
4. It **has been snowing** the whole week. I wonder when it's going to stop. **(SNOW)**
5. Who **wrote** *The Taming of the Shrew*? – I think it was Henry James. **(WRITE)**
6. The weather **was** great when we **were** in Sicily last August. **(BE, BE)**
7. I **have been trying** to study for the past hour but I simply can't concentrate. **(TRY)**
8. World War I **started** in 1914 and **ended** four years later. **(START, END)**
9. I **have just had** lunch, but I **haven't had** coffee yet. **(JUST HAVE, NOT HAVE).**
10. I **have been seeing** a nice girl recently. – How long **has it been going** on? – Oh, for about a month. **(SEE, IT GO)**
11. Last night I **had** some spare time, so I **went** to the cinema to see the latest Bond movie. **(HAVE, GO)**
12. I **have painted** my room recently. That's why it looks so nice and fresh. **(PAINT)**
13. How many matches **have you won** so far this season? Well, I **won** almost all games last season, but I **haven't won** any this year. **(YOU WIN, WIN, NOT WIN)**
14. Mom **has been writing** thank you notes the whole morning. She **has already written** about 20 so far. **(WRITE, ALREADY WRITE)**
15. Dad **worked** as a consultant for over 20 years. Then he **retired**. **(WORK, RETIRE)**
16. **Did you see** Max at the staff meeting last Tuesday? No, I **haven't seen** him for ages. **(YOU SEE, NOT SEE)**

Complete the sentences with the correct form of the present perfect tense.

1. The post office is not far from here. I _____ there many times before. **(BE)**
2. You can go home now. You _____ emails for over three hours. You must be very tired. **(WRITE)**
3. I _____ him at least four times but he _____ the phone. **(CALL, NOT ANSWER)**
4. Bobby is so dirty because he _____ outside the whole afternoon. **(PLAY)**
5. The president _____ for his speech the whole morning. He still isn't finished. **(PREPARE)**
6. We _____ for over an hour now and _____ at the village yet. **(WALK, NOT ARRIVE)**
7. She _____ for a good job for over a month, but now she finally _____ one. **(LOOK, FIND)**
8. The phone _____ for half a minute. Why doesn't someone answer it. **(RING)**
9. The maid _____ windows the whole morning. So far, she _____ the ones on the ground floor. **(CLEAN, CLEAN)**
10. Is Jack at home? No, He _____ out. **(JUST GO)**
11. Dr Jacobs _____ at this university for almost twenty years, but he _____ such brilliant students. **(TEACH, NEVER HAVE)**
12. It _____ for over an hour. Some students are excited because they _____ snow before. **(SNOW, NEVER SEE)**
13. There's no more beer in the fridge. You _____ all of it. **(DRINK)**
14. Look at you! You must have gained over 10 pounds because you _____ too much. **(EAT)**
15. My sister _____ to me for three days. **(NOT SPEAK)**
16. George entered politics over a decade ago and _____ a major party speaker for over three years. **(BE)**

KEY

1. The post office is not far from here. **I've been** there many times before. **(BE)**
2. You can go home now. You **have been writing** emails for over three hours. You must be very tired. **(WRITE)**
3. I **have called** him at least four times but he **hasn't answered** the phone. **(CALL, NOT ANSWER)**
4. Bobby is so dirty because he **has been playing** outside the whole afternoon. **(PLAY)**
5. The president **has been preparing** for his speech the whole morning. He still isn't finished. **(PREPARE)**
6. We **have been walking** for over an hour now and **haven't arrived** at the village yet. **(WALK, NOT ARRIVE)**
7. She **has been looking** for a good job for over a month, but now she finally **has found** one. **(LOOK, FIND)**
8. The phone **has been ringing** for half a minute. Why doesn't someone answer it. **(RING)**
9. The maid **has been cleaning windows** the whole morning. So far, she **has cleaned** the ones on the ground floor. **(CLEAN, CLEAN)**
10. Is Jack at home? No, He has **just gone out**. **(JUST GO)**
11. Dr Jacobs **has been teaching** at this university for almost twenty years, but he **has never had** such brilliant students. **(TEACH, NEVER HAVE)**
12. It **has been snowing** for over an hour. Some students are excited because **they have never seen** snow before. **(SNOW, NEVER SEE)**
13. There's no more beer in the fridge. You **have drunken** all of it. **(DRINK)**
14. Look at you! You must have gained over 10 pounds because you **have been eating** too much. **(EAT)**
15. My sister **hasn't spoken** to me for three days. **(NOT SPEAK)**
16. George entered politics over a decade ago and **has been** a major party speaker for over three years. **(BE)**

Fill in the correct form of the verb given.

1. After Howard _____ his studies he intends to work in his father's company. **(FINISH)**
2. I _____ the instructions on the test sheet when the headmaster came in and wished all of us good luck. **(READ)**
3. By the time I finish my thesis I _____ on it for over three years. **(WORK)**
4. Ancient Greek athletes received a wreath of olives after they _____ a race. **(WIN)**
5. The last time I went to the library I _____ three books on painting. **(BORROW)**
6. I _____ when I looked down and saw a snake at my feet. **(SCREAM)**
7. By the time I get to bed I _____ for 8 hours. **(WORK)**
8. Jane _____ yet. I _____ since noon, but there's no sign of her. **(NOT ARRIVE, WAIT)**
9. Yesterday, while I _____ in class, I had nosebleed. The boy who _____ next to me gave me a paper handkerchief. **(SIT, SIT)**
10. All the passengers _____ their seat belts by the time the pilot made his announcement. **(FASTEN)**
11. I'll return his wallet the next time I _____ him. **(SEE)**
12. A small stone struck the windshield while we _____ down the gravel road. **(DRIVE)**
13. My grandfather _____ in an airplane before and he doesn't plan to do so. **(NEVER FLY)**
14. At the moment we _____ a long spell of rain. It _____ constantly for the last three days. **(HAVE, RAIN)**
15. When I got to the party last night, the other guests _____. **(ALREADY ARRIVE)**
16. We _____ to go on vacation next week. First, we _____ to New York for a few days, then we _____ at the Super Bowl finals in Washington. **(PLAN, GO, BE)**

KEY

1. After Howard **finishes** his studies he intends to work in his father's company. **(FINISH)**
2. I **was reading** the instructions on the test sheet when the headmaster came in and wished all of us good luck. **(READ)**
3. By the time I finish my thesis I **will have worked/will have been working** on it for over three years. **(WORK)**
4. Ancient Greek athletes received a wreath of olives after they **had won** a race. **(WIN)**
5. The last time I went to the library I **borrowed** three books on painting. **(BORROW)**
6. I **screamed** when I looked down and saw a snake at my feet. **(SCREAM)**
7. By the time I get to bed I **will have worked** for 8 hours. **(WORK)**
8. Jane **hasn't arrived** yet. I **have been waiting** since noon, but there's no sign of her. **(NOT ARRIVE, WAIT)**
9. Yesterday, while I **was sitting** in class, I had nosebleed. The boy who **was sitting** next to me gave me a paper handkerchief. **(SIT, SIT)**
10. All the passengers **had fastened** their seat belts by the time the pilot made his announcement. **(FASTEN)**
11. I'll return his wallet the next time I **see** him. **(SEE)**
12. A small stone struck the windshield while we **were driving** down the gravel road. **(DRIVE)**
13. My grandfather **has never flown** in an airplane before and he doesn't plan to do so. **(NEVER FLY)**
14. At the moment we **are having** a long spell of rain. It **has been raining** constantly for the last three days. **(HAVE, RAIN)**
15. When I got to the party last night, the other guests **had already arrived**. **(ALREADY ARRIVE)**
16. We **plan/are planning** to go on vacation next week. First, we **are going/ are going to go** to New York for a few days, then **we'll be/we're going to be** at the Super Bowl finals in Washington. **(PLAN, GO, BE)**

Fill in the correct form of the verb given.

1. Mario can't answer the door because he _____ his hair **(WASH)**.
2. I _____ to the park yesterday, but I _____ there today. **(GO, NOT BE)**
3. He _____ when we arrived at 8. **(ALREADY SHOWER)**
4. I _____ anyone interesting since I moved into this apartment. **(NOT MEET)**
5. I _____ on this island for two years now. **(LIVE)**
6. Peter _____ the gym when I got there **(ALREADY LEAVE)**.
7. Paul usually _____ his meals in the firm's canteen but today he _____ out with his sister. **(HAVE, GO)**
8. Jeff is a basketball player, but he _____ right now because it's off-season. **(NOT PLAY)**
9. The weather was perfect for our picnic yesterday. The sun _____ and the birds _____. **(SHINE, SING)**
10. Yesterday, I _____ into an old high school friend whom I _____ for ages. **(RUN, NOT SEE)**
11. My dad _____ to many conferences since the end of the month. **(BE)**
12. While dad _____ him good night stories, he _____ asleep and _____ up until three hours later. **(TELL, FALL, NOT WAKE)**
13. I _____ such a violent storm in my whole life **(NEVER SEE)**
14. The new shop around the corner _____ next Wednesday **(OPEN)**.
15. When David _____ on the couch, he suddenly _____ an explosion outside. **(SLEEP, HEAR)**
16. I _____ a few days off next week. I think I _____ a few days in Berlin. **(TAKE, SPEND)**
17. The city council _____ a new shopping centre in town next year. **(BUILD)**
18. I _____ in Cyprus at the moment. I _____ a great time. The weather _____ great and the food _____ delicious here. **(BE, HAVE, BE, BE)**
19. Ben is a very quick writer. He _____ his third book. **(JUST FINISH)**
20. The last time I _____ to Brighton was in August. **(GO)**

KEY

1. Mario can't answer the door because he **is washing** his hair **(WASH)**.
2. I **went** to the park yesterday, but I **haven't been** there today. **(GO, NOT BE)**
3. He **had already showered** when we arrived at 8. **(ALREADY SHOWER)**
4. I **haven't met** anyone interesting since I moved into this apartment. **(NOT MEET)**
5. I **have been living** on this island for two years now. **(LIVE)**
6. Peter **had already left** the gym when I got there **(ALREADY LEAVE)**.
7. Paul usually **has** his meals in the firm's canteen but today **he is going/has gone** out with his sister. **(HAVE, GO)**
8. Jeff is a basketball player, but he **isn't playing** right now because it's off-season. **(NOT PLAY)**
9. The weather was perfect for our picnic yesterday. The sun **was shining** and the birds **were singing** . **(SHINE, SING)**
10. Yesterday, I **ran** into an old high school friend whom I **hadn't seen** for ages. **(RUN, NOT SEE)**
11. My dad **has been** to many conferences since the end of the month. **(BE)**
12. While dad **was telling** him good night stories, he **fell** asleep and **didn't wake** up until three hours later. **(TELL, FALL, NOT WAKE)**
13. I **have never seen** such a violent storm in my whole life **(NEVER SEE)**
14. The new shop around the corner **is opening/ is going to open/ opens** next Wednesday **(OPEN)**.
15. When David **was sleeping** on the couch, he suddenly **heard** an explosion outside. **(SLEEP, HEAR)**
16. I **am taking** a few days off next week. I think **I will spend** a few days in Berlin. **(TAKE, SPEND)**
17. The city council **is building/ is going to build / will build** a new shopping centre in town next year. **(BUILD)**
18. I **am** in Cyprus at the moment. I **am having** a great time. The weather **is** great and the food **is** delicious here. **(BE, HAVE, BE, BE)**
19. Ben is a very quick writer. He **has just finished** his third book. **(JUST FINISH)**
20. The last time I **went** to Brighton was in August. **(GO)**

Fill in the correct form of the past tense: simple or progressive.

1. Mrs Smith _____ past the house in Sunset Street when she _____ fire on the ground floor. **(DRIVE, SEE)**
2. While he _____ off the coast the pilot _____ sharks approaching the swimmers. **(FLY, SEE)**
3. Alice _____ herself while she _____ football. **(HURT, PLAY)**
4. She _____ while she _____ after the bus. **(FALL, RUN)**
5. I _____ my wallet while I _____ my bike. **(LOSE, RIDE)**
6. We _____ dinner when the lights _____ out. **(HAVE, GO)**
7. She _____ of something else while you _____ to her. **(THINK, TALK)**
8. The fireman _____ the fire on the balcony below when he suddenly _____ someone shouting. **(FIGHT, HEAR)**
9. I _____ her while I _____ out of the window. **(SEE, LOOK)**
10. While the teacher _____ instructions, the students _____ at a spider climbing up the wall. **(GIVE, LOOK)**
11. Sally _____ dinner last night when someone _____ at the door. **(HAVE, KNOCK)**
12. I _____ to study at seven last night. Fred _____ at 7.30. So I _____ when Fred _____. **(BEGIN, COME, STUDY, ARRIVE).**
13. My roommate's parents _____ him last night while _____ watching TV. **(CALL, WATCH)**
14. When my husband _____ home, I _____ the laundry. **(COME, DO)**
15. While they _____ home it _____ to rain, so they _____ at a small cafe and _____ a cup of coffee. **(WALK, BEGIN, STOP, HAVE)**
16. When I _____ home at around 2 o'clock, Mum _____ in her garden. She _____ some flowers and dad _____ the oil of the car in the garage. **(GET, BE, PLANT, CHANGE)**

KEY

1. Mrs Smith **was driving** past the house in Sunset Street when she saw fire on the ground floor. **(DRIVE, SEE)**
2. While he **was flying** off the coast the pilot **saw** sharks approaching the swimmers. **(FLY, SEE)**
3. Alice **hurt** herself while she **was playing** football. **(HURT, PLAY)**
4. She **fell** while she **was running** after the bus. **(FALL, RUN)**
5. I **lost** my wallet while I **was riding** my bike. **(LOSE, RIDE)**
6. We **were having** dinner when the lights **went** out. **(HAVE, GO)**
7. She **was thinking** of something else while you **were talking** to her. **(THINK, TALK)**
8. The fireman **was fighting** the fire on the balcony below when he suddenly **heard** someone shouting. **(FIGHT, HEAR)**
9. I **saw** her while I **was looking** out of the window. **(SEE, LOOK)**
10. While the teacher **was giving** instructions, the students **were looking** at a spider climbing up the wall. **(GIVE, LOOK)**
11. Sally **was having** dinner last night when someone **knocked** at the door. **(HAVE, KNOCK)**
12. I **began** to study at seven last night. Fred **came** at 7.30. So I **was studying** when Fred **arrived** **(BEGIN, COME, STUDY, ARRIVE)**.
13. My roommate's parents **called** him last night while we **were watching** TV. **(CALL, WATCH)**
14. When my husband **came** home, I **was doing** the laundry. **(COME, DO)**
15. While they **were walking** home it **began** to rain, so they **stopped** at a small cafe and **had** a cup of coffee. **(WALK, BEGIN, STOP, HAVE)**
16. When I **got** home at around 2 o'clock, Mum **was** in her garden. She **was planting** some flowers and dad **was changing** the oil of the car in the garage. **(GET, BE, PLANT, CHANGE)**

Put each verb into their correct past form.

Last summer I _____ (**CYCLE**) in the rain along a country road in France with my best friend Tom. We _____ (**DECIDE**) to go on a cycling holiday in northern France. Neither of us _____ (**BE**) to France before, but we _____ (**LEARN**) a little bit of French at school and we _____ (**MANAGE**) to brush up on the basics.



Now we _____ (**WONDER**) if we _____ (**MAKE**) the right decision. We _____ (**PLAN**) our route carefully for months, but we _____ (**FORGET**) one important factor: the weather. It _____ (**RAIN**) heavily since our arrival and that night we _____ (**END UP**) sleeping in the waiting room at a railway station.

When we _____ (**RIDE**) down a steep hill the next morning my bike _____ (**SKID**) on the wet road and I _____ (**FALL**) off. I _____ (**REALISE**) immediately that I _____ (**BREAK**) my left arm and after a visit to the hospital I _____ (**CATCH**) the next train to Calais for the ferry home.

Unfortunately, my parents _____ (**NOT EXPECT**) me home for a fortnight, and _____ (**GO**) away on holiday. So, I _____ (**SPEND**) a miserable couple of weeks alone, reading books about cycling in bad weather.

KEY

Last summer I **was cycling (CYCLE)** in the rain along a country road in France with my best friend Tom. We **decided (DECIDE)** to go on a cycling holiday in northern France. Neither of us **had been (BE)** to France before, but we **learned (LEARN)** a little bit of French at school and we **managed (MANAGE)** to brush up on the basics.

Now we **were wondering (WONDER)** if we **had made (MAKE)** the right decision. We **planned / had planned/had been planning (PLAN)** our route carefully for months, but we **forgot (FORGET)** one important factor: the weather. It **had been raining (RAIN)** heavily since our arrival and that night we **ended up (END UP)** sleeping in the waiting room at a railway station.

When we **were riding (RIDE)** down a steep hill the next morning my bike **skidded (SKID)** on the wet road and I **fell (FALL)** off. I **realised (REALISE)** immediately that I **had broken (BREAK)** my left arm and after a visit to the hospital I **caught (CATCH)** the next train to Calais for the ferry home.

Unfortunately, my parents **had not expected/had not been expecting/ were not expecting (NOT EXPECT)** me home for a fortnight, and **had gone (GO)** away on holiday. So I **spent (SPEND)** a miserable couple of weeks alone, reading books about cycling in bad weather.

Fill in the correct form of the verb given.

1. After Maria _____ her studies, she plans to work in her father's firm **(FINISH)**.
2. By the time I go to bed I _____ the work for the day. **(COMPLETE)**
3. When Jane saw the snake at her feet she _____. **(SCREAM)**
4. I _____ to the library four times this month, but I _____ a single book. **(BE, NOT BORROW)**
5. While I _____ in class yesterday I got the hiccups. **(SIT)**
6. Before I started the car, all passengers _____ their seatbelts. **(FASTEN)**
7. After they _____ the race they started to celebrate. **(WIN)**
8. A small stone struck the window while we _____ down the road. **(DRIVE)**
9. I _____ all the questions since the officers started their interrogation. **(ANSWER)**
10. My grandfather _____ in such an airplane before. **(NEVER FLY)**
11. Jane isn't here yet. I _____ for her since noon but she _____. **(WAIT, NOT COME)**
12. At the moment we _____ an extreme heat wave. The temperatures _____ up for over a week. **(HAVE, GO)**
13. At 3 o'clock yesterday, Jessica _____ in bed. She _____ a book when suddenly the wind _____ to blow. **(LIE, READ, BEGIN)**
14. The weather _____ terrible lately. **(BE)**
15. Next week there _____ a full moon. **(BE)**
16. The phone _____ constantly since Jack announced that he was running for mayor. **(RING)**
17. On July 20th 1969 Neil Armstrong _____ his foot on the moon. Nobody _____ that before. **(SET, EVER DO)**
18. My high school _____ the championship before. It's about time they did. **(NEVER WIN)**
19. May I speak to the doctor? - I'm sorry. He _____ a patient at the moment. **(SEE)**
20. Normally people _____ around about 20 to 30 times every night. **(TURN)**

KEY

1. After Maria **finishes** her studies, she plans to work in her father's firm **(FINISH)**.
2. By the time I go to bed I **will have completed** the work for the day. **(COMPLETE)**
3. When Jane saw the snake at her feet she **screamed** . **(SCREAM)**
4. I **have been** to the library four times this month, but I **haven't borrowed** a single book. **(BE, NOT BORROW)**
5. While I **was sitting** in class yesterday I got the hiccups. **(SIT)**
6. Before I started the car all passengers **had fastened** their seatbelts. **(FASTEN)**
7. After they **had won** the race they started to celebrate. **(WIN)**
8. A small stone struck the window while we **were driving** down the road. **(DRIVE)**
9. I **have answered** all the questions since the officers started their interrogation. **(ANSWER)**
10. My grandfather **has never flown** in such an airplane before. **(NEVER FLY)**
11. Jane isn't here yet. I **have been waiting** for her since noon but she **hasn't come** . **(WAIT, NOT COME)**
12. At the moment we **are having** an extreme heat wave. The temperatures **have been going** up for over a week. **(HAVE, GO)**
13. At 3 o'clock yesterday, Jessica **was lying** in bed. She **was reading** a book when suddenly the wind **began** to blow. **(LIE, READ, BEGIN)**
14. The weather **has been** terrible lately. **(BE)**
15. Next week there **will be** a full moon. **(BE)**
16. The phone **has been ringing** constantly since Jack announced that he was running for mayor. **(RING)**
17. On July 20th 1969 Neil Armstrong set his foot on the moon . Nobody **had ever done** that before. **(SET, EVER DO)**
18. My high school **have never won** the championship before. It's about time they did. **(NEVER WIN)**
19. May I speak to the doctor? - I'm sorry. He **is seeing** a patient at the moment. **(SEE)**
20. Normally people **turn** around about 20 to 30 times every night. **(TURN)**

Write sentences, using the tense given. Add any words you need.

1. We – have – accident (**past perfect simple**)

2. My parents – wait – for me – over an hour (**present perfect progressive**)

3. When – we – get – married? (**present progressive**)

4. What – you – think? (**present simple**)

5. I – take – children – zoo (**conditional 1**)

6. Next week – I – climb – mountains – Switzerland (**future progressive**)

7. Howard – not able to – play hockey – after the accident (**past simple**)

8. The children – run – down – street (**past progressive**)

9. They – can – not see – far – because – fog (**past simple**)

10. I – read – a book (**present perfect progressive**)

11. Joseph – not be – to a party – Easter (**present perfect simple**)

12. My sister – go -dentist – next Monday (**present progressive**)

13. She – ever be – cruise ship? (**present perfect simple**)

14. My friend and I – learn – whole night (**past perfect progressive**)

15. When – you – be – at home? (**future simple**)

16. The building – catch – fire (**conditional 2**)

17. Dad – not feel well – yesterday (**past progressive**)

18. My team – not win – a competition – for five years (**present perfect simple**)

KEY

1. We – have – accident (**past perfect simple**)
We had had an accident.
2. My parents – wait – for me – over an hour (**present perfect progressive**)
My parents have been waiting for me for over an hour.
3. When – we – get – married? (**present progressive**)
When are we getting married?
4. What – you – think? (**present simple**)
What do you think?
5. I – take – children – zoo (**conditional 1**)
I would take the children to the zoo.
6. Next week – I – climb – mountains – Switzerland (**future progressive**)
Next week I will be climbing mountains in Switzerland.
7. Howard – not able to – play hockey – after the accident (**past simple**)
Howard was not able to play hockey after the accident.
8. The children – run – down – street (**past progressive**)
The children were running down the street.
9. They – can – not see – far – because – fog (**past simple**)
They could not see far because of the fog.
10. I – read – a book (**present perfect progressive**)
I have been reading a book.
11. Joseph – not be – to a party – Easter (**present perfect simple**)
Joseph has not been to a party since Easter.
12. My sister – go -dentist – next Monday (**present progressive**)
My sister is going to the dentist next Monday.
13. She – ever be – cruise ship? (**present perfect simple**)
Has she ever been on a cruise ship?
14. My friend and I – learn – whole night (**past perfect progressive**)
My friend and I had been learning the whole night.
15. When – you – be – at home? (**future simple**)
When will you be at home.
16. The building – catch – fire (**conditional 2**)
The building would have caught fire.
17. Dad – not feel well – yesterday (**past progressive**)
Dad wasn't feeling well yesterday.
18. My team – not win – a competition – for five years (**present perfect simple**)
My team haven't won a competition for five years.

Fill in the correct form of the verb in brackets: Past or Past Perfect Tense /Simple or Progressive)

1. My friend Tim _____ well yesterday because he _____ too many sweets. **(NOT FEEL / EAT)**
2. After she _____, she _____ much better. **(REST, FEEL)**
3. She _____ him for a year before they finally _____ on holidays together. **(KNOW, GO)**
4. I asked him what _____ because I _____ noise the whole morning. **(HAPPEN, HEAR)**
5. The next morning, I realised that someone _____ my new bike. **(STEAL)**
6. I _____ to the meeting last Monday because nobody _____ me. **(NOT GO, INVITE)**
7. Dan was so excited because he _____ €1,000 in the lottery. **(JUST WIN)**
8. After she _____ her first major tournament, she _____ from a series of injuries. **(WIN, SUFFER)**
9. Our manager told us that the company _____ bankrupt. **(GO)**
10. I _____ to pass the test because I _____ hard for a whole week. **(MANAGE, STUDY)**
11. When we finally _____ at the stadium the match _____ on for half an hour. **(ARRIVE, GO)**
12. Before we _____ for Spain, I _____ to teach her some Spanish. **(LEAVE, OFFER)**
13. We _____ for 10 minutes when we finally _____ the train station. **(WALK, SEE)**
14. The suspect _____ the house when the police _____. **(JUST LEAVE, ARRIVE)**
15. Sampson _____ his report by the time father _____ home **(FINISH, COME)**
16. She wasn't hungry because she _____ lunch. **(JUST HAVE)**
17. We _____ for a while before we _____ some fish. **(FISH, CATCH)**
18. I told the police that I _____ the man in the photo before. **(NOT SEE)**

KEY

1. My friend Tim **didn't feel** well yesterday because he **had eaten** too many sweets. **(NOT FEEL / EAT)**
2. After she **had rested**, she **felt** much better. **(REST, FEEL)**
3. She **had known** him for a year before they finally **went** on holidays together. **(KNOW, GO)**
4. I asked him what **had happened** because I **had been hearing** noise the whole morning. **(HAPPEN, HEAR)**
5. The next morning, I realised that someone **had stolen** my new bike. **(STEAL)**
6. I **didn't go** to the meeting last Monday because nobody **had invited** me. **(NOT GO, INVITE)**
7. Dan was so excited because he **had just won** €1,000 in the lottery. **(JUST WIN)**
8. After she **had won** her first major tournament, she **suffered** from a series of injuries. **(WIN, SUFFER)**
9. Our manager told us that the company **had gone** bankrupt. **(GO)**
10. I **managed** to pass the test because I **had been studying** hard for a whole week. **(MANAGE, STUDY)**
11. When we finally **arrived** at the stadium the match **had been going** on for half an hour. **(ARRIVE, GO)**
12. Before we **left** for Spain, I **had offered** to teach her some Spanish. **(LEAVE, OFFER)**
13. We **had been walking** for 10 minutes when we finally **saw** the train station. **(WALK, SEE)**
14. The suspect **had just left** the house when the police **arrived**. **(JUST LEAVE, ARRIVE)**
15. Sampson **had finished** his report by the time father **came** home **(FINISH, COME)**
16. She wasn't hungry because she **had just had** lunch. **(JUST HAVE)**
17. We **had been fishing** for a while before we **caught** some fish. **(FISH, CATCH)**
18. I told the police that I **hadn't seen** the man in the photo before. **(NOT SEE)**

Fill in the correct form of the verb given.

1. _____ the latest news? – The president _____ that he _____ to resign next summer. – That's not new. I _____ that for ages! **(YOU HEAR, JUST ANNOUNCE, PLAN, KNOW)**
2. When she came home her two boys _____ football in the backyard. **(PLAY)**
3. He _____ in hospital for a few days and the doctor said he _____ come home on Monday. **(BE, BE ABLE TO)**
4. The whole family _____ a few days ago and _____ with us until next Monday. **(ARRIVE, STAY)**
5. I _____ to call you all morning. Where _____? **(TRY, YOU BE)**
6. We _____ enough money if everyone gives us €5. **(HAVE)**
7. There _____ a very good documentary on TV last night. – _____ it? No, I _____ for my exam all night. **(BE, YOU SEE, STUDY)**
8. When I came back to the office, I saw that someone _____ through my belongings. **(SEARCH)**
9. I'm so sorry that I _____ to leave your party so early because I _____ myself. **(HAVE, REALLY ENJOY)**
10. You're finally here. I _____ in your office for over 15 minutes. **(WAIT)**
11. We _____ in Spain while our friends _____ across Europe. **(BACKPACK, CYCLE)**
12. John Grisham is a famous author who _____ several thrillers. His latest book _____ out a few months ago. **(WRITE, COME)**
13. After she _____ holiday impressions of Scotland, she _____ to go there immediately. **(SEE, WANT)**
14. At the moment she _____ a hard time dealing with the children. They _____ so difficult to handle recently. **(HAVE, BECOME)**
15. You look worried. _____? **(ANYTHING HAPPEN)**
16. Do you realise that you _____ on my toe. It hurts. **(STAND)**

KEY

1. **Have you heard** the latest news? – The president **has just announced** that he **is planning** to resign next summer. – That's not new. I **have known** that for ages! (**YOU HEAR, JUST ANNOUNCE, PLAN, KNOW**)
2. When she came home her two boys **were playing** football in the backyard. (**PLAY**)
3. He **has been** in hospital for a few days and the doctor said he **would be able to** come home on Monday. (**BE, BE ABLE TO**)
4. The whole family **arrived** a few days ago and **are staying/will be staying/are going to stay/will stay** with us until next Monday. (**ARRIVE, STAY**)
5. I **have been trying** to call you all morning. Where **have you been**? (**TRY, YOU BE**)
6. We **will have** enough money if everyone gives us €5. (**HAVE**)
7. There **was** a very good documentary on TV last night. – **Did you see** it? No, I **was studying** for my exam all night. (**BE, YOU SEE, STUDY**)
8. When I came back to the office, I saw that someone **had been searching(had searched)** through my belongings. (**SEARCH**)
9. I'm so sorry that I **had** to leave your party so early because I **was really enjoying** myself. (**HAVE, ENJOY**)
10. You're finally here. I **have been waiting** in your office for over 15 minutes. (**WAIT**)
11. We **were backpacking** in Spain while our friends **were cycling** across Europe. (**BACKPACK, CYCLE**)
12. John Grisham is a famous author who **has written** several thrillers. His latest book **came** out a few months ago. (**WRITE, COME**)
13. After she **had seen** holiday impressions of Scotland, she **wanted** to go there immediately. (**SEE, WANT**)
14. At the moment **she's having** a hard time dealing with the children. They **have become** so difficult to handle recently. (**HAVE, BECOME**)
15. You look worried. **Has anything happened**? (**ANYTHING HAPPEN**)
16. Do you realise that you **are standing** on my toe. It hurts. (**STAND**)

Fill in the correct form of the verb given.

1. Last night, when I _____ dinner, my mom _____. I totally _____ about the roast in the oven, and I _____ everything. **(MAKE, CALL, FORGET, BURN)**
2. Most police officers _____ uniforms to work. Only detectives in higher positions _____ their street clothes. **(WEAR, WEAR)**
3. His family _____ to Singapore when he was three, then they _____ back again when he started high school. **(MOVE, MOVE)**
4. Your car is fine now. There was a problem with the gears, but we _____ it. **(FIX)**
5. After Claire _____ for half an hour, she suddenly _____ to check her watch. **(RUN, STOP)**
6. I _____ smoking three years ago. Before that, I _____ for over a decade. **(STOP, SMOKE)**
7. Look, Mary _____ the windows. Nobody _____ them for over a month. **(CLEAN, CLEAN)**
8. Tina _____ her emails for the last two hours. **(CHECK)**
9. Living in a foreign country was strange at first, but we _____ used to it. **(GET)**
10. I _____ I want any dessert. I _____ too much to eat already. **(NOT THINK, HAVE)**
11. In our history lesson yesterday my friend and I _____ to each other and we _____ attention. Suddenly, our history teacher _____ right next to us. **(TALK, NOT PAY, STAND)**
12. Wendy _____ her boyfriend every afternoon. **(PHONE)**
13. I saw him sitting on the sofa. He _____ very tired because he _____ too much. **(BE, WORK)**
14. John _____ our flight this morning, but he _____ hotel arrangements yet. **(BOOK, NOT MAKE)**
15. I _____ the cup finals when you arrived. **(WATCH)**
16. We normally _____ together every second Sunday, but this month everyone _____ on holiday, so we _____ any meetings. **(GET, BE, NOT HAVE)**

KEY

1. Last night, when I **was making** dinner, my mom **called**. I totally **forgot / had totally forgot** about the roast in the oven, and I **burned** everything. **(MAKE, CALL, FORGET, BURN)**
2. Most police officers **wear** uniforms to work. Only detectives in higher positions **wear** their street clothes. **(WEAR, WEAR)**
3. His family **moved/ had moved** to Singapore when he was three, then they **moved** back again when he started high school. **(MOVE, MOVE)**
4. Your car is fine now. There was a problem with the gears, but we **have fixed/ fixed** it. **(FIX)**
5. After Claire **had been running** for half an hour, she suddenly **stopped** to check her watch. **(RUN, STOP)**
6. I **stopped** smoking three years ago. Before that, I **had been smoking** for over a decade. **(STOP, SMOKE)**
7. Look, Mary **is cleaning** the windows. Nobody **has cleaned** them for over a month. **(CLEAN)**
8. Tina **has been checking** her emails for the last two hours. **(CHECK)**
9. Living in a foreign country was strange at first, but we **got** used to it. **(GET)**
10. I **don't think** I want any dessert. I **have had** too much to eat already. **(NOT THINK, HAVE)**
11. In our history lesson yesterday my friend and I **were talking** to each other and we **were not paying** attention. Suddenly, our history teacher **was standing** right next to us. **(TALK, NOT PAY, STAND).**
12. Wendy **phones** her boyfriend every afternoon. **(PHONE)**
13. I saw him sitting on the sofa. He **was** very tired because he **had been working** too much. **(BE, WORK)**
14. John **booked/ has booked** our flight this morning, but he **hasn't made** hotel arrangements yet. **(BOOK, NOT MAKE)**
15. I **was watching/ had been watching** the cup finals when you arrived. **(WATCH)**
16. We normally **get** together every second Sunday, but this month everyone **is** on holiday, so we **aren't having/ don't have** any meetings. **(GET, BE, NOT HAVE)**

Fill in the correct form of the past tense: simple or progressive.

1. While I _____ whether to buy the CD player, a woman _____ in and _____ it. **(WONDER, COME, SNATCH)**
2. The teacher asked me, "What _____ all afternoon yesterday?" **(YOU, DO)**
3. Our neighbour's dog _____ the postman while he _____ a letter. **(ATTACK, DELIVER)**
4. The chairman _____ the conference room and _____ that everyone _____ nervously with their neighbour. **(ENTER, REALISE, CHAT)**
5. We _____ last night because our neighbours _____ loud music. **(CAN NOT SLEEP, PLAY)**
6. Why _____ the crime? **(YOU, NOT REPORT)**
7. When they _____ home, they _____ the burglars as they _____ the house. **(GET, SEE, LEAVE)**
8. The match official _____ the game because it _____. **(POSTPONE, RAIN)**
9. I _____ on the report the whole afternoon yesterday. **(WORK)**
10. I _____ to the police office to report the break-in. **(HURRY)**
11. While Mom _____ the tree, the children _____ their favourite Christmas TV show. **(DECORATE, WATCH)**
12. As we _____ on the motorway to Cardiff, I suddenly _____ that I had left the cellar door open. **(DRIVE, REMEMBER)**
13. When I _____ Mary at the dinner party last night, she _____ a wonderful dress. **(SEE, WEAR)**
14. He _____ his leg when he _____ off the horse. **(BREAK, FALL)**
15. We _____ outside the café when, all of a sudden, we _____ an explosion. Everyone _____ what they _____ and _____ towards the crossing. **(SIT, HEAR, STOP, DO, LOOK)**
16. When I _____ up this morning, I _____ out of the window and _____ that it _____. It _____ me so happy. **(WAKE, LOOK, SEE, SNOW, MAKE)**

KEY

1. While I **was wondering** whether to buy the CD player, a woman **came** in and **snatched** it. (**WONDER, COME, SNATCH**)
2. The teacher asked me, "What **were you doing** all afternoon yesterday?" (**YOU, DO**)
3. Our neighbour's dog **attacked** the postman while he **was delivering** a letter. (**ATTACK, DELIVER**)
4. The chairman **entered** the conference room and **realised** that everyone **was chatting** nervously with their neighbour. (**ENTER, REALISE, CHAT**)
5. We **could not sleep** last night because our neighbours **were playing** loud music. (**CAN NOT SLEEP, PLAY**)
6. Why **didn't you report** the crime? (**YOU, NOT REPORT**)
7. When they **got** home, they **saw** the burglars as they **were leaving** the house. (**GET, SEE, LEAVE**)
8. The match official **postponed** the game because it **was raining** . (**POSTPONE, RAIN**)
9. I **was working** on the report the whole afternoon yesterday. (**WORK**)
10. I **hurried** to the police office to report the break-in. (**HURRY**)
11. While Mom **was decorating** the tree, the children **were watching** their favourite Christmas TV show. (**DECORATE, WATCH**)
12. As we **were driving** on the motorway to Cardiff, I suddenly **remembered** that I had left the cellar door open. (**DRIVE, REMEMBER**)
13. When I **saw** Mary at the dinner party last night, she **was wearing** a wonderful dress. (**SEE, WEAR**)
14. He **broke** his leg when he **fell** off the horse. (**BREAK, FALL**)
15. We **were sitting** outside the café when, all of a sudden, we **heard** an explosion. Everyone **stopped** what they **were doing** and **looked/ were looking** towards the crossing. (**SIT, HEAR, STOP, DO, LOOK**)
16. When I **woke** up this morning, I **looked** out of the window and saw that it **was snowing**. It **made** me so happy. (**WAKE, LOOK, SEE, SNOW, MAKE**)

Fill in the correct form of the past tense: simple or progressive.

1. While the policeman _____ out of the window, he _____ that a blue SUV _____ down the road. **(LOOK, NOTICE, PARK)**
2. I _____ on my report when the phone _____. My wife _____ to know when I _____ home. **(WORK, RING, WANT, COME)**
3. He _____ down the street when he _____ his old schoolteacher on the other side. **(WALK, SEE)**
4. During the time I _____ in South Africa I never _____ a serious crime. **(SPEND, SEE)**
5. While they _____ lunch at the new restaurant, a journalist _____ up to them and _____ to ask a few questions. **(HAVE, COME, WANT)**
6. The farmer _____ the whole neighbourhood with fruit and vegetables. **(SUPPLY)**
7. The hairdresser _____ up her shop, _____ into the car and _____ home. **(LOCK, GET, DRIVE)**
8. My brother _____ to contact me at the office, but he _____ me because I _____ lunch with a customer. **(TRY, CANNOT REACH, HAVE)**
9. Jack _____ over the carpet because he _____ attention to where he _____. **(TRIP, NOT PAY, GO)**
10. Where _____ when I _____ across you yesterday? **(YOU GO, COME)**
11. I _____ him off at the airport when the police _____ and _____ him. **(SEE, COME, ARREST)**
12. The old man _____ on the pavement, so James _____ to help him. **(FALL, STOP)**
13. How _____ your leg? – Well, I _____ on the ladder when, suddenly, I _____ my balance and _____. **(YOU BREAK, STAND, LOSE, FALL)**
14. She _____ in France at the time she _____ the bad news. **(LIVE, RECEIVE)**
15. I _____ the new Prime Minister while I _____ the press conference. **(MEET, ATTEND)**
16. While I _____ on the motorway, more and more police cars _____ in my direction. **(DRIVE, COME)**

KEY

1. While the policeman **was looking** out of the window, he **noticed** that a blue SUV **was parking** down the road. (**LOOK, NOTICE, PARK**)
2. I **was working** on my report when the phone **rang**. My wife **wanted** to know when **I was coming** home. (**WORK, RING, WANT, COME**)
3. He **was walking** down the street when he **saw** his old schoolteacher on the other side. (**WALK, SEE**)
4. During the time I **was spending** in South Africa I never **saw** a serious crime. (**SPEND, SEE**)
5. While they **were having** lunch at the new restaurant, a journalist **came** up to them and **wanted** to ask a few questions. (**HAVE, COME, WANT**)
6. The farmer **supplied** the whole neighbourhood with fruit and vegetables. (**SUPPLY**)
7. The hairdresser **locked** up her shop, **got** into the car and **drove** home. (**LOCK, GET, DRIVE**)
8. My brother **tried** to contact me at the office, but he **couldn't reach** me because I **was having** lunch with a customer. (**TRY, CANNOT REACH, HAVE**)
9. Jack **tripped** over the carpet because he **wasn't paying/ didn't pay** attention to where he **was going**. (**TRIP, NOT PAY, GO**)
10. Where **were you going** when I **came** across you yesterday? (**YOU GO, COME**)
11. I **was seeing** him off at the airport when the police **came** and **arrested** him. (**SEE, COME, ARREST**)
12. The old man **fell** on the pavement, so James **stopped** to help him. (**FALL, STOP**)
13. How **did you break** your leg? – Well, I **was standing** on the ladder when, suddenly, I **lost** my balance and **fell**. (**YOU BREAK, STAND, LOSE, FALL**)
14. She **was living** in France at the time she **received** the bad news. (**LIVE, RECEIVE**)
15. I **met** the new Prime Minister while I **was attending** the press conference. (**MEET, ATTEND**)
16. While I **was driving** on the motorway, more and more police cars **were coming** in my direction. (**DRIVE, COME**)

Use the word in brackets at the end of each sentence to form a new adjective that fits in each blank.

1. He never has anything _____ to say when he gets up to speak **(CONSTRUCT)**.
2. Going by plane is _____ to travelling by car. **(PREFER)**
3. The lesson was so _____ , we almost fell asleep. **(BORE)**
4. _____ people never talk about the money they have. **(WEALTH)**
5. City authorities are cutting down trees for _____ parking space **(ADDITION)** .
6. It's _____ to go out in the wild all on your own. **(DANGER)**
7. A new _____ centre is planned on the far end of the city. **(INDUSTRY)**
8. _____ jobs are very rare in this part of the country. **(ATTRACT)**
9. The scenery is so _____ around here. It's lovely. **(BEAUTY)**
10. I felt that the performance was quite _____. **(AMUSE)**
11. I hope it will stay dry for the match, but I am rather _____. **(DOUBT)**
12. Children are very _____ when they are young. **(CREATE)**
13. The town is facing serious _____ problems. That's why they need help from the government **(FINANCE)**
14. Come on, be _____. You can never win against him. **(REASON)**
15. He is so _____. He always breaks things and never picks them up. **(CARE)**
16. His behaviour was very _____ , so the police arrested him. **(SUSPECT)**
17. Nordic walking is a very _____ way of exercising. **(EFFECT)**
18. Many African colonies became _____ after World War II **(DEPEND)**
19. We are very _____ and enjoy playing strong teams. **(COMPETE)**
20. The film was very _____. We didn't like it **(DISAPPONT)**

KEY

1. He never has anything **constructive** to say when he gets up to speak **(CONSTRUCT)**.
2. Going by plane is **preferable** to travelling by car. **(PREFER)**
3. The lesson was so **boring** , we almost fell asleep. **(BORE)**
4. **Wealthy** people never talk about the money they have. **(WEALTH)**
5. City authorities are cutting down trees for **additional** parking space **(ADDITION)** .
6. It's **dangerous** to go out in the wild all on your own. **(DANGER)**
7. A new **industrial** centre is planned on the far end of the city. **(INDUSTRY)**
8. **Attractive** jobs are very rare in this part of the country. **(ATTRACT)**
9. The scenery is so **beautiful** around here. It's lovely. **(BEAUTY)**
10. I felt that the performance was quite **amusing** **(AMUSE)**
11. I hope it will stay dry for the match, but I am rather **doubtful** **(DOUBT)**
12. Children are very **creative** when they are young **(CREATE)**
13. The town is facing serious **financial** problems. That's why they need help from the government **(FINANCE)**
14. Come on, be **reasonable** You can never win against him. **(REASON)**
15. He is so **careless**. He always breaks things and never picks them up. **(CARE)**
16. His behaviour was very **suspicious**, so the police arrested him. **(SUSPECT)**
17. Nordic walking is a very **effective** way of exercising. **(EFFECT)**
18. Many African colonies became **independent** after World War II **(DEPEND)**
19. We are very **competitive** and enjoy playing strong teams. **(COMPETE)**
20. The film was very **disappointing**. We didn't like it **(DISAPPONT)**

Add negative prefixes to these adjectives and put them into the right column.

able - certain - clear - comfortable - complete - connected - correct - definite -
dependent - direct - employed - expensive - fair - fit - formal - friendly - healthy -
honest - kind - known - legal - logical - lucky - moral - patient - perfect - polite -
possible - probable - tidy - true - visible

DIS-	IL-	IM-	IN-	UN-

KEY

DIS-	IL-	IM-	IN-	UN-
disconnected	illegal	immoral	incomplete	unable
dishonest	illogical	impatient	incorrect	uncertain
		imperfect	indefinite	unclear
		impolite	independent	uncomfortable
		impossible	indirect	unemployed
		improbable	inexpensive	unfair
			informal	unfit
			invisible	unfriendly
				unhealthy
				unkind
				unknown
				unlucky
				untidy
				untrue

Use the words in capitals to form a new word that fits into each blank!

1. You must _____ your account before you can write posts. **(ACTIVE)**
2. The _____ of the film brought all his favourite actors together. **(DIRECT)**
3. I had an _____ visit from a colleague who normally avoids me. **(EXPECT)**
4. The doctor _____ my dad to stay at home and rest for a few days. **(ADVICE)**
5. The internet _____ became weaker and weaker and, suddenly, there was no signal at all. **(CONNECT)**
6. The treatment the patient got was completely _____. **(PAIN)**
7. It was an _____ sound that came from the forest. I had never heard anything like it before. **(FAMILIAR)**
8. It was their first _____ of the season. **(LOSE)**
9. Some machines and tools we have in our house are totally _____. Nobody needs them. **(USE)**
10. Every witness in court must tell the _____ and not lie. **(TRUE)**
11. The passengers in the car escaped with only minor _____. **(INJURE)**
12. Singapore became _____ from Great Britain after World War II. **(DEPEND)**
13. In her _____ she dropped a glass. **(EXCITE)**
14. Soldiers were blocking the _____ to the building and let nobody in. **(ENTER)**
15. Everyone has a right to _____ of speech. **(FREE)**
16. Trains in the country are very _____. They are never on time. **(RELY)**
17. Almost 30% of the population live below the _____ line. **(POOR)**
18. My first _____ was that he seemed to be a very serious person. **(IMPRESS)**
19. Students of all _____ come to the prestigious university. **(NATION)**
20. Although he was only a few pounds _____, the doctor told him to exercise more. **(WEIGHT)**
21. The _____ document was 22 pages long. **(ORIGIN)**
22. We were driving along the motorway when a sportscar _____ us. **(TAKE)**
23. Bringing me such nice flowers was very _____ of you. **(THINK)**
24. What Harry said to his boss left him _____. He didn't know what to say. **(SPEECH)**
25. Parents should raise their children to become valuable members of _____. **(SOCIAL)**

KEY

1. You must **activate** your account before you can write posts. **(ACTIVE)**
2. The **director** of the film brought all his favourite actors together. **(DIRECT)**
3. I had an **unexpected** visit from a colleague who normally avoids me. **(EXPECT)**
4. The doctor **advised** my dad to stay at home and rest for a few days. **(ADVICE)**
5. The internet **connection** became weaker and weaker and, suddenly, there was no signal at all. **(CONNECT)**
6. The treatment the patient got was completely **painless**. **(PAIN)**
7. It was an **unfamiliar** sound that came from the forest. I had never heard anything like it before. **(FAMILIAR)**
8. It was their first **loss** of the season. **(LOSE)**
9. Some machines and tools we have in our house are totally **useless**. Nobody needs them. **(USE)**
10. Every witness in court must tell the **truth** and not lie. **(TRUE)**
11. The passengers in the car escaped with only minor **injuries**. **(INJURE)**
12. Singapore became **independent** from Great Britain after World War II. **(DEPEND)**
13. In her **excitement** she dropped a glass. **(EXCITE)**
14. Soldiers were blocking the **entrance** to the building and let nobody in. **(ENTER)**
15. Everyone has a right to **freedom** of speech. **(FREE)**
16. Trains in the country are very **unreliable**. They are never on time. **(RELY)**
17. Almost 30% of the population live below the **poverty** line. **(POOR)**
18. My first **impression** was that he seemed to be a very serious person. **(IMPRESS)**
19. Students of all **nationalities** come to the prestigious university. **(NATION)**
20. Although he was only a few pounds **overweight**, the doctor told him to exercise more. **(WEIGHT)**
21. The **original** document was 22 pages long. **(ORIGIN)**
22. We were driving along the motorway when a sportscar **overtook** us. **(TAKE)**
23. Bringing me such nice flowers was very **thoughtful** of you. **(THINK)**
24. What Harry said to his boss left him **speechless**. He didn't know what to say. **(SPEECH)**
25. Parents should raise their children to become valuable members of **society**. **(SOCIAL)**

Write affirmative sentences in the correct word order.

1. only / in / the village / it / restaurant / is / the

_____ .

2. surprised / very / yesterday / see / I / to / him / was

_____ .

3. so / it / didn't / a / day / I / was / very / much / sunny / work.

_____ .

4. badly / the / by the police / treated / prisoner / was

_____ .

5. whenever / terrible / match / I / I / a / lose / feel

_____ .

6. more / than / a / is / a / tiger / dangerous / lion

_____ .

7. in the city / shops / close / some / late / very

_____ .

8. was / the / cheaper / I / thought / than / bike

_____ .

9. ages / teaching / Mr Roberts / has / for / been / the / class

_____ .

10. at work / the fire / people / were / most / started / when

_____ .

11. next / reopening / Monday / is / the museum

_____ .

12. in Spain / for / Jane / has / at least / living / been / a year

_____ .

13. because / are / in the garden / dirty / she / her / hands / worked

_____ .

14. of the year / month / is / coldest / January / usually / the

_____ .

15. try / should / I / you / to / think / more / relax

_____ .

KEY

1. only / in / the village / it / restaurant / is / the
It is the only restaurant in the village.
2. surprised / very / yesterday / see / I / to / him / was
I was very surprised to see him yesterday.
3. so / it / didn't / a / day / I / was / very / much / sunny / work.
It was a sunny day, so I didn't work very much.
4. badly / the / by the police / treated / prisoner / was
The prisoner was treated badly by the police.
5. whenever / terrible / match / I / I / a / lose / feel
I feel terrible whenever I lose a match.
Whenever I lose a match I feel terrible.
6. more / than / a / is / a / tiger / dangerous / lion
A tiger is more dangerous than a lion.
A lion is more dangerous than a tiger.
7. in the city / shops / close / some / late / very
Some shops in the city close very late.
8. was / the / cheaper / I / thought / than / bike
The bike was cheaper than I thought.
9. ages / teaching / Mr Roberts / has / for / been / the / class
Mr Roberts has been teaching the class for ages.
10. at work / the fire / people / were / most / started / when
Most people were at work when the fire started.
11. next / reopening / Monday / is / the museum
The museum is reopening next Monday.
12. in Spain / for / Jane / has / at least / living / been / a year
Jane has been living in Spain for at least a year.
13. because / are / in the garden / dirty / she / her / hands / worked
Her hands are dirty because she worked in the garden.
14. of the year / month / is / coldest / January / usually / the
January is usually the coldest month of the year.
15. try / should / I / you / to / think / more / relax
I think you should try to relax more.

Useful phrases - letters and emails

Opening paragraph:

It's nice to hear from you...

I'm glad to read your email...

I'm sorry to hear that...

Thank you very much for your email...

I hope this email finds you well.

How are you?

I hope your week is going smoothly.

Thanks for getting in touch.

Introducing your points:

By the way

Did you hear about

Did you see

Have you seen

Tell me about

Oh, another thing

Referring to the letter and questions:

You talked about

You asked about ...

You mentioned...

Referring to ...

Speaking of ...

In answer to your question...

About the ...

Closing paragraph

It's time to go.

It's time to say goodbye.

Give my love /regards to...

We must try and meet up soon...

Anyway, I must go and get on with my work.

Goodbye

Best wishes,

Best,

Sincerely,

Love,

Regards

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åpenhet



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Norway
grants

V. Applied language

English language learning aids

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Document summary

This training material was prepared within the framework of the COMPETENCE project - Capacity building of eMployees of municipaLities for beTEr provisioN of public sErVICES.

Purpose of this training material	Material for applied English language This material introduces an efficient course structure for applied English language aimed mainly but not only to encourage public servants to enhance their language skills.
Target audience	Primary audience: Employees at various municipality departments and institutions. Secondary audience: Internal or external trainers facilitating interactive group training sessions for municipality employees in applied language.
Intended use	Primary use: Directed learning for leaders and employees of municipality departments and institutions. Leaders and other employees can use the skills gained through this course to improve their ability of working with non-native speakers. Secondary use: Resource material for trainers. Internal or external trainers designing and facilitating interactive group training sessions for municipality employees in English language.

SOURCES

This training material was editing using the grammar aids and practical materials listed below. These texts are free to use as long as the source link can be found at the bottom of each page.

<https://www.englishgrammar.org/guide/grammarguide-2023.pdf>

https://www.englishpage.com/prepositions/prepositions_list.htm

<http://www.english-practice.at/b1/grammar/adjective-adverb/b1-adjective-adverbindex.htm>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad001-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad002-comparison-ofadjectives.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad005-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad006-adjectives-endingwith-ed-and-ing.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad007-adjective-adverbmixedexercises.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad008-adjective-adverbmixedexercises.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad009-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad010-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad011-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad012-too-enough.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad013-adjective-adverb.pdf>

<http://www.english-practice.at/b1/grammar/adjective-adverb/ad014-comparisonofadjectives.pdf>

<http://www.english-practice.at/b1/vocabulary/general-vocabulary/gv002-make-do.pdf>

<http://www.english-practice.at/b1/vocabulary/general-vocabulary/gv003-opposites.pdf>

<http://www.english-practice.at/b1/vocabulary/general-vocabulary/gv004-opposites.pdf>

<http://www.english-practice.at/b1/vocabulary/general-vocabulary/gv007-nounsactivities.pdf>

<http://www.english-practice.at/b1/vocabulary/general-vocabulary/gv007-nounsactivities.pdf>

<http://www.english-practice.at/b1/vocabulary/key-word-transformation/kwt006-keywordtransformation.pdf>

<http://www.english-practice.at/b1/vocabulary/key-word-transformation/kwt006-keywordtransformation.pdf>

<http://www.english-practice.at/b1/vocabulary/key-word-transformation/kwt007-key-wordtransformation.pdf>

<http://www.english-practice.at/b1/vocabulary/language-in-use/liu003-blended-families.pdf>

<http://www.english-practice.at/b1/vocabulary/language-in-use/liu003-blended-families.pdf>

<http://www.english-practice.at/b1/vocabulary/language-in-use/liu004-healthy-lifestyle.pdf>

use/liu008-caffeine.pdf <http://www.english-practice.at/b1/vocabulary/language-in-use/liu018-road-to-the-whitehouse.pdf>

<http://www.english-practice.at/b1/vocabulary/language-in-use/liu021-truman-show.pdf>

<http://www.english-practice.at/b1/vocabulary/language-in-use/liu023-who-is-josephkony.pdf>

<http://www.english-practice.at/b1/vocabulary/language-in-use/liu040-gap-year.pdf>

<http://www.english-practice.at/b1/vocabulary/topics/top001-jobs-work.pdf>

<http://www.english-practice.at/b1/vocabulary/topics/top002-jobs-work.pdf>

<http://www.english-practice.at/b1/vocabulary/topics/top005-vegetables-wordsearch.pdf>

<http://www.english-practice.at/b1/vocabulary/topics/top006-describing-people.pdf>

<http://www.english-practice.at/b1/vocabulary/topics/top007-body-parts.pdf>

<http://www.english-practice.at/b1/vocabulary/topics/top010-personality-adjectives.pdf>

<http://www.english-practice.at/b1/vocabulary/topics/top011-personality-adjectives.pdf>

<http://www.english-practice.at/b1/vocabulary/topics/top017-adjectives-crossword1.pdf>

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The 2023 Grammar Guide

120 Grammar and Vocabulary Mistakes to Avoid



Last Updated: Nov. 17, 2022

www.englishgrammar.org

The purpose of this book

English is full of problems for a foreign learner. While some of these problem points are easy to explain, others cause difficulty even for the advanced students and learners. For example, how exactly is the *present perfect tense* used? What are the differences between *big, large and great*, between *come and go*? Is *unless* the same as *if not*?

This eBook is a guide to questions of this kind. It addresses 120 points which regularly cause problems for the foreign learner. Rules and guidelines are given, using as little linguistic terminology as possible.

Who will benefit from this book?

This book is aimed at students who wish to improve the quality of their sentences. It is compiled for the use at school or at home.

How to use this book?

Entries are arranged alphabetically. Each entry contains an explanation of a problem, examples of correct usage and typical mistakes. Explanations are, as far as possible, given in simple everyday language.

List of Entries

1. According to
2. Across and through
3. Adjectives ending in -ly
4. Ago and before
5. All and every
6. All right and alright
7. Already and all ready
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9. Altogether and all together
10. Any and some
11. Anyhow and somehow
12. Articles
13. Article a – correct use
14. Ask and ask for
15. At first and first
16. Avenge and revenge
17. Back and again
18. Bath and bathe
19. Beat and win
20. Because
21. Because and because of
22. Because and for
23. Begin and start
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109. Too and very
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111. Two words or one
112. Unless and if
113. Verbs
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115. Well and good
116. Why not + infinitive
117. Whether and if
118. Whose and who's 119. Will or shall?
120. Yes and no

1. According to

- Incorrect: **According to me**, she should have resigned earlier.
- Correct: **In my opinion**, she should have resigned earlier.

We do not give our own opinions with **according to**.

2. Across and through

The difference between **across** and **through** is similar to the difference between **on** and **in**. We use **through** to talk about movement in three dimensional spaces with things on all sides.

- We walked **across** the field. (= We were on the field.)
- We walked **through** the wood. (= We were in the wood.)

3. Adjectives ending in -ly

- Incorrect: She smiled friendly.
- Correct: She smiled in a friendly way.
- Incorrect: He laughed silly.
- Correct: He gave a silly laugh

Here the error lies in using an adjective instead of an adverb. We use adverbs to modify verbs. Most adverbs end in -ly; there are also a few adjectives that end in -ly. Examples are: *costly, friendly, lively, likely, lonely, lovely, silly and ugly*. There are no adverbs *costly/costlily* or *friendly/friendlily*.

4. Ago and before

- Incorrect: His father died three years **before**.
- Correct: His father died three years **ago**.

Ago is used to count back from the present. It is used with a past tense and a time expression. **Before** is used when you date back from any point of time which is made specific.

- I saw him two years **before** I went to England.

5. All and every

- Incorrect: Every children need love.
- Correct: **Every child needs** love.
- Incorrect: All the light was out.
- Correct: **All the lights were** out.

Every is used with a singular noun. **All** is used with a plural noun.

6. All right and alright

The standard spelling is **all right**, but **alright** is more common although many people consider it incorrect.

7. Already and all ready

- Incorrect: We are **already** for the show.
- Correct: We are **all ready** for the show.
- Incorrect: They have **all ready** arrived.
- Correct: They have **already** arrived.

All ready means '*all are ready*'. **Already** means '*by now*' or '*sooner than expected*'.

- The train had **already** left before we reached the station.
- The patient had **already** died before the doctor arrived.

8. Alternate and alternative

Alternative means 'different', 'instead', 'on the other hand'.

- We will make an **alternative** arrangement if these plans don't suit you.
- I had to go. There was no **alternative**.

Alternate means 'every second' or 'in turns'.

He only comes to work on **alternate days**.

9. Altogether and all together

Altogether means 'entirely' or 'everything considered'.

- I don't **altogether** agree.
- It is **altogether** wrong to ill-treat animals.

All together simply means 'everybody / everything together'.

- They **all** went out **together**.
- She put the glasses **all together** in the sink.

10. Any and some

Both **some** and **any** suggest an indefinite amount or number. **Some** is more common in affirmative clauses. **Any** is used in questions and negative clauses.

Compare:

- I need **some** pencils. (NOT I need any pencils.)
- Have you got **any pencils**?
- Sorry, I **haven't got any pencils**.

11. Anyhow and somehow

- Incorrect: He did it anyhow.
- Correct: He managed to do it **somehow**.
- Incorrect: He keeps his things somehow in his desk.
- Correct: He keeps his things **anyhow** in his desk. (= He doesn't keep his things in order.)
- Incorrect: He may not come but somehow I shall.
- Correct: He may not come but **anyhow** I shall. (= I will certainly come.) Use '**anyhow**' to mean 'in disorder'. 'Anyhow' can also mean 'for certain'.

12. Articles

The misuse of **the** and **a** is very common. Here are the basic rules for the use and omission of articles.

Proper nouns (e.g. John, Alice and India) do not take articles.

- Incorrect: The John is my friend.
- Correct: John is my friend.
- Incorrect: The Tokyo is a big city.
- Correct: Tokyo is a big city.

A **singular common noun** (e.g. boy, cat, tree, book, apple etc.) must have an article.

- Incorrect: There is cat on roof.
- Correct: There is **a cat** on **the roof**.

A **plural common noun** cannot be used with the article **a**. It is usually used with no article, though '**some**' is sometimes used before it.

Compare:

- **A spider** has eight legs.
- **Spiders** have eight legs.

Remember that a noun can be common in one sentence and proper in another sentence.

A **superlative adjective** is usually used with **the**.

- Incorrect: He is best player in the team.
- Correct: He is **the best player** in the team.

13. Article a – correct use

The article '**a**' placed in front of a noun conveys the idea of 'one'. When writing about two separate objects, a second '**a**' must be used. If the two objects are considered as one, then the second 'a' may be left out.

- Incorrect: I have a hammer and chisel.
- Correct: I have **a hammer** and **a chisel**. (Here we are talking about two separate objects.)
- Incorrect: She has a son and daughter.
- Correct: She has **a son** and **a daughter**.
- Incorrect: The mechanic used a block and a tackle to lift the machine.
- Correct: The mechanic used **a block and tackle** to lift the machine. (Here we are talking about one object.)

14. Ask and ask for

Ask for: ask somebody to give something

Ask: ask somebody to tell something

- He **asked** me **for** a loan. (NOT He asked me a loan.)
- They **asked** ten dollars **for** the book.
- If you don't know the answer, **ask** the teacher.
- Don't **ask** me my name. (NOT Don't ask me for my name)

15. At first and first

At first is used to talk about the beginning of a situation. It is often followed by **but**. In other cases, we usually use **first**.

- **At first** everything seemed fine, but then things started going wrong.
- I **first** met her at a restaurant.

16. Avenge and revenge

- Incorrect: I must revenge my father.
- Correct: I must **avenge my father**.
- Incorrect: I must revenge my enemy.
- Correct: I must **take revenge on** my enemy.

These two words are often confused. To '*avenge my father*' means to 'punish someone who has hurt my father'.

17. Back and again

When used with a verb, **back** suggests a return to an earlier situation or a movement in the opposite direction.

- **Give** me my watch **back**. (NOT Give me my watch again.)
- Take your money **back**.
- Put the book **back** on the shelf when you have finished with it.
- These mangoes aren't good. I am taking them **back** to the shop.

When used with a verb, **again** suggests repetition.

- I did not hear what you said. Please say it **again**.
- That was a lovely song. Can you play it **again**?

18. Bath and bathe

In British English, the verb **bath** is used to mean '*wash oneself in a bath tub*'.

- Children should **bath** regularly.

The verb **bath** is not used in American English. Instead, the expressions '*have a bath*' or '*take a bath*' are used.

- As I was feeling hot, I **took a bath**.

In British English, **bathe** means '*swim for pleasure*'. It is very formal. In an informal style, we use the expressions '*have a swim*' or '*go for a swim*'.

- He said he had a good **bathe**.

In American English, **bathe** is used to mean '*take a bath*'.

- I always **bathe** before I go to bed. (= I always take a bath before I go to bed.)

Note that *to lie in the sun* is to **sunbathe**.

19. Beat and win

Beat is usually followed by an object which refers to the person you are playing or fighting against.

- She always **beats me** at poker.

Win can also be followed by an object, but it usually refers to things like money or prize. You can also *win in a game, a race, a battle or an argument*.

- She **won the first prize** in the quiz competition.
- She always **wins when we play poker**.

20. Because

- Incorrect: He did not come to school. **Because** he was ill.
- Correct: He did not come to school **because** he was ill.

This is a very common punctuation mistake. **Because** is a subordinating conjunction. It must not be separated from its main clause by a full stop.

21. Because and because of

Because is a conjunction. It is used to join two clauses and is followed by a subject and verb.

- We couldn't go out **because it rained**.
- I did it **because he told me to do it**.

Note that the '*because clause*' can come before or after the main clause.

- Because it was so hot, we went home.
- We went home because it was so hot.

Because of is a two-word preposition. It is used before a noun or a pronoun.

- We couldn't go out **because of the rain**.
- I did it **because of** him.

22. Because and for

- Incorrect: I am glad **for** tomorrow is a holiday.
- Correct: I am glad **because** tomorrow is a holiday.

For is hardly wrong, but it is better to use **because** to introduce a casual clause.

23. Begin and start

There is little or no difference between **begin** and **start**. **Begin** is more common in a formal style.

- He **started / began** working when he was 19.
- We will **begin / start** the next lesson tomorrow.
- It is time to **begin / start** work.

Cases where begin is not possible

We *start* (but not *begin*) a journey or a machine.

- We **started** in the morning and reached before sunset. (NOT We began in the morning...)
- How do you **start** a washing machine? (NOT How do you begin a washing machine?)
- At last the train **started**. (NOT At last the train began.)

24. Beside and besides

Beside is a preposition. It means 'by' or 'next to'.

- The mother sat **beside** her children.
- Who is that fat lady sitting **beside** Peter?

Besides is similar to **as well as**. It is used to add new information to what is already known.

- **Besides** the violin, he can play the guitar and the piano.
- Who was at the party **besides** Jane and Peter?

25. Besides, except and apart from

These expressions often cause confusion. **Besides** usually adds whereas **except** subtracts. Compare:

- **Besides mathematics**, we have to learn physics and chemistry. (We learn three subjects.)
- He can play all musical instruments **except the flute**. (He can't play the flute.)

Apart from can be used in both senses.

- **Apart from mathematics**, we have to learn physics and chemistry. (= Besides mathematics, we have to ...)
- He can play all musical instruments **apart from the violin**. (= He can play all musical instruments except the violin.)

26. Between and among

We use **between** with two or more clearly separate people or things. We use **among** when the reference is to a group, a crowd, or a mass of people or things which we do not see separately.

- She sat **between** Alice and Mary. (Two clearly separate people)
- She sat **among** her students.
- There is a tourist home **between the woods, the river and the hills**. (Three clearly separate things)
- The tourist home is hidden **among the trees**.

We use **between**, not among, after **difference**.

- What is the main **difference between** a square and a rectangle?

27. Between and during

- Incorrect: England grew prosperous between Queen Victoria's reign.
- Correct: England grew prosperous **during** Queen Victoria's reign.
- Incorrect: The First World War was fought during 1914 - 18.
- Correct: The First World War was fought **between 1914 - 18**.

Two events must be mentioned if you want to use **between**.

28. Between and from

A common mistake that is often noticed these days is the use of **to** after **between**.

- Incorrect: The interview will be held between 2 to 4pm.
- Correct: The interview will be held **between 2 and 4 pm**.
- Incorrect: The conference will take place between the 12th to the 18th of this month.
- Correct: The conference will take place **between the 12th and the 18th of this month**.

Or else you can say:

- The interview will be held **from 2 to 4 pm**.
- The conference will take place **from the 12th to** the 18th of this month.

29. Big, large and great

We use **big** and **large** with concrete nouns - the names of objects which we can see or touch. In an informal style, **big** is more common than **large**.

- He has got **big / large** feet.
- They have a **large / big** house in the city.

We use **great** with abstract nouns - the names of things which we cannot see or touch.

- I think it was a **great mistake**.
- I have **great respect** for him.

In an informal style **big** is also used with countable abstract nouns. **Large** is not used with abstract nouns.

- I think it was **a big mistake**. (BUT NOT I think it was a large mistake.)

None of these three words are used with uncountable nouns.

- I have got **a lot of luggage**. (NOT I have got big/large/great luggage.)

30. Born and borne

The passive form of the verb **born** (be + born) is used to talk about coming into the world at birth.

- He **was born** to poor parents.
- I **was born** on a Friday.
- She **was born** in Italy.

Borne is the past participle form of the verb **bear**. It is sometimes used to mean 'give birth to' or 'carry'.

- She **has borne** eight children. (= She has given birth to eight children.)

31. Bring and take

- Incorrect: I don't know what to **bring** when I leave for the conference.
- Correct: I don't know what to **take** when I leave for the conference.
- Incorrect: I shall **bring** my wife with me when I go.
- Correct: I shall **take** my wife with me when I go.
- Incorrect: **Take** that book to me at my desk.
- Correct: **Bring** that book to me at my desk.

Use **bring** when something is being moved towards the speaker.

- **Bring** me that book.

Use **take** when something is being moved away from the area of the speaker.

- **Take** that file with you. (Here the file is being moved away from the area of the speaker.)

32. But

- Incorrect: He is the fastest runner and he came last.
- Correct: He is the fastest runner **but** he came last.

But is the conjunction to use when the second main clause gives unexpected or contradictory information.

33. Change of tense

The first verb in a sentence establishes the tense of any verb that comes later. If you begin writing in the past, don't change to the present. Similarly, if you begin writing in the present, don't change to the past.

- Incorrect: In the story, the king *loses* his kingdom, but he *regained* everything in the end.
- Correct: In the story, the king **loses** his kingdom, but he **regains** everything in the end.
- Incorrect: The team *won* yesterday, but *goes* and *loses* this afternoon.
- Correct: The team **won** yesterday, but **went** and **lost** this afternoon.

34. Close and shut

There is little difference of meaning between **close** and **shut**.

- **Shut/close** your eyes.
- Can you **close/shut** the door?
- They **close/shut** the shops at 8 o'clock.

Cases where close is preferred

We *close* (and not *shut*) roads, letters, bank accounts, meetings etc.

- You should **close** your existing account before opening a new account. (NOT You should shut your existing account ...)

35. Cloth and clothes

Cloth is the material used for making clothes. **Clothes** are things you wear.

- His **clothes** are made of expensive **cloth**.

36. Collective nouns

Group words or **collective nouns** take a singular verb if you are talking of the group as a whole. They take a plural verb if you are talking about the individual members of the group.

Compare:

- **The jury is** in the courtroom. (Here we are talking about the whole group.)
- **The jury are** still debating the case. (Here we are talking about the individual members of the group.)

Note: Collective nouns are always singular in American English.

37. Come and go

Come is used for movements to the place where the speaker or hearer is.

- Come to me. (Movement towards the speaker)
- 'Alice, can you come here?' 'Yes, I am coming.' (NOT I am going.)
- Can I come and sit beside you? (Movement towards the hearer) **Go** is

used for movements to other places.

- Let's **go** and see them. (NOT Let's come and see them.)
- I want to **go** and live in the hills. (NOT I want to come and live in the hills.)

38. Common preposition + noun combinations

- At the cinema; at the theatre; at the party; at university
- By car/bike/bus/train/boat/plane/land/sea/air
- On the radio; on TV; on the phone
- In pen/pencil/ink
- In a suit/raincoat/shirt/skirt/hat etc

39. Comparatives and superlatives

The comparative (e.g. taller, sharper, stronger, heavier, shorter etc.) is used to compare one person or thing with another person or thing.

- John is **taller** than Peter.
- Alice is **cleverer** than Mary.

The superlative (e.g. tallest, sharpest, strongest, heaviest, shortest etc.) is used to compare somebody or something with the whole group to which she/he/it belongs.

- John is the **tallest boy** in the class.
- Alice is the **prettiest of** the four girls.
- He is the **best player** in the team.

When a group has only two members, we prefer the comparative to the superlative.

- Incorrect: Take the shortest of the two routes.
- Correct: Take the **shorter** of the two routes.
- Incorrect: She is the prettiest of the two sisters.
- Correct: She is the **prettier** of the two sisters.

40. Comparatives: a common error

In comparative sentences be careful to compare the same part of two things. **That of, these of** and **those of** are necessary words that are often omitted.

- Incorrect: His teaching was like Jesus Christ.
- Correct: His teaching was like **that of Jesus Christ**.
- Incorrect: The size of the shoe must be the same as this shoe.
- Correct: The size of the shoe must be the same as **that of this shoe**.
- Incorrect: My books are better than my friend.
- Correct: My books are better than **those of my friend**.

41. Conjunctions

One conjunction is enough to join two clauses. English does not require a second conjunction.

- Incorrect: Though he is old but he is healthy.
- Correct: **Though** he is old he is healthy. OR He is old but he is healthy.
- Incorrect: As he was fat so he ran slowly.
- Correct: **As** he was fat he ran slowly. OR He was fat so he ran slowly.
- Incorrect: If you work hard then you will succeed.
- Correct: **If** you work hard you will succeed.
- Incorrect: Because he is clever therefore he gets good marks.
- Correct: **Because** he is clever he gets good marks.

42. Correlatives

When the correlatives **either...or**, **neither...nor**, **both...and**, **not only...but also** are used, you must see that they are placed before words of the same part of speech.

- Incorrect: The car either dashed against a dog or a goat. (verb-noun)
- Correct: The car dashed against **either a dog or a goat**. (noun-noun)
- Incorrect: Neither he would eat nor allow us to eat. (noun-verb)
- Correct: He would **neither eat nor allow** us to eat. (verb-verb)
- Incorrect: Neither he smokes nor drinks. (noun-verb)
- Correct: He **neither smokes nor drinks**. (verb-verb)

43. Dead and died

Dead is an adjective. It is used to modify a noun.

- He is **dead**. (NOT He is died.)
- A **dead** man (NOT A died man)

Died is the past tense and the past participle of the verb **die**.

- He **has died**. (NOT He has dead.)
- He **died** last year. (NOT He dead last year.)

44. Determiners

Articles (a/an, the), possessives (my, your, his, her, their, our etc.) and demonstratives (this, that, these and those) are called **Group A determiners**. Note that we cannot put two Group A determiners together. We can say *my cat*, *the cat* or *that cat*, but not *the my cat* or *my that cat*.

In order to put together the meanings of a possessive and an article or a demonstrative, we use a structure with **of**.

- He is **a** friend **of mine**. (NOT He is a my friend.)
- **These** shoes **of mine** pinch me terribly. (NOT These my shoes pinch me terribly.)
- **Those** dirty fingers **of yours** have stained the walls. (NOT Those your dirty fingers have ...)

45. Do and make

Do is sometimes confused with **make**. **Make** is used to talk about building or creating.

- Let's **make** a cake.
- I once **made** a toy train.

Do is sometimes used instead of **make**. This is common when we want to sound casual about a creative activity.

- 'What shall we eat?' 'Well, let me **do an omelette.**' (More casual than 'Let me make an omelette.')

Common fixed expressions with do and make

Both **do** and **make** are used in some common fixed expressions.

Do good, harm, business, one's best, a favor, sport, exercise, one's hair, one's teeth, one's duty, 50mph etc.

Make a journey, an offer, arrangements, a suggestion, a decision, an attempt, an effort, an excuse, an exception, a mistake, a noise, a phone call, money, a profit, a fortune, love, peace, war, a bed, a fire, progress etc.

46. Double negatives

Never use a negative verb and a negative qualifier (e.g. nothing, hardly, scarcely, nobody etc.) together.

- Incorrect: I *haven't nothing* to prove.
- Correct: I **have nothing** to prove.
- Incorrect: Alice *can't hardly* wait until her birthday.
- Correct: Alice **can hardly** wait until her birthday.
- Incorrect: There *wasn't nobody* at the door.
- Correct: There **was nobody** at the door.

47. During and for

During is used to say when something happens. **For** is used to say how long it lasts.

- Incorrect: I was in France **for** the summer.
- Correct: I was in France **during** the summer.
- Incorrect: I was in France during two months.
- Correct: I was in France **for** two months.

48. Each and every

Use **each** and **every** together only if you want to convey very strong emphasis.

- Incorrect: **Each and every** person wore a hat.
- Correct: **Each person** wore a hat.
- Correct: **Everybody** wore a hat.

49. Each other and one another

In modern English **each other** and **one another** are used in the same way. **One another** is preferred when we are making general statements.

- They have stopped talking to **each other/one another**.

Both expressions can be used in the possessive form.

- They would sit for hours listening to **each other's / one another's tales**.

50. East, eastern, north, northern etc.

The words **east, west** etc., are used for clearly defined places. The words **eastern, western** etc., are used when we are talking about vague areas.

Compare:

- The **northern part** of the country is hilly.
- The **north side** of the house has four windows.

Capital letters

Capital letters are used at the beginning of *East, Eastern, North, Northern* etc., when they come in official place names.

- South Africa
- the Middle East
- North Korea

In other cases these words begin with small letters.

- The sun rises in **the east**.
- He came from **the west**.

51. Elder and eldest

- Incorrect: He is **elder** than me.
- Correct: He is **older** than me.
- Incorrect: He is the **eldest** man in the village.
- Correct: He is the **oldest** man in the village.

Elder and **eldest** can be used to talk about the order of birth of the members of a family. Note that they are only used before nouns. After a verb we use **older** or **oldest**.

- My **elder/older brother** is a writer.
- His **eldest/oldest son** is in the Army.
- He is **older** than me. (NOT He is elder than me. Elder and eldest can't be used in the predicative (after a verb) position.)

52. End and finish

When followed by a direct object, **finish** means complete.

- I have **finished my job**. (= I have completed my job.)
- You never let me **finish a sentence**. (= You never let me complete a sentence.)

Finish can be followed by an **-ing form**.

- Have you **finished writing** that novel?

When followed by a direct object, **end** means **stop**.

- They have decided to **end their affair**. (NOT They have decided to finish their affair.)

End cannot be followed by an **-ing form**.

When they are not followed by objects, **end** and **finish** have similar meanings.

- When does the concert **finish/end**?

53. Enough

- Incorrect: He was **enough foolish** to trust her.
- Correct: He was **foolish enough** to trust her.
- Incorrect: If I were **enough rich**, I would buy a new car.
- Correct: If I were **rich enough**, I would buy a new car.

The adverb **enough** comes after the adjective which it qualifies.

54. Especially and specially

Both **specially** and **especially** can often be used with the same meaning.

- It was not **specially / especially** cold.

Especially can mean 'above all'.

- Sometimes I feel rather lonely, **especially** in the evenings.

Specially is used to mean 'for a particular purpose'.

- I made this cake **specially** for you.

55. Except and except for

- Incorrect: Except you, I like everyone.
- Correct: **Except for you**, I like everyone.
- Incorrect: Except this mistake, you did very well.
- Correct: **Except for this mistake**, you did very well.

Except can be used without **for** after words like **all, every, no, everything, anybody, nowhere, whole etc.** In other cases we usually use **except for**.

- He cleaned **all** the rooms **except** the bedroom. OR He cleaned **all** the rooms **except for** the bedroom. (Except can be used without for after all.)
- **Nobody** was invited **except Peter and Alice**. OR Nobody was invited **except for** Peter and Alice.
- I like everyone **except / except for** you.
- They were all tired **except / except for** John.
- That was a good essay, **except for** a few spelling mistakes. (NOT That was a good essay, except a few spelling mistakes.)

Before prepositions and conjunctions we use **except**.

56. Expect and hope

- Incorrect: She is hoping a raise.
- Correct: She is expecting a raise.

When we **expect** something we think that it will in fact happen. When we **hope** for something to happen, we would like it to happen, but we don't know whether it will.

- She is **expecting** a baby. (= She is pregnant now.)
- She is **hoping** that it will be a girl. (She doesn't know whether it will be a boy or a girl, but she will be happier if it is a girl.)

We can *expect* good or bad things to happen, but we only *hope* for good things.

57. Expressions without prepositions

The verbs **discuss, enter, marry, lack, resemble** and **approach** are normally followed by objects without prepositions.

- Incorrect: She married with an old man.
- Correct: She **married an old man**.
- Incorrect: We must discuss about the plans.

- Correct: We must **discuss the plans**.
- Incorrect: The baby resembles to its dad.
- Correct: The baby **resembles its dad**.

58. Far and a long way

We use **far** in questions and negative clauses.

- Did you walk **far**?
- The railway station is **not far** from here.

We use **a long way** in affirmative clauses.

- We walked **a long way**. (NOT We walked far.)
- The post office is **a long way** from here.

Far is common in affirmative clauses with adverbs like **too, so, enough** and **as**.

- You have walked a bit **too far**.

59. Gerund

- Incorrect: I am thinking to write a novel.
- Correct: I am **thinking of writing** a novel.
- Incorrect: We were prevented from enter the room.
- Correct: We were prevented **from entering** the room.

A preposition is followed by **a gerund (-ing forms)** and not an infinitive.

- Incorrect: They insisted on me resigning the post.
- Correct: They insisted on **my** resigning the post.
- Incorrect: They objected to John playing for the other team.
- Correct: They objected to **John's** playing for the other team.

A noun or a pronoun used before a gerund should be in the **possessive case**. Note that the possessive case should not be used with a gerund when the gerund is in the passive or when the noun or pronoun denotes a lifeless thing.

- Incorrect: There is no danger of the roof's crashing.
- Correct: There is no danger of the **roof** crashing.

60. Historic present

When writing about a past event, we can use the present tense to make it appear as if the event is actually happening. Even if a person is dead, he or she can still be spoken of in the present tense. This is known as using the **historic present**.

The following sentences are written using the historic present.

- Winston Churchill **is** one of England's greatest statesmen.
- Captain Cook **is** responsible for white settlement in Australia.

61. I don't mind

- Incorrect: 'Will you have some coffee?' 'I don't mind.'
- Correct: 'Will you have some coffee?' 'Thank you' OR 'No, thank you.'

Say 'Thanks' or 'Thank you' while accepting an offer. Say 'No, thanks' or 'No, thank you' while declining an offer.

'*I don't mind*' is rude. It shows indifference: that the person does not care whether he drinks coffee or not. 'I don't mind' should be used only when it is permissible to indicate no strong preference.

62. If clauses

- Incorrect: If it **rains** we **would cancel** the match.
- Correct: If it **rains** we **will cancel** the match.
- Incorrect: If you **hit** the dog, it **would bite** you.
- Correct: If you **hit** the dog, it **will bite** you.

When the verb in the **if-clause** is in the simple present tense, we use **will/shall/can/may + infinitive** in the main clause.

- Incorrect: If you **studied** hard, you **will get** a first class.
- Correct: If you **studied** hard, you **would get** a first class.

When the verb in the if-clause is in the simple past tense, we use **would/should/could/might + infinitive** in the main clause. Sentences of these types are used to talk about purely imaginary situations.

- Incorrect: If you **had studied hard**, you **would get** a first class.
- Correct: If you **had studied hard**, you **would have got** a first class.

When the verb in the main clause is in the past perfect tense, we use **would/should/could/might + have + past participle** in the main clause.

63. Imperative sentences

- Incorrect: See that you will come for the meeting in time.
- Correct: See that you **come** for the meeting in time.
- Incorrect: Take care that you will not be cheated.
- Correct: Take care that you **are** not cheated.

It is wrong to use **future tense** in the subordinate clause when the verb in the main clause is in the **imperative mood**. In such clauses, the **simple present** should be used instead of the **simple future**.

64. Indirect questions

The indirect question is really not a question at all. It has no inversion of subject and predicate as in a direct question. It does not use the auxiliary **do** either.

Compare:

- Direct: Where are you going?
- Indirect: He asked me **where I was going**. (NOT He asked me where was I going?)

- Direct: When does he propose to start?
- Indirect: I want to know **when he proposes to start**. (NOT I want to know when does he propose to start?)

Note that we do not use a question mark at the end of an indirect question.

65. Invent and discover

- Incorrect: Who invented America?
- Correct: Who **discovered America**?
- Incorrect: Who discovered the telephone?
- Correct: Who **invented the telephone**?

Use **invent** of something which did not exist until man created it. Example: a computer or a telephone. Use **discover** of something which existed without man's knowledge. Example: mineral deposits, countries, continents, planets etc.

66. Inversion of subject and verb

- Incorrect: Never I have seen such a sight.
- Correct: **Never have I** seen such a sight.
- Incorrect: Hardly I have had any rest for a week.
- Correct: **Hardly have I** had any rest for a week.

When the first word of the sentence is a negative, the main verb comes before the subject, as in a direct question.

67. Its and it's

These two words often cause confusion.

Its is the possessive form of **it**.

- Every country has **its** traditions.

It's is the contracted form of **it is** or **it has**.

- **It's** raining. (= It is raining.)
- **It's** gone. (= It has gone.)

68. Joining sentences

- Incorrect: This is my friend, he was at school with me.
- Correct: This is my friend **who** was at school with me.
- Incorrect: This is my house, I live here. • Correct: This is my house **where** I live.
- Incorrect: This is an interesting story, I am reading it.
- Correct: This is an interesting story **which** I am reading.

Two main clauses which are not separated by a full stop should be linked by a conjunction or a relative pronoun.

69. Keep and put

- Incorrect: He **kept** the book on the table.
- Correct: He **put** the book on the table.
- Incorrect: He always **puts** his money in this box.
- Correct: He always **keeps** his money in this box.

Use **keep** of a more or less permanent resting place. Use **put** of only a temporary one.

70. Kind and kinds, sort and sorts etc.

The words **kind**, **sort**, **type** and **class** are singular and should be used with **this** or **that** to modify a singular noun. The words **kinds**, **sorts**, **types** and **classes** are plural and should be used with **these** or **those** to modify plural nouns.

- Incorrect: I like these kind of mangoes.
- Correct: I like **these kinds of mangoes**.
- Incorrect: I don't like this sort of meat pies.
- Correct: I don't like **this sort of meat pie**.
- Incorrect: Those are the kinds of film I like to watch.
- Correct: **Those** are the **kinds of films** I like to watch.
- Incorrect: These type of cars are very fast.
- Correct: **These types of cars** are very fast.

71. Less and fewer

Less refers to a quantity that cannot be counted. **Fewer** refers to a number that can be counted.

Compare:

- I am eating **less meat**.
- We caught **fewer fish**.
- There were **fewer children** in the class than expected.
- We did **less work** today than yesterday.

72. Lie and lay

- Incorrect: Dad has laid on the sofa all morning.
- Correct: Dad **has lain** on the sofa all morning.
- Incorrect: Mother says she has already lain the table.
- Correct: Mother says she **has already laid** the table.
- Incorrect: The book was lain on the table.
- Correct: The book **was laid** on the table.

- Incorrect: I would like to lay in the sun.
- Correct: I would like **to lie** in the sun.

To lie means **to rest**. Its different forms are given below:

Infinitive: lie; -ing form: lying; Past tense: lay; Past participle: lain

- I **lie** on the bed.
- I **am lying** on the bed.
- I **was lying** on the bed.
- I **lay** on the bed.
- I **have lain** on the bed.

To lie also means '*to not tell the truth*'. Its different forms are given below:

Infinitive: lie; -ing form: lying; past tense: lied; past participle: lied

- I **lie**.
- I **am lying**.
- I **was lying**.
- I **lied**.
- I **have lied**.

To lay means '*to put something down*.' Its different forms are:

Infinitive: lay; -ing form: laying; past tense: laid; past participle: laid

- I **lay** the plate on the table.
- I **am laying** the plate on the table.
- I **was laying** the plate on the table.
- I **laid** the plate on the table.
- I **have laid** the plate on the table.

73. Like and as

As is followed by a clause. **Like** is followed by a noun.

- Incorrect: He did like he was told.
- Correct: He did **as he was told**.
- Incorrect: He fought like a tiger does.
- Correct: He fought **like a tiger**.
- Correct: He fought **as a tiger does**.

74. Look after and look for

Look after means 'take care of'. **Look for** means 'try to find'.

- Nurses **look after** sick people. (= Nurses take care of sick people.)
- I am **looking for** my keys. (= I am trying to find my keys.)

75. Lose and loose

Lose is an irregular verb (lose – lost – lost). **Loose** is the opposite of **tight**. It is an adjective.

- She needs to **lose** oodles of weight. (NOT She needs to loose oodles of weight.)
- This shirt is **loose** for me. (NOT This shirt is lose for me.)

76. Many/much and plenty of/a lot of

The expressions **a lot of**, **plenty of** and **a great deal of** are preferred in affirmative clauses. In questions and negatives, we usually use **much** or **many**.

Compare:

- I have **a lot of** work to do. (NOT I have much work to do.)
- Do you have **much** work to do? (More natural than 'Do you have a lot of work to do?')

No, I don't have **much** work to do. (More natural than 'No, I don't have a lot of work to do')

- **Plenty of** people want to buy cars.
- Are there **many** people who want cars?
- Yes, but there aren't **many** people who can afford them. (NOT There aren't plenty of people who can afford them.)

Many is occasionally used in the affirmative, but **much** is almost never used in that way. The expressions **a lot of**, **plenty of** and **a great deal of** are almost never used in the negative, but they are occasionally used in questions.

77. May and can

Can expresses ability.

- She **can** speak English.
- He **can** play the piano.
- **Can** you speak Hindi?

Can is also used in the sense of **may** to give permission, though **may** is more correct.

- You **can** take one of those books. OR You **may** take one of those books.
- You **can** go now. OR You **may** go now.

Nowadays, **can** is also being increasingly used to ask permission.

- 'Can I come in, Sir?'

78. Maybe and perhaps

These two words mean the same. **Maybe** is more common in an informal style.

- **Maybe/perhaps** he will come.

Perhaps is often pronounced 'praps' by British people. In American English, **perhaps** is rather formal.

79. Much and many

Much is used with singular nouns. **Many** is used with plural nouns.

- There aren't **many people** who can afford cars.
- Have you got **much work** to do?

Much and **many** are mostly used in questions and negative sentences. They are unusual in affirmative clauses except after words like **as, so** and **too**.

- She has got **lots of** friends. (More natural than 'She has got many friends.')

80. Neither, nor and not...either

Negative additions to negative remarks are made with **nor/neither + auxiliary verb + subject**

- Incorrect: 'I can't swim.' 'I also can't'
- Correct: 'I can't swim.' '**Neither/nor can I.**'
- Incorrect: John didn't come, and Peter didn't too.
- Correct: John didn't come, **neither/nor did Peter.**

Not either means the same as **neither** and **nor**. It is preceded by **subject + auxiliary verb**.

- Incorrect: 'I can't swim.' 'I also can't.'
- Correct: 'I can't swim.' '**I can't either.**'

81. Nominative and objective case

Pronouns that are used as subjects of verbs are: **I, he, she, we, they** and **you**

- Neither **Alice** nor **I** like the opera. (NOT Neither Alice nor me like the opera. Here the pronouns Alice and I are part of the subject.)

Pronouns that are used as objects of verbs or prepositions are: **me, him, her, us, them** and **you**. Note that **you** does not change its form.

- I tackled **him**. (NOT I tackled he. Here him is the object of the verb tackled.)
She sat above **me**. (NOT She sat above I. Here me is the object of the preposition above.)

- Between you and **me** there are few secrets. (NOT Between you and I there are few secrets. Here the pronouns you and me are the objects of the preposition between.)
- There are no problems between **him** and **her**. (NOT There are no problems between he and she.)
- Let **you** and **me** do it. (NOT Let you and I do it. Here you and me are the objects of the verb let.)
- He has given great trouble to my father and **me**. (NOT He has given great trouble to my father and I. Here my father and I are the objects of the preposition to.)

Grammarians formerly used to recommend that a pronoun used as the complement of the verb **be** (is/am/are/was/were), should be in the nominative (subject) form. Today the use of the nominative form in such cases is considered extremely formal and over-correct. Instead, we use the objective form.

- It **is me**. (More natural than It is I.)
- That **was him**. (More natural than That was he.)

82. No sooner ...than

It is wrong to use **when** instead of **than** in these sentences. If **no sooner** begins the sentence, the auxiliary **did** or **had** must come immediately after it.

- Incorrect: **No sooner had** she read the telegram *when* she fainted.
- Correct: **No sooner had** she read the telegram **than** she fainted.
- Incorrect: No sooner I heard the shot than I rushed to the spot.
- Correct: **No sooner did** I hear the shot **than** I rushed to the spot.

83. Nouns that do not have a singular form

Some nouns do not have a singular form. Examples are: *oats, cattle, pants, scissors, tongs, shears, trousers, binoculars, shorts* and *tweezers*. We cannot say *a pants* or *a cattle*.

- **The tongs were** by the fireplace. (NOT The tong was by the fireplace.)

- **Tweezers are** useful when handling stamps. (NOT A tweezer is useful when handling stamps.)

The singular aspect of the word is usually indicated by using '*a pair of*'.

Compare:

- **The scissors are** in the drawer.
- **A pair of scissors is** in the drawer.
- **The garden shears were** used to clip the hedge.
- **A pair of garden shears was** used to clip the hedge.
- **Trousers were** hanging in the cupboard.
- **A pair of trousers was** hanging in the cupboard.

84. Nouns with no plural forms

Some nouns do not have a plural form. Examples are: *scenery, furniture, wheat, dust, silverware, information, news, luggage, bread, advice, chess, chewing gum, equipment, grass, permission, publicity, rubbish, traffic etc.*

- Switzerland is known for its **scenery**. (NOT Switzerland is known for its sceneries.)
- We bought some **furniture** yesterday. (NOT We bought some furnitures yesterday.)
- Have you received any **information**? (NOT Have you received any informations?)
- I packed my **luggage**. (NOT I packed my luggages.)
- There are no **loaves** in this shop. (NOT There are no breads in this shop.)

Nouns that do not have a plural form are usually treated as uncountable nouns. Most uncountable nouns have countable equivalents.

Advice (uncountable) - a piece of advice (countable)

Bread (uncountable) - a piece of bread / a loaf / a roll

Equipment - a piece of equipment / a tool

Baggage - a piece of baggage

Furniture - a piece of furniture / an article of furniture

Grass - a blade of grass

Information - a piece of information

Lightning - a flash of lightning

Luck - a bit of luck / a stroke of luck

News - a piece of news

Poetry - a poem

Travel - a journey / a trip

Work - a piece of work / a job

- We bought **a piece of furniture** yesterday. (NOT We bought a furniture yesterday.)
- We heard **a piece of news**. (NOT We heard a news.)
- I need **a piece of equipment** to fix this. OR I need a tool to fix this. (NOT I need an equipment to fix this.)
- I am learning **a new poem**. (NOT I am learning a new poetry.)
- He gave me **some advice**. OR He gave me **a piece of advice**. (NOT He gave me an advice.)

85. Nouns with identical singular and plural forms

Some nouns have identical singular and plural forms. Examples are: **sheep and deer**.

- **This deer is** hungry.
- **These deer are** hungry.

86. Numbers

Write the numbers of kings and queens in Roman characters.

- Elizabeth II
- King George VI

Write ordinal numbers (first, second, third etc.) up to twelfth in words except in dates.

- Incorrect: He came a 3rd time.
- Correct: He came a **third** time.

Write dates thus, '*May 12th*' or '*12th May*' and not thus, '*the 12th of May*' or '*the twelfth of May*'.

Write cardinal numbers up to twelve in words, except when telling the time.

Write cardinal and ordinal numbers above twelve and twelfth in either words or figures as seems in each case the more convenient.

87. On and in

Use **on** when the meaning is clearly 'on top of'. Example: 'on a table'. Use **in** when 'on top of' is not appropriate.

- Incorrect: He rides in a cycle. • Correct: He rides **on a cycle**.
- Incorrect: He rides on a car.
- Correct: He rides **in a car**.
- Incorrect: He sat on a tree.
- Correct: He sat **in a tree**.

88. Only

The word **only** should be written in front of and next to the word or phrase it modifies.

Compare:

- **Only John** may play in the garden. (= John and nobody else may play in the garden.)
- John may play **only in the garden**. (= John may play nowhere else.)
- John may **only play** in the garden. (= John may play - but do nothing else - in the garden.)

89. On time and in time

- Incorrect: The meeting must start exactly **in time**.
- Correct: The meeting must start exactly **on time**.

On time = at the planned time; neither late nor early

In time = before the last moment; with enough time to spare

90. On the whole and the whole of

On the whole is used to sum up your opinion of something which is good and bad in parts. For instance, you may say, *'The script of the film was bad, but the story was excellent. On the whole I enjoyed it.'*

- Incorrect: It is a very good film. I liked it on the whole.
- Correct: It is a very good film. I liked **the whole of it**.

91. Participles

- Incorrect: Having bitten the postman, the farmer decided to shoot the dog.
- Correct: **The dog having bitten** the postman, the farmer decided to shoot it.

Here the first sentence means that it was the farmer who bit the postman and not the dog.

The participle is a verb-adjective. It should be related to a proper subject of reference. If the subject is lacking or if a wrong subject is used, the whole sentence will be wrong.

- Incorrect: *Being a rainy day*, we didn't go out.
- Correct: **It being a rainy day**, we didn't go out.
- Incorrect: *Being too costly* for him, he could not buy the watch.
- Correct: **The watch being too costly for him**, he could not buy it.

92. Positive or comparative?

- Incorrect: He is *becoming strong*.
- Correct: He is **becoming stronger**.
- Incorrect: She is *getting young*.
- Correct: She is **getting younger**.

The sentence '*He is becoming strong*' is of course correct English, but the English language has a special fondness for the comparative adjective, instead of a positive adjective, when growth or change is implied in a sentence. For example when we are talking of a boy's progress in class, we often say '*He is working better now*' thinking of a time past when he worked less.

93. Past perfect tense

- Incorrect: He said that his father died last year.
- Correct: He said that his father **had died** last year.
- Incorrect: The patient died before the doctor arrived.
- Correct: The patient **had died** before the doctor arrived.
- Incorrect: The train left before we reached the station.
- Correct: The train **had left** before we reached the station.

The past perfect tense should be used when the time of one past tense verb is more past than that of another.

94. Possessive case

The use of the **possessive case** should be confined to the following:

1) Names of living beings and personified objects.

Examples are: *the minister's bodyguards, the lion's mane, the girl's mother, nature's laws, fortune's favorites etc.*

2) A few stereotyped phrases:

Examples are:

- The boat's crew
- At his fingers' ends
- For goodness' sake
- For conscience's sake

3) Nouns denoting space or time Examples are:

- A day's work
- A hand's breadth
- In a year's time

95. Prepositions

We do not use prepositions before a number of common expressions beginning **next, last, this, that, one, every, each, some, any, all etc.**

- Incorrect: See you on next Sunday.
- Correct: See you **next Sunday**.

- Incorrect: Come on any day you like.
- Correct: **Come any day** you like.
- Incorrect: The party lasted for all night.
- Correct: The party lasted **all night**.

96. Present perfect tense

The present perfect is a present tense. So when you use the present perfect tense, the action cannot be placed at a point of time in the past. However, a period of time extending up to the time of speaking can be mentioned - *for two hours, for three years, in the last two years* etc. Adverbs like *just, recently, as yet, ever, never, already, today, this morning* etc., may also be used.

- Incorrect: I have seen him yesterday.
- Correct: I **saw** him **yesterday**.
- Incorrect: We have lived here till 2004.
- Correct: We **lived** here **till 2004**.

- Incorrect: 'Where is John?' 'He has been to Sydney.'
- Correct: 'Where is John?' 'He has gone to Sydney.'

'He has been to Sydney' means that sometime in the past he went Sydney and came back. So he knows Sydney; he is not a stranger to that city.

'He has gone to Sydney' means that he is still in Sydney; he hasn't come back yet.

97. Price and prize

The **price** is what you pay when you buy something. A **prize** is what you are given if you win a competition.

- Incorrect: What is the prize of that watch?
- Correct: What is the **price** of that watch?

- Incorrect: The boy was given a price.
- Correct: The boy was given a **prize**.

98. Pronouns

A pronoun used as subject should not be separated from its verb if possible.

- Incorrect: I with some friends went for a walk.
- Correct: **I went** for a walk with some friends.

Agreement with antecedent in number, gender and person

A pronoun must agree with its antecedent in number, gender and person.

- All **passengers** were asked to show **their** tickets. (Here the pronoun 'their' agrees with its antecedent *passengers* in number, gender and person.)
- **Each girl** gave **her** own version of the story. (Here the pronoun '**her**' agrees with its antecedent *girl* in number, gender and person.)
- Every **man** must bear **his** own burden.

99. Say and tell

The verb **tell** is followed by an indirect object without **to**.

- Incorrect: **Tell to me** what happened.
- Correct: **Tell me** what happened.
- Incorrect: John **told to me** about it.
- Correct: John **told me** about it.

When used with a **that-clause**, **tell** takes an indirect object. **Say** is used without an indirect object.

- Incorrect: She told that she would come.
- Correct: She **told me** that she would come.
- Correct: She **said** that she would come.

100. Scarcely...when

It is wrong to use **than** instead of **when** in these sentences.

- Incorrect: **Scarcely** had I reached the station **than** the train steamed out.
- Correct: **Scarcely had** I reached the station **when** the train steamed out.

When **scarcely** begins the sentence, the auxiliary **had** must come immediately after it.

- Incorrect: Scarcely I had solved one problem when another cropped up.
- Correct: **Scarcely had** I solved one problem **when** another cropped up.
- Correct: I **had scarcely** solved one problem **when** another cropped up.

101. Search and search for

- Incorrect: When we searched it we found it.
- Correct: When we **searched for** it we found it.
- Incorrect: I searched him.
- Correct: I **searched for** him.

'*I searched him*' is only correct when it means '*I looked in his pockets*' or something similar.

102. Sincerely

- Incorrect: Your sincerely...
- Incorrect: Your's sincerely
- Correct: **Yours sincerely**

103. Singular and plural nouns

The pronouns **another, anything, each, everyone, everybody, anyone, someone, somebody, no one, none, much, person, either** and **neither** are

singular and should be followed by **singular verbs**. The pronouns **all, some, most, many** and **people** are plural and should be followed by **plural verbs**.

- Incorrect: Every people know this.
- Correct: **Every man / everyone knows** this.
- Incorrect: Everyone in the class have handed in work.
- Correct: **Everyone** in the class **has** handed in work.
- Incorrect: Neither of the boys are correct.
- Correct: **Neither** of the boys **is** correct.
- Incorrect: Each of the boys were given a prize yesterday.
- Correct: **Each** of the boys **was** given a prize yesterday.

104. Subordinate clause

- Incorrect: I will call you when the dinner will be ready.
- Correct: I **will call** you when the dinner **is ready**.
- Incorrect: They will come if you will invite them.
- Correct: They **will come** if you **invite** them.

When the verb in the main clause is in the future tense, the verb in the subordinate clause should be in the present and not in the future.

105. Suggest

The verb **suggest** is used with a **that-clause** or a **gerund** (-ing form). It cannot be used with a **to-infinitive**.

- Incorrect: She suggested *to consult* a doctor.
- Correct: She **suggested consulting** a doctor.
- Correct: She **suggested that I (should) consult** a doctor.

106. Than and as

Object pronouns (me, him, her etc) can be used after **as** and **than**, especially in an informal style.

- She is taller **than me**.
- He earns as much **as her**.
- She doesn't sing as well **as him**.

In a formal style, we prefer **subject + verb** after **as** and **than**

- She is taller **than I am**.
- He earns as much **as she does**.
- She doesn't sing as well **as I do**.

Note that a subject form without a verb (e.g. than I) is unusual in this structure in modern English.

- He ran as fast **as me**. OR He ran as fast **as I did**. (More natural than '*He ran as fast as I*'.)

107. Thank you and please

- Incorrect: 'I have a bad headache.' 'Please?'
- Correct: 'I have a bad headache.' '**I beg your pardon.**'

To ask people what they have said, we use '*I beg your pardon*' (formal) or '*sorry*' (informal). '*Please*' cannot be used with this meaning.

- Incorrect: 'Have you got a pen I could use?' 'Yes, please.'
- Correct: 'Have you got a pen I could use?' '**Yes, here you are.**' We do

not use **please** when we give things to people.

- Incorrect: 'Thanks a lot!' 'Please'
- Correct: 'Thanks a lot!' '**That's OK**'

Please is not used as a reply to '*thanks/thank you*'. If a reply is necessary, we may say '*Not at all*' (rather formal), '*You are welcome*', '*Don't mention it*', '*That's all right*' or '*That's OK*' (very informal).

Incorrect: 'Will you have some coffee?' 'No, please.'

Correct: 'Will you have some coffee?' '**Yes, please.**'

- Correct: 'Will you have some coffee?' '**No, thank you.**'

'**No, please**' is always wrong. '*Yes, please*' and '*No, thank you*' are the polite replies when accepting and declining an offer.

108. Told and asked

- Incorrect: I asked my servant to bring water.
- Correct: I **told** my servant to bring water.
- Incorrect: I told the teacher to excuse me.
- Correct: I **asked** the teacher to excuse me.

Use '**I told him to...**' only towards a person to whom you have a right to give an order. Use '**I asked him to...**' towards a person of whom you can or want to make a request only.

109. Too and very

- Incorrect: The story is too interesting.
- Correct: The story is **very interesting**.

Too means 'more than it ought to be'. It has a negative meaning. It is usually followed by **to** or **for**. **Too** should not be used in the general sense of **very** which has a positive meaning.

- He is **too** fat.
- It is **too** hot **to** go out.

110. Transitive verbs

- Incorrect: Here is my cup; please fill.

- Correct: Here is my cup; please **fill it**.

Incorrect: I enjoyed when I went to Paris.

Correct: I **enjoyed myself** when I went to Paris.

All transitive verbs (e.g. fill, break, take and bring) must have an expressed object.

Some transitive verbs (e.g. give and lend) must have two objects.

- Incorrect: I asked for my book, but he didn't give me.
- Correct: I asked for my book, but he didn't **give it to me**. (Here the pronouns **it** and **me** are the objects of the verb **give**.)

111. Two words or one

The following are written as one word:

Nowadays, somehow, anyhow, everybody, into, moreover, cannot, together, today, sometimes, everyone, afterwards, everywhere, nobody, meanwhile, newspaper, outside, already, anything, anyone

The following are written as two words:

All right, at once, some time, at least, no one, on to

112. Unless and if

Unless means 'if not' and, therefore, it is superfluous to introduce another **not** into the following clause.

- Incorrect: **Unless** you **do not** give the keys of the safe you will be shot.
- Correct: **Unless** you give the keys of the safe, you will be shot.
- Correct: **If** you **do not** give the keys of the safe, you will be shot.

113. Verbs

The verbs **enjoy**, **avoid**, **miss**, **postpone** and **suggest** should be used with a **gerund**, and not an infinitive.

- Incorrect: She enjoys *to sing*.
- Correct: She enjoys **singing**.
- Incorrect: She avoids *to meet* people.
- Correct: She avoids **meeting** people.
- Incorrect: Mother suggested *to consult* a doctor. • Correct: Mother suggested **consulting** a doctor.

114. -ward and -wards

- Incorrect: You can't make a **forwards pass** in rugby.
- Correct: You can't make a **forward pass** in rugby.

The words **backward(s)**, **forward(s)**, **upward(s)**, **northward(s)** etc., do not have the **-s** when they are used as **adjectives**. When these words are adverbs, they can be used with or without **-s**.

115. Well and good

- Incorrect: He speaks English good.
- Correct: He **speaks** English **well**.
- Incorrect: She speaks well English.
- Correct: She speaks **good English**.

Well is an adverb. **Good** is an adjective. Adverbs are used to modify verbs. Adjectives are used to modify nouns. In the sentence '*He speaks English well*', the adverb **well** modifies the verb **speaks**. Similarly, in the sentence '*She speaks good English*', the adjective **good** modifies the noun **English**.

- Incorrect: She speaks *well English*.
- Correct: She **speaks** English **well**.

Adverbs cannot usually go between the **verb** and the **object**.

116. Why not + infinitive

Read the following sentence:

Why not arrange a party in his honor?

This means 'Why should we not arrange a party in his honor?' It is a way of suggesting something for other people's consideration and acceptance.

- Incorrect: Why not you buy now and pay later?
- Correct: **Why not** buy now and pay later?
- Incorrect: Why not we dismiss the fellow?
- Correct: **Why not** dismiss the fellow?

This is a very common error which should be carefully avoided. No noun or pronoun should come after *why not*.

117. Whether and if

- Incorrect: We haven't settled the question **of if** we should move to a new house.
- Correct: We haven't settled the question **of whether** we should move to a new house.

Only **whether** is possible after a preposition.

- Incorrect: They can't decide if to wait or leave.
- Correct: They can't decide **whether to wait** or leave.

Only **whether** can be used before **to-infinitives**.

118. Whose and who's

Whose is a possessive word. It is used in questions and relative clauses. **Who's** is the contraction of **who is** or **who has**.

- Incorrect: Who's is this coat?
- Correct: **Whose** is this coat?

- Incorrect: Whose is that over there?
- Correct: **Who's** that over there?

119. Will or shall?

The distinctions between **will** and **shall** are now strictly observed only by precise speakers. **Shall** is becoming less common especially with the second and third person pronouns. With first person pronouns, however, **shall** is still being used to indicate the simple future.

In conversation people generally use the shortened form **'ll**.

- **We'll** have a party tomorrow.
- I think **I'll** send him a letter.

In these sentences, according to strict grammatical rules, one has to use **shall**. But **'ll** may be the contraction of either shall or will. However, research has shown that most people consider **'ll** to be a contraction of **will**, which proves that in actual usage **will** has been replacing **shall**.

Instead of using **shall** with second and third person pronouns to express a command, promise, threat or determination, people often use other verbs and forms of expression.

For example, instead of saying 'You shall go at once', people often say:

- You **will have to go** at once.
- You **are to go** at once.
- You **must go** at once.

120. Yes and no

- Incorrect: 'Aren't you going out?' 'Yes, I'm not.'
- Correct: '**No, I'm not.**'
- Correct: '**Yes, I am.**'

Yes is used with affirmative sentences and **no** with negative sentences.

Complete List of Prepositions

Preposition	Type	Example Sentence
above	position	The coconut was high above our heads, so nobody could reach it.
across	position	The cat lay across my lap.
across	direction	We walked across the street.
after	time	After dinner, we ate dessert.
against	position	The broom was leaning against the fence.
against	direction	He threw the glass against the wall.
along	direction	The path led along the river.
among	position	The deer hid among the trees.
around	position	There was a white fence around the house.
around	direction	He walked around the tree.
at	location	We don't have a coffee maker at work.
at	time	Class begins at 7 AM.
away from	direction	The fireman led the people away from the burning building.
before	time	Before work, I go to the fitness center.
behind	position	We parked in the parking lot behind the building.
below	position	We entered the huge basement below the house.
beneath	position	We sat beneath the tree and enjoyed the shade.
beside	position	The dog sat beside him obediently.
between	position	There was a fence between the two houses.
by	position	There is a pharmacy by the grocery store.
by	time	By the time we started dinner, the food was cold.
down	direction	The ball rolled down the hill.
during	time	Somebody's phone rang during the movie.
for	time	We were in Hawaii for two weeks.
from	direction	He comes from France.
from	time	The lecture lasts from 1:30 PM to 3 PM.
in	position	The laptop is in my backpack.
in	location	I learned Japanese in college.
in	time	The movie starts in ten minutes.

in front of	position	The car was parked in front of the store.
inside	position	A gift was inside the box.
into	direction	Naomi walked into the house.
near	position	The public library was near my school.
next to	position	The pizza parlor was next to the movie theater.
off (of)	direction	The cat fell off (of) the couch.
on	position	The pencil is on the table.
on	location	My house is on Main Street.
on	time	My vacation begins on Thursday.
onto	direction	The cat jumped onto my lap.
out of	direction	When we walked out of the hotel, the taxi was waiting for us.
outside	location	He was outside the house when the fire began.
over	position	There was a rainbow over us.
over	direction	He jumped over the snake.
through	position	There was a tunnel through the mountain.
through	direction	We walked through the tunnel.
till	time	We waited till Tom arrived to start dinner.
to	direction	Nancy walked to the mall.
to	time	The movie is from 7 to 9.
toward(s)	direction	The boat sailed towards the horizon.
under	position	The cat is under my chair.
under	direction	The whale swam under the boat.
underneath	position	The child was underneath the blanket.
until	time	I can't wait until summer, so we can go to the beach again.
up	direction	We walked up the hill to see the view.

Complete the sentences using the correct forms.

1. The president hopes that people of all races will live together _____ .
(PEACEFUL)
2. She told us that the streets in the capital city were _____ and _____.
(DIRTY, UGLY)
3. Do you think nuclear energy is _____ ? **(SAFE)** .
4. I get all the food _____ from the farmers. **(DIRECT)**
5. The minister was _____ worried that the deal would not pass parliament.
(DEEP)
6. Marty drove home from the party as _____ as he could and got there
_____ **(FAST, SAFE)** .
7. When the director found out about the scandal he shouted _____ at his
employees **(ANGRY)**.
8. The old woman walked across the street very _____ . **(CAREFUL)**
9. She didn't see me. She _____ knocked me down with her brand-new car!
(NEAR)
10. After a few weeks people forgot about him _____. **(COMPLETE)**.
11. He _____ works anymore, because he already has enough money. **(HARD)**
12. She _____ climbed down from the tree as soon as the bear had disappeared.
(SLOW)
13. He is a very _____ volleyball player . **(GOOD)**.
14. Bob excused himself _____ and went home **(POLITE)**.
15. English is an _____ language to learn , however he couldn't learn grammar
rules so _____. **(EASY, EASY)**
16. The sun shone _____ in the sky. **(BRIGHT)**
17. The new colleague seems to be _____ intelligent. **(HIGH)**
18. The boy felt _____ because he knew what he had done. **(GUILTY)**

KEY

1. The president hopes that people of all races will live together **peacefully** .
(**PEACEFUL**)
2. She told us that the streets in the capital city were **dirty** and **ugly**. (**DIRTY, UGLY**)
3. Do you think nuclear energy is **safe** ? (**SAFE**) .
4. I get all the food **directly** from the farmers. (**DIRECT**)
5. The minister was **deeply** worried that the deal would not pass parliament. (**DEEP**)
6. Marty drove home from the party as **fast** as he could and got there **safely** (**FAST, SAFE**) .
7. When the director found out about the scandal he shouted **angrily** at his employees (**ANGRY**).
8. The old woman walked across the street very **carefully** .(**CAREFUL**)
9. She didn't see me. She **nearly** knocked me down with her brand-new car! (**NEAR**)
10. After a few weeks people forgot about him **completely**. (**COMPLETE**).
11. He **hardly** works anymore, because he already has enough money. (**HARD**)
12. She **slowly** climbed down from the tree as soon as the bear had disappeared.
(**SLOW**)
13. He is a very **good** volleyball player . (**GOOD**).
14. Bob excused himself **politely** and went home (**POLITE**).
15. English is an **easy** language to learn , however he couldn't learn grammar rules so **easily** . (**EASY, EASY**)
16. The sun shone **brightly** in the sky. (**BRIGHT**)
17. The new colleague seems to be **highly** intelligent. (**HIGH**)
18. The boy felt **guilty** because he knew what he had done. (**GUILTY**)

Complete the sentences using the correct forms of the adjectives.

1. The Nile is one of _____ rivers in the world **(LONG)**.
2. This is _____ book I have ever read. **(INTERESTING)**
3. A spider is sometimes _____ than a large snake. **(FRIGHTENING)**
4. Mr Harper is _____ teacher in the whole school. He is even _____ than my French teacher **(BORING)**
5. A bike path is usually _____ than the lane of a road. **(NARROW)**
6. People say women are _____ than men. **(POLITE)**
7. A computer is much _____ than a pocket calculator. **(EXPENSIVE)**
8. My sister is not as _____ as her mother. **(TALL)**
9. Snowboarding is _____ than skiing **(EXCITING)**.
10. Children usually have _____ money to spend than teenagers. **(LITTLE)**
11. July and August are normally _____ months of the year **(HOT)**.
12. Paul is _____ runner in our class. Nobody is _____ than he is. **(SLOW)**
13. In this test she has made _____ mistakes than in the last one. **(FEW)**
14. Sandra is _____ girl I know. **(CLEVER)**
15. The film I watched yesterday was _____ than the one on Saturday **(INTERESTING)**
16. Peter is _____ player on our team. He never gets anything right. **(BAD)**
17. English is not as _____ as German but _____ than other languages **(DIFFICULT)**.
18. Bill works _____ than ever. He wants to get a promotion. **(HARD)**
19. Mrs Simmons is _____ teacher I have ever met. **(POLITE)**
20. This chair is not as _____ as the one in the living room. **(COMFORTABLE)**

KEY

Complete the sentences using the correct forms of the adjectives.

1. The Nile is one of **the longest** rivers in the world (**LONG**).
2. This is **the most interesting** book I have ever read. (**INTERESTING**)
3. A spider is sometimes **more frightening** than a large snake. (**FRIGHTENING**)
4. Mr Harper is **the most boring** teacher in the whole school. He is even **more boring** than my French teacher (**BORING**)
5. A bike path is usually **narrower** than the lane of a road. (**NARROW**)
6. People say women are **more polite / politer** than men. (**POLITE**)
7. A computer is much **more expensive** than a pocket calculator. (**EXPENSIVE**)
8. My sister is not as **tall** as her mother. (**TALL**)
9. Snowboarding is **more exciting** than skiing (**EXCITING**).
10. Children usually have **less** money to spend than teenagers. (**LITTLE**)
11. July and August are normally **the hottest** months of the year (**HOT**) .
12. Paul is **the slowest** runner in our class . Nobody is **slower** than he is. (**SLOW**)
13. In this test she has made **fewer** mistakes than in the last one. (**FEW**)
14. Sandra is **the cleverest / most clever** girl I know. (**CLEVER**)
15. The film I watched yesterday was **more interesting** than the one on Saturday (**INTERESTING**)
16. Peter is **the worst** player on our team. He never gets anything right. (**BAD**)
17. English is not as **difficult** as German but **more difficult** than other languages (**DIFFICULT**).
18. Bill works **harder** than ever. He wants to get a promotion. (**HARD**)
19. Mrs Simmons is **the most polite / the politest** teacher I have ever met. (**POLITE**)
20. This chair is not as **comfortable** as the one in the living room. (**COMFORTABLE**)

Choose the correct adjective form for each blank.

1. Halloween was probably the most _____ film I have ever seen
(FRIGHTENED / FRIGHTENING).
2. I always get so _____ when my dad starts speaking English **(EMBARRASSED / EMBARRASSING)**.
3. I am _____ to see how well he gets along with his stepfather. **(SURPRISED /SURPRISING)**
4. The lesson was so _____ that I fell asleep **(BORED / BORING)**.
5. As the big day came closer, my sister became _____ nervous **(INCREASED / INCREASINGLY)**.
6. You've been walking for 5 hours. You must feel _____ **(EXHAUSTED / EXHAUSTING)**.
7. I was _____ when I saw him in that outfit for the first time. **(FRIGHTENED /FRIGHTENING)**
8. I didn't like the film. The plot was rather simple and _____. **(UNINTERESTED / UNINTERESTING)**
9. It's _____ to see how many people didn't care to vote in the last election .
(SURPRISED / SURPRISING)
- 10.You look a bit _____. Don't you know what you're supposed to do ?
(CONFUSED / CONFUSING)
- 11.I saw that my boss was very _____ with how I behaved . **(ANNOYED / ANNOYING)**
- 12.They were all very _____ by the performance of the actors. **(IMPRESSED / IMPRESSING)**
- 13.The school trip was really _____. I learned a lot of things I hadn't known before . **(EXCITED / EXCITING)**
- 14.It was _____ to have met such a great movie star. **(THRILLED / THRILLING)**
- 15.We were _____ when we found out that his sister was on the plane that went missing. **(WORRIED / WORRYING)**

KEY

1. Halloween was probably the most **frightening** film I have ever seen **(FRIGHTENED / FRIGHTENING)**.
2. I always get so **embarrassed** when my dad starts speaking English **(EMBARRASSED / EMBARRASSING)**.
3. I am **surprised** to see how well he gets along with his stepfather. **(SURPRISED /SURPRISING)**
4. The lesson was so **boring** that I fell asleep **(BORED / BORING)**.
5. As the big day came closer, my sister became **increasingly** nervous **(INCREASED / INCREASINGLY)**.
6. You've been walking for 5 hours. You must feel **exhausted** **(EXHAUSTED / EXHAUSTING)**.
7. I was **frightened** when I saw him in that outfit for the first time. **(FRIGHTENED /FRIGHTENING)**
8. I didn't like the film. The plot was rather simple and **uninteresting** . **(UNINTERESTED / UNINTERESTING)**
9. It's **surprising** to see how many people didn't care to vote in the last election . **(SURPRISED / SURPRISING)**
10. You look a bit **confused** . Don't you know what you're supposed to do ? **(CONFUSED / CONFUSING)**
11. I saw that my boss was very **annoyed** with how I behaved . **(ANNOYED / ANNOYING)**
12. They were all very **impressed** by the performance of the actors. **(IMPRESSED / IMPRESSING)**
13. The school trip was really **exciting** . I learned a lot of things I hadn't known before . **(EXCITED / EXCITING)**
14. It was **thrilling** to have met such a great movie star. **(THRILLED / THRILLING)**
15. We were **worried** when we found out that his sister was on the plane that went missing. **(WORRIED / WORRYING)**

Fill in the correct form of the words in brackets.

1. He looked at me _____ when I interrupted him. **(ANGRY)**
2. Marty and Judith are _____ married. **(HAPPY)**
3. I lost the game because I had been playing _____. It was even _____ than last season's game. **(BAD, BAD)**
4. The boss is always _____-informed. There's not much you can hide from him. **(GOOD)**
5. My French isn't very _____, but I can understand him _____ if he speaks _____. **(GOOD, PERFECT, SLOW)**
6. The film was _____. I haven't seen one as _____ as that before. **(TERRIBLE, BAD)**
7. Sue was _____ upset about losing her job. **(TERRIBLE)**
8. Expensive hotels are often _____ than _____ ones. **(COMFORTABLE, CHEAP).**
9. They discussed _____ technical matters in the meeting. **(HIGH)**
10. Do you want to pay _____? **(SEPARATE)**
11. They have to work _____ for a living, but if you look at other people, they _____ work at all. **(HARD, HARD)**
12. The children behaved _____, so they were allowed to go to the party. **(GOOD)**
13. It's the _____ painting in the whole exhibition **(VALUABLE)**
14. I _____ drove my car into the river. It was pretty _____. **(NEAR, CLOSE)**
15. The cook prepared an _____ lunch for the guests. **(EXCELLENT)**
16. She had _____ money to spend than last year **(LITTLE).**
17. _____, Paris is quite a _____ city. **(OBVIOUS, LOVE)**
18. Jerry is the _____ student in my whole class. **(BAD)**
19. The man became _____ when the guard asked him to leave. **(VIOLENT)**
20. The exam was _____ easy. **(SURPRISING).**

KEY

1. He looked at me **angrily** when I interrupted him. **(ANGRY)**
2. Marty and Judith are **happily** married. **(HAPPY)**
3. I lost the game because I had been playing **badly**. It was even **worse** than last season's game. **(BAD, BAD)**
4. The boss is always **well**-informed. There's not much you can hide from him. **(GOOD)**
5. My French isn't very **good**, but I can understand him **perfectly** if he speaks **slowly**. **(GOOD, PERFECT, SLOW)**
6. The film was **terrible**. I haven't seen one as **bad** as that before. **(TERRIBLE, BAD)**
7. Sue was **terribly** upset about losing her job. **(TERRIBLE)**
8. Expensive hotels are often **more comfortable** than **cheaper** ones. **(COMFORTABLE, CHEAP).**
9. They discussed **highly** technical matters in the meeting. **(HIGH)**
10. Do you want to pay **separately**? **(SEPARATE)**
11. They have to work **hard** for a living, but if you look at other people, they **hardly** work at all. **(HARD, HARD)**
12. The children behaved **well**, so they were allowed to go to the party. **(GOOD)**
13. It's the **most valuable** painting in the whole exhibition **(VALUABLE)**
14. I **nearly** drove my car into the river. It was pretty **close**. **(NEAR, CLOSE)**
15. The cook prepared an **excellent** lunch for the guests. **(EXCELLENT)**
16. She had **less** money to spend than last year **(LITTLE).**
17. **Obviously**, Paris is quite a **lovely** city. **(OBVIOUS, LOVE)**
18. Jerry is the **worst** student in my whole class. **(BAD)**
19. The man became **violent** when the guard asked him to leave. **(VIOLENT)**
20. The exam was **surprisingly** easy. **(SURPRISING).**

Fill in the correct form of the words in brackets.

1. He plays football pretty _____, but he's not a _____ player. **(GOOD, FAIR)**
2. The young girl was _____ dressed. **(PRETTY)**
3. I always feel _____ when I lose a match. **(TERRIBLE)**
4. We _____ missed our train. **(NEAR)**
5. I was _____ upset about the problems I had experienced **(AWFUL)**
6. Dad is _____ improving after his undergoing heart surgery. **(SLOW)**
7. The prisoner was treated _____ by the guards. **(BAD)**
8. Tom _____ tries to improve his English. He's very _____ about it.
(HARD, LAZY)
9. The sweater feels _____ and _____. **(NICE, SOFT)**
10. The government proposals were _____ disputed. **(HIGH)**
11. Some shops in town close every _____. **(LATE)**
12. The bullet _____ missed the man's head. **(NARROW)**
13. Boys often behave _____. **(SILLY).**
14. The driver had made a _____ turn before he crashed into a tree. **(SHARP)**
15. The girl is a _____ dancer. **(GRACEFUL)**
16. I think the man over there is _____ old. **(FAIR)**
17. _____, we were at home when the window broke. **(LUCKY)**
18. She fell in love _____ when she set her eyes on the young man. **(MAD)**
19. The hurricane was _____ to watch. **(TERRIBLE)**
20. The eagle rose _____ into the blue sky. **(MAJESTIC)**
21. Anne looked around the room _____. **(NERVOUS)**
22. He told us that it could be done _____. **(EASY).**
23. It was _____ when the famous actor _____ arrived. **(LATE, FINAL)**
24. It was a _____ walk up the _____ hill. **(LONG, STEEP)**
25. The lasagne tastes _____. Where did you get the recipe? **(GREAT)**

KEY

1. He plays football pretty **well**, but he's not a **fair** player. (**GOOD, FAIR**)
2. The young girl was **prettily** dressed. (**PRETTY**)
3. I always feel **terrible** when I lose a match. (**TERRIBLE**)
4. We **nearly** missed our train. (**NEAR**)
5. I was **awfully** upset about the problems I had experienced (**AWFUL**)
6. Dad is **slowly** improving after his undergoing heart surgery. (**SLOW**)
7. The prisoner was treated **badly** by the guards. (**BAD**)
8. Tom **hardly** tries to improve his English. He's very **lazy** about it. (**HARD, LAZY**)
9. The sweater feels **nice** and **soft**. (**NICE, SOFT**)
10. The government proposals were **highly** disputed. (**HIGH**)
11. Some shops in town close every **late**. (**LATE**)
12. The bullet **narrowly** missed the man's head. (**NARROW**)
13. Boys often behave **in a silly way** (**SILLY**)
14. The driver had made a **sharp** turn before he crashed into a tree. (**SHARP**)
15. The girl is a **graceful** dancer. (**GRACEFUL**)
16. I think the man over there is **fairly** old. (**FAIR**)
17. **Luckily**, we were at home when the window broke. (**LUCKY**)
18. She fell in love **madly** when she set her eyes on the young man. (**MAD**)
19. The hurricane was **terrible** to watch. (**TERRIBLE**)
20. The eagle rose **majestically** into the blue sky. (**MAJESTIC**)
21. Anne looked around the room **nervously**. (**NERVOUS**)
22. He told us that it could be done **easily** (**EASY**).
23. It was **late** when the famous actor **finally** arrived. (**LATE, FINAL**)
24. It was a **long** walk up the **steep** hill. (**LONG, STEEP**)
25. The lasagne tastes **great**. Where did you get the recipe? (**GREAT**)

Fill in the correct form: Adjective or Adverb

1. We very _____ missed the chance of meeting the famous film star. **(NEAR)**
2. They were so _____ to meet his new girlfriend. **(HAPPY)**
3. He doesn't look old but rather _____ for his age. **(YOUNG)**
4. The ship was able to reach the harbour _____. **(SAFE)**
5. The _____ boy _____ gave me his hand **(POLITE, POLITE)**
6. Dad looked at me _____ because I had broken the window. **(ANGRY)**
7. It was getting _____ and the sky was turning _____. **(LATE, DARK)**
8. It feels _____ to know that elephants are roaming _____ outside our safari lodge. **(STRANGE, FREE)**
9. She smiled at me _____. **(SWEET)**
10. There haven't been any reality shows on TV _____. **(LATE)**
11. My girlfriend complained _____ about the _____ way you treated her sister. **(BITTER, NASTY)**
12. He's a very _____ friend of ours. **(GOOD)**
13. I _____ ever meet him nowadays. **(HARD)**
14. She had all her flowers _____ arranged in the flower bed. **(NEAT)**
15. She dances rather _____. **(GOOD)**
16. He played against the world's number one very _____. **(CLEVER)**
17. I'm sorry I'm late. I tried to get here as _____ as I could. **(FAST)**
18. Jack made a _____ mistake and drove his car into the tree. **(TERRIBLE)**
19. We treated him _____. **(FRIENDLY)**
20. That smells _____. – What are you cooking, Mom? **(GREAT)**

KEY

1. We very **nearly** missed the chance of meeting the famous film star. **(NEAR)**
2. They were so **happy** to meet his new girlfriend. **(HAPPY)**
3. He doesn't look old but rather **young** for his age. **(YOUNG)**
4. The ship was able to reach the harbour **safely** **(SAFE)**
5. The **polite** boy **politely** gave me his hand **(POLITE, POLITE)**
6. Dad looked at me **angrily** because I had broken the window. **(ANGRY)**
7. It was getting **late** and the sky was turning **dark**. **(LATE, DARK)**
8. It feels **strange** to know that elephants are roaming **freely** outside our safari lodge. **(STRANGE, FREE)**
9. She smiled at me **sweetly**. **(SWEET)**
10. There haven't been any reality shows on TV **lately**. **(LATE)**
11. My girlfriend complained **bitterly** about the **nasty** way you treated her sister. **(BITTER, NASTY)**
12. He's a very **good** friend of ours. **(GOOD)**
13. I **hardly** ever meet him nowadays. **(HARD)**
14. She had all her flowers **neatly** arranged in the flower bed. **(NEAT)**
15. She dances rather **well**. **(GOOD)**
16. He played against the world's number one very **cleverly**. **(CLEVER)**
17. I'm sorry I'm late. I tried to get here as **fast** as I could. **(FAST)**
18. Jack made a **terrible** mistake and drove his car into the tree. **(TERRIBLE)**
19. We treated him **in a friendly way**. **(FRIENDLY)**
20. That smells **great**. – What are you cooking, Mom? **(GREAT)**

Fill in the correct form: Adjective or Adverb

1. Let's take a break. We have been working _____ . **(HARD, LATE)**
2. We have just finished wiping the floors _____ **(CLEAN)**.
3. The opera singer sang her part _____. **(BEAUTIFUL)**
4. I _____ had a car accident on my way back home from work. **(NEAR)**
5. There's nothing wrong with your soup. It looks _____ to me **(FINE)**.
6. The girl was _____ dressed for her birthday party. **(PRETTY)**
7. Mom was very _____ after she had heard the _____ news. **(CALM, GOOD)**
8. She was a _____-trained athlete who performed _____ _____ in competitions. **(GOOD, REMARKABLE, GOOD)**
9. The wild animal came _____ to us, so _____, we were afraid. **(CLOSE, NATURAL)**
10. Dollars are _____ accepted in many countries of the world. **(WIDE)**
11. I looked at him _____ when he came in. **(ANGRY)**
12. My dad wore an _____ jacket for the celebration. **(ELEGANT)**
13. They were _____ actors who performed in a _____ professional way. **(PROFESSIONAL, HIGH)**
14. We _____ noticed the storm. All of a sudden, objects were flying around _____ through the air. **(HARD, WILD)**
15. Not _____, they lost their last match. **(SURPRISING)**
16. My parents were _____ annoyed about my test marks. **(REAL)**
17. They were _____ _____ with the Christmas presents they received. **(PERFECT, HAPPY)**.
18. Your suggestion sounds _____. Let's go! **(GREAT)**
19. There is no _____ flight between Chicago and New York at the moment. **(DIRECT)**
20. The manager spoke to us in an _____ harsh tone. **(UNUSUAL)**

1. Let's take a break. We have been working **hard lately**. (**HARD, LATE**)
2. We have just finished wiping the floors **clean**. (**CLEAN**).
3. The opera singer sang her part **beautifully**. (**BEAUTIFUL**)
4. I **nearly** had a car accident on my way back home from work. (**NEAR**)
5. There's nothing wrong with your soup. It looks **fine** to me (**FINE**).
6. The girl was **prettily** dressed for her birthday party. (**PRETTY**)
7. Mom was very **calm** after she had heard the **good** news. (**CALM, GOOD**)
8. She was a **well-trained** athlete who performed **remarkably well** in competitions. (**GOOD, REMARKABLE, GOOD**)
9. The wild animal came **close** to us, so **naturally**, we were afraid. (**CLOSE, NATURAL**)
10. Dollars are **widely** accepted in many countries of the world. (**WIDE**)
11. I looked at him **angrily** when he came in. (**ANGRY**)
12. My dad wore an **elegant** jacket for the celebration. (**ELEGANT**)
13. They were **professional** actors who performed in a **highly** professional way. (**PROFESSIONAL, HIGH**)
14. We **hardly** noticed the storm. All of a sudden, objects were flying around **wildly** through the air. (**HARD, WILD**)
15. Not **surprisingly**, they lost their last match. (**SURPRISING**)
16. My parents were **really** annoyed about my test marks. (**REAL**)
17. They were **perfectly happy** with the Christmas presents they received. (**PERFECT, HAPPY**).
18. Your suggestion sounds **great**. Let's go! (**GREAT**)
19. There is no **direct** flight between Chicago and New York at the moment. (**DIRECT**)
20. The manager spoke to us in an **unusually** harsh tone. (**UNUSUAL**)

Fill in the correct form: Adjective or Adverb

1. If anything goes _____, someone must be blamed. **(WRONG)**
2. The parliament was _____ elected. **(FREE)**
3. You shouldn't go up that ladder. It's not _____. **(SAFE)**
4. Coffee in the morning smells _____. **(FANTASTIC)**
5. The western part of the US was colonized _____ by the Spanish. **(MAIN)**
6. The sun was shining _____ in the sky. **(BRIGHT)**
7. She likes to wear _____ clothes when she goes out. **(COLOURFUL)**
8. My son was _____ disappointed because he didn't get the job. **(BITTER)**
9. Don't be so _____ when you leave and close the door _____, please **(NOISY, QUIET)**
10. The plane was able to land _____ on the main runway. **(SAFE)**
11. Many students feel _____ before an exam. **(NERVOUS)**
12. The building was _____ destroyed by the fire. **(TOTAL)**
13. She _____ recovered from her injuries. **(SLOW)**
14. She looked at us _____ when she saw that the glass had been broken. **(ANGRY)**
15. I haven't seen him _____. Do you know where he's been **(LATE)**.
16. Since the death of his wife he has _____ gone out anymore. **(HARD)**
17. He was _____ to have a second pair of shoes with him. **(FORTUNATE)**
18. _____, he was able to climb down the roof on his own without any help. **(LUCKY)**
19. You are a _____ man having a wife like Rose. **(LUCKY)**
20. There's no _____ way to do this. It's _____ work. **(EASY, HARD)**

KEY

1. If anything goes **wrong**, someone must be blamed. **(WRONG)**
2. The parliament was **freely** elected. **(FREE)**
3. You shouldn't go up that ladder. It's not **safe**. **(SAFE)**
4. Coffee in the morning smells **fantastic**. **(FANTASTIC)**
5. The western part of the US was colonized **mainly** by the Spanish. **(MAIN)**
6. The sun was shining **brightly** in the sky. **(BRIGHT)**
7. She likes to wear **colourful** clothes when she goes out. **(COLOURFUL)**
8. My son was **bitterly** disappointed because he didn't get the job. **(BITTER)**
9. Don't be so **noisy** when you leave and close the door **quietly**, please **(NOISY, QUIET)**
10. The plane was able to land **safely** on the main runway. **(SAFE)**
11. Many students feel **nervous** before an exam. **(NERVOUS)**
12. The building was **totally** destroyed by the fire. **(TOTAL)**
13. She **slowly** recovered from her injuries. **(SLOW)**
14. She looked at us **angrily** when she saw that the glass had been broken. **(ANGRY)**
15. I haven't seen him **lately**. Do you know where he's been **(LATE)**.
16. Since the death of his wife he has **hardly** gone out anymore. **(HARD)**
17. He was **fortunate** to have a second pair of shoes with him. **(FORTUNATE)**
18. **Luckily**, he was able to climb down the roof on his own without any help. **(LUCKY)**
19. You are a **lucky** man having a wife like Rose. **(LUCKY)**
20. There's no **easy** way to do this. It's **hard** work. **(EASY, HARD)**

Fill in TOO or ENOUGH.

1. I can't carry this suitcase. It's _____ heavy.
2. This bag isn't big _____. I can't put all my possessions in it.
3. Is your meal warm _____? If not, I'll put it in the microwave.
4. Mom was _____ worried to go to sleep, so she stayed up all night.
5. I don't like this fizzy drink. It's much _____ sweet.
6. I'll ring you up later. I haven't got _____ time at the moment.
7. She's _____ young to drink alcohol. She's not even 15 yet.
8. We weren't able to buy tickets for both games because we didn't have _____ money.
9. I couldn't see her anywhere because it was getting _____ foggy.
10. You can't play in our first team. You're not good _____.
11. You still make _____ many mistakes. You have to practice harder.
12. If you don't get _____ sleep your overall health will suffer.
13. I can't tell you what the situation is at the moment because I haven't got _____ information.
14. He can't be a good basketball player. He isn't tall _____.
15. This is _____ good to be true!
16. I haven't got _____ clothes for such a long trip. I'll have to get some more.
17. I couldn't finish the test because there were _____ many questions and not _____ time left.
18. My sister couldn't concentrate because the workers were making _____ much noise.
19. I didn't have _____ time to visit the museums and it was _____ crowded as well.
20. The sea isn't warm _____ to go swimming. The water is much _____ cold.

KEY

1. I can't carry this suitcase. It's **too** heavy.
2. This bag isn't big **enough**. I can't put all my possessions in it.
3. Is your meal warm **enough**? If not, I'll put it in the microwave.
4. Mom was **too** worried to go to sleep, so she stayed up all night.
5. I don't like this fizzy drink. It's much **too** sweet.
6. I'll ring you up later. I haven't got **enough** time at the moment.
7. She's **too** young to drink alcohol. She's not even 15 yet.
8. We weren't able to buy tickets for both games because we didn't have **enough** money.
9. I couldn't see her anywhere because it was getting **too** foggy.
10. You can't play in our first team. You're not good **enough**.
11. You still make **too** many mistakes. You have to practice harder.
12. If you don't get **enough** sleep your overall health will suffer.
13. I can't tell you what the situation is at the moment because I haven't got **enough** information.
14. He can't be a good basketball player. He isn't tall **enough**.
15. This is **too** good to be true!
16. I haven't got **enough** clothes for such a long trip. I'll have to get some more.
17. I couldn't finish the test because there were **too** many questions and not **enough** time left.
18. My sister couldn't concentrate because the workers were making **too** much noise.
19. I didn't have **enough** time to visit the museums and it was **too** crowded as well.
20. The sea isn't warm **enough** to go swimming. The water is much **too** cold.

Fill in the correct form: Adjective or Adverb

1. Jack has a _____ car, but he doesn't like driving so _____. (**FAST, FAST**)
2. Tom has _____ improved his English skills since he arrived. (**HARD**)
3. My dad is _____ improving after his heart surgery. (**SLOW**)
4. It was one of those matches where all of players _____ played _____. (**REAL, BAD**)
5. The prisoner was treated _____ by the officers. (**BAD**)
6. I was _____ surprised to meet her so _____ after our last meeting. (**HIGH, QUICK**)
7. The young lady always dresses _____. (**PRETTY**)
8. The plane was flying _____ over the hilltops. (**PRETTY, LOW**)
9. He has been _____ in the office _____. (**LATE, LATE**)
10. Some shops in the tourist district close very _____. (**LATE**)
11. I felt _____ after I had spoken to him like that. (**TERRIBLE, GUILTY**)
12. She _____ missed her train because she was speaking on the phone. (**NEAR**)
13. His brother is working _____ for his final exam. (**HARD**)
14. The arrow _____ missed the boy's head. (**NARROW**)
15. The young Maradona was a _____ player. (**FANTASTIC**)
16. Even though the wind was blowing _____, they tried to row the boat _____. (**HEAVY, STEADY**)
17. From such a great distance even _____ buildings look _____. (**HIGH, SMALL**)
18. My brother plays football _____ well, but he doesn't like being so _____. (**FAIR, FAIR**)
19. The Prime Minister's politics were _____ disputed across the country. (**WIDE**)
20. _____, we were at home when the disaster happened. Others were not so _____. (**LUCKY, LUCKY**)

KEY

1. Jack has a **fast** car, but he doesn't like driving so **fast**. (**FAST, FAST**)
2. Tom has **hardly** improved his English skills since he arrived. (**HARD**)
3. My dad is **slowly** improving after his heart surgery. (**SLOW**)
4. It was one of those matches where all of players **really** played **badly**. (**REAL, BAD**)
5. The prisoner was treated **badly** by the officers. (**BAD**)
6. I was **highly** surprised to meet her so **quickly** after our last meeting. (**HIGH, QUICK**)
7. The young lady always dresses **prettily**. (**PRETTY**)
8. The plane was flying **pretty low** over the hilltops. (**PRETTY, LOW**)
9. He has been **late** in the office **lately** (**LATE, LATE**)
10. Some shops in the tourist district close very **late**. (**LATE**)
11. I felt **terribly guilty** after I had spoken to him like that. (**TERRIBLE, GUILTY**)
12. She **nearly** missed her train because she was speaking on the phone. (**NEAR**)
13. His brother is working **hard** for his final exam. (**HARD**)
14. The arrow **narrowly** missed the boy's head. (**NARROW**)
15. The young Maradona was a **fantastic** player. (**FANTASTIC**)
16. Even though the wind was blowing **heavily**, they tried to row the boat **steadily**. (**HEAVY, STEADY**)
17. From such a great distance even **high** buildings look **small**. (**HIGH, SMALL**)
18. My brother plays football **fairly** well, but he doesn't like being so **fair**. (**FAIR, FAIR**)
19. The Prime Minister's politics were **widely** disputed across the country. (**WIDE**)
20. **Luckily**, we were at home when the disaster happened. Others were not so **lucky**. (**LUCKY, LUCKY**)

Complete the sentences using the correct forms of the adjectives.

1. He is probably _____ tennis player I have ever seen **(BAD)** .
2. Jane is the _____-working student in our class **(HARD)** .
3. Sit over there. It's _____ chair in this room. **(COMFORTABLE)**
4. This pub is so noisy. Can we go to a place that is _____ **(QUIET)?**
5. I don't have _____ idea of what you are talking about. **(SLIGHT)**
6. John is a _____ person than Humphrey. **(RELIABLE)**
7. The new *Mission Impossible* movie is good, but the next *James Bond* film will be _____ . **(EXCITING)**
8. How much _____ is it to the airport? – We'll be there in ten minutes. **(FAR)**
9. Why can't you stay a bit _____? - It's only half past six. **(LONG)**
10. The more you practice, the _____ you will get. **(GOOD)**
11. Piccadilly Circus is one of _____ places in London . **(NOISY)**
12. The essay you wrote wasn't very creative. I'm sure you can do _____ . **(GOOD)**
13. What's _____ news from the conflict zone? **(LATE)**
14. Getting the right people for the job is one of _____ problems we have at the company. **(SERIOUS)**
15. The headmaster's speech was OK, but what the students said was _____ . **(INTERESTING)**
16. Helping her with the dishes was _____ I could do for her. **(LITTLE)**
17. How did you like the roller-coaster ride? – Well, it was _____ experience I have ever had. **(FRIGHTENING)**
18. Mum makes _____ lasagne you have ever eaten. **(GOOD)**

KEY

1. He is probably **the worst** tennis player I have ever seen **(BAD)** .
2. Jane is the **hardest**-working student in our class **(HARD)** .
3. Sit over there. It's **the most comfortable** chair in this room. **(COMFORTABLE)**
4. This pub is so noisy. Can we go to a place that is **more quiet/ quieter** **(QUIET)?**
5. I don't have **the slightest** idea of what you are taking about. **(SLIGHT)**
6. John is a **more reliable** person than Humphrey. **(RELIABLE)**
7. The new *Mission Impossible* movie is good, but the next *James Bond* film will be **more exciting**. **(EXCITING)**
8. How much **farther** is it to the airport? – We'll be there in ten minutes. **(FAR)**
9. Why can't you stay a bit **longer**? - It's only half past six. **(LONG)**
10. The more you practice, the **better** you will get. **(GOOD)**
11. Piccadilly Circus is one of **the noisiest** places in London . **(NOISY)**
12. The essay you wrote wasn't very creative. I'm sure you can do **better**. **(GOOD)**
13. What's **the latest** news from the conflict zone? **(LATE)**
14. Getting the right people for the job is one of **the most serious** problems we have at the company. **(SERIOUS)**
15. The headmaster's speech was OK, but what the students said was **more interesting**. **(INTERESTING)**
16. Helping her with the dishes was **the least** I could do for her. **(LITTLE)**
17. How did you like the roller-coaster ride? – Well, it was **the most frightening** experience I have ever had. **(FRIGHTENING)**
18. Mum makes **the best** lasagne you have ever eaten. **(GOOD)**

Adjectives describing PEOPLE

adventurous	sb who enjoys taking risks and trying new experiences
ambitious	sb who has strong goals and works hard to achieve them
caring	sb who shows concern and looks out for the well-being of others
cheerful	sb who is happy and brings a positive attitude
compassionate	sb who shows empathy and care for others' feelings
confident	sb who believes in himself and his abilities
considerate	sb who is thoughtful and shows concern for others' needs and feelings
creative	sb who has a great imagination and comes up with original ideas
dependable	sb who can be trusted and relied upon
determined	sb who is resolute and persistent in achieving his goals
friendly	sb who is kind and pleasant to others
funny	sb who has a good sense of humor and makes others laugh
generous	sb who is willing to give and share with others
hardworking	sb who puts in a lot of effort and works diligently
helpful	sb who is ready to assist and offer support to others
honest	sb who tells the truth and can be trusted
intelligent	sb who is smart and has a good understanding
optimistic	sb who has a positive outlook on life and believes in favorable outcomes
organized	sb who is orderly and keeps things well arranged
patient	sb who can remain calm and understanding, especially in difficult situations
polite	sb who is courteous and shows good manners
reliable	sb who can be counted on to do what he says
responsible	sb who can be trusted to do his duties and take care of things
shy	sb who is timid or uncomfortable in social situations

Adjectives describing PLACES

beautiful	Having qualities that delight the senses and create an aesthetic appeal.
brehtaking	Extremely impressive or awe-inspiring.
bustling	Full of activity, energy, and excitement.
charming	Delightful and attractive, often with a quaint or special appeal.
cosmopolitan	Reflecting a blend of different cultures and nationalities.
desolate	Barren, empty, and lacking signs of life or human activity.
extraordinary	Remarkable and exceptional, surpassing the ordinary.
ghostly	Of or relating to ghosts or resembling a ghost in appearance or sound.
historic	Relating to important past events or possessing significant historical value.
idyllic	Extremely picturesque and peaceful, like a perfect paradise.
lively	Full of energy and animated activity.
majestic	Having grandeur and dignity, often associated with impressive size or beauty.
modern	Characterized by the latest and most up-to-date features and design.
panoramic	Providing a wide and comprehensive view of a large area.
peaceful	Calm and quiet, free from disturbance or noise.
picturesque	Visually attractive, like a picture or painting.
remote	Far away from urban areas, often challenging to access.
romantic	Evoking feelings of love, affection, and enchantment.
scenic	Providing pleasing views of natural or picturesque surroundings.
secret	Concealed or not widely known, often associated with a sense of mystery.
spacious	Having ample space, roomy and not crowded.
tranquil	Remaining in its original state without being damaged or altered.
vibrant	Pulsating with life and color, often associated with a lively atmosphere.

Adjectives describe THINGS

big	Of great size or extent.
bitter	Having a sharp and unpleasant taste.
damp	Slightly wet or moist.
fragrant	Having a pleasant and sweet-smelling aroma.
fruity	Having the flavor or aroma of ripe fruit.
hard	Solid, firm, and not easily bent or broken.
high-pitched	Having a high frequency or sharp sound.
loud	Producing a strong or intense sound.
noisy	Full of noise or sound, often in an unpleasant or disturbing way.
quiet	Free from noise or sound.
red	Having the color of blood or rubies.
rough	Having an uneven or coarse surface.
rumbling	Making a deep, continuous, and low-pitched sound.
short	Not long in length. Measuring a small distance from end to end.
small	Not large in size or amount.
smelly	Having an unpleasant or offensive odor.
smooth	Having a flat, even, and polished surface.
soft	Pleasantly yielding to touch or pressure.
sweet	Having the pleasant taste of sugar or honey.
squeaky	Making a high-pitched, creaking sound.
rectangular	Having four right angles and opposite sides equal.
round	Having a curved or circular shape.
spherical	Shaped like a sphere or ball.
square	Having four equal sides and four right angles.

AMERICAN VS BRITISH ENGLISH

Terms

Flat – Apartment

Biscuit – Cookie

Banger – Sausage

Boot – Trunk (of a car)

Lift – Elevator

Lorry – Truck

Holiday – Vacation

Rubber – Eraser

Torch – Flashlight

Trousers – Pants

Tap – Faucet

Tyre – Tire

Trolley – Cart

Takeaway – To – go (food)

Car park – Parking lot

Bill – Check (for a meal)

Football – Soccer

Sweets – Candy

Bouncer – Security guard

Crisps – Chips

Pavement – Sidewalk

Bonnet – Hood (of a car)

Boot – Trunk (of a car)

Chemist – Pharmacist

Coach – Bus

Cookies – Biscuits

Corset – Girdle

Costume – Outfit

Crayons – Wax Crayons

Cutlery – Silverware

Divers – Scuba Divers

Draper – Dry goods merchant

Dustbin – Trash can

Estate agent – Real estate agent

Film – Movie

Football – American football

Fridge – Refrigerator

Full stop – Period

Gearstick – Shift

Gents – Men's room

Gloves – Mittens

Grill – Broil

Hiking – Trekking

Holiday – Vacation

Homely – Cozy

Hood – Bonnet

Jumper – Sweater

Ketchup – Catsup

Lady – Woman

Lift – Elevator

Lorry – Truck

Maths – Math

Molasses – Treacle

Nappy – Diaper

Nick – Thief

Post – Mail

Queue – Line

Rucksack – Backpack

School – Elementary school

Shop – Store

Skirt – Dress

Snacks – Appetizers

Solicitor – Lawyer

Suspenders – Braces

Sweets – Candies

Tablecloth – Table cover

Tap – Faucet

Telly – TV

Tights – Pantyhose

Tins – Cans

Torch – Flashlight

Trousers – Pants

Tyre – Tire

Ute – Pickup truck

Vacation – Holiday

Washing up – Doing the dishes

Weekend – Weekend

Windscreen – Windshield

Woollen – Woolen

Yarn – Thread

Fill in MAKE or DO.

1. _____ a job
2. _____ an exception
3. _____ trouble
4. _____ your hair
5. _____ me a favour
6. _____ a difference
7. _____ an arrangement
8. _____ a mess
9. _____ business
10. _____ harm
11. _____ a living
12. _____ your best
13. _____ a discovery
14. _____ an effort
15. _____ sport
16. _____ some noise
17. _____ a comment
18. _____ dinner
19. _____ some exercise
20. _____ household chores
21. _____ a choice
22. _____ your homework
23. _____ a suggestion
24. _____ your bed
25. _____ work
26. _____ an experiment
27. _____ the dishes
28. _____ a decision
29. _____ improvements
30. _____ your duty

KEY

1. **do** a job
2. **make** an exception
3. **make** trouble
4. **do** your hair
5. **do** me a favour
6. **make** a difference
7. **make** an arrangement
8. **make** a mess
9. **do** business
10. **do** harm
11. **make** a living
12. **do** your best
13. **make** a discovery
14. **make** an effort
15. **do** sport
16. **make** some noise
17. **make** a comment
18. **make** dinner
19. **do** some exercise
20. **do** household chores
21. **make** a choice
22. **do** your homework
23. **make** a suggestion
24. **make** your bed
25. **do** work
26. **do** an experiment
27. **do** the dishes
28. **make** a decision
29. **make** improvements
30. **do** your duty

Match the words with their opposites.

A	elementary
B	interrupt
C	fail
D	friend
E	defend
F	exciting
G	humane
H	entrance
I	special
J	innocent
K	foreign
L	tiny
M	frequently
N	violent
O	fear
P	reduce
Q	light
R	hopeful
S	flat
T	ugly

	heavy
	boring
	cruel
	desperate
	ordinary
	exit
	advanced
	courage
	gentle
	succeed
	enemy
	increase
	attack
	domestic
	handsome
	hilly
	giant
	occasionally
	continue
	guilty

KEY

A	elementary
B	interrupt
C	fail
D	friend
E	defend
F	exciting
G	humane
H	entrance
I	special
J	innocent
K	foreign
L	tiny
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P	reduce
Q	light
R	hopeful
S	flat
T	ugly

Q	heavy
F	boring
G	cruel
R	desperate
I	ordinary
H	exit
A	advanced
O	courage
N	gentle
C	succeed
D	enemy
P	increase
E	attack
K	domestic
T	handsome
S	hilly
L	giant
M	occasionally
B	continue
J	guilty

Match the words with their opposites.

A	clean
B	ceiling
C	unite
D	argue
E	remember
F	basement
G	lend
H	natural
I	melt
J	learn
K	equal
L	near
M	ancient
N	asleep
O	extreme
P	simple
Q	plant
R	departure
S	changeable
T	create

	harvest
	destroy
	attic
	teach
	different
	freeze
	agree
	constant
	floor
	complicated
	artificial
	moderate
	arrival
	divide
	borrow
	forget
	dirty
	awake
	modern
	far

KEY

A	clean
B	ceiling
C	unite
D	argue
E	remember
F	basement
G	lend
H	natural
I	melt
J	learn
K	equal
L	near
M	ancient
N	asleep
O	extreme
P	simple
Q	plant
R	departure
S	changeable
T	create

Q	harvest
T	destroy
F	attic
J	teach
K	different
I	freeze
D	agree
S	constant
B	floor
P	complicated
H	artificial
O	moderate
R	arrival
C	divide
G	borrow
E	forget
A	dirty
N	awake
M	modern
L	far

Match the verbs with the nouns to create as many activities as possible. Verbs can be used more than once.

	MAKE	COLLECT	DO	GO	PLAY	WATCH	READ	LISTEN TO
exercise								
furniture								
a novel								
sailing								
cards								
television								
magazines								
music								
hiking								
homework								
coins								
movies								
games								
gardening								
the news								
comics								
skiing								
hockey								
your bed								
the dishes								
songs								

KEY

Note : There may be more answers than given here.

	MAKE	COLLECT	DO	GO	PLAY	WATCH	READ	LISTEN TO
exercise			X					
furniture	X	X						
a novel							X	
sailing				X				
cards		X			X			
television						X		
magazines	X	X					X	
music					X			X
hiking				X				
homework			X					
coins		X						
movies	X					X		
games		X			X			
gardening			X					
the news						X		X
comics		X					X	
skiing				X				
hockey					X			
your bed	X							
the dishes		X	X					
songs					X			X

Complete the second sentence so that it has a similar meaning to the first, using the word given. Use between TWO and FIVE words.

1. Her brother sings better than she does. **(AS)**
She doesn't _____ her brother.
2. Jack is so arrogant I can't stand him. **(SUCH)**
I can't stand Jack because _____ person.
3. After an hour we stopped practicing. **(HAD)**
We _____ for an hour when we stopped.
4. Learning to play so well surely took him a long time! **(MUST)**
It _____ him a long time to play so well.
5. When I was little I was often scared at night. **(USED)**
I _____ at night when I was little.
6. I'll call you the minute I arrive at the airport. **(SOON)**
I'll call you _____ I arrive at the airport.
7. A week from now, I'll be on a plane to New York. **(FLYING)**
This time next week, I _____ to New York.
8. People in this factory produce many different things. **(ARE)**
Many different things _____ at this factory.
9. Will they let us take photos at the concert? **(ALLOWED)**
Will _____ photos at the concert?
10. Our fan club gave us a small amount of money **(LITTLE)**
We _____ money from our fan club.
11. We had to stop because there was no petrol left in the car. **(RAN)**
We had to stop because we _____ petrol.
12. "Don't touch the fresh paint", he told me. **(WARNED)**
He _____ the fresh paint.
13. We paid someone we knew to make these fancy chairs. **(HAD)**
We _____ made by someone we knew.
14. John recently became the new football manager. **(TAKEN)**
Recently, John _____ the job of the new football manager.
15. The band are too good for this to be their first performance. **(CAN'T)**
This _____ performance because they're too good.

KEY

1. Her brother sings better than she does. **(AS)**
She doesn't **sing as well as** her brother.
2. Jack is so arrogant I can't stand him. **(SUCH)**
I can't stand Jack because **he's such an arrogant** person.
3. After an hour we stopped practicing. **(HAD)**
We **had been practicing** for an hour when we stopped.
4. Learning to play so well surely took him a long time! **(MUST)**
It **must have taken** him a long time to play so well.
5. When I was little I was often scared at night. **(USED)**
I **used to be scared** at night when I was little.
6. I'll call you the minute I arrive at the airport. **(SOON)**
I'll call you **as soon as** I arrive at the airport.
7. A week from now, I'll be on a plane to New York. **(FLYING)**
This time next week, I **will be flying** to New York.
8. People in this factory produce many different things. **(ARE)**
Many different things **are produced** at this factory.
9. Will they let us take photos at the concert? **(ALLOWED)**
Will **we be allowed to take** photos at the concert?
10. Our fan club gave us a small amount of money **(LITTLE)**
We **were given (a) little** money from our fan club.
11. We had to stop because there was no petrol left in the car. **(RAN)**
We had to stop because we **ran out of** petrol.
12. "Don't touch the fresh paint", he told me. **(WARNED)**
He **warned me not to touch** the fresh paint.
13. We paid someone we knew to make these fancy chairs. **(HAD)**
We **had these fancy chairs** made by someone we knew.
14. John recently became the new football manager. **(TAKEN)**
Recently, John **has taken up** the job of the new football manager.
15. The band are too good for this to be their first performance. **(CAN'T)**
This **can't be their first** performance because they're too good.

Complete the second sentence so that it has a similar meaning to the first, using the word given. Use between TWO and FIVE words.

1. I read the instructions twice because I wanted to be certain that I understood them. **(MAKE)**
I _____ that I understood the instructions, so I read them twice.
2. They waited at the bus stop and five minutes later their bus arrived. **(BEEN)**
They _____ at the bus stop for five minutes when their bus arrived.
3. I'm not going home in the rain. **(UNTIL)**
I won't go home _____ raining.
4. They must think of a better plan than that. **(COME)**
They'll have _____ a better plan than that.
5. People think that church is over a century old. **(THOUGHT)**
That church _____ over a century old.
6. Maybe you left your keys in the kitchen. **(MIGHT)**
You _____ your keys in the kitchen.
7. Wearing a helmet is compulsory when you go roller skating. **(HAVE)**
You _____ a helmet when you go roller skating.
8. The boy says he doesn't know anything about the missing money. **(CLAIMS)**
The boy _____ anything about the missing money.
9. He called the police last night. **(MADE)**
He _____ to the police last night.
10. The headmaster announced, "There will be a concert at the end of June." **(PLACE)**
The headmaster announced that a concert _____ at the end of June.
11. Someone is cleaning up our garden next week. **(CLEANED)**
We _____ up next week.
12. Answering this email is not necessary. **(NEED)**
You _____ this email.
13. We must leave early tomorrow morning, because the weather will get bad later on. **(OUT)**
We need _____ early tomorrow morning, because the weather will get bad later on.
14. It is possible that Maria didn't get your message. **(MAY)**
Maria _____ your message.

KEY

1. I read the instructions twice because I wanted to be certain that I understood them. **(MAKE)**
I **wanted to make sure** that I understood the instructions, so I read them twice.
2. They waited at the bus stop and five minutes later their bus arrived. **(BEEN)**
They **had been waiting** at the bus stop for five minutes when their bus arrived.
3. I'm not going home in the rain. **(UNTIL)**
I won't go home **until it stops** raining.
4. They must think of a better plan than that. **(COME)**
They'll have **to come up with** a better plan than that.
5. People think that church is over a century old. **(THOUGHT)**
That church **is thought to be** over a century old.
6. Maybe you left your keys in the kitchen. **(MIGHT)**
You **might have left** your keys in the kitchen.
7. Wearing a helmet is compulsory when you go roller skating. **(HAVE)**
You **have to wear** a helmet when you go roller skating.
8. The boy says he doesn't know anything about the missing money. **(CLAIMS)**
The boy **claims not to know** anything about the missing money.
9. He called the police last night. **(CALL)**
He **made a call** to the police last night.
10. The headmaster announced, "There will be a concert at the end of June." **(PLACE)**
The headmaster announced that a concert **would take place** at the end of June.
11. Someone is cleaning up our garden next week. **(CLEANED)**
We **are having/will have our garden cleaned** up next week.
12. Answering this email is not necessary. **(NEED)**
You **don't need to answer** this email.
13. We must leave early tomorrow morning, because the weather will get bad later on. **(OUT)**
We need **to set out** early tomorrow morning, because the weather will get bad later on.
14. It is possible that Maria didn't get your message. **(MAY)**
Maria **may not have got** your message.

Fill in the blanks with words from the box. There are THREE words you will not need.

A stepfamily, or blended family, is a _____ with at least one child from a _____ relationship who lives with them all the time or some of the time.

These families often have an image problem. In old fairy tales stepmothers are wicked and stepsisters are _____. When you see a stepfamily in one of your favourite TV soap operas they usually have _____ with other family members. That is why the phrase "*blended family*" is often used instead of stepfamily.

Family life has faced many _____ over the past half century. Traditional _____ families – mother, father and two children – are a lot less _____ today. About 40% of all marriages end in _____.

Today, over 2.5 million children in the UK live in stepfamilies. Most of them start when the birth parents _____ up and find new partners.

Being part of a stepfamily can really be a challenge for children. An important factor is the way the birth parents deal with the end of their _____. They need to be careful not to talk too much about their ex-partner or his/her faults. Children sometimes also feel _____ about liking their stepparent too much, because they may think that they are betraying their birth parent.

Although, while it may be hard at first, being in a stepfamily can provide all members with a new life and a feeling that they have _____ something worthwhile.

achieved
arguments
break
bullies
challenges
common
couple
divorce
guilty
nuclear
popular
previous
proud
reality
relationship

KEY

A stepfamily, or blended family, is a **couple** with at least one child from a **previous** relationship who lives with them all the time or some of the time.

These families often have an image problem. In old fairy tales stepmothers are wicked and stepsisters are **bullies**. When you see a stepfamily in one of your favourite TV soap operas they usually have **arguments** with other family members. That is why the phrase "*blended family*" is often used instead of stepfamily.

Family life has faced many **challenges** over the past half century. Traditional **nuclear** families – mother, father and two children – are a lot less **common** today. About 40% of all marriages end in **divorce**.

Today, over 2.5 million children in the UK live in stepfamilies. Most of them start when the birth parents **break** up and find new partners.

Being part of a stepfamily can really be a challenge for children. An important factor is the way the birth parents deal with the end of their **relationship**. They need to be careful not to talk too much about their ex-partner or his/her faults. Children sometimes also feel **guilty** about liking their stepparent too much, because they may think that they are betraying their birth parent.

Although, while it may be hard at first, being in a stepfamily can provide all members with a new life and a feeling that they have **achieved** something worthwhile.

Fill in the blanks with words from the box. There are THREE words you will not need.

Scientists around the world agree that the key to staying _____ and keeping fit is to eat less and do _____ exercise such as walking or cycling. However, people who exercise too intensively often _____ themselves by spending the rest of the day in front of the TV set. At the same time, they have to eat more to give them _____ for the next workout. To avoid gaining _____, researchers suggest that going for a longer walk or riding a bike for a few hours may actually be better than high-energy exercise.

A low-fat _____ may be good for your waistline, but research suggests it may have negative psychological _____. Medical experts have found out that volunteers who followed a strict twenty-five percent fat diet reported feelings of depressions and bad _____.

Many of us already know that drinking coffee raises your blood _____ but according to the latest studies, it too, can make you bad-tempered. Mice that were given regular _____ of caffeine by researchers turned out to be more aggressive than others. On the other hand, chemicals found in tea can _____ the risk of heart _____ and have a positive effect on _____ levels and high blood pressure.

If you're a chocolate fan, there's good news for you! Recent studies have revealed that _____ found in chocolate can not only put you in a good mood but also _____ you from a variety of minor illnesses including colds, coughs, depressions and even help reduce the risk of _____ disease.

affects
attacks
chemicals
cholesterol
diet
disease
doses
effects
energy
gentle
healthy
heart
mood
physical
pressure
protect
reduce
reward
weight

KEY

Scientists around the world agree that the key to staying **healthy** and keeping fit is to eat less and do **physical** exercise such as walking or cycling. However, people who exercise too intensively often **reward** themselves by spending the rest of the day in front of the TV set. At the same time, they have to eat more to give them **energy** for the next workout. To avoid gaining **weight**, researchers suggest that going for a longer walk or riding a bike for a few hours may actually be better than high-energy exercise.

A low-fat **diet** may be good for your waistline, but research suggests it may have negative psychological **effects**. Medical experts have found out that volunteers who followed a strict twenty-five percent fat diet reported feelings of depressions and bad **mood**.

Many of us already know that drinking coffee raises your blood **pressure** but according to the latest studies, it too, can make you bad-tempered. Mice that were given regular **doses** of caffeine by researchers turned out to be more aggressive than others. On the other hand, chemicals found in tea can **reduce** the risk of heart **attacks** and have a positive effect on **cholesterol** levels and high blood pressure.

If you're a chocolate fan, there's good news for you! Recent studies have revealed that **chemicals** found in chocolate can not only put you in a good mood but also **protect** you from a variety of minor illnesses including colds, coughs, depressions and even help reduce the risk of **heart** disease.

Complete the text on the effects of caffeine. Fill in the blanks from the word list on the right. There are THREE words you will not need.

You are drinking lots of cola at a party, when it _____ hits. You are full of energy, you jump around, and you talk too fast. Later on, you can't fall asleep and the next day you're tired and feel awful. Does that sound _____?

Most children already have lots of energy, but those who drink a lot of cola often end up even more wired than others. The beverage includes a lot of sugar but also a _____ that produces a lot of energy - caffeine.

Like cola, coffee is also full of caffeine. That's why many grown-ups drink it the first thing in the morning to help them wake up. The chemical is naturally found in tea, chocolate and hot cocoa. Many people need this kick, so food producers often add it to many other _____ and snacks. But is caffeine good or bad for us?

Some _____ show that caffeine might help people _____ to things more quickly. Scientists have found out that caffeinated coffee and tea can help protect your heart, brain and other organs from certain _____.

On the other hand too much caffeine can make people _____ and unable to sleep. This is worrisome because we need sleep to stay healthy. Caffeine may also _____ your blood pressure, increase your heart _____ and make you feel more stressed.

Love it or hate it, caffeine is hard to _____. Coffee shops are all over the place, in city streets and malls. Machines offer coffee and cola at schools. Even though you can get caffeine-free coffee, tea and cola almost everywhere more than 80 % of adults in America _____ caffeine regularly.

Caffeine raises the _____ of sugar in your bloodstream, even if there is no sugar in your caffeinated drink. That's what gives you extra energy.

Taking caffeine away from _____ users causes withdrawal _____, like headaches and sleepiness. It also makes them react more slowly. So, when you give these people the caffeine that they need they do better and react more quickly.

although
amount
anxious
average
avoid
beverages
boost
consume
diabetes
diseases
energy
familiar
harm
physical
producers
protect
raise
rate
regular
respond
studies
substance
suddenly
symptoms

Many athletes take caffeine to _____ their energy levels. Studies show however that caffeine only helps those athletes who are in good _____ shape already. In an experiment runners had to run at a very fast pace. On _____, they were able to run for about 32 minutes. After taking caffeine they ran 7 to 10 minutes longer.

_____ caffeine may be good for world class athletes, it may _____ the health of people who are overweight. For some it may even lead to _____.

In the end a cup of coffee or a can of cola once in a while is okay, but don't overdo it!

KEY

You are drinking lots of cola at a party, when it **suddenly** hits. You are full of energy, you jump around, and you talk too fast. Later on, you can't fall asleep and the next day you're tired and feel awful. Does that sound **familiar**?

Most children already have lots of energy, but those who drink a lot of cola often end up even more wired than others. The beverage includes a lot of sugar but also a **substance** that produces a lot of energy - caffeine.

Like cola, coffee is also full of caffeine. That's why many grown-ups drink it the first thing in the morning to help them wake up. The chemical is naturally found in tea, chocolate and hot cocoa. Many people need this kick, so food producers often add it to many other **beverages** and snacks. But is caffeine good or bad for us?

Some **studies** show that caffeine might help people **respond** to things more quickly. Scientists have found out that caffeinated coffee and tea can help protect your heart, brain and other organs from certain **diseases**.

On the other hand too much caffeine can make people **anxious** and unable to sleep. This is worrisome because we need sleep to stay healthy. Caffeine may also **raise** your blood pressure, increase your heart **rate** and make you feel more stressed.

Love it or hate it, caffeine is hard to **avoid**. Coffee shops are all over the place, in city streets and malls. Machines offer coffee and cola at schools. Even though you can get caffeine-free coffee, tea and cola almost everywhere more than 80 % of adults in America **consume** caffeine regularly.

Caffeine raises the **amount** of sugar in your bloodstream, even if there is no sugar in your caffeinated drink. That's what gives you extra energy.

Taking caffeine away from **regular** users causes withdrawal **symptoms**, like headaches and sleepiness. It also makes them react more slowly. So, when you give these people the caffeine that they need they do better and react more quickly.

Many athletes take caffeine to **boost** their energy levels. Studies show however that caffeine only helps those athletes who are in good **physical** shape already. In an experiment runners had to run at a very fast pace. On **average**, they were able to run for about 32 minutes. After taking caffeine they ran 7 to 10 minutes longer.

Although caffeine may be good for world class athletes, it may **harm** the health of people who are overweight. For some it may even lead to **diabetes**.

In the end a cup of coffee or a can of cola once in a while is okay, but don't overdo it!

Complete the text with a word from the box. There are TWO words you will not need.

There are many people who would like to become President. From January to June of the election year, the two big parties, Republicans and Democrats, hold (1) _____ in many states. In these, people (2) _____ who should become the party's candidate for the (3) _____ election in November.

At the end of the primaries, each party organises a big party called a (4) _____. Thousands of party (5) _____ meet and select the candidate who was the best in the primaries. At this gathering, the candidate also tells the people who will become (6) _____ if he gets elected.

From August to November the (7) _____ of each party travel all over the country, hold (8) _____ and try to get the people to (9) _____ for them. On the first Tuesday in November the American people vote for one of the presidential candidates.

In most cases, there are only two candidates, a Republican and a Democrat, but in the last elections (10) _____ from other parties have also taken part.

Americans do not vote for the President directly. They select electors who (11) _____ them in the Electoral College. Each state has a certain number of electors. Big states with a large population, like California have many electors (54) and small states, like Hawaii only have a few (12) _____. All together there are 538 electors who meet in the Electoral College.

In December all the electors meet and elect a president. Most of the time they (13) _____ for the candidate who has won in their state. The candidate who has 270 or more electoral votes becomes President.

Candidates often (14) _____ on the big states with lots of electors. They know that if they win in states like California, New York or Texas they have a good (15) _____ of becoming President.

On January 20th of the (16) _____ year the new President and his Vice President begin the new (17) _____. They put their left hand on a Bible and take the (18) _____ of office.

candidates

chance

concentrate

convention

decide

electors

following

general

members

nominees

oath

population

President

primaries

represent

speeches

state

term

Vice President

vote

KEY

There are many people who would like to become President. From January to June of the election year, the two big parties, Republicans and Democrats, hold **primaries** in many states. In these, people **decide** who should become the party's candidate for the **general** election in November.

At the end of the primaries, each party organises a big party called a **convention**. Thousands of party **members** meet and select the candidate who was the best in the primaries. At this gathering, the candidate also tells the people who will become **Vice President** if he gets elected.

From August to November the **nominees** of each party travel all over the country, hold **speeches** and try to get the people to **vote** for them. On the first Tuesday in November the American people vote for one of the presidential candidates.

In most cases, there are only two candidates, a Republican and a Democrat, but in the last elections **candidates** from other parties have also taken part.

Americans do not vote for the President directly. They select electors who **represent** them in the Electoral College. Each state has a certain number of electors. Big states with a large population, like California have many electors (54) and small states, like Hawaii only have a few **electors**. All together there are 538 electors who meet in the Electoral College.

In December all the electors meet and elect a president. Most of the time they **vote** for the candidate who has won in their state. The candidate who has 270 or more electoral votes becomes President.

Candidates often **concentrate** on the big states with lots of electors. They know that if they win in states like California, New York or Texas they have a good **chance** of becoming President.

On January 20th of the **following** year the new President and his Vice President begin the new **term**. They put their left hand on a Bible and take the **oath** of office

Complete the text with a word from the box. There are TWO words you will not need.

Truman Burbank is a 29-year-old **(1)** _____ salesman who lives in a comfortable town called *Seahaven*, which is **(2)** _____ on an island, probably off the coast of Florida. Truman is a sincere and very nice person who begins to **(3)** _____ that there is something very strange going on his life, and little by little, he learns the **(4)** _____. Ever since he was born, Truman has been filmed for a live television show that is **(5)** _____ 24 hours a day to the rest of the world, and thus, everything and everyone that he thinks he knows is, in **(6)** _____, part of a giant television studio designed to **(7)** _____ his life.

Truman begins to discover the **(8)** _____ of his world when the television producers of "The Truman Show" begin to make silly **(9)** _____ that give Truman an idea of what is really happening. After listening to a radio broadcast that seems to be broadcasting everything he is doing, and then seeing workers who look like they're fixing his own **(10)** _____ building as if it were part of a movie set (which it is!), Truman **(11)** _____ he needs to get away from Seahaven. He tells his wife and best friend that he wants to go to the island of Fiji, where the family of a girl he once liked very much had apparently moved.

Thus, the **(12)** _____ of the show must think of every possible way to **(13)** _____ Truman that it would really be much better if he stayed home in Seahaven, without of course, **(14)** _____ to him that his whole world is actually a giant TV studio. Eventually though, Truman becomes determined to leave the island that he has never left before, **(15)** _____ his horrible fear of water (which began as a child when he thought he saw his father **(16)** _____ in a storm). As each way off the island is mysteriously blocked---from car to bus to boat---Truman comes increasingly closer to finding out the true **(17)** _____ of the world around him.

admitting

broadcast

convince

decides

despite

drown

fact

family

insurance

located

mistakes

nature

office

producers

reality

recorded

show

suspect

truth

KEY

Truman Burbank is a 29-year-old **(1) insurance** salesman who lives in a comfortable town called *Seahaven*, which is **(2) located** on an island, probably off the coast of Florida. Truman is a sincere and very nice person who begins to **(3) suspect** that there is something very strange going on his life, and little by little, he learns the **(4) truth**. Ever since he was born, Truman has been filmed for a live television show that is **(5) broadcast** 24 hours a day to the rest of the world, and thus, everything and everyone that he thinks he knows is, in **(6) fact**, part of a giant television studio designed to **(7) show** his life.

Truman begins to discover the **(8) reality** of his world when the television producers of "The Truman Show" begin to make silly **(9) mistakes** that give Truman an idea of what is really happening. After listening to a radio broadcast that seems to be broadcasting everything he is doing, and then seeing workers who look like they're fixing his own **(10) office** building as if it were part of a movie set (which it is!), Truman **(11) decides** he needs to get away from Seahaven. He tells his wife and best friend that he wants to go to the island of Fiji, where the family of a girl he once liked very much had apparently moved.

Thus, the **(12) producers** of the show must think of every possible way to **(13) convince** Truman that it would really be much better if he stayed home in Seahaven, without of course, **(14) admitting** to him that his whole world is actually a giant TV studio. Eventually though, Truman becomes determined to leave the island that he has never left before, **(15) despite** his horrible fear of water (which began as a child when he thought he saw his father **(16) drown** in a storm). As each way off the island is mysteriously blocked---from car to bus to boat---Truman comes increasingly closer to finding out the true **(17) nature** of the world around him.

Complete the text about a famous African rebel leader with the words from the box. There are TWO words you will not need.

Joseph Kony is the leader of a Ugandan rebel group called the *Lord's Resistance Army*. The LRA began fighting against the (1) _____ of Uganda in the late 1980s. (2) _____ to western leaders Kony has committed many (3) _____ against the Ugandan people. For years he kidnapped thousands of children, made soldiers out of the boys and had the girls raped or killed. The group has spread (4) _____ and terror throughout Uganda, killing thousands of people, in many cases the families of the children he abducted. Over two million people have been driven away from their homes.

Kony was born in a small (5) _____ in northern Uganda. He never completed school and when he was 25, he founded a rebel group to (6) _____ Uganda's government. Kony is a very religious man who claims to be guided by spirits who show him the way.

In 2006 Kony was (7) _____ with 33 war crimes, including murder and rape, by the International Criminal Court. After these allegations Kony left Uganda. Today his LRA rebel group (8) _____ from neighbouring countries, mainly South Sudan and the Central African Republic.

Captured youngsters who have escaped from Kony's rebels tell horror stories of how they had been (9) _____. They describe Kony as a fearless man who shoots those who do not (10) _____ his orders.

For the last few years many countries, including the United States, have tried to (11) _____ Kony. After the 9/11 attacks on the United States, Kony's rebels were declared a terrorist (12) _____.

In 2012, an organization called *Invisible Children* uploaded a 30-minute film to YouTube called *Kony 2012*. Its (13) _____ was to make Kony popular and to have him (14) _____ by the end of the year. The film was a great (15) _____. By March 2012 over 90 million viewers had seen the film on YouTube, making it one of the most downloaded videos of all times.

In the past five years Kony's campaign has lost momentum. Some political experts say he has only a hundred soldiers left in his army. In 2017 the United States and Uganda ended their (16) _____ for Kony and declared that he is no longer a threat for the African country.

according
aim
arrested
capture
charged
crimes
declared
government
movement
murder
obey
operates
overthrow
search
success
treated
village
violence

KEY

Joseph Kony is the leader of a Ugandan rebel group called the *Lord's Resistance Army*. The LRA began fighting against the **government** of Uganda in the late 1980s. **According** to western leaders Kony has committed many **crimes** against the Ugandan people. For years he kidnapped thousands of children, made soldiers out of the boys and had the girls raped or killed. The group has spread **violence** and terror throughout Uganda, killing thousands of people, in many cases the families of the children he abducted. Over two million people have been driven away from their homes.

Kony was born in a small **village** in northern Uganda. He never completed school and when he was 25, he founded a rebel group to **overthrow** Uganda's government. Kony is a very religious man who claims to be guided by spirits who show him the way.

In 2006 Kony was **charged** with 33 war crimes, including murder and rape, by the International Criminal Court. After these allegations Kony left Uganda. Today his LRA rebel group **operates** from neighbouring countries, mainly South Sudan and the Central African Republic.

Captured youngsters who have escaped from Kony's rebels tell horror stories of how they had been **treated**. They describe Kony as a fearless man who shoots those who do not **obey** his orders.

For the last few years many countries, including the United States, have tried to **capture** Kony. After the 9/11 attacks on the United States, Kony's rebels were declared a terrorist **movement**.

In 2012, an organization called *Invisible Children* uploaded a 30-minute film to YouTube called *Kony 2012*. Its **aim** was to make Kony popular and to have him **arrested** by the end of the year. The film was a great **success**. By March 2012 over 90 million viewers had seen the film on YouTube, making it one of the most downloaded videos of all times.

In the past five years Kony's campaign has lost momentum. Some political experts say he has only a hundred soldiers left in his army. In 2017 the United States and Uganda ended their **search** for Kony and declared that he is no longer a threat for the African country.

Word Formation: Use the word in brackets to form a new word that fits in each space.

Many students in Britain take a gap year from full-time **(1)** _____ (**EDUCATE**) between leaving school and going to a university. Some take on jobs in shops, hotels or restaurants for a few months, in order to earn enough for an **(2)** _____ (**EXTEND**) holiday. Backpacking is a very popular and **(3)** _____ (**ADVENTURE**) but also cheap option because many students can only afford to travel on local buses and trains and stay in hostels. Australia and New Zealand, as well as India and Thailand, are **(4)** _____ (**FAVOUR**) backpacking destinations,

Unpaid work on educational or **(5)** _____ (**ENVIRONMENT**) projects is another option. Opportunities range from **(6)** _____ (**HELP**) out in school classrooms to working in hospitals far away from home. There are **(7)** _____ (**NUMBER**) organisations that make **(8)** _____ (**ARRANGE**) for those who are interested , both at home and overseas.

However, while universities view a gap year as an **(9)** _____ (**NECESSARY**) break from study, other people feel that it provides students with **(10)** _____ (**VALUE**) skills. To potential **(11)** _____ (**EMPLOY**) a gap year can look good on a CV. They can see that you have spent time on **(12)** _____ (**BROAD**) your horizon and that your experiences have increased your **(13)** _____ (**CONFIDENT**) in working with people and that you are ready to take on **(14)** _____ (**RESPONSIBLE**).

The **(15)** _____ (**POSSIBLE**) of taking some time off, however, has also become popular with people between 25 and 35 , who decide that they need a break from their career, travel the world, or do further studies in another **(16)** _____ (**PROFESSION**) field.

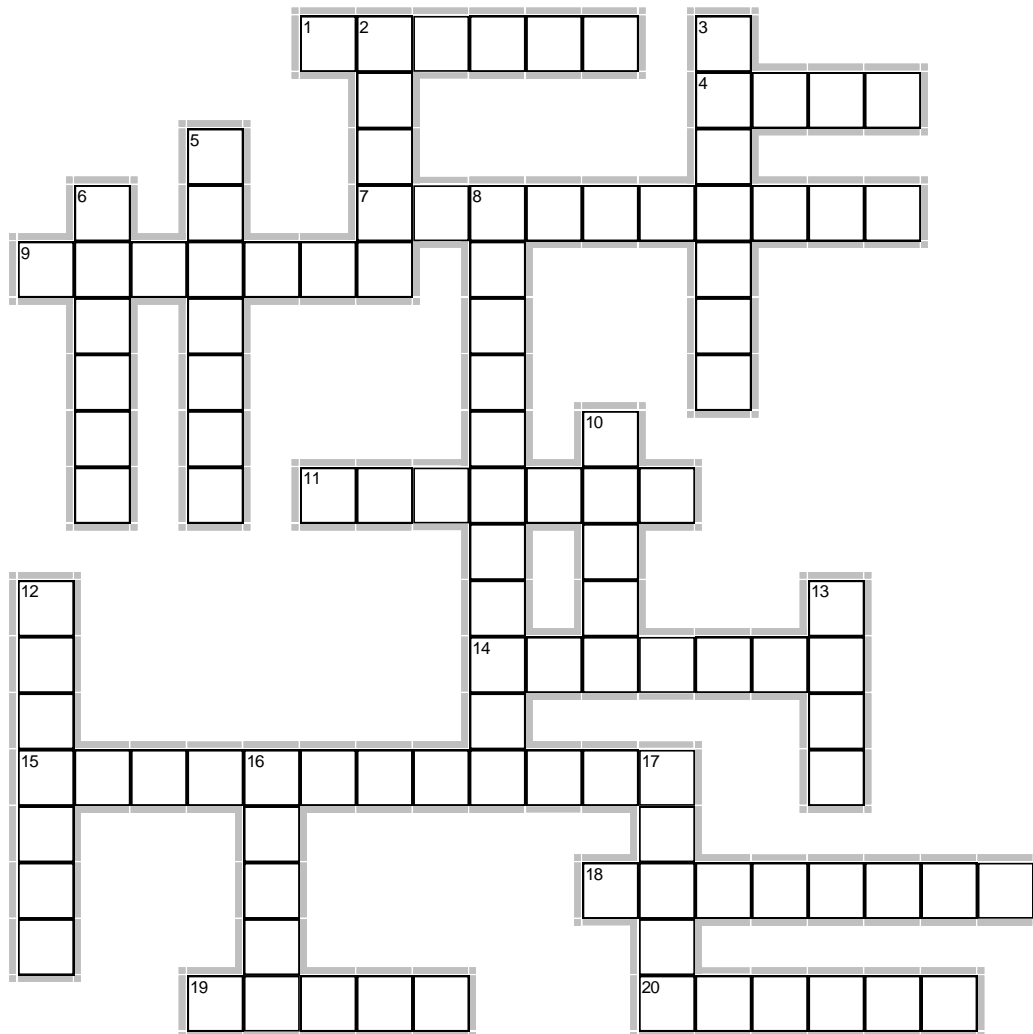
KEY

Many students in Britain take a gap year from full-time **(1) education (EDUCATE)** between leaving school and going to a university. Some take on jobs in shops, hotels or restaurants for a few months, in order to earn enough for an **(2) extensive (EXTEND)** holiday. Backpacking is a very popular and **(3) adventurous (ADVENTURE)** but also cheap option because many students can only afford to travel on local buses and trains and stay in hostels. Australia and New Zealand, as well as India and Thailand, are **(4) favourite (FAVOUR)** backpacking destinations,

Unpaid work on educational or **(5) environmental (ENVIRONMENT)** projects is another option. Opportunities range from **(6) helping (HELP)** out in school classrooms to working in hospitals far away from home. There are **(7) numerous (NUMBER)** organisations that make **(8) arrangements (ARRANGE)** for those who are interested , both at home and overseas.

However, while universities view a gap year as an **(9) unnecessary (NECESSARY)** break from study, other people feel that it provides students with **(10) valuable (VALUE)** skills. To potential **(11) employers (EMPLOY)** a gap year can look good on a CV. They can see that you have spent time on **(12) broadening (BROAD)** your horizon and that your experiences have increased your **(13) confidence (CONFIDENT)** in working with people and that you are ready to take on **(14) responsibility (RESPONSIBLE)**.

The **(15) possibility (POSSIBLE)** of taking some time off, however, has also become popular with people between 25 and 35 , who decide that they need a break from their career, travel the world, or do further studies in another **(16) professional (PROFESSION)** field.



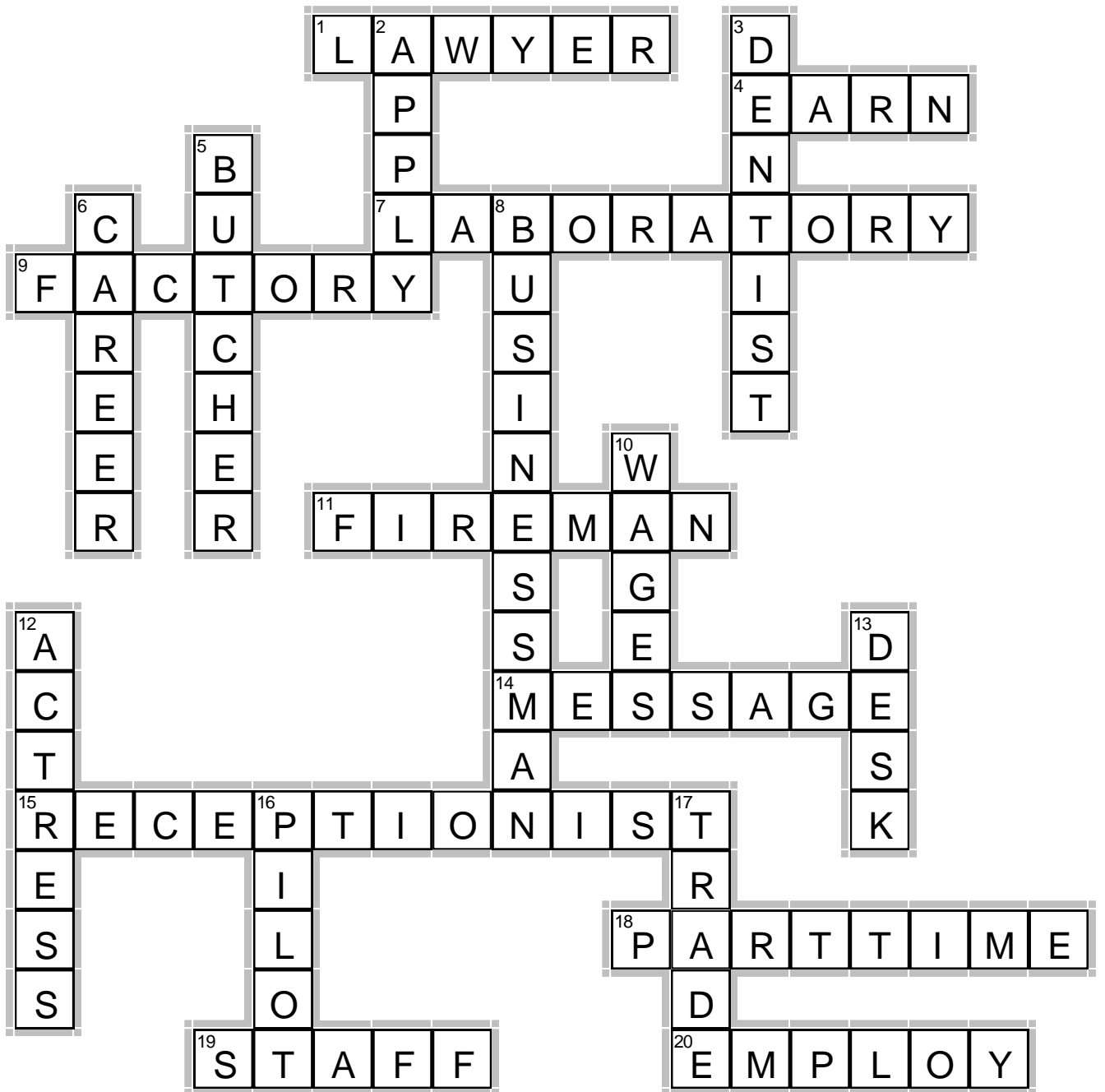
Across

1. someone whose job it is to advise people about laws or represent people in court
4. to receive money for the work you do
7. room or place in which a scientist carries out experiments
9. building where goods are produced in large numbers
11. man, whose job it is to stop fires
14. spoken or written piece of information that you send to another person
15. someone whose job it is to welcome people when they arrive at a hotel or office
18. if you only work a few days of a week and not the whole week (2 words)
19. all the people who work for a company or organisation
20. to pay someone to work for you

Down

2. to ask for a job with a written letter or email
3. someone whose job it is to treat people's teeth
5. someone who owns a shop that sells meat
6. a job that you have for a longer time and where you can move up different levels
8. a man who works in business or has a company
10. money you earn based on the hours you work every week (plural)
12. woman who performs in a play or a film
13. piece of furniture like a table that you sit at to write and work
16. someone who operates or controls an airplane
17. activity of buying from and selling goods to other countries

KEY



Match the jobs with their definitions.

A	publisher
B	athlete
C	designer
D	instructor
E	travel agent
F	nurse
G	guard
H	customs officer
I	architect
J	politician
K	guide
L	shop assistant
M	chemist
N	detective
O	engineer
P	judge
Q	sailor
R	novelist
S	mechanic
T	secretary

	someone whose job it is to plan clothes, furniture etc..
	person whose job it is to discover information about someone or something
	person who protects a person or a thing
	someone who looks after people in a hospital
	person who designs or builds roads, bridges etc..
	someone who repairs cars, motorcycles etc..
	person or company that arranges the production and sales of newspapers
	someone who is an elected member of parliament or works in government or a political party
	person who prepares drugs and medicine in a shop
	someone who competes in sports competitions
	someone who works on a ship
	person who writes books with imaginary characters
	someone who books hotels and flights for other people
	someone who helps customers in a shop
	someone whose job it is to design buildings
	person who works in an office typing letters, sending emails and answering phone calls
	person who is in control of a courtroom and decides how criminals should be punished
	someone who teaches a sport or a practical skill
	someone who shows tourists around a place
	person who checks your bags when you travel to another country

KEY

Match the jobs with their definitions.

A	publisher
B	athlete
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K	someone who shows tourists around a place
H	person who checks your bags when you travel to another country

Find 15 vegetables in the grid below. Directions: → ↓ ↙ ↘

J	C	A	R	R	O	T	L	Q	S	W	P	Z	O
G	O	C	C	N	C	A	B	B	A	G	E	B	W
U	A	X	T	U	G	V	G	F	C	P	P	L	B
X	P	R	P	O	C	V	W	O	F	E	O	T	E
G	C	S	L	V	M	U	F	R	A	P	T	E	A
N	A	F	V	I	G	A	M	F	X	P	A	M	N
L	E	T	T	U	C	E	T	B	V	E	T	U	U
K	O	Y	H	W	J	J	C	O	E	R	O	S	B
V	P	L	Y	Z	G	W	J	H	A	R	M	H	T
C	A	U	L	I	F	L	O	W	E	R	E	R	U
S	D	J	B	L	B	K	F	Y	E	F	L	O	P
O	L	I	V	E	P	U	M	P	K	I	N	O	Y
Y	N	G	J	O	N	I	O	N	O	F	R	M	B

KEY

J	C	A	R	R	O	T	L	Q	S	W	P	Z	O
G	O	C	C	N	C	A	B	B	A	G	E	B	W
U	A	X	T	U	G	V	G	F	C	P	P	L	B
X	P	R	P	O	C	V	W	O	F	E	O	T	E
G	C	S	L	V	M	U	F	R	A	P	T	E	A
N	A	F	V	I	G	A	M	F	X	P	A	M	N
L	E	T	T	U	C	E	T	B	V	E	T	U	U
K	O	Y	H	W	J	J	C	O	E	R	O	S	B
V	P	L	Y	Z	G	W	J	H	A	R	M	H	T
C	A	U	L	I	F	L	O	W	E	R	E	R	U
S	D	J	B	L	B	K	F	Y	E	F	L	O	P
O	L	I	V	E	P	U	M	P	K	I	N	O	Y
Y	N	G	J	O	N	I	O	N	O	F	R	M	B

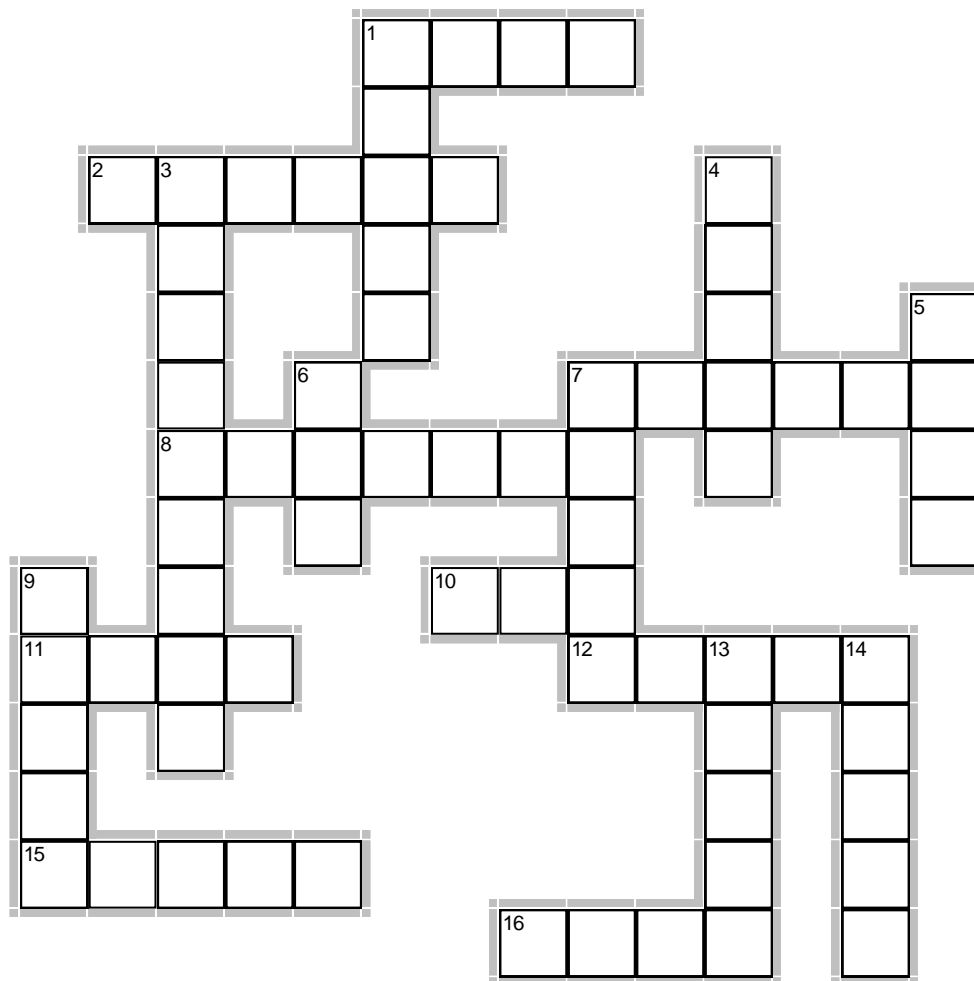
Complete the sentences with an adjective from the box.

ambitious - amusing - careless - cautious - cheerful - greedy - healthy - ordinary - outgoing - polite - serious - slim - tall - wealthy

1. My girlfriend likes to do sports and eat fresh vegetables. She doesn't smoke so I guess she's a very _____ person.
2. _____ people always want more and more. They are never satisfied with what they have.
3. Since she has gone on a diet and lost 10 kg she has become a _____ young lady.
4. My sister is not very _____. She never goes to parties and doesn't like to meet people.
5. Nobody is more _____ than my little brother. He never picks up anything and throws all his belongings around.
6. Dan and Benny are very _____ when they cross the street. They are afraid of being hit by passing cars.
7. He's so _____. He always wants to be the best in class.
8. Nothing seems to make grandfather sad. He is such a _____ person and smiles all the time.
9. Jack is not _____ enough to be a basketball player. He's only 6'1".
10. We taught our children to be _____ and always say "please" and "thank you".
11. Her classmates think she's an _____ girl, but she herself thinks she's something special.
12. My uncle likes to tell jokes and entertain people. He's very _____.
13. You can never go out and have fun with him. He never laughs and is so _____ all the time.
14. She has two cars, a large house and always wears the most expensive clothes. She seems to be very _____.

KEY

1. My girlfriend likes to do sports and eat fresh vegetables. She doesn't smoke so I guess she's a very **healthy** person.
2. **Greedy** people always want more and more. They are never satisfied with what they have.
3. Since she has gone on a diet and lost 10 kg she has become a **slim** young lady.
4. My sister is not very **outgoing**. She never goes to parties and doesn't like to meet people.
5. Nobody is more **careless** than my little brother. He never picks up anything and throws all his belongings around.
6. Dan and Benny are very **cautious** when they cross the street. They are afraid of being hit by passing cars.
7. He's so **ambitious**. He always wants to be the best in class.
8. Nothing seems to make grandfather sad. He is such a **cheerful** person and smiles all the time.
9. Jack is not **tall** enough to be a basketball player. He's only 6'1".
10. We taught our children to be **polite** and always say "please" and "thank you".
11. Her classmates think she's an **ordinary** girl, but she herself thinks she's something special.
12. My uncle likes to tell jokes and entertain people. He's very **amusing**.
13. You can never go out and have fun with him. He never laughs and is so **serious** all the time.
14. She has two cars, a large house and always wears the most expensive clothes. She seems to be very **wealthy**.



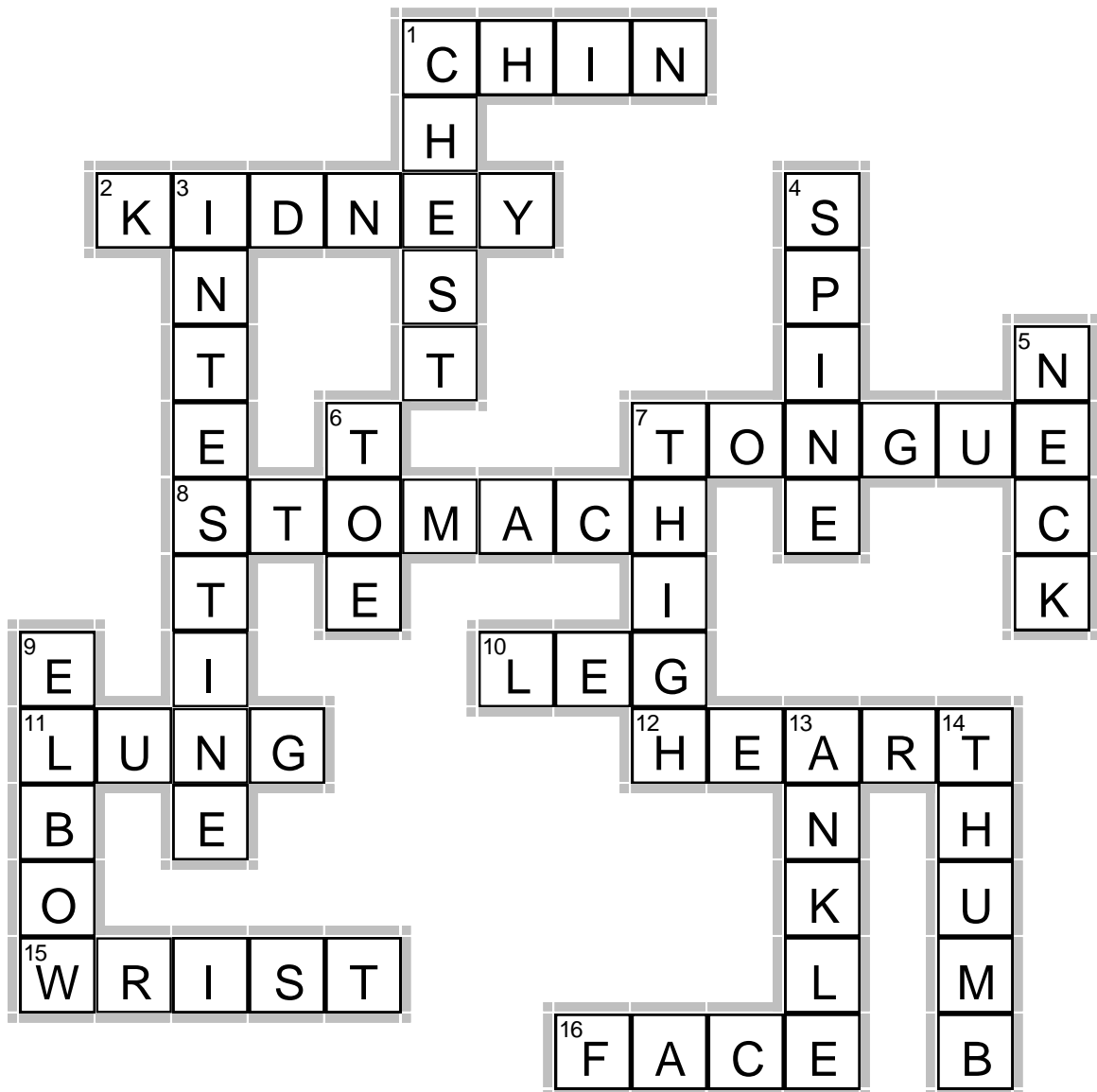
Across

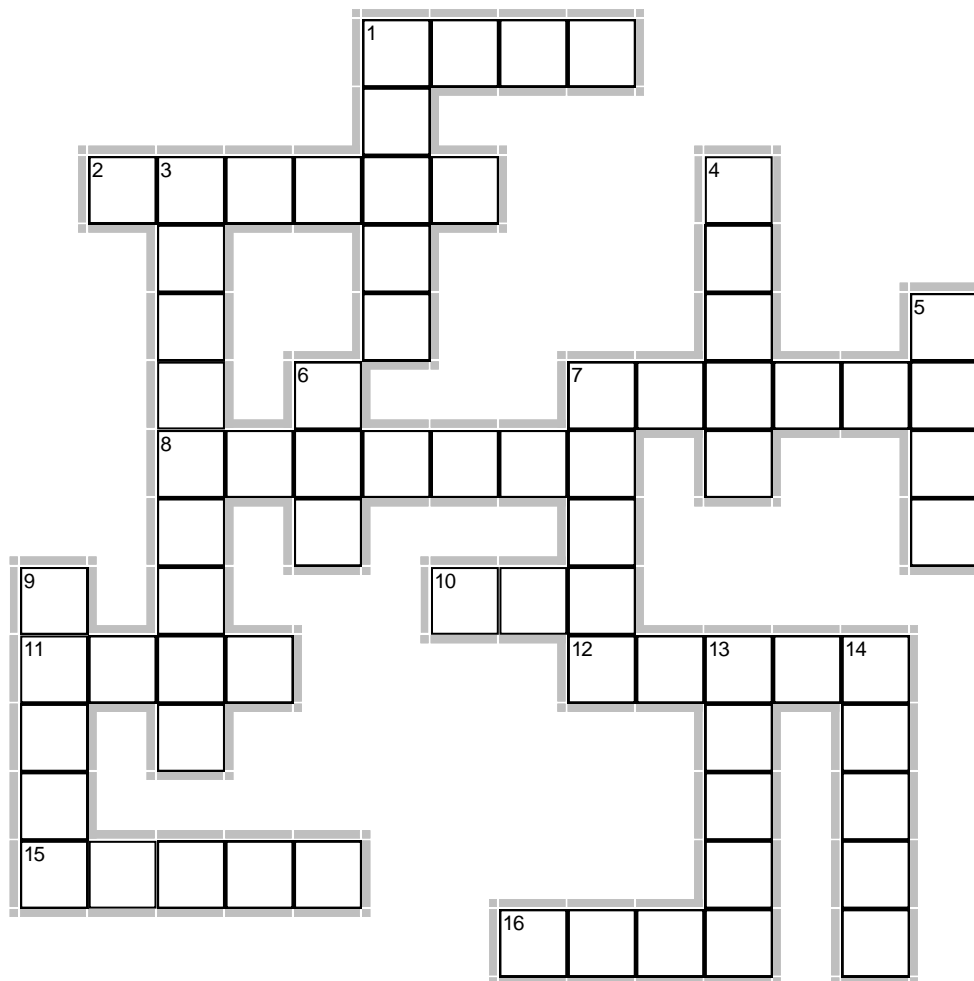
1. front part of your face below the mouth
2. one of the two organs in your lower back that separates waste products from your blood and makes urine
7. soft part inside the mouth that you can move around and use for eating and speaking
8. the organ where food begins to be digested
10. one of the long parts of your body that your feet are joined to
11. one of the two organs that you breathe with
12. organ in your chest that pumps blood through your body
15. part of your body where your hand joins your arm
16. front part of your head, where your eyes, nose and face are

Down

1. the front part of your body between the neck and stomach
3. long tube in your body through which food passes after it leaves your stomach
4. the row of bones down the centre of your back that supports your body
5. the part of the body that joins your head and your shoulders
6. one of the five moveable parts at the end of your foot
7. top part of your leg between your knee and hip
9. the joint where your arm bends
13. the joint between your foot and your leg
14. the thickest finger on your hand

KEY





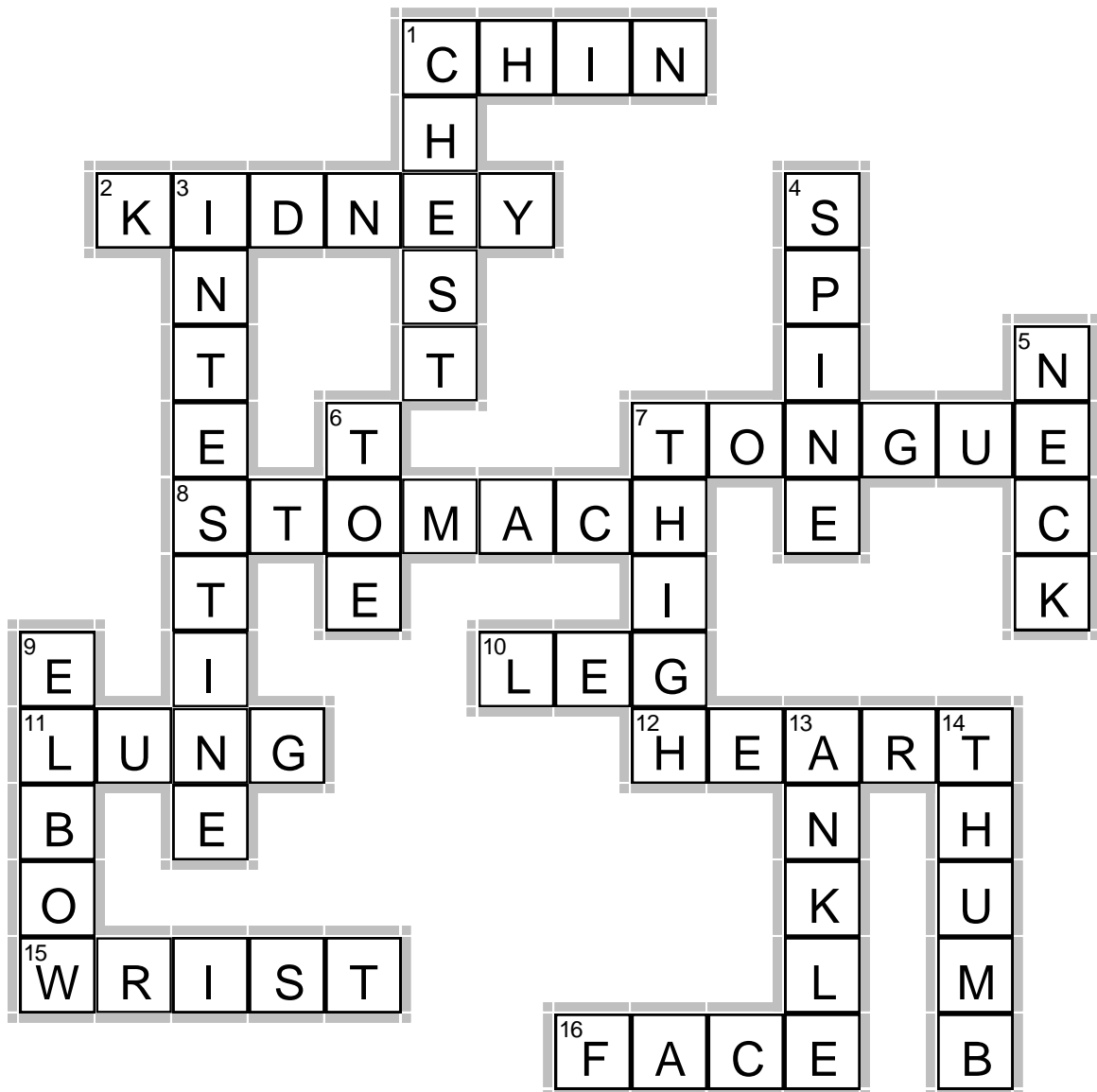
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7. top part of your leg between your knee and hip
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13. the joint between your foot and your leg
14. the thickest finger on your hand

KEY



Complete the sentences with an adjective from the box.

**ACTIVE - BOSSY - CONSIDERATE - DOUBTFUL - FAIR - GREEDY - LOYAL -
MATURE - NERVOUS - OBEDIENT - RESPONSIBLE - SECRETIVE**

1. I hate our headmaster. She's a very _____ person who orders everyone around.
2. The judge was _____ to both sides, so everyone was happy.
3. I feel very _____ before a test.
4. Maurice is a very _____ young man for his age. He never fools around and is always serious.
5. The only one I can talk to when I have problems is my friend Judy. She's very _____.
6. The robber looked at the money in front of him with _____ eyes.
7. Dad never wants us to find out what he's doing. He's always so _____.
8. The boys were so _____. They do everything their parents tell them to.
9. She does judo, plays tennis and goes skiing in the winter. She really is a very _____ young lady.
10. When mom is out, I am _____ for my younger brother.
11. He has never won a match against his opponent so he is rather _____ that he can win this time.
12. We are very _____ supporters of the team and even go to the stadium when they lose.

KEY

1. I hate our headmaster. She's a very **bossy** person who orders everyone around.
2. The judge was **fair** to both sides, so everyone was happy.
3. I feel very **nervous** before a test.
4. Maurice is a very **mature** young man for his age. He never fools around and is always serious.
5. The only one I can talk to when I have problems is my friend Judy. She's very **considerate**.
6. The robber looked at the money in front of him with **greedy** eyes.
7. Dad never wants us to find out what he's doing. He's always so **secretive**.
8. The boys were so **obedient**. They do everything their parents tell them to.
9. She does judo, plays tennis and goes skiing in the winter. She really is a very **active** young lady.
10. When mom is out, I am **responsible** for my younger brother.
11. He has never won a match against his opponent so he is rather **doubtful** that he can win this time.
12. We are very **loyal** supporters of the team and even go to the stadium when they lose.

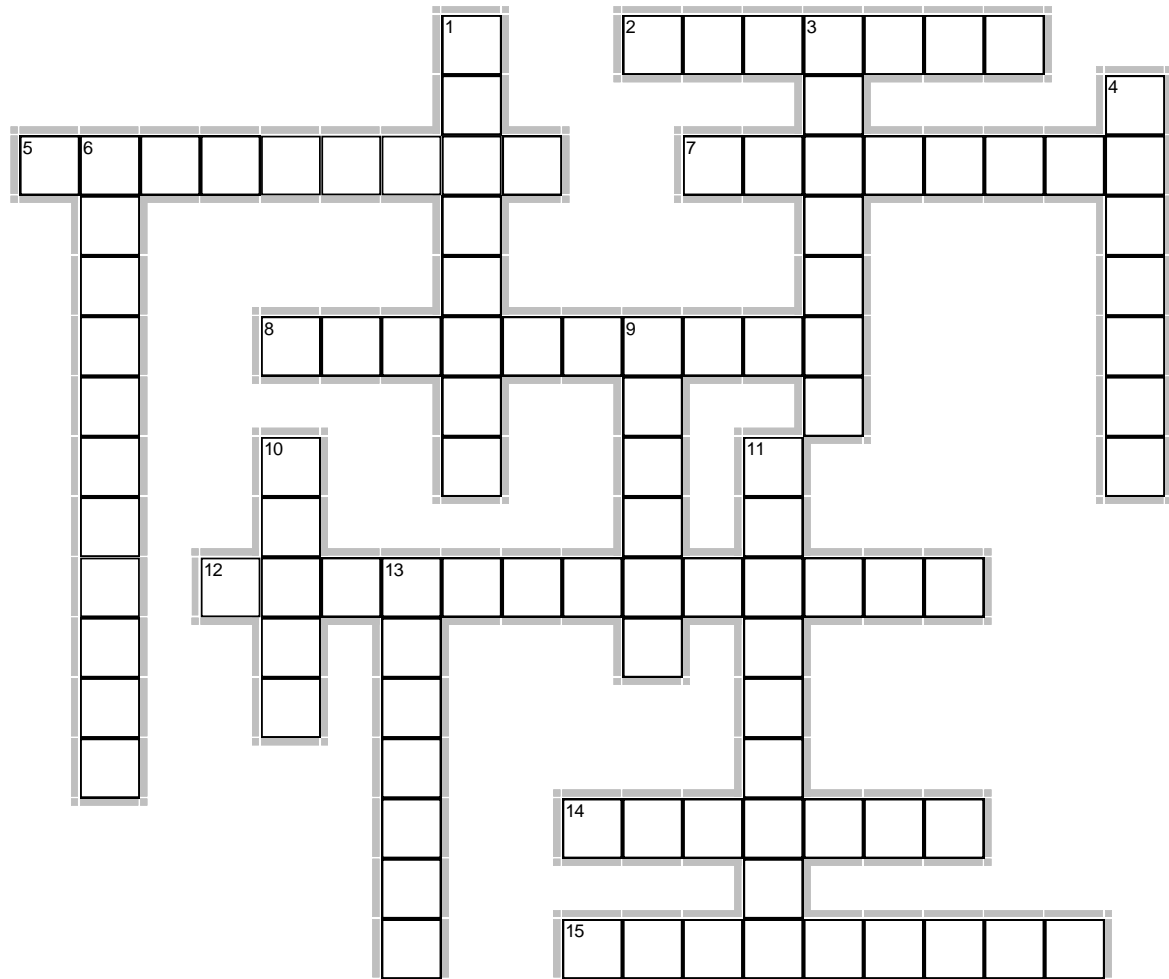
Complete the sentences with an adjective from the box.

**ADVENTUROUS - AMBITIOUS - BUSY - EFFICIENT - FUSSY - GRATEFUL -
HUMOUROUS - IMAGINATIVE - INDEPENDENT - LOVING - RESTLESS -
UNWILLING**

1. That boy is the most _____ student in our school. He can never sit still and always plays with something.
2. Josh is a very _____ person. He likes to go hiking and explores new places.
3. Maria is a _____ wife who always cares for her husband and children.
4. Our son is very _____. He does everything on his own and rarely needs our help.
5. Jack is very _____ about the food he eats, so be careful about what you serve for dinner.
6. We can't persuade him to take action. He's so _____ to do anything about the problem.
7. Could you call me later on? I'm rather _____ at the moment.
8. I am a very _____ person who wants to climb the career ladder as quickly as possible.
9. My sister is a very _____ writer. She writes fantastic stories that keep you interested.
10. We have one of the most _____ teachers in school. He tells us jokes almost every day.
11. John is a very _____ person. He seems to get everything done in very little time.
12. I'm very _____ for your support. It has helped me a lot.

KEY

1. That boy is the most **restless** student in our school. He can never sit still and always plays with something.
2. Josh is a very **adventurous** person. He likes to go hiking and explores new places.
3. Maria is a **loving** wife who always cares for her husband and children.
4. Our son is very **independent**. He does everything on his own and rarely needs our help.
5. Jack is very **fussy** about the food he eats, so be careful about what you serve for dinner.
6. We can't persuade him to take action. He's so **unwilling** to do anything about the problem.
7. Could you call me later on? I'm rather **busy** at the moment.
8. I am a very **ambitious** person who wants to climb the career ladder as quickly as possible.
9. My sister is a very **imaginative** writer. She writes fantastic stories that keep you interested.
10. We have one of the most **humorous** teachers in school. He tells us jokes almost every day.
11. John is a very **efficient** person. He seems to get everything done in very little time.
12. I'm very **grateful** for your support. It has helped me a lot.



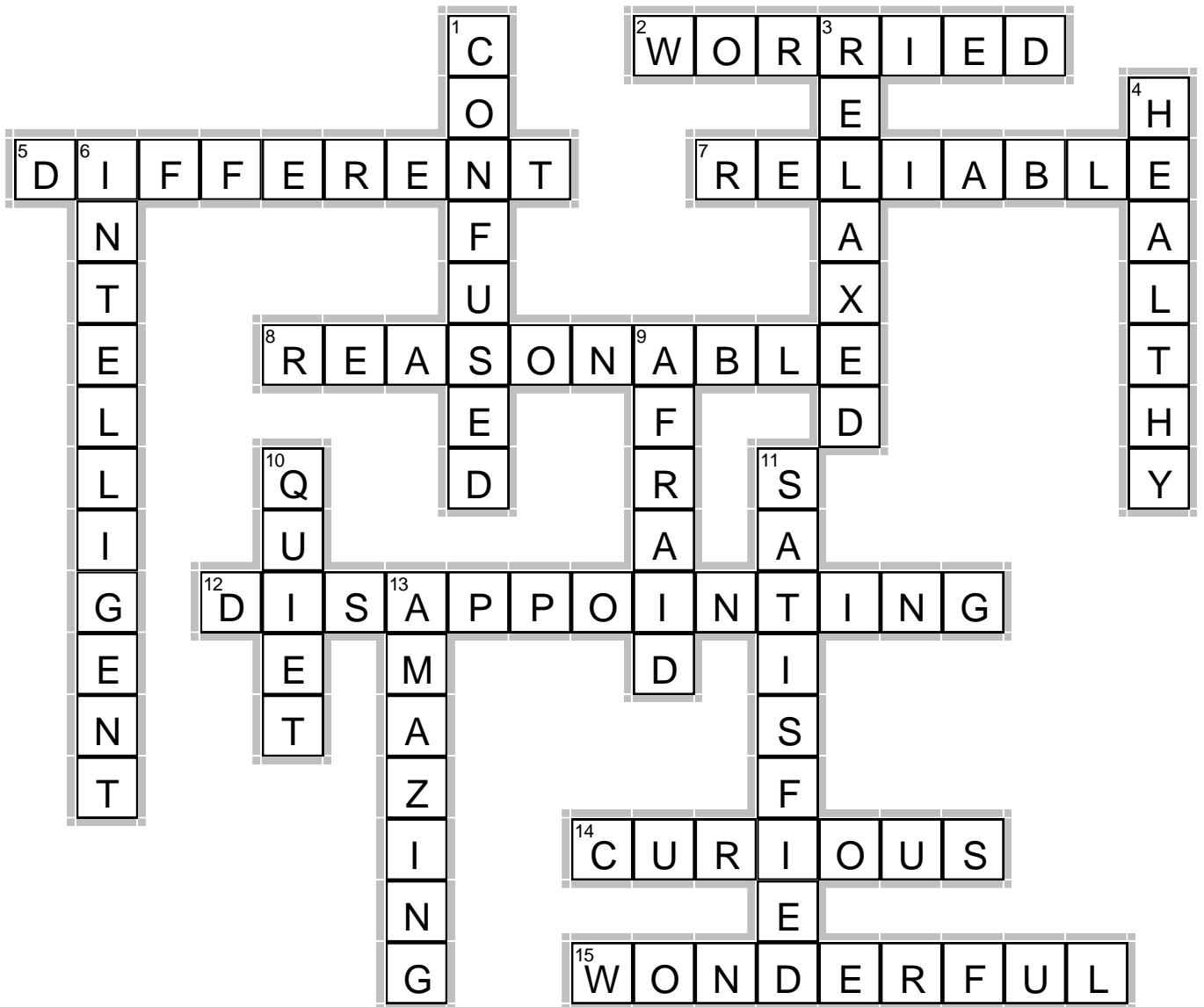
Across

2. unhappy because you keep thinking about a problem or something bad that may happen
5. not the same as something else
7. someone or something that can be trusted or depended on
8. fair and sensible
12. not as good as hoped or expected
14. wanting to know about something
15. making you feel very happy

Down

1. not able to understand or think clearly about what someone is saying or what is happening
3. feeling calm and not worried about anything
4. physically strong and not weak or ill
6. very good at understanding things; clever
9. frightened
10. not making much noise or no noise at all
11. feeling that something is as good as it should be
13. very good in an unexpected way; surprisingly good

KEY



Fill in the correct form : Gerund or Infinitive (with or without "TO")

1. My dad used _____ after dinner but he doesn't do that anymore **(SMOKE)**.
2. She advised us _____ there alone. It could be very dangerous **(NOT GO)**.
3. Jenny is good at _____ children _____ down properly at the table. **(PERSUADE, SIT)**.
4. My boss warned me _____ finishing the project **(NOT DELAY)**.
5. Have you ever let your friend _____ your new tablet ? **(USE)**
6. He risked _____ the match by _____ his racket. **(LOSE, CHANGE)**
7. I am looking forward _____ you at the dinner party. **(MEET)**
8. My mum remembers _____ the Millers, so I don't know why they're not here yet **(INVITE)**.
9. My parents allowed me _____ to the cinema with a few friends. **(GO)**
10. The teacher insisted on my parents _____ over to school for a chat **(COME)**.
11. I don't feel like _____ in the park today. Let's go tomorrow . **(WALK)**
12. Venice is always worth _____ . **(VISIT)**
13. I can't help _____ . That joke was so funny. **(LAUGH)**
14. The travel agent advised us _____ around after dark. **(NOT WALK)**
15. Did you have any trouble _____ the house ? **(FIND)**
16. After a few miles he stopped on the motorway _____ some cigarettes **(GET)**.
17. It's no use _____ with him. He won't listen to you. **(ARGUE)**
18. My mum made me _____ up my room. **(CLEAN)**
19. Women were given the right _____ in the first part of the 20th century. **(VOTE)**.
20. I happened _____ in the neighbourhood, so I thought I'd pay you a visit **(BE)**.

KEY

1. My dad used **to smoke** after dinner, but he doesn't do that anymore **(SMOKE)**.
2. She advised us **not to go** there alone. It could be very dangerous **(NOT GO)**.
3. Jenny is good at **persuading** children **to sit** down properly at the table. **(PERSUADE, SIT)**.
4. My boss warned me **not to delay** finishing the project **(NOT DELAY)**.
5. Have you ever let your friend **use** your new tablet ? **(USE)**
6. He risked **losing** the match by **changing** his racket. **(LOSE, CHANGE)**
7. I am looking forward **to meeting** you at the dinner party. **(MEET)**
8. My mum remembers **inviting** the Millers, so I don't know why they're not here yet **(INVITE)**.
9. My parents allowed me **to go** to the cinema with a few friends. **(GO)**
10. The teacher insisted on my parents **coming** over to school for a chat **(COME)**.
11. I don't feel like **walking** in the park today. Let's go tomorrow . **(WALK)**
12. Venice is always worth **visiting** . **(VISIT)**
13. I can't help **laughing** . That joke was so funny. **(LAUGH)**
14. The travel agent advised us **not to walk** around after dark. **(NOT WALK)**
15. Did you have any trouble **finding** the house ? **(FIND)**
16. After a few miles he stopped on the motorway **to get** some cigarettes **(GET)**.
17. It's no use **arguing** with him. He won't listen to you. **(ARGUE)**
18. My mum made me **clean** up my room. **(CLEAN)**
19. Women were given the right **to vote** in the first part of the 20th century. **(VOTE)**.
20. I happened **to be** in the neighbourhood, so I thought I'd pay you a visit **(BE)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Margaret enjoys _____ to music **(LISTEN)**.
2. The doctor encouraged his patients _____ healthy food. **(EAT)**
3. When she was a teenager, she was keen on _____ a doctor. **(BECOME)**
4. She is saving her money _____ a new car. **(BUY)**
5. My apartment is quite easy _____. **(FIND)**
6. I don't mind _____ the washing up, as long as you help me. **(DO)**
7. Irregular verbs are not easy _____. **(REMEMBER)**.
8. He advised me _____ a doctor as soon as possible. **(SEE)**
9. My dad is really good at _____. **(COOK)**
10. She waited for two hours _____ a cinema ticket **(BUY)**
11. _____ some kind of sport every day is good for your health. **(DO)**
12. When I saw her the first time I couldn't help _____. She was so lovely to look at **(CRY)**.
13. My father helped me _____ my homework. **(DO)**
14. She stopped _____ some cigarettes on her way to work. **(BUY)**
15. Stop _____ now! You're such a big girl! **(CRY)**
16. I don't feel like _____ maths today. **(STUDY)**
17. I'm so sick of _____ pasta all the time. I would like something else for a change. **(EAT)**
18. It is important _____ the net for more information. **(SURF)**
19. Mira got Mike _____ the car for her. **(WASH)**
20. They finally decided _____ their apartment. **(RENT)**
21. It's no use _____ over spilt milk. **(COMPLAIN)**
22. The questions won't be difficult _____. **(ANSWER)**
23. He told us where _____ the necessary material **(FIND)**.
24. Would you mind _____ the letter for me. It's very important. **(POST)**
25. I remember _____ you my necklace to wear. Where is it now? **(GIVE)**

KEY

1. Margaret enjoys **listening** to music **(LISTEN)**.
2. The doctor encouraged his patients **to eat** healthy food. **(EAT)**
3. When she was a teenager, she was keen on **becoming** a doctor. **(BECOME)**
4. She is saving her money **to buy** a new car. **(BUY)**
5. My apartment is quite easy **to find**. **(FIND)**
6. I don't mind **doing** the washing up, as long as you help me. **(DO)**
7. Irregular verbs are not easy **to remember** **(REMEMBER)**.
8. He advised me **to see** a doctor as soon as possible. **(SEE)**
9. My dad is really good at **cooking**. **(COOK)**
10. She waited for two hours **to buy** a cinema ticket **(BUY)**
11. **Doing** some kind of sport every day is good for your health. **(DO)**
12. When I saw her the first time I couldn't help **crying**. She was so lovely to look at **(CRY)**.
13. My father helped me **do** my homework. **(DO)**
14. She stopped **to buy** some cigarettes on her way to work. **(BUY)**
15. Stop **crying** now! You're such a big girl! **(CRY)**
16. I don't feel like **studying** maths today. **(STUDY)**
17. I'm so sick of **eating** pasta all the time. I would like something else for a change. **(EAT)**
18. It is important **to surf** the net for more information. **(SURF)**
19. Mira got Mike **to wash** the car for her. **(WASH)**
20. They finally decided **to rent** their apartment. **(RENT)**
21. It's no use **complaining** over spilt milk. **(COMPLAIN)**
22. The questions won't be difficult to answer. **(ANSWER)**
23. He told us where **to find** the necessary material **(FIND)**.
24. Would you mind **posting** the letter for me. It's very important. **(POST)**
25. I remember **giving** you my necklace to wear. Where is it now? **(GIVE)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. They suggested _____ by bus instead of by plane. **(TRAVEL)**
2. It seems difficult _____ everything about this topic. **(KNOW)**
3. We were all looking forward _____ the New Year in New York.
(CELEBRATE)
4. We are planning _____ to Europe this summer. **(GO)**
5. It was very difficult for him to quit _____. **(SMOKE)**
6. She tried to avoid _____ unnecessary mistakes. **(MAKE)**
7. I let him _____ to his friend's house after he had done his homework. **(GO)**
8. Can you imagine _____ the painting before the Christmas holidays? **(FINISH)**
9. We are used _____ up early in the morning. **(GET)**
10. The suspect denied _____ said that in public. **(HAVE)**
11. She enjoys _____ the weekend with her family. **(SPEND)**
12. I forgot _____ the door when I left. **(LOCK)**
13. I have decided _____ more often. **(EXERCISE)**
14. Mary keeps _____ about her problems all the time. **(TALK)**
15. Most European countries don't allow _____ in bars and restaurants. **(SMOKE)**
16. She seemed _____ fed up with all the problems she's facing. **(BE)**
17. She couldn't bear _____ on so much responsibility. That's why she quit her job. **(TAKE)**
18. She promised _____ biting nails. **(STOP)**
19. The government urged their citizens _____ more waste. **(RECYCLE)**
20. Hermann is thinking about _____ abroad for a few years. **(STUDY)**
21. She considered _____ to New York, but then dropped the idea. **(MOVE)**
22. My mother made me _____ the medicine, even though I hated the taste.
(TAKE)
23. The aquarium needs _____. **(CLEAN)**
24. Morris agreed _____ me with the project. **(HELP)**
25. She warned him not _____ late for the performance. **(BE)**

KEY

1. They suggested **travelling** by bus instead of by plane. **(TRAVEL)**
2. It seems difficult **to know** everything about this topic. **(KNOW)**
3. We were all looking forward **to celebrating** the New Year in New York. **(CELEBRATE)**
4. We are planning **to go** to Europe this summer. **(GO)**
5. It was very difficult for him **to quit** smoking. **(SMOKE)**
6. She tried to avoid **making** unnecessary mistakes. **(MAKE)**
7. I let him **go** to his friend's house after he had done his homework. **(GO)**
8. Can you imagine **finishing** the painting before the Christmas holidays? **(FINISH)**
9. We are used **to getting** up early in the morning. **(GET)**
10. The suspect denied **having** said that in public. **(HAVE)**
11. She enjoys **spending** the weekend with her family. **(SPEND)**
12. I forgot **to lock** the door when I left. **(LOCK)**
13. I have decided **to exercise** more often. **(EXERCISE)**
14. Mary keeps **talking** about her problems all the time. **(TALK)**
15. Most European countries don't allow **smoking** in bars and restaurants. **(SMOKE)**
16. She seemed **to be** fed up with all the problems she's facing. **(BE)**
17. She couldn't bear **taking** on so much responsibility. That's why she quit her job. **(TAKE)**
18. She promised **to stop** biting nails. **(STOP)**
19. The government urged their citizens **to recycle** more waste. **(RECYCLE)**
20. Hermann is thinking about **studying** abroad for a few years. **(STUDY)**
21. She considered **moving** to New York, but then dropped the idea. **(MOVE)**
22. My mother made me **take** the medicine, even though I hated the taste. **(TAKE)**
23. The aquarium needs **cleaning**. **(CLEAN)**
24. Morris agreed **to help** me with the project. **(HELP)**
25. She warned him not **to be** late for the performance. **(BE)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Mike remained _____ when the old woman entered the room. **(SIT)**
2. Do you mind my _____ in your presence? **(SMOKE)**
3. It is important for young people _____ as many foreign languages as possible. **(LEARN)**
4. We suggested _____ in hotel rooms, but our children were anxious to _____ . **(SLEEP, CAMP)**
5. After _____ two pints of beer he fell asleep. **(DRINK)**
6. Can you tell them how _____ the problem? **(SOLVE)**
7. I got used _____ to work because the office was only a few minutes from home. **(WALK)**
8. Do you feel like _____ out or would you rather _____ at home? **(DINE, STAY)**
9. Your hair needs _____. It is so long and messy. **(CUT)**
10. I'm thinking of _____ to Oxford tomorrow. **(GO)**
11. The police have put up a barrier _____ travellers from _____ out of the station. **(PREVENT, RUSH)**
12. The old man was afraid of _____ robbed. **(BE)**
13. I used _____ up at night and walk around in my sleep. **(GET)**
14. It's no use _____ with him. He has already decided _____ on the project alone. **(ARGUE, WORK)**
15. He succeeded in _____ himself and _____ out of the window. **(UNTIE, CRAWL)**
16. Neill Armstrong was the first man _____ his foot on the moon's surface. **(SET)**
17. We are all looking forward _____ you next Saturday. **(SEE)**
18. I had a lot of trouble _____ into the house. Nobody seemed _____ where the key was. **(GET, KNOW)**
19. I wanted my son _____ up in a peaceful neighbourhood. **(GROW)**
20. Tom advised me _____ the house because it wasn't of any use to me. **(SELL)**

KEY

1. Mike remained **sitting** when the old woman entered the room. **(SIT)**
2. Do you mind my **smoking** in your presence? **(SMOKE)**
3. It is important for young people **to learn** as many foreign languages as possible. **(LEARN)**
4. We suggested **sleeping** in hotel rooms, but our children were anxious **to camp**. **(SLEEP, CAMP)**
5. After **drinking** two pints of beer he fell asleep. **(DRINK)**
6. Can you tell them how **to solve** the problem? **(SOLVE)**
7. I got used **to walking** to work because the office was only a few minutes from home. **(WALK)**
8. Do you feel like **dining** out or would you rather **stay** at home? **(DINE, STAY)**
9. Your hair needs **cutting**. It is so long and messy. **(CUT)**
10. I'm thinking **of going** to Oxford tomorrow. **(GO)**
11. The police have put up a barrier **to prevent** travellers from **rushing** out of the station. **(PREVENT, RUSH)**
12. The old man was afraid of **being** robbed. **(BE)**
13. I used **to get** up at night and walk around in my sleep. **(GET)**
14. It's no use **arguing** with him. He has already decided **to work** on the project alone. **(ARGUE, WORK)**
15. He succeeded in **untying** himself and **crawling** out of the window. **(UNTIE, CRAWL)**
16. Neill Armstrong was the first man **to set** his foot on the moon's surface. **(SET)**
17. We are all looking forward **to seeing** you next Saturday. **(SEE)**
18. I had a lot of trouble **getting** into the house. Nobody seemed **to know** where the key was. **(GET, KNOW)**
19. I wanted my son **to grow** up in a peaceful neighbourhood. **(GROW)**
20. Tom advised me **to sell** the house because it wasn't of any use to me. **(SELL)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. We don't mind _____ to the cinema alone. **(GO)**
2. Feel free _____ whenever you want to. **(COME)**
3. It's no use _____ for Patrick. He's not coming. **(WAIT)**
4. We expected him _____ better at the tournament, but he ended up in third place. **(DO)**
5. I am absolutely against _____ the house without any money in our savings account. **(BUY)**
6. I enjoyed _____ with you for the holidays. It was marvellous. **(STAY)**
7. She was the first woman _____ across the English Channel. **(SWIM)**
8. She came into my room without _____. **(KNOCK)**
9. You'd better not _____ those mushrooms. **(EAT)**
10. They decided _____ a plane to Berlin instead of _____ there. **(TAKE, FLY)**
11. We are so proud of _____ in such a wonderful country. **(LIVE)**
12. My parents allowed me _____ the late-night movie. **(WATCH)**
13. I don't mind _____ next to Thomas. **(SIT)**
14. Dad made me _____ my homework before going over to my friend's place. **(DO)**
15. We can't risk _____ him angrier. He's in a bad mood anyway. **(MAKE)**
16. I'm fed up _____ at home all the time. **(STAY)**
17. My grandfather gave up _____ a few years ago. He's too old _____ behind a steering wheel. **(DRIVE, SIT)**
18. The teacher let the children _____ off their boots. **(TAKE)**
19. She accused me of _____ her credit card. **(TAKE)**
20. She was far from _____ a word he said. **(BELIEVE)**
21. I begged her not _____ the teacher. **(TELL)**
22. I'm looking forward _____ you next week. **(SEE)**
23. What about _____ me out to dinner this evening? **(TAKE)**
24. Are you interested in _____ the whole story? **(HEAR)**
25. Could you two girls please stop _____? **(CHAT)**

KEY

1. We don't mind **going** to the cinema alone. **(GO)**
2. Feel free **to come** whenever you want to. **(COME)**
3. It's no use **waiting** for Patrick. He's not coming. **(WAIT)**
4. We expected him **to do** better at the tournament, but he ended up in third place. **(DO)**
5. I am absolutely against **buying** the house without any money in our savings account. **(BUY)**
6. I enjoyed **staying** with you for the holidays. It was marvellous. **(STAY)**
7. She was the first woman **to swim** across the English Channel. **(SWIM)**
8. She came into my room without **knocking**. **(KNOCK)**
9. You'd better not **eat** those mushrooms. **(EAT)**
10. They decided **to take** a plane to Berlin instead of **flying** there. **(TAKE, FLY)**
11. We are so proud of **living** in such a wonderful country. **(LIVE)**
12. My parents allowed me **to watch** the late-night movie. **(WATCH)**
13. I don't mind **sitting** next to Thomas. **(SIT)**
14. Dad made me **do** my homework before going over to my friend's place. **(DO)**
15. We can't risk **making** him angrier. He's in a bad mood anyway. **(MAKE)**
16. I'm fed up **staying** at home all the time. **(STAY)**
17. My grandfather gave up **driving** a few years ago. He's too old **to sit** behind a steering wheel. **(DRIVE, SIT)**
18. The teacher let the children **take** off their boots. **(TAKE)**
19. She accused me of **taking** her credit card. **(TAKE)**
20. She was far from **believing** a word he said. **(BELIEVE)**
21. I begged her not **to tell** the teacher. **(TELL)**
22. I'm looking forward **to seeing** you next week. **(SEE)**
23. What about **taking** me out to dinner this evening? **(TAKE)**
24. Are you interested in **hearing** the whole story? **(HEAR)**
25. Could you two girls please stop **chatting**? **(CHAT)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Do you mind my _____ the window? **(CLOSE)**
2. It is very important for me _____ Spanish before I go to Spain. **(LEARN)**
3. After _____ a bottle of wine, he fell asleep quickly. **(DRINK)**
4. Isabella enjoys _____ meals for her guests. **(PREPARE)**
5. Do you feel like _____ out or would you rather _____ at home? **(EAT, DINE)**
6. I told him how _____ the problem. **(SOLVE)**
7. I simply can't decide. I keep _____ my mind. **(CHANGE)**
8. We try to avoid _____ him too angry. **(MAKE)**
9. I didn't expect _____ the exam because I wasn't that well prepared. **(PASS)**
10. You'd better not _____ those apples. They're not ripe yet. **(EAT)**
11. Your hair needs _____. It's too long and messy. **(CUT)**
12. Mary can't imagine _____ to the party alone **(GO)**
13. I'm sick of always _____ at home. **(STAY)**
14. He already made his decision and refused _____ his mind. **(CHANGE)**
15. How old were you when you learned how _____? **(DRIVE)**
16. Steve is used _____ up early in the morning. He starts work at 6. **(GET)**
17. I looked out of the window _____ what the weather was like. **(SEE)**
18. How do you make this machine _____? **(WORK)**
19. He entered the room without _____ a word **(SAY)**.
20. I've given up _____ newspapers. There's nothing to read in them anyway. **(READ)**
21. He has difficulty _____ his left arm because of his accident. **(RAISE)**
22. The boy was accused of _____. **(CHEAT)**
23. What will the lawyer advise him _____ in such a situation? **(DO)**
24. I regret _____ disappointed you. I'm so sorry. **(HAVE)**
25. Dad won't let me _____ his car. **(USE)**

KEY

1. Do you mind my **closing** the window? (**CLOSE**)
2. It is very important for me **to learn** Spanish before I go to Spain. (**LEARN**)
3. After **drinking** a bottle of wine, he fell asleep quickly. (**DRINK**)
4. Isabella enjoys **preparing** meals for her guests. (**PREPARE**)
5. Do you feel like **eating** out or would you rather **dine** at home? (**EAT, DINE**)
6. I told him how **to solve** the problem. (**SOLVE**)
7. I simply can't decide. I keep **changing** my mind. (**CHANGE**)
8. We try to avoid **making** him too angry. (**MAKE**)
9. I didn't expect **to pass** the exam because I wasn't that well prepared. (**PASS**)
10. You'd better not **eat** those apples. They're not ripe yet. (**EAT**)
11. Your hair needs **cutting**. It's too long and messy. (**CUT**)
12. Mary can't imagine **going** to the party alone (**GO**)
13. I'm sick of always **staying** at home. (**STAY**)
14. He already made his decision and refused **to change** his mind. (**CHANGE**)
15. How old were you when you learned how **to drive**? (**DRIVE**)
16. Steve is used **to getting** up early in the morning. He starts work at 6. (**GET**)
17. I looked out of the window **to see** what the weather was like. (**SEE**)
18. How do you **make** this machine work? (**WORK**)
19. He entered the room without **saying** a word (**SAY**).
20. I've given up **reading** newspapers. There's nothing to read in them anyway. (**READ**)
21. He has difficulty **raising** his left arm because of his accident. (**RAISE**)
22. The boy was accused of **cheating**. (**CHEAT**)
23. What will the lawyer advise him **to do** in such a situation? (**DO**)
24. I regret **having** disappointed you. I'm so sorry. (**HAVE**)
25. Dad won't let me **use** his car. (**USE**)

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I heard the clock _____ six. **(STRIKE)**
2. They saved a lot of money by _____ the tickets in advance. **(BOOK)**
3. It was very nice of you _____ for us. **(WAIT)**
4. They agreed _____ the meeting after the lunch break. **(CONTINUE)**
5. I don't plan on _____ the whole night with you. **(SPEND)**
6. The teacher accused the students of _____. **(CHEAT)**
7. What do you advise me _____? **(DO)**
8. He refused _____ his mind. **(CHANGE)**
9. I avoided _____ the early train because of the rush hour. **(TAKE)**
10. I'd rather _____ for you **(NOT WAIT)**
11. He always keeps _____ around in the hallway. **(RUN)**
12. I have given up _____ newspapers. There's nothing in them anymore. **(READ)**
13. I let him _____ out early because he had a few things to do. **(GO)**
14. They decided _____ hiking in such bad weather. **(NOT GO)**
15. Do you know anything about _____ stamps? **(COLLECT)**
16. He suggested _____ the car here instead of _____ home. **(LEAVE, DRIVE)**
17. How do you make this machine _____? **(WORK)**
18. John used _____ a footballer. He stopped _____ because of several injuries. **(BE, PLAY)**
19. He always thinks carefully about things before _____ a decision. **(MAKE)**
20. I have a friend who claims _____ able to speak 5 languages. **(BE)**
21. How old were you when you learned how _____? **(DRIVE)**
22. I don't mind _____, but it would be better to get a taxi. **(WALK)**
23. I was far from _____ a word he said. **(BELIEVE)**
24. The teacher had them _____ off their boots before _____ the room. **(TAKE, ENTER)**
25. You'd better _____ those apples. They're still green. **(NOT EAT)**

KEY

1. I heard the clock **strike** six. **(STRIKE)**
2. They saved a lot of money by **booking** the tickets in advance. **(BOOK)**
3. It was very nice of you **to wait** for us. **(WAIT)**
4. They agreed **to continue** the meeting after the lunch break. **(CONTINUE)**
5. I don't plan on **spending** the whole night with you. **(SPEND)**
6. The teacher accused the students of **cheating**. **(CHEAT)**
7. What do you advise me **to do**? **(DO)**
8. He refused **to change** his mind. **(CHANGE)**
9. I avoided **taking** the early train because of the rush hour. **(TAKE)**
10. I'd rather **not wait** for you **(NOT WAIT)**
11. He always keeps **running** around in the hallway. **(RUN)**
12. I have given up **reading** newspapers. There's nothing in them anymore. **(READ)**
13. I let him **go** out early because he had a few things to do. **(GO)**
14. They decided **not to go** hiking in such bad weather. **(NOT GO)**
15. Do you know anything about **collecting** stamps? **(COLLECT)**
16. He suggested **leaving** the car here instead of **driving** home. **(LEAVE, DRIVE)**
17. How do you make this machine **work**? **(WORK)**
18. John used **to be** a footballer. He stopped **playing** because of several injuries. **(BE, PLAY)**
19. He always thinks carefully about things before **making** a decision. **(MAKE)**
20. I have a friend who claims **to be** able to speak 5 languages. **(BE)**
21. How old were you when you learned how **to drive**? **(DRIVE)**
22. I don't mind **walking**, but it would be better to get a taxi. **(WALK)**
23. I was far from **believing** a word he said. **(BELIEVE)**
24. The teacher had them **take** off their boots before **entering** the room. **(TAKE, ENTER)**
25. You'd better **not eat** those apples. They're still green. **(NOT EAT)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. After she had decided _____ in India, she got used _____ Indian food **(STAY, EAT)**.
2. He promised his boss _____ late again. **(NOT BE)**
3. Would you mind _____ me how _____ the software. **(SHOW, INSTALL)**
4. I warned him _____ the freshly painted walls. **(NOT TOUCH)**
5. His doctor advised him _____ up _____. **(GIVE, SMOKE)**
6. I can't afford _____ a new car. I haven't got enough money. **(BUY)**
7. My dad never admits _____ any mistakes. He thinks he's perfect. **(MAKE)**
8. When you finish _____ up the garage you can start _____ the car. **(CLEAN, WASH)**
9. He decided _____ to school on Saturday. **(NOT GO)**
10. She apologized for _____ enough time with her two daughters. **(NOT SPEND)**
11. I think we'd better _____ for a walk in the park **(GO)**.
12. He somehow managed _____ his exams. Nobody thought he would _____ in _____ so. **(PASS, SUCCEED, DO)**
13. Remember _____ some milk home from the grocery store. **(BRING)**
14. I'm sorry for _____ late for class. **(BE)**
15. I'm looking forward _____ on a cruise to South America this spring. **(GO)**
16. We're thinking of _____ to Berlin by train. It's much cheaper and more comfortable than _____ by car. **(TRAVEL, GO)**
17. It's not her job _____ the dog for a walk **(TAKE)**.
18. The boss reminded me _____ the report by next Saturday. **(FINISH)**
19. I couldn't persuade her _____ with me. **(COME)**
20. We stopped _____ to the bathroom and have a snack before _____ our trip. **(GO, CONTINUE)**

KEY

1. After she had decided **to stay** in India, she got used **to eating** Indian food. (**STAY, EAT**).
2. He promised his boss **not to be** late again. (**NOT BE**)
3. Would you mind **showing** me how **to install** the software. (**SHOW, INSTALL**)
4. I warned him **not to touch** the freshly painted walls. (**NOT TOUCH**)
5. His doctor advised him **to give** up **smoking**. (**GIVE, SMOKE**)
6. I can't afford **to buy** a new car. I haven't got enough money. (**BUY**)
7. My dad never admits **making** any mistakes. He thinks he's perfect. (**MAKE**)
8. When you finish **cleaning** up the garage you can start **washing** the car. (**CLEAN, WASH**)
9. He decided **not to go** to school on Saturday. (**NOT GO**)
10. She apologized for **not spending** enough time with her two daughters. (**NOT SPEND**)
11. I think we'd better **go** for a walk in the park (**GO**).
12. He somehow managed **to pass** his exams. Nobody thought he would **succeed** in **doing** so. (**PASS, SUCCEED, DO**)
13. Remember **to bring** some milk home from the grocery store. (**BRING**)
14. I'm sorry for **being** late for class. (**BE**)
15. I'm looking forward **to going** on a cruise to South America this spring. (**GO**)
16. We're thinking of **travelling** to Berlin by train. It's much cheaper and more comfortable than **going** by car. (**TRAVEL, GO**)
17. It's not her job **to take** the dog for a walk (**TAKE**).
18. The boss reminded me **to finish** the report by next Saturday. (**FINISH**)
19. I couldn't persuade her **to come** with me. (**COME**)
20. We stopped **to go** to the bathroom and have a snack before **continuing** our trip. (**GO. CONTINUE**)

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. It's easy _____ why many people like food from other countries. **(UNDERSTAND)**
2. Dad must give up _____ unhealthy food. He is getting a bit overweight. **(EAT)**
3. The teacher made us _____ in class after school because we misbehaved. **(STAY)**
4. We couldn't avoid _____ into him on our way to town. **(BUMP)**
5. My sister won't let me _____ her new dress. **(WEAR)**
6. I'm fed up with _____ my little brother to school every day. He is old enough _____ alone. **(TAKE, GO)**
7. I stopped _____ lunch in the school cafeteria because it didn't taste good anymore. **(HAVE)**
8. Mom, I'm tired of _____ the same things all the time. Can't you make something different for a change? **(EAT)**
9. Students are not allowed _____ on the lawn. **(WALK)**
10. The new coach made us _____ harder and, as a result, we won the next game. **(PRACTICE)**
11. I was surprised _____ such a good performance because all the actors were amateurs. **(SEE)**
12. I'd enjoy _____ part of my gap year abroad. **(SPEND)**
13. I remember _____ a new USB stick, but I don't know where I put it. **(BUY)**
14. We convinced her _____ with us to the movies. **(COME)**
15. Don't go on _____ such an arrogant guy. Try to be more friendly. **(BE)**
16. I agreed _____ load the dishwasher this week. **(HELP)**
17. We are looking forward _____ to India next summer. It's said _____ a wonderful country. **(TRAVEL, BE)**
18. We need to be at the train station in half an hour, so I suggest _____ now. **(LEAVE)**
19. The doctor advised us _____ some proper medicine with us when we go to Africa. **(TAKE)**
20. I'm so bad at _____ people's names. I always seem _____ them up. **(REMEMBER, MIX)**

KEY

1. It's easy **to understand** why many people like food from other countries. **(UNDERSTAND)**
2. Dad must give up **eating** unhealthy food. He is getting a bit overweight. **(EAT)**
3. The teacher made us **stay** in class after school because we misbehaved. **(STAY)**
4. We couldn't avoid **bumping** into him on our way to town. **(BUMP)**
5. My sister won't let me **wear** her new dress. **(WEAR)**
6. I'm fed up with **taking** my little brother to school every day. He is old enough **to go** alone. **(TAKE, GO)**
7. I stopped **having** lunch in the school cafeteria because it didn't taste good anymore. **(HAVE)**
8. Mom, I'm tired of **eating** the same things all the time. Can't you make something different for a change? **(EAT)**
9. Students are not allowed **to walk** on the lawn. **(WALK)**
10. The new coach made us **practice** harder and, as a result, we won the next game. **(PRACTICE)**
11. I was surprised **to see** such a good performance because all the actors were amateurs. **(SEE)**
12. I'd enjoy **spending** part of my gap year abroad. **(SPEND)**
13. I remember **buying** a new USB stick, but I don't know where I put it. **(BUY)**
14. We convinced her **to come** with us to the movies. **(COME)**
15. Don't go on **being** such an arrogant guy. Try to be more friendly. **(BE)**
16. I agreed **to help** load the dishwasher this week. **(HELP)**
17. We are looking forward **to travelling** to India next summer. It's said **to be** a wonderful country. **(TRAVEL, BE)**
18. We need to be at the train station in half an hour, so I suggest **leaving** now. **(LEAVE)**
19. The doctor advised us **to take** some proper medicine with us when we go to Africa. **(TAKE)**
20. I'm so bad at **remembering** people's names. I always seem **to mix** them up. **(REMEMBER, MIX)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I can't afford _____ a job at the moment. I really need the money. **(NOT HAVE)**
2. The new job will involve you _____ some time in Europe. **(SPEND)**
3. I don't remember _____ for help. I wonder why he's here. **(CALL)**
4. We'll get everything finished, even if it means _____ up late at night. **(STAY)**
5. She stopped _____ a newspaper on her way home. **(BUY)**
6. The members of the council have delayed _____ a decision. **(MAKE)**
7. We chose _____ to Mark's engagement party. **(NOT GO)**
8. I hate it when the phone keeps _____ all the time. It's disgusting! **(RING)**
9. I reminded him _____ a few things on his way home from work. **(BUY)**
10. Have you considered _____ the house? **(SELL)**
11. My dad insisted on _____ me the money for the tickets. **(GIVE)**
12. Our boss convinced everyone _____ longer hours. **(WORK)**
13. They couldn't help _____ when she tripped over the carpet. **(LAUGH)**
14. Remember _____ Harriet as soon as you get home. **(CALL)**
15. Anna denied _____ the vase. **(BREAK)**
16. The teacher demanded _____ why we hadn't cleaned the blackboard. **(KNOW)**
17. The shop assistant warned us _____ the flowers. **(NOT TOUCH)**
18. We are looking forward _____ you next week. **(SEE)**
19. I suggested _____ him there and _____ back home. **(LEAVE, GET)**
20. The kidnappers threatened _____ their hostages. **(SHOOT)**
21. The thief admitted _____ the money from the old woman. **(STEAL)**
22. English is a lot easier _____ than French or other languages. **(LEARN)**
23. Mom told her to stop _____ such strange noises. **(MAKE)**
24. We are very anxious _____ a plane for the first time. **(BOARD)**
25. My husband blamed me for _____ have a second child. **(NOT WANT)**

KEY

1. I can't afford **not having** a job at the moment. I really need the money. **(NOT HAVE)**
2. The new job will involve you **spending** some time in Europe. **(SPEND)**
3. I don't remember **calling** for help. I wonder why he's here. **(CALL)**
4. We'll get everything finished, even if it means **staying** up late at night. **(STAY)**
5. She stopped **to buy** a newspaper on her way home. **(BUY)**
6. The members of the council have delayed **making** a decision. **(MAKE)**
7. We chose **not to go** to Mark's engagement party. **(NOT GO)**
8. I hate it when the phone keeps **ringing** all the time. It's disgusting! **(RING)**
9. I reminded him **to buy** a few things on his way home from work. **(BUY)**
10. Have you considered **selling** the house? **(SELL)**
11. My dad insisted on **giving** me the money for the tickets. **(GIVE)**
12. Our boss convinced everyone **to work** longer hours. **(WORK)**
13. They couldn't help **laughing** when she tripped over the carpet. **(LAUGH)**
14. Remember **to call** Harriet as soon as you get home. **(CALL)**
15. Anna denied **breaking** the vase. **(BREAK)**
16. The teacher demanded **to know** why we hadn't cleaned the blackboard. **(KNOW)**
17. The shop assistant warned us **not to touch** the flowers. **(NOT TOUCH)**
18. We are looking forward **to seeing** you next week. **(SEE)**
19. I suggested **leaving** him there and **getting** back home. **(LEAVE, GET)**
20. The kidnappers threatened **to shoot** their hostages. **(SHOOT)**
21. The thief admitted **stealing** the money from the old woman. **(STEAL)**
22. English is a lot easier **to learn** than French or other languages. **(LEARN)**
23. Mom told her to stop **making** such strange noises. **(MAKE)**
24. We are very anxious **to board** a plane for the first time. **(BOARD)**
25. My husband blamed me for **not wanting** to have a second child. **(NOT WANT)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. It's impossible _____ on this pitch because the ball won't bounce. **(PLAY)**
2. They accused his youngest son of _____ the fence. **(BREAK)**
3. I blamed him for _____ me with my homework. That's why I got a bad mark. **(NOT HELP)**
4. I would like to know why he insisted on _____ this alone **(DO)**.
5. I suggest _____ for a walk this afternoon. How about it? **(GO)**
6. The doctor advised him _____ swimming because of his cold. **(NOT GO)**
7. I managed to balance my account without _____ out a new loan. **(TAKE)**
8. I can't afford _____ money on new clothes. **(SPEND)**
9. She can't tolerate _____ the centre of attention. **(NOT BE)**
10. I regret _____ that the event must be cancelled due to the circumstances. **(SAY)**
11. Dad demanded _____ what I was doing up at this time of the night. **(KNOW)**
12. For some people it's difficult to get used _____ up early in the morning. **(WAKE)**
13. Why did you avoid _____ your father the truth? **(TELL)**
14. Do you fancy _____ out with me tonight? **(GO)**
15. In the old days you were allowed _____ almost everywhere. **(SMOKE)**
16. My teacher forbade us _____ school during lessons. **(LEAVE)**
17. I forgot _____ at the store for some groceries. **(STOP)**
18. This car needs _____. Could you do for me? **(WASH)**
19. We postponed _____ to the cinema until next week. **(GO)**
20. I didn't expect her _____ the award. **(WIN)**
21. He spends all his spare time _____ stamps and coins. **(COLLECT)**
22. When I was in London, I managed _____ almost all the important sights, despite the little time I had. **(SEE)**
23. He denied _____ contact with the suspect. **(HAVE)**
24. I remember _____ to my first concert when I was 18. **(GO)**
25. We were anxious _____ abroad for the first time. **(GO)**

KEY

1. It's impossible **to play** on this pitch because the ball won't bounce. **(PLAY)**
2. They accused his youngest son of **breaking** the fence. **(BREAK)**
3. I blamed him for **not helping** me with my homework. That's why I got a bad mark. **(NOT HELP)**
4. I would like to know why he insisted on **doing** this alone **(DO)**.
5. I suggest **going** for a walk this afternoon. How about it? **(GO)**
6. The doctor advised him **not to go** swimming because of his cold. **(NOT GO)**
7. I managed to balance my account without **taking** out a new loan. **(TAKE)**
8. I can't afford **to spend** money on new clothes. **(SPEND)**
9. She can't tolerate **not being** the centre of attention. **(NOT BE)**
10. I regret **to say** that the event must be cancelled due to the circumstances. **(SAY)**
11. Dad demanded **to know** what I was doing up at this time of the night. **(KNOW)**
12. For some people it's difficult to get used **to waking** up early in the morning. **(WAKE)**
13. Why did you avoid **telling** your father the truth? **(TELL)**
14. Do you fancy **going** out with me tonight? **(GO)**
15. In the old days you were allowed **to smoke** almost everywhere. **(SMOKE)**
16. My teacher forbade us **to leave** school during lessons. **(LEAVE)**
17. I forgot **to stop** at the store for some groceries. **(STOP)**
18. This car needs **washing**. Could you do for me? **(WASH)**
19. We postponed **going** to the cinema until next week. **(GO)**
20. I didn't expect her **to win** the award. **(WIN)**
21. He spends all his spare time **collecting** stamps and coins. **(COLLECT)**
22. When I was in London, I managed **to see** almost all the important sights, despite the little time I had. **(SEE)**
23. He denied **having** contact with the suspect. **(HAVE)**
24. I remember **going** to my first concert when I was 18. **(GO)**
25. We were anxious **to go** abroad for the first time. **(GO)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I saw him _____ on the bus yesterday afternoon **(GET)**.
2. My sister had trouble _____ her way around in the university halls. **(FIND)**
3. Students can't expect for things _____ easy all the time. **(BE)**
4. Bill refused _____ the youth club because he didn't like the young people there. **(JOIN)**
5. They were in the process of _____ their afternoon tea when the investigators arrived. **(HAVE)**
6. Jake was wise enough _____ back home after the weather had become worse. **(GO)**
7. The coast guard vessel passed by and saved him from _____. **(DROWN)**
8. I didn't have the courage _____ her after such a long time. **(FACE)**
9. The chairman claims _____ an expert on the subject. **(BE)**
10. Mom helped Susan _____ her belongings. **(FIND)**
11. He insisted on the maid _____ to come in three days a week. **(HAVE)**
12. He kept _____ to kiss me about I knew how to defend myself. **(TRY)**
13. I heard him _____ the front door. **(LOCK)**
14. Jill spent most of her life _____ for her elderly parents. **(CARE)**
15. I was very worried by _____ what cigarettes might _____ to me. **(READ, DO)**
16. There isn't anything _____, so you should probably leave. **(DISCUSS)**
17. In the darkness I heard footsteps _____ towards me very quickly. **(COME)**
18. The headmaster made it her business _____ all the parents. **(INFORM)**
19. It's no use _____ through everything again. The documents aren't there. **(GO)**
20. I told her it was a mistake _____ to the meeting. **(NOT GO)**

KEY

1. I saw him **get** on the bus yesterday afternoon. **(GET)**
2. My sister had trouble **finding** her way around in the university halls. **(FIND)**
3. Students can't expect for things **to be** easy all the time. **(BE)**
4. Bill refused **to join** the youth club because he didn't like the young people there. **(JOIN)**
5. They were in the process of **having** their afternoon tea when the investigators arrived. **(HAVE)**
6. Jake was wise enough **to go** back home after the weather had become worse. **(GO)**
7. The coast guard vessel passed by and saved him from **drowning**. **(DROWN)**
8. I didn't have the courage **to face** her after such a long time. **(FACE)**
9. The chairman claims **to be** an expert on the subject. **(BE)**
10. Mom helped Susan **find** her belongings. **(FIND)**
11. He insisted on the maid **having** to come in three days a week. **(HAVE)**
12. He kept **trying** to kiss me about I knew how to defend myself. **(TRY)**
13. I heard him **lock** the front door. **(LOCK)**
14. Jill spent most of her life **caring** for her elderly parents. **(CARE)**
15. I was very worried by **reading** what cigarettes might **do** to me. **(READ, DO)**
16. There isn't anything **to discuss**, so you should probably leave. **(DISCUSS)**
17. In the darkness I heard footsteps **coming** towards me very quickly. **(COME)**
18. The headmaster made it her business **to inform** all the parents. **(INFORM)**
19. It's no use **going** through everything again. The documents aren't there. **(GO)**
20. I told her it was a mistake **not to go** to the meeting. **(NOT GO)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I don't think it's a good idea _____ him about his responsibilities.
(KEEP, REMIND)
2. Why not _____ to my place and have a drink or two. **(COME)**
3. Maria felt it was her duty _____ the argument. **(END)**
4. I won't make David _____ to the club if he doesn't want to. **(COME)**
5. There is not much sense in _____ through all the aspects of the treaty again. **(GO)**
6. My sister never misses a chance _____ me how brave she is. **(SHOW)**
7. You're supposed _____ your homework and not hang around in your room _____ to music. **(DO, LISTEN)**
8. I am getting into the habit of _____ to myself when I'm anxious. **(TALK)**
9. The President seemed _____ carefully to what his advisors were telling him.
(LISTEN)
10. Maggie was not surprised _____ that her uncle had lost all his money _____.
(HEAR, GAMBLE)
11. You may _____ us if you want to. **(JOIN)**
12. He would sooner _____ than _____ his friends. **(DIE, BETRAY)**
13. There was always the possibility of _____ into an old acquaintance, so I had to be careful. **(RUN)**
14. I don't remember _____ you anything about his girlfriend. **(TELL)**
15. The weather appears _____ better today, so we'll reschedule the game for this afternoon. **(BE, GET)**
16. We plan _____ to Europe by the end of the month. **(RETURN)**
17. Dad let me _____ my own room. **(DECORATE)**
18. She ought _____ asked my advice before _____ such a complex journey. **(HAVE, PLAN)**
19. He always enjoys the chance of _____ off to his friends. **(SHOW)**
20. It was thoughtful of him _____ the tickets in advance. **(BOOK)**

KEY

1. I don't think it's a good idea **to keep reminding** him about his responsibilities. **(KEEP, REMIND)**
2. Why not **come** to my place and have a drink or two. **(COME)**
3. Maria felt it was her duty **to end** the argument. **(END)**
4. I won't make David **come** to the club if he doesn't want to . **(COME)**
5. There is not much sense in **going** through all the aspects of the treaty again. **(GO)**
6. My sister never misses a chance **to show** me how brave she is. **(SHOW)**
7. You're supposed **to do** your homework and not hang around in your room **listening** to music. **(DO, LISTEN)**
8. I am getting into the habit of **talking** to myself when I'm anxious. **(TALK)**
9. The President seemed **to listen** carefully to what his advisors were telling him. **(LISTEN)**
10. Maggie was not surprised **to hear** that her uncle had lost all his money **gambling**. **(HEAR, GAMBLE)**
11. You may **join** us if you want to. **(JOIN)**
12. He would sooner **die** than **betray** his friends. **(DIE, BETRAY)**
13. There was always the possibility of **running** into an old acquaintance, so I had to be careful. **(RUN)**
14. I don't remember **telling** you anything about his girlfriend. **(TELL)**
15. The weather appears **to be getting** better today, so we'll reschedule the game for this afternoon. **(BE, GET)**
16. We plan **to return** to Europe by the end of the month. **(RETURN)**
17. Dad let me **decorate** my own room. **(DECORATE)**
18. She ought **to have** asked my advice before **planning** such a complex journey. **(HAVE, PLAN)**
19. He always enjoys the chance of **showing** off to his friends. **(SHOW)**
20. It was thoughtful of him **to book** the tickets in advance. **(BOOK)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Do you expect me _____ it to you a second time? **(EXPLAIN)**
2. Everyone in the village came to see them _____. **(LEAVE)**
3. It doesn't take that much time _____ your room properly. **(TIDY)**
4. We have never had such a famous person _____ in this hotel. **(STAY)**
5. I don't recommend _____ through the city centre during rush hour. There's too much traffic. **(DRIVE)**
6. I can imagine lots of people _____ him very much. **(NOT LIKE)**
7. The company promised _____ the furniture by the end of March. **(DELIVER)**
8. You must remember _____ through your pockets before you put the jacket into the washing machine. **(LOOK)**
9. He did not pretend _____ his nervousness in front of the camera. **(HIDE)**
10. When I saw that lovely hat, I couldn't resist _____ it. **(BUY)**
11. Please stop _____ and listen to me for a moment. **(TALK)**
12. I caught him _____ at me in a very strange way. **(LOOK)**
13. He has a good chance of _____ what he set out to _____. **(DO, DO)**
14. The sight of those two silly boys made us _____. **(LAUGH)**
15. The policeman denied _____ questioned the suspect without his lawyer present. **(HAVE)**
16. I made up my mind _____ her. **(TRUST)**
17. My parents used _____ _____ to the cinema on Saturday evenings. Now they prefer _____ at home. **(LIKE, GO, STAY)**
18. Don't forget _____ out where we can get tickets for tomorrow's performance. **(FIND)**
19. Bob deserves another chance _____ he is the best defender in our team. **(PROVE)**
20. I don't recall ever _____ you talk about her before. **(HEAR)**

KEY

1. Do you expect me **to explain** it to you a second time? **(EXPLAIN)**
2. Everyone in the village came to see them **leave**. **(LEAVE)**
3. It doesn't take that much time **to tidy** your room properly. **(TIDY)**
4. We have never had such a famous person **staying/stay** in this hotel. **(STAY)**
5. I don't recommend **driving** through the city centre during rush hour. There's too much traffic. **(DRIVE)**
6. I can imagine lots of people **not liking** him very much. **(NOT LIKE)**
7. The company promised **to deliver** the furniture by the end of March. **(DELIVER)**
8. You must remember **to look** through your pockets before you put the jacket into the washing machine. **(LOOK)**
9. He did not pretend **to hide** his nervousness in front of the camera. **(HIDE)**
10. When I saw that lovely hat, I couldn't resist **buying** it. **(BUY)**
11. Please stop **talking** and listen to me for a moment. **(TALK)**
12. I caught him **looking** at me in a very strange way. **(LOOK)**
13. He has a good chance of **doing** what he set out **to do**. **(DO, DO)**
14. The sight of those two silly boys made us **laugh**. **(LAUGH)**
15. The policeman denied **having** questioned the suspect without his lawyer present. **(HAVE)**
16. I made up my mind **to trust** her. **(TRUST)**
17. My parents used **to like going** to the cinema on Saturday evenings. Now they prefer **staying/to stay** at home. **(LIKE, GO , STAY)**
18. Don't forget **to find** out where we can get tickets for tomorrow's performance. **(FIND)**
19. Bob deserves another chance **to prove** he is the best defender in our team. **(PROVE)**
20. I don't recall ever **hearing** you talk about her before. **(HEAR)**

Bureaucracy & Office One Liners

- In a bureaucracy, accomplishment is inversely proportional to the volume of paper used.
- Bureaucracy: A system that enables ten men to do the work of one.
- To beat the bureaucracy, make your problem their problem.
- Any bureaucracy reorganized to enhance efficiency is immediately indistinguishable from its predecessor.
- Give a civil servant a good cause and he'll wreck it with clichés, bad punctuation, double negatives and convoluted apology.
- If the first person who answers the phone cannot answer your question, it's a bureaucracy.
- Bad regulation begets worse regulation.
- The effort expended by the bureaucracy in defending any error is in direct proportion to the size of the error.
- A clean desk is a sign of a cluttered desk drawer.
- A thing not worth doing isn't worth doing well. If a thing is worth doing, it would have been done already.
- Bureaucrats cut red tape, lengthwise.
- A Committee is a group of people who individually can do nothing, but as a group decide that nothing can be done.
- MEETINGS, a practical alternative to work.

"Out Of Office" E-Mail Auto-Replies

- I am currently out at a job interview and will reply to you if I fail to get the position.
- I'm not really out of the office. I'm just ignoring you.
- You are receiving this automatic notification because I am out of the office. If I was in, chances are you wouldn't have received anything at all.
- The e-mail server is unable to verify your server connection and is unable to deliver this message. Please restart your computer and try sending again.'
(The beauty of this is that when you return, you can see how many in-duh-viduals did this over and over).
- Thank you for your message, which has been added to a queuing system. You are currently in 352nd place, and can expect to receive a reply in approximately 19 weeks.
- Hi. I'm thinking about what you've just sent me. Please wait by your PC for my response.
- I've run away to join a different circus.

The Facts of Life

This is the story about four people named Everybody, Somebody, Anybody, and Nobody:
There was an important job to be done and Everybody was sure that Somebody would do it.
Anybody could have done it, but Nobody did it. Somebody got angry about that, because it
was Everybody's job. Everybody thought that Anybody could do it, but Nobody realized that
Everybody wouldn't do it. It ended up that Everybody blamed Somebody, when Nobody did
what Anybody could've done.

Ode to Public Servants

Ten public servants standing in a line,
one of them was downsized - then there were nine.

Nine public servants who must negotiate,
one joined the union - then there were eight.

Eight public servants thought they were in heaven,
'til one of them was redeployed - then there were seven.

Seven public servants, their jobs as safe as bricks,
but one was reclassified - then there were six.

Six public servants trying to survive,
one of them was privatized - then there were five.

Five public servants ready to give more,
but one golden handshake reduced them to four.

Four public servants full of loyalty,
their jobs were advertised - then there were three.

Three public servants under review,
one left on secondment - then there were two.

Two public servants coping on the run,
one went out on stress leave - then there was one.

The last public servant agreed to relocate,
replaced by 10 consultants at twice the hourly rate.

Red tape (n.) - excessive formality and routine required before official action can be taken
- obstructive official routine or procedure; time-consuming bureaucracy

Origin: 1730–40; after the red tape used to tie official documents

Related forms: redtapism (n.)

~~~~~

Why don't Civil Servants stare out the window in the morning?  
If they did they'd have nothing to do after lunch.

~~~~~

An engineer, an accountant, a chemist and a civil servant are comparing their pet dogs.
To see which is the most intelligent, each dog shows off its cleverest trick.
The engineer's dog draws a square and a circle on a sheet of paper.
The accountant's dog divides a heap of biscuits into three equal parts.
And the chemist's dog pours exactly a third of carton of milk into a bowl.
Then it's the turn of the civil servant's dog. The dog strolls over, pees over the drawing paper,
eats the biscuits, drinks the milk, has sex with the three other dogs, claims a back injury as a
result and applies for compensation before going on sick leave.

~~~~~

### **"SEEING-RED TAPE" joke**

A preacher went to his church office on Monday morning and discovered a dead mule in the church yard. He called the police. Since there did not appear to be any foul play, the police referred the preacher to the health department. They said since there was no health threat that he should call the sanitation department. The sanitation manager said he could not pick up the mule without authorization from the mayor. Now the preacher knew the mayor and was not too eager to call him. The mayor had a bad temper and was generally hard to deal with, but the preacher called him anyway. The mayor did not disappoint. He immediately began to rant and rave at the pastor and finally said, "Why did you call me anyway? Isn't it your job to bury the dead?"

The preacher paused for a brief prayer and asked the Lord to direct his response. He was led to say, "Yes, Mayor, it is my job to bury the dead, but I always like to notify the next of kin first.

~~~~~

Red Tape At The Bank

My daughter called me at work to say I was to phone Ian at my bank. The operator asked me what Ian's last name was and I explained that he hadn't left his surname. When she asked for his department, I said I didn't know.

"There are 1500 employees in this building, ma'am," she advised me rather curtly.

After a few more brusque comments, I asked her for her name.

"Danielle," she said.

"And your last name?" I asked.

"Sorry," she replied, "we don't give out last names."

Reasons Why the English Language Is Hard to Learn :o))

1. The bandage was wound around the wound.
2. The farm was used to produce produce.
3. The dump was so full that it had to refuse more refuse.
4. We must polish the Polish furniture.
5. He could lead if he would get the lead out.
6. The soldier decided to desert his dessert in the desert.
7. Since there is no time like the present, he thought it was time to present the present.
8. A bass was painted on the head of the bass drum.
9. When shot at, the dove dove into the bushes.
10. I did not object to the object.
11. The insurance was invalid for the invalid.
12. There was a row among the oarsmen about how to row.
13. They were too close to the door to close it.
14. The buck does funny things when the does are present.
15. A seamstress and a sewer fell down into a sewer line.
16. To help with planting, the farmer taught his sow to sow.
17. The wind was too strong to wind the sail.
18. After a number of injections my jaw got number.
19. Upon seeing the tear in the painting I shed a tear.
20. I had to subject the subject to a series of tests.
21. How can I intimate this to my most intimate friend?

Tongue twisters are a great way to practice and improve pronunciation and fluency. They can also help to improve accents by using alliteration, which is the repetition of one sound. They're not just for kids, but are also used by actors, politicians, and public speakers who want to sound clear when speaking. Below, you will find some of the most popular English tongue twisters. Say them as quickly as you can.

- How much wood would a woodchuck chuck if a woodchuck could chuck wood?
- She sells seashells by the seashore
- How can a clam cram in a clean cream can?
- I scream, you scream, we all scream for ice cream
- Susie works in a shoeshine shop. Where she shines she sits, and where she sits she shines
- Fuzzy Wuzzy was a bear. Fuzzy Wuzzy had no hair. Fuzzy Wuzzy wasn't fuzzy, was he?
- Can you can a can as a canner can can a can?
- I have got a date at a quarter to eight; I'll see you at the gate, so don't be late
- You know New York, you need New York, you know you need unique New York
- I saw a kitten eating chicken in the kitchen
- If a dog chews shoes, whose shoes does he choose?
- I thought I thought of thinking of thanking you
- I wish to wash my Irish wristwatch
- Near an ear, a nearer ear, a nearly eerie ear
- Eddie edited it
- Willie's really weary
- A big black bear sat on a big black rug
- Tom threw Tim three thumbtacks
- He threw three free throws
- Nine nice night nurses nursing nicely
- So, this is the sushi chef
- Four fine fresh fish for you
- Wayne went to wales to watch walruses
- Six sticky skeletons (x3)
- Which witch is which? (x3)
- Snap crackle pop (x3)
- Flash message (x3)
- Red Buick, blue Buick (x3)
- Red lorry, yellow lorry (x3)
- Thin sticks, thick bricks (x3)
- Stupid superstition (x3)
- Eleven benevolent elephants (x3)
- Two tried and true tridents (x3)
- Rolling red wagons (x3)
- Black back bat (x3)
- She sees cheese (x3)
- Truly rural (x3)
- Good blood, bad blood (x3)
- Pre-shrunk silk shirts (x3)
- Ed had edited it. (x3)
- We surely shall see the sun shine soon
- Which wristwatches are Swiss wristwatches?
- Fred fed Ted bread, and Ted fed Fred bread
- I slit the sheet, the sheet I slit, and on the slitted sheet I sit
- A skunk sat on a stump and thought the stump stunk, but the stump thought the skunk stunk
- Lesser leather never weathered wetter weather better

Complete the sentences CAN, CAN'T , COULD, COULDN'T , MUST or MUSTN'T.

1. She is a small baby. She _____ eat meat, but she _____ drink milk.
2. He is so ill that he _____ see the doctor.
3. It's raining heavily. You _____ take your own umbrella.
4. We _____ pick the flowers in the park. It's forbidden.
5. I _____ sing now but I _____ sing very well when I was a child.
6. Mike is only nine months old. He _____ eat nuts yet.
7. He has a lot of weight so he _____ run so fast.
8. I'm very tall, so I _____ play basketball.
9. You _____ park that car there. It's a no-parking zone.
10. Many students in Great Britain _____ wear a uniform when they go to school.
11. George has travelled a lot. He _____ speak 4 languages.
12. I _____ come with you now because I'm studying for my test.
13. Footballers _____ touch the ball with their hands.
14. _____ I use your phone ?
15. I'm sorry I _____ come yesterday. I had to work late.
16. You _____ speed through the city. It's dangerous!
17. You have been coughing a lot recently. You _____ smoke so much.
18. I'm very tired today. I _____ clean my room now, but I'll do it tomorrow.
19. I _____ eat lasagne when I was a child, but I like it today.
20. We _____ go to the bank today. We haven't got any money left.
21. You _____ sleep in that room. It's full of boxes and other stuff.
22. I _____ swim very far these days, but ten years ago, I _____ swim over to the other side of the lake.
23. You have a bad headache, so you _____ go to bed earlier.
24. I _____ feed the baby now, so can you do it for me ?
25. Tourists _____ take their passports with them when they go abroad.

KEY

1. She is a small baby. She **can't/mustn't** eat meat, but she **can** drink milk.
2. He is so ill that he **must** see the doctor.
3. It's raining heavily. You **must** take your own umbrella.
4. We **can't/mustn't** pick the flowers in the park. It's forbidden.
5. I **can/can't** sing now but I **could/couldn't** sing very well when I was a child.
6. Mike is only nine months old. He **can't** eat nuts yet.
7. He has a lot of weight so he **can't** run so fast.
8. I'm very tall, so I **can/could** play basketball.
9. You **mustn't** park that car there. It's a no-parking zone.
10. Many students in Great Britain **must** wear a uniform when they go to school.
11. George has travelled a lot. He **can** speak 4 languages.
12. I **can't** come with you now because I'm studying for my test.
13. Footballers **mustn't** touch the ball with their hands.
14. **Can/Could** I use your phone ?
15. I'm sorry I **couldn't** come yesterday. I had to work late.
16. You **mustn't** speed through the city. It's dangerous!
17. You have been coughing a lot recently. You **mustn't** smoke so much.
18. I'm very tired today. I **can't** clean my room now, but I'll do it tomorrow.
19. I **couldn't** eat lasagne when I was a child, but I like it today.
20. We **must** go to the bank today. We haven't got any money left.
21. You **can't** sleep in that room. It's full of boxes and other stuff.
22. I **can't/can** swim very far these days, but ten years ago, I **could/couldn't** swim over to the other side of the lake.
23. You have a bad headache, so you **must** go to bed earlier.
24. I **can't** feed the baby now, so can you do it for me ?
25. Tourists **must** take their passports with them when they go abroad.

Complete the sentences with MUST, MUSTN'T or NEEDN'T.

1. It's very warm outside. You _____ take a coat with you.
2. You _____ speak with a full mouth. that's very impolite.
3. The doctor said I _____ smoke so much.
4. In England you _____ drive on the left side of the road but in other European countries you _____.
5. Students _____ be late for school.
6. Small children _____ play with matches.
7. You _____ drive so fast. We have plenty of time left.
8. Do you want me to wait for you? – No, it's OK. You _____ wait.
9. You _____ take a taxi. You can go by bus.
10. All candidates _____ send in their application forms by Friday.
11. You _____ be very hungry. I'll get you something to eat.
12. Jackie gave me an important letter. I _____ forget to post it.
13. They _____ go to school today. It's Thanksgiving.
14. The book I gave you is very valuable. You _____ be careful and take good care of it.
15. We have enough food in the fridge, so we _____ go shopping every day.
16. You _____ make a mess in the house, or else mom will be very angry.
17. You _____ come if you don't want to, but I hope you do.
18. You _____ shout in a library.
19. I _____ take my medicine three times a day.
20. You _____ help me. I can prepare the meal on my own.

KEY

1. It's very warm outside. You **needn't** take a coat with you.
2. You **mustn't** speak with a full mouth. that's very impolite.
3. The doctor said I **mustn't** smoke so much.
4. In England you **must** drive on the left side of the road but in other European countries you **mustn't**.
5. Students **mustn't** be late for school.
6. Small children **mustn't** play with matches.
7. You **needn't** drive so fast. We have plenty of time left.
8. Do you want me to wait for you? – No, it's OK. You **needn't** wait.
9. You **needn't** take a taxi. You can go by bus.
10. All candidates **must** send in their application forms by Friday.
11. You **must** be very hungry. I'll get you something to eat.
12. Jackie gave me an important letter. I **mustn't** forget to post it.
13. They **needn't** go to school today. It's Thanksgiving.
14. The book I gave you is very valuable. You **must** be careful and take good care of it.
15. We have enough food in the fridge, so we **needn't** go shopping every day.
16. You **mustn't** make a mess in the house, or else mom will be very angry.
17. You **needn't** come if you don't want to, but I hope you do.
18. You **mustn't** shout in a library.
19. I **must** take my medicine three times a day.
20. You **needn't** help me. I can prepare the meal on my own.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

**MAY - MIGHT - CAN - CAN'T - SHOULD - SHOULDN'T - MUST - HAVE TO - HAS TO -
NEEDN'T - MUSTN'T - DON'T HAVE TO - DOESN'T HAVE TO**

1. _____ I use your pen, please?
2. You really _____ see that new documentary. It's fantastic.
3. You _____ write 30 sentences for homework because you have misbehaved.
4. You _____ to write 300 lines. 30 will be enough.
5. Please, excuse me but I really _____ go now.
6. John, you _____ speak so quickly. Nobody can understand you!
7. We _____ watch TV tonight. We haven't decided yet.
8. If you've got such a bad cough, you _____ smoke.
9. I am happy to inform you that I _____ come to work next week.
10. You _____ make so much noise. The baby is sleeping in the next room.
11. She _____ work hard because she's a single parent and has little money.
12. You _____ go now. The train leaves in an hour, so you've still got some time left.
13. According to the weather report it _____ rain this afternoon.
14. He _____ speak Italian fluently because he spent 5 years there.
15. That _____ be John over there. He said he would be in America this week.
16. You _____ take the test seriously, even if you already have enough good grades to pass.
17. I _____ go out tonight, but I don't think so. I feel too tired.
18. _____ Mary come with us?
19. You _____ speak French. I can speak English quite well.
20. You _____ take an ID card with you if you enter the stadium. Otherwise you won't get in.

KEY

1. **May / Can** I use your pen, please?
2. You really **must/have to/ should** see that new documentary. It's fantastic.
3. You **must / have to** write 30 sentences for homework because you have misbehaved.
4. You **needn't / don't have** to write 300 lines. 30 will be enough.
5. Please, excuse me but I really **have to / must** go now.
6. John, you **mustn't** speak so quickly. Nobody can understand you!
7. We **might/ may** watch TV tonight. We haven't decided yet.
8. If you've got such a bad cough, you **shouldn't / mustn't** smoke.
9. I am happy to inform you that I **can** come to work next week.
10. You **mustn't** make so much noise. The baby is sleeping in the next room.
11. She **must/ has to** work hard because she's a single parent and has little money.
12. You **needn't/ don't have** to go now. The train leaves in an hour, so you've still got some time left.
13. According to the weather report it **might / may** rain this afternoon.
14. He **can** speak Italian fluently because he spent 5 years there.
15. That **can't** be John over there. He said he would be in America this week.
16. You **should** take the test seriously, even if you already have enough good grades to pass.
17. I **might/may** go out tonight, but I don't think so. I feel too tired.
18. **Can** Mary come with us?
19. You **needn't/ don't have** to speak French. I can speak English quite well.
20. You **must/ have to** take an ID card with you if you enter the stadium. Otherwise you won't get in.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN - CAN'T - COULDN'T - COULD HAVE - HAD TO - MIGHT - MUST - MUSTN'T - NEEDN'T - SHOULD HAVE - WOULD

1. It's quite warm outside so you _____ put on a coat.
2. You _____ go home now. You _____ finish writing those emails. They can wait until tomorrow.
3. He _____ gone to the doctor when he started feeling ill. Now it's going to take longer for him to recover,
4. According to the weather report it _____ rain today, but I'm not so sure about it.
5. My mother gave me an important letter to post, so I _____ forget to post it.
6. You _____ come if you don't want to.
7. Children _____ play with matches.
8. That _____ be Harry. He said he was going to Paris. What's he doing here?
9. We will have to take a taxi to the airport, otherwise we _____ miss our plane.
10. I _____ like to go to the cinema with you this weekend. How about it?
11. When I went to Spain for the first time, I _____ speak a word of Spanish.
12. This jewellery is very valuable. My grandmother gave it to me. You _____ look after it carefully and _____ lose it.
13. She felt ill and _____ leave the office earlier.
14. You _____ be very thirsty. I'll bring you something to drink right away.
15. You should buy a lottery ticket this weekend. You _____ win up to 3 million dollars.
16. You _____ informed me about the flight delay.
17. _____ you pass me the sugar, please?
18. You _____ smoke in public places or restaurants. It's against the law.

KEY

1. It's quite warm outside so you **needn't** put on a coat.
2. You **can** go home now. You **needn't** finish writing those emails. They can wait until tomorrow.
3. He **should have** gone to the doctor when he started feeling ill. Now it's going to take longer for him to recover,
4. According to the weather report it **might** rain today, but I'm not so sure about it.
5. My mother gave me an important letter to post, so I **mustn't** forget to post it.
6. You **needn't** come if you don't want to.
7. Children **mustn't** play with matches.
8. That **can't** be Harry. He said he was going to Paris. What's he doing here?
9. We will have to take a taxi to the airport, otherwise we might **miss** our plane.
10. I **would** like to go to the cinema with you this weekend. How about it?
11. When I went to Spain for the first time, I **couldn't** speak a word of Spanish.
12. This jewellery is very valuable. My grandmother gave it to me. You **must** look after it carefully and **mustn't** lose it.
13. She felt ill and **had to** leave the office earlier.
14. You **must** be very thirsty. I'll bring you something to drink right away.
15. You should buy a lottery ticket this weekend. You **might/can** win up to 3 million dollars.
16. You **could have** informed me about the flight delay.
17. **Can** you pass me the sugar, please?
18. You **mustn't** smoke in public places or restaurants. It's against the law.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN - CAN'T - COULD - DON'T NEED - MAY - MIGHT - MIGHT NOT - MUST - MUST HAVE - MUSTN'T - NEEDN'T - NEEDN'T HAVE - SHOULD - WILL

1. We _____ be able to win, but I don't think we have a good chance.
2. That _____ be John. He said he was going to travel to Australia.
3. When I was younger, I _____ sing very well.
4. I think you _____ relax more. You have been working too much lately.
5. I _____ ask you to help me later.
6. She _____ left the house quietly. I didn't hear her.
7. You _____ to go shopping this weekend. We've got everything at home.
8. You _____ go in without a ticket. All seats are reserved.
9. All passengers _____ put on their seatbelts during take-off and landing.
10. At what age _____ you get a driving licence in your country?
11. You _____ watered the plants. Dad has already done it.
12. In the US, young men _____ join the army. It's voluntary.
13. I promise I _____ stop smoking.
14. Mom, _____ you pass me the sugar please?
15. If you want to be a teacher, you _____ attend a teacher's training college.
16. They _____ taken the wrong train. Otherwise, they would be here by now.
17. He's not picking up the phone. He _____ be home yet.
18. You _____ have taken my advice and gone to the doctor. Your cold is not going to get better if you wait.
19. You _____ park in a no-parking area. It's forbidden.
20. I _____ go to the cinema to watch a movie, but I'm not sure.

KEY

1. We **might/may** be able to win, but I don't think we have a good chance.
2. That **can't** be John. He said he was going to travel to Australia.
3. When I was younger, I **could** sing very well.
4. I think you **should** relax more. You have been working too much lately.
5. I **may/might** ask you to help me later.
6. She **must have** left the house quietly. I didn't hear her.
7. You **don't need to** go shopping this weekend. We've got everything at home.
8. You **can't** go in without a ticket. All seats are reserved.
9. All passengers **must** put on their seatbelts during take-off and landing.
10. At what age **can** you get a driving licence in your country?
11. You **needn't have** watered the plants. Dad has already done it.
12. In the US, young men **needn't** join the army. It's voluntary.
13. I promise I **will** stop smoking.
14. Mom, **could/can** you pass me the sugar please?
15. If you want to be a teacher, you **must** attend a teacher's training college.
16. They **must have** taken the wrong train. Otherwise, they would be here by now.
17. He's not picking up the phone. He **might not** be home yet.
18. You **should** have taken my advice and gone to the doctor. Your cold is not going to get better if you wait.
19. You **mustn't/can't** park in a no-parking area. It's forbidden.
20. I **might/may** go to the cinema to watch a movie, but I'm not sure.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN'T - COULD - MIGHT - MUST - MUSTN'T - NEED - NEEDN'T - SHOULD - WILL - WOULD

1. You _____ touch that dog. It looks dangerous!
2. You _____ to feed the cat at least twice a day.
3. The bus _____ be here by now. That's what the schedule says.
4. When I was six, I _____ play violin but I haven't practiced since then so I _____ play anymore.
5. Judith _____ go to school on Saturdays. She has a five-day week.
6. I _____ rather stay at home than go out and have dinner in a restaurant.
7. My fingernails _____ cutting. They're so long.
8. She _____ study harder if she wants to pass the exam.
9. I'm tired. I _____ go to bed early tonight.
10. You've just had a huge breakfast. You _____ be hungry anymore.
11. Do you _____ to pay taxes as a resident of a foreign country?
12. You _____ wear a uniform to the ceremony. It's not necessary.
13. Passengers _____ speak to the driver when he's on duty.
14. Ask Henry. He _____ know the answer but I'm not sure.
15. When I was younger I _____ climb to the top of the mountain without being out of breath.
16. I _____ have gone to the doctor, but it got better after a few days.
17. If you speak to her, she _____ probably tell you the truth.
18. The company boss _____ be extremely rich if he owns several sports cars.
19. I _____ have got up so early, but it was a sunny day and I was planning a lot.
20. Jack didn't _____ to explain the situation. Everyone know what was happening.

KEY

1. You **mustn't** touch that dog. It looks dangerous!
2. You **need** to feed the cat at least twice a day.
3. The bus **should/must** be here by now. That's what the schedule says.
4. When I was six, I **could** play violin but I haven't practiced since then so I **can't** play anymore.
5. Judith **needn't** go to school on Saturdays. She has a five-day week.
6. I **would** rather stay at home than go out and have dinner in a restaurant.
7. My fingernails **need** cutting. They're so long.
8. She **must** study harder if she wants to pass the exam.
9. I'm tired. I **must/should** go to bed early tonight.
10. You've just had a huge breakfast. You **can't** be hungry anymore.
11. Do you **need** to pay taxes as a resident of a foreign country?
12. You **needn't** wear a uniform to the ceremony. It's not necessary.
13. Passengers **mustn't** speak to the driver when he's on duty.
14. Ask Henry. He **might/could** know the answer but I'm not sure.
15. When I was younger I **could/would** climb to the top of the mountain without being out of breath.
16. I **should/would** have gone to the doctor, but it got better after a few days.
17. If you speak to her, she **will** probably tell you the truth.
18. The company boss **must** be extremely rich if he owns several sports cars.
19. I **needn't** have got up so early, but it was a sunny day and I was planning a lot.
20. Jack didn't **need** to explain the situation. Everyone know what was happening.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN'T - CAN'T HAVE - COULD - DON'T NEED TO - MIGHT - MIGHT NOT - MUST - MUST HAVE - MUSTN'T - SHOULD - SHOULDN'T

1. That pizza was gigantic. I'm sure Mary _____ eaten it all.
2. Nobody was able to tell the police who that man was, so he _____ be someone from here.
3. Be careful when you walk across that old wooden bridge. It _____ be very safe.
4. I see you haven't finished your homework yet. It _____ be very difficult, then.
5. You _____ touch the oven. It's very hot and you _____ hurt yourself.
6. They are putting the suspect into the police car. The police _____ arrested him.
7. I don't know where he is. Take a look in the garage. He _____ be there.
8. You _____ do any more training today. You look so tired. Take a break!
9. I can't see very well but that _____ be Claire over there. At least, she looks like Claire.
10. Everyone scored over 95% in the first test, so it _____ been so difficult.
11. You _____ drive me to the airport. I can take the bus.
12. You _____ always wear suitable clothes when you go skiing.
13. Pupils _____ go out between the various parts of the exam. It's against the school rules.
14. Danny _____ swim when he was four. Now he's part of the town's swimming team.
15. You _____ buy any food. The fridge is full.
16. John _____ taken a wrong turn somewhere. Otherwise, he'd be here by now.
17. There are signs all over the area, so you _____ have any trouble getting there.
18. This _____ be the house they advertised in the newspaper. It's much too big.
19. Mike _____ left the house. His cell phone is still here, and he never leaves without it.
20. Leaving the house today without an umbrella _____ be such a good idea. It looks like it's going to rain in the afternoon.

KEY

1. That pizza was gigantic. I'm sure Mary **can't have** eaten it all.
2. Nobody was able to tell the police who that man was, so he **can't** be someone from here.
3. Be careful when you walk across that old wooden bridge. It **might not** be very safe.
4. I see you haven't finished your homework yet. It **must** be very difficult, then.
5. You **mustn't/shouldn't** touch the oven. It's very hot and you **might** hurt yourself.
6. They are putting the suspect into the police car. The police **must have** arrested him.
7. I don't know where he is. Take a look in the garage. He **might** be there.
8. You **shouldn't** do any more training today. You look so tired. Take a break!
9. I can't see very well but that **must** be Claire over there. At least, she looks like Claire.
10. Everyone scored over 95% in the first test, so it **can't have** been so difficult.
11. You **don't need to** drive me to the airport. I can take the bus.
12. You **should** always wear suitable clothes when you go skiing.
13. Pupils **must not** go out between the various parts of the exam. It's against the school rules.
14. Danny **could** swim when he was four. Now he's part of the town's swimming team.
15. You **don't need to** buy any food. The fridge is full.
16. John **must have** taken a wrong turn somewhere. Otherwise, he'd be here by now.
17. There are signs all over the area, so you **shouldn't** have any trouble getting there.
18. This **can't** be the house they advertised in the newspaper. It's much too big.
19. Mike **can't have** left the house. His cell phone is still here, and he never leaves without it.
20. Leaving the house today without an umbrella **might not** be such a good idea. It looks like it's going to rain in the afternoon.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN - CAN'T - CAN'T HAVE - COULD - COULD HAVE - DON'T HAVE - HAD BETTER - MIGHT - MUST - MUST HAVE - MUSTN'T - NEED - OUGHT - SHOULDN'T

1. You _____ be exhausted after your long trip. Come in and have a drink.
2. John _____ taken your car keys. He hasn't even left the house.
3. I won't go out this afternoon because the weather forecast is not very good, and I _____ get wet.
4. You _____ to apply for the job yet. You can do it later this week.
5. I _____ left my wallet in the car. I can't find it anywhere.
6. That _____ be Jake. It's impossible. He said he was going to Spain.
7. You _____ step into the headmaster's office without permission.
8. Tell your sister she _____ stay the night here if she wants to.
9. You have already drunken a glass of wine. You _____ not drive. Let me.
10. You _____ see the Eiffel Tower and the Louvre when you go to Paris.
11. I _____ to take orders from you. You're not my boss!
12. When I was younger, I _____ run very fast.
13. Your cold is getting worse and you have a runny nose. You _____ to see the doctor.
14. My husband is preparing dinner. He's not a good cook so you _____ expect anything special.
15. Don't leave your window open at night. Someone _____ climb in.
16. Brenda _____ be over thirty. She graduated a year after me and I'm only 26.
17. You _____ to come with me. I can manage on my own.
18. She _____ got lost. Otherwise she'd be here by now.
19. You must be more careful. You _____ been killed crossing the street without looking.
20. I didn't _____ to buy more groceries. We already had enough.

KEY

1. You **must** be exhausted after your long trip. Come in and have a drink.
2. John **can't have** taken your car keys. He hasn't even left the house.
3. I won't go out this afternoon because the weather forecast is not very good, and I **could** get wet.
4. You **don't have** to apply for the job yet. You can do it later this week.
5. I **must have** left my wallet in the car. I can't find it anywhere.
6. That **can't** be Jake. It's impossible. He said he was going to Spain.
7. You **mustn't/can't** step into the headmaster's office without permission.
8. Tell your sister she **can** stay the night here if she wants to.
9. You have already drunken a glass of wine. You **had better** not drive. Let me.
10. You **must** see the Eiffel Tower and the Louvre when you go to Paris.
11. I **don't have** to take orders from you. You're not my boss!
12. When I was younger, I **could** run very fast.
13. Your cold is getting worse and you have a runny nose. You **ought** to see the doctor.
14. My husband is preparing dinner. He's not a good cook so you **shouldn't** expect anything special.
15. Don't leave your window open at night. Someone **might/ could** climb in.
16. Brenda **can't** be over thirty. She graduated a year after me and I'm only 26.
17. You **don't have** to come with me. I can manage on my own.
18. She **must have** got lost. Otherwise she'd be here by now.
19. You must be more careful. You **could have** been killed crossing the street without looking.
20. I didn't **need** to buy more groceries. We already had enough.

Public Administration Glossary of Terms

The following list of selected terms and concepts are commonly used in public administration and finance¹.

ABILITY TO PAY: The principle of taxation that holds that the tax burden should be distributed according to a person's wealth. It is based on the assumption that, as a person's income increases, the person or corporation can and should contribute a larger percentage of income to support government activities. The progressive income tax is based on the ability to pay principle.

ABSOLUTISM: A government with no limits to its power and under which the people have no guaranteed or constitutional rights.

ABUSE: 1. The use of an existing authority for purposes that extend beyond or even contradict the intentions of the grantors of that authority. 2. The furnishing of excessive services to beneficiaries of government programs, violating program regulations, or performing improper practices, none of which involves prosecutable fraud.

ACCESS: 1. The ability to gain the attention and to influence the decisions of key political agents. Political party leaders, the heads of major interest groups, and those who make large campaign contributions are typically said to have access. 2. Lobbying; getting information to key decision makers at critical times.

ACCLAMATION: Overwhelming approval by voice vote.

ACCOUNTABILITY: A political principle according to which agencies or organizations, such as those in government, are subject to some form of external control, causing them to give a general accounting of and for their actions; an essential concept in democratic public administration.

¹ This list of terms is adapted from several sources:

Denhardt, Robert B., Public Administration: An Action Orientation, Second Edition Wadsworth Publishing Company, Belmont, CA, 1995.

Gordon, George J., Public Administration in America, Fourth Edition, St. Martin's Press, New York, 1992.

Marlow, Michael L., Public Finance: Theory and Practice, The Dryden Press, Fort Worth, Texas, 1995.

McCurdy, Howard E., Public Administration: A Synthesis, Cummings Publishing Company, Menlo Park, CA, 1977.

Shafritz, Jay M., The Dorsey Dictionary of American Government and Politics, The Dorsey Press, Chicago, IL 1988.

ACCOUNTING: The process of classifying, measuring, and interpreting financial transactions. Cash accounting is the recording of transactions at the time the payment is actually made; accrual accounting means that revenues are recorded when they are earned and expenses are recorded as they are incurred.

ACT: A written bill formally passed by a legislature, such as the U.S. Congress, and signed by an executive, such as the U.S. president. An act is a bill from its introduction until its passage by a legislature. An act becomes a law; becomes a formal statute, when it is signed by (or passed over the veto of) a chief executive, such as the U.S. president. 2. A bill that has been passed by only one house of a legislature.

ACTING: Temporary. For example, someone might be the acting director of a government agency. Acting appointments are sometimes automatic, as when a lieutenant governor is the acting governor whenever the elected governor leaves the state.

ACTIVIST: One who is seriously and passionately involved in politics by running for office, mobilizing support for issues, participating in campaigns, and so on.

ACT OF CONGRESS: A statute; a law passed by the U.S. Congress and signed (or passed over the veto of) the president. All of the acts passed by the Congress are published, in chronological order according to term and session of Congress in the U.S. Statutes-at-Large. The statutes are organized by subject in the U.S. Code.

ACT OF STATE: The judicial policy that a court in one nation should not rule on the legality of the internal acts of a foreign country.

AD HOC: A Latin term meaning temporarily; for this one time. It is sometimes used to criticize methods that substitute for standard procedures.

AD INTERIM: A Latin term meaning in the meantime. A public official is ad interim when serving the unexpired term of a predecessor (who has died, resigned, or been removed) until a permanent official can be appointed or elected.

ADJOURNMENT: The putting off of a business to another time or place; the decision of a court, legislature, or other group to stop meeting either temporarily or permanently.

ADJOURNMENT SINE DIE: The adjournment of a legislature that does not fix a day for reconvening. (Sine die is a Latin term meaning without a day.) It is used to indicate the final adjournment of a session of the Congress or of a state legislature.

ADJUDICATION: 1. The resolution of a dispute by means of judicial or quasi-judicial processing in which the parties are able to present evidence and reasoned arguments. 2. The formal pronouncing and recording of the decisions of a court or quasi-judicial entity.

ADJUSTED GROSS INCOME: An income tax term referring to the money a person earns minus allowable deductions for certain expenses for travel, work, business, moving, etc.

ADMINISTERED PRICES: Prices determined by other than market forces such as those set by monopolies, cartels, or governments.

ADMINISTRATION: 1. The management and direction of the affairs of governments and institutions. 2. A collective term for all policy making officials of a government. 3. The execution and implementation of public policy. 4. The time in office of a chief executive such as a president, governor, or mayor. 5. The supervision of the estate of a dead person to pay taxes and assign assets to heirs.

ADMINISTRATIVE ACCOUNTABILITY: That aspect of administrative responsibility by which officials are held answerable for general notions of democracy and morality as well as for specific legal mandates.

ADMINISTRATIVE ADVOCACY: The presentation of alternative policies to an administrative agency. This practice recognizes that public administration is a highly political process involving significant differences of judgement. The most feasible course of action often emerges from the competition produced when each interested group pleads the case it presents, whether that cause be more funds to carry out agency policies, the survival of a particular program, or the desire for a more efficient system of administrative decision making.

ADMINISTRATIVE AGENCY: 1. A government organization set up to implement a law. 2. Any civilian government body (board, bureau, department, or individual), other than a court or legislature, that deals with the rights of private parties by adjudication, rule making, investigation, prosecuting, and so on.

ADMINISTRATIVE COSTS OF TAXATION: Costs related to administering the tax system.

ADMINISTRATIVE DISCRETION: The ability of individual administrators in a bureaucracy to make significant choices affecting management and operation of programs for which they are responsible; particularly evident in separation-of-powers systems.

ADMINISTRATIVE DUE PROCESS: Term encompassing a number of points in administrative law that require that the administrative procedures of government agencies and regulatory commissions, as they affect private parties, be based upon written guidelines that safeguard individual rights and protect against the arbitrary or inequitable exercise of government authority.

ADMINISTRATIVE LAW: 1. That branch of law concerned with the procedures by which administrative agencies make rules and adjudicate cases; the conditions under which these actions can be reviewed by courts. 2. The legislation that creates administrative agencies. 3. The rules and

regulations promulgated by administrative agencies. 4. The law governing judicial review of administrative actions.

ADMINISTRATIVE MORALITY: The use of ethical, political, or social precepts to create standards by which the quality of public administration may be judged; such as the standards of honesty, responsiveness, efficiency effectiveness, competence, effect on individual rights, adherence to democratic procedures, and social equity.

ADMINISTRATIVE ORDER: A directive carrying the force of law issued by an administrative agency after adjudication.

ADMINISTRATIVE REMEDY: A means of enforcing a right by going to an administrative agency either for help or for a decision. People are often required to exhaust all administrative remedies by submitting their problems to the proper agency before taking their cases to court.

ADMINISTRATOR: 1. A manager. 2. The head of a government agency. 3. Someone appointed by a court to handle a deceased person's estate. 4. Anyone with fiduciary responsibility.

AD VALOREM TAXES: Those levied as a percentage of product price.

ADVERSE OR DISPARATE IMPACT: Criterion for showing that employment practices affect one group more harshly than another.

AFFIRMATIVE ACTION PLAN: An organization's written plan to remedy past discrimination against, or underutilization of, women and minorities. The plan itself usually consists of a statement of goals, timetables for achieving them, and specific program efforts.

AGENCY: 1. Any department, office, commission, authority, administration, board, government-owned corporation, or other independent establishment of any branch of government in the United States. 2. A formal relation whereby one person is authorized to act for another.

AGENCY MISSION: Responsibility assigned to a specific agency and its components, in terms of the purpose served.

AGENDA SETTING: 1. The process of deciding what issues will be considered at a formal meeting. 2. The process by which ideas or issues come up through the various political processes to wind up on the agenda of a political institution, such as a legislature or court. The process makes extensive use of the mass media to take a relatively unknown or unsupported issue and through publicity expand the numbers who care about the issue, so an institution whether it be city hall or the U.S. Congress, is forced to take some action.

ALLOCATIONAL EFFECTS: The ways in which policies influence of the use of resources.

ALLOCATION FUNCTION: The shifting of resources into preferred (and out of non-preferred) areas.

ALTERNATIVE MINIMUM TAX (AMT): The least possible legal amount that must be paid by high-income taxpayers.

AMENDMENT: 1. A change in a prior law by the enactment of a new law. 2. A change in a bill during its time of consideration in a legislature. 3. A provision of a constitution adopted since its original ratification.

AMICUS CURIAE: A Latin term for friend of the court; any person or organization allowed to participate in a lawsuit who would not otherwise have a right to do so. Participation is usually limited to filing a brief on behalf of one side or the other.

ANARCHISM: The belief that government and its administrative institutions are intrinsically evil and should be abolished (typically by violence) so they can be replaced by arrangements not corrupted by exploitative and oppressive governments.

APOLITICAL: 1. Outside of politics; not concerned with political dominance; apathetic toward voting or politics. 2. Nonpartisan; not affiliated with a political party.

APPEAL: 1. Any proceeding or request to a higher authority that a lower authority's decision be reviewed. 2. A formal request to a higher court that it review the actions of a lower court. 3. A challenge to a ruling made by a presiding officer of a legislature. If the challenge is supported by a majority vote of the legislators, the initial ruling is overridden.

APPOINTMENT: A non-elected government job. Most jurisdictions offer several kinds of appointments. A noncompetitive appointment is government employment obtained without competing with others, in the sense that is done without regard to civil service registers.

APPORTIONMENT: Process by which funds are allocated to agencies for specific portion of the year.

APPROPRIATION: 1. Funds set aside by a legislature to pay for something authorized by law.

AUTHORITY: Power defined according to a legal and institutional framework, and vested in a formal structure (a nation, organization, profession); power exercised through recognized, legitimate channels.

AUTHORIZING LEGISLATION: Legislation action that permits establishment or continuation of a particular program or agency.

AUTOCRACY: Government by one.

AVERAGE TAX RATE: Calculated by dividing tax liability by taxable income.

BASE: The point from which most budgetary calculations begin, generally that appropriation which the agency received in the previous fiscal year, with the expectation that spending in each agency will approximate the existing level of expenditures.

BASE BROADENING: Increasing the tax base to eliminate or reduce tax expenditures.

BENEFIT-COST RATIO: The ratio of the present value of benefits over the present value of costs.

BENEFITE PRINCIPLE: Taxation principle whereby taxes are assigned on the basis of benefits received.

BLOCK GRANTS: Grants in which the money can be used for nearly any purpose within a specific function field.

BOND: Promise to repay a certain amount (principal) at a certain time (maturity date) at a particular rate of interest.

BOUNDARY SPANNING: Representing an organization to outside groups and organizations.

BOUNDED RATIONALITY: Seeking the best possible solution, but not necessarily the most rational from a purely economic standpoint.

BRACKET CREEP: When increases in nominal income result in higher marginal tax rates.

BUDGET PADDING: Proposing a higher budget than is actually needed.

BUDGET DEFICIT: When public spending exceeds tax revenues.

BUDGET SURPLUS: When tax revenues exceed public spending.

BUREAUCRACY: A formal organizational arrangement characterized by division of labor, job specialization with no functional overlap, exercise of authority through a vertical hierarchy (chain of command) and a system of internal rules, regulations, and record keeping; the administrative branch of government (national, state, local).

CAPITAL BUDGETING: The separation of expenditures that produce long-term benefits, especially those involving the construction of public facilities, from the annual operating costs of government; the process for reviewing expenditure decisions for capital projects and deciding on the methods for financing them, usually through the sale of bonds.

CAPITAL GAINS: Increases in the value of assets realized at the time of their sale.

CAPITAL GRANTS: Grants for use in construction or renovation.

CASH TRANSFERS: Transfer policies that give money to recipients.

CATEGORICAL OR PROJECT GRANTS: Grants requiring that the money may be spent for only a limited purpose; typically available on a competitive basis.

CHARTER: Local government's equivalent of a constitution.

CITIZEN PARTICIPATION: The involvement of citizens in a wide range of administrative policy-making activities, including the determination of levels of service, budget priorities, and the acceptability of physical construction projects, in order to orient government programs toward community needs, build public support, and encourage a sense of cohesiveness within neighborhoods.

COLLECTIVE BARGAINING: The process by which an agent chosen by public employees negotiates a formal labor agreement or settles day-to-day labor disputes on behalf of the employees in the areas of wages, benefits, working conditions, and administrative policy with parties representing the top politically elected or appointed executives.

COMMON-POOL PROBLEMS: Problems that occur when public stewardship of resources allocates resources inefficiently.

COMMUNITY DEVELOPMENT: An approach to the administration of social and economic development programs in which government officials are dispatched to the field to act as catalysts at the local level, encouraging local residents to form groups, define their own needs, and develop self-help projects. The government provides technical and material assistance and helps the community establish institutions, such as farm cooperatives, to carry on the development programs after the officials have left.

COMPARABLE WORTH: Notion that men and women in jobs that are not identical but require similar levels of skill and training should be paid equally.

COMPLIANCE COSTS OF TAXATION: Costs taxpayers incur in order to comply with tax laws.

CONSTITUENCY: Any group or organization interested in the work and actions of a given official, agency, or organization, and a potential source of support for it; also, the interest (sometimes geographic area) served by an elected or appointed public official.

CONSTITUENT POLICY: Policy designed to benefit the public generally or to serve the government.

CONSUMER SURPLUS: The difference between maximum possible expenditures and actual expenditures.

CONTINGENCY APPROACH: The use of different administrative strategies under different conditions; the study of the relationship between factors such as the task an agency performs or the technology it uses and the style of supervision, type of organizational design, and other administrative strategies that will work best given those factors.

CONTINUING RESOLUTION: Resolution permitting the government to continue operating until an appropriations measure is passed.

COOPERATIVE FEDERALISM: Greater sharing of responsibilities between federal and state governments.

CO-OPTATION: Alliance building between an administrative agency and a clientele group in which the clientele group is allowed to influence agency policy making, in return for which the clientele group tacitly agrees to support the general mission of the agency, provide it with political support, and defend the agency against assaults on its powers, programs, or budget.

CORPORATIONS: Legal entities created by states, which approve charters submitted by founders.

CORRECTIVE TAXATION: Tax policy that forces market participants to account for the opportunity costs of all resources.

COST-BENEFIT ANALYSIS: Technique designed to measure relative gains and losses resulting from alternative policy or program options; emphasizes identification of the most desirable cost-benefit ratio, in quantitative or other terms.

COST-BENEFIT RATIO: The proportional relationship between expenditure of a given quantity of resources and the benefits derived therefrom; a guideline for choosing among alternatives, of greatest relevance to the rational model of decision making.

COUNCILS OF GOVERNMENT: Oversight bodies representing various localities to help coordinate local affairs.

CROSS-CUTTING REQUIREMENTS: Rules that apply to most grant programs.

CURRENT SERVICES BUDGET: Allows for automatic spending increases to maintain post levels of service.

CUTBACK MANAGEMENT: A management strategy made necessary by the advent of fiscal stress; tactics can include, among others, systematic priority setting, diversifying programs, adopting user charges, improving productivity, eliminating weak programs, and decreasing services.

DEBT CAPACITY: Value of a city's resources combined with the ability of the government to draw on them to provide payment.

DECISION ANALYSIS: Technique where decisions are likely to be made sequentially and under some degree of uncertainty.

DECISION TREE: Technique that identifies various possible outcomes, given the risks associated with each.

DELEGATION: Assigning tasks to others.

DEMOCRACY: A political system in which decision making power is widely shared among members of the society.

DIALECTICAL ORGANIZATION: A post-bureaucratic form of organization designed to be responsive to clientele needs; dialectical refers to the permanent state of tension between the tendency toward bureaucratization and the tendency toward responsiveness to clients, a tension the organization uses to continually renew itself.

DIFFERENTIAL TAX INCIDENT: Evaluates the incidence of taxation under the assumption that public spending does not change.

DILLON'S RULE: Municipalities have only those powers granted in their charters; cities are creatures of the state.

DISCRETIONARY SPENDING: That portion of the budget still open to changes by the president and Congress.

DISTRIBUTIONAL EFFECTS: The ways in which policies transfer income from one person to another.

DISTRIBUTIVE POLICY: Policy involving use of general tax funds to provide assistance and benefits to individuals or groups.

DIVIDENDS: Payments made to owners of corporations.

DIVISION OF WORK: One of the fundamental principles upon which the science of administration is based; increased specialization in the organization of work in order to narrow the

range of tasks for which each person is responsible, which in turn increases the need for administrative planning and coordination and raises the productivity of the organization as a whole.

DOUBLE-DECLINING BALANCE: A variant of straight-line depreciation whereby the majority of depreciation is deducted in the early years of an asset's tax life.

DOUBLE TAXATION: The taxing of income when it is earned by corporations and again when it is distributed to stockholders.

DUAL FEDERALISM: Pattern in which federal and state governments are struggling for power and influenced with little inter-governmental cooperation.

EARNED INCOME TAX CREDITS: lower tax liabilities of poor taxpayers.

ECONOMIC DEPRECIATION: The process by which capital resources are actually consumed or made obsolete.

ECONOMIC INCIDENCE: Indicates who actually bears the burden of taxation.

ECONOMIES OF SCALE: When increased levels of production result in decreased average costs of production.

EFFECTIVENESS: Extent to which a program is achieving or failing to achieve its stated objectives.

EFFECTIVE TAX RATE: Tax rates calculated by dividing tax liability by a comprehensive measure of income.

EFFICIENCY: Relationship between inputs and outputs.

ENTITLEMENT GRANTS: Grants that provide assistance to persons who meet certain criteria.

ENTITLEMENT PROGRAMS: Programs that provide a specified set of benefits to those who meet certain eligibility requirements.

EQUAL EMPLOYMENT OPPORTUNITY: Refers to efforts to eliminate employment discrimination on the basis of race, ethnic background, sex, age, or physical handicap; ensures that all persons have an equal chance to compete for employment and promotions based on job qualifications.

EQUALITY: The idea that all persons have an equal claim to life, liberty and the pursuit of happiness.

EQUITY: A criterion for allocating resources on the basis of fairness.

ESTATE TAXES: taxes imposed on the transfer of wealth after the death of a taxpayer.

ETHICS: Process by which we clarify right and wrong and act on what we take to be right.

EVALUATION: The use of research techniques to measure the past performance of a specific program--in particular, the program's impact on the conditions it seeks to modify--for the purposes of changing the operation of the program so as to improve its effectiveness at achieving its objectives.

EXCISE SUBSIDIES: Subsidies given to the purchasers of particular goods or services.

EXCISE TAX: Tax applied to the sale of specific commodities.

EXECUTIVE ORDER: A presidential mandate directed to and governing, with the effect of law, the actions of government officials and agencies.

EXPENDITURE TAX: A comprehensive consumption tax.

EXPENSING: Allows for the depreciation of the entire cost of an asset during the first year of purchase.

EXPERT SYSTEMS: Computer programs that mimic the decision making processes of human experts within a particular field.

EXTERNAL COSTS: Those costs imposed by majorities on minorities.

FEDERALISM: A constitutional division of governmental power between a central or national government and regional governmental units (such as states), with each having some independent authority over its citizens.

FIDUCIARY FUNDS: Funds used when government must hold assets for individuals or when government holds resources to be transmitted to another organization.

FISCAL CENTRALIZATION: The degree to which government responsibilities are borne by the central government.

FISCAL POLICY: Public policy concerned with the impact of government taxation and spending on the economy.

FISCAL STRESS: A condition confronting increasing numbers of governments and public agencies, resulting from a combination of economic inflation, declining productivity, slower

economic growth, and taxpayer resistance to shouldering a larger tax burden; a prime cause for the need to engage in "cutback management."

FISCAL YEAR (FY): Government's basic accounting period.

FOREIGN SHARE OF DEBT: That share of the national debt held by foreigners.

FORMAL THEORIES OF ORGANIZATION: Theories stressing formal, structural arrangements within organizations, and "correct" or "scientific" methods to be followed in order to achieve the highest degree of organizational efficiency; examples include Weber's theory of bureaucracy and Taylor's scientific management approach.

FORMULA GRANTS: Grants that employ a specific division rule to indicate how much money any given jurisdiction will receive.

FREE RIDERS: Individuals who let others pay for goods they themselves consume.

FULLY FUNDED PENSION FUND: A pension fund that has the financial resources necessary to meet future retirement benefits.

"GARBAGE CAN" theory of organizational choice: A theory of organizational decision making applicable to organizations where goals are unclear, technologies are imperfectly understood, histories are difficult to interpret, and participants wander in and out; such "organized anarchies" operate under conditions of pervasive ambiguity, with so much uncertainty in the decision making process that traditional theories about coping with uncertainty do not apply.

GENERAL FUND: Fund that handles "unrestricted" funds of government.

GENERAL OBLIGATION BOND: A bond that guarantees that all taxpayers will be responsible for the bond's principal and interest payments.

GENERATIONAL ACCOUNTING: A method of recording long-term liabilities in order to measure their impact on future generations.

GIFT TAXES: Taxes imposed on the transfer of wealth while a taxpayer is living.

GOAL ARTICULATION: A process of defining and clearly expressing goals generally held by those in an organization or group; usually regarded as a function of organization or group leaders; a key step in developing support for official goals.

GOAL CONGRUENCE: Agreement on fundamental goals in the context of an organization, refers to agreement among leaders and followers in the organization on central objectives; in practice, its absence in many instances creates internal tension and difficulties in goal definition.

GOVERNMENT FAILURE: When a public policy results in an inefficient or inequitable outcome.

GOVERNMENT-SPONSORED ENTERPRISES (GSEs): Off-budget government agencies that reallocate resources in credit markets.

GRANTS: Transfers of money (and/or property) from one government to another.

GROSS FEDERAL DEBT: The debt held by federal government agencies plus that held by the public.

GROSS INCOME: Sum of all income sources subject to taxation.

HIERARCHY: A characteristic of formal bureaucratic organizations; a clear vertical "chain of command" in which each unit is subordinate to the one above it and superior to the one below it; one of the most common features of governmental and other bureaucratic organizations.

HOME RULE: Provision allowing cities greater autonomy over local activities.

HORIZONTAL EQUITY: All individuals with identical abilities to pay are assigned identical tax burdens.

HUMAN RELATIONS THEORIES OF ORGANIZATION: Theories stressing workers' non-economic needs and motivations on the job that seek to identify these needs and how to satisfy them; focused on working conditions and social interactions among workers.

IMPLICIT FEDERAL GUARANTEES: Unstated or indirectly stated promises by the federal government to cover any losses in cases of default by government-sponsored enterprises.

IMPOUNDMENT: Withholding of funds authorized and appropriated by law.

INCREMENTALISM: A model of decision making that stresses making decisions through limited successive comparisons, in contrast to the rational model; also focuses on simplifying choices rather than aspiring to complete problem analyses, on "satisfying" rather than "maximizing."

INDEPENDENT AGENCIES: Agencies intentionally created outside the normal cabinet organization.

IN-KIND INCOME: Income in the form of goods and services rather than cash.

INTEREST GROUP: A private organization representing a portion (usually small) of the general adult population; it exists in order to pursue particular public policy objectives and seeks to influence government activity so as to achieve its particular objectives.

INTERGOVERNMENTAL COMPETITION: A fiscal structure characterized by many competing governments.

INTERGOVERNMENTAL RELATIONS: All the activities and interactions occurring between or among governmental units of all types and levels within the American federal system.

INTERJURISDICTIONAL EXTERNALITIES: Arise when governments fail to fully account for costs and benefits imposed on citizens of other governments.

INTERNAL RATE OF DISCOUNT: Discount rate at which the present value of a project is zero.

INTERNALIZATION OF COSTS: The allocation of resources by private markets on the basis of full social costs.

INTERORGANIZATIONAL NETWORKS: Patterns of relationships within and among various groups and organizations working in a single policy area.

IRON TRIANGLE: Term given to a coalition of interest groups, agency personnel, and members of Congress created to exert influence on a particular policy issue.

ISSUE NETWORKS: Open and fluid groupings of various political actors (in and out of government) attempting to influence policy.

ITEM VETO: A constitutional power available to more than forty of America's governors, under which they may disapprove some provisions of a bill while approving the others.

JURIDICAL DEMOCRACY: The restoration of the rule of law and the requirements of administrative formality in which a corps of professional administrators would implement detailed legislative policies through formal administrative procedures instead of receiving broad delegations of power and developing governmental policy themselves in conjunction with special interest groups.

JURISDICTION: In bureaucratic politics, the area of programmatic responsibility assigned to an agency by the legislature or chief executive; also, a term used to describe the territory within the boundaries of a government entity (as a local jurisdiction).

LACK OF EXCLUSION: Characteristic of public goods making it difficult or impossible to restrict the enjoyment of benefits to any individual.

LEGISLATIVE INTENT: The purposes and objectives of a legislative body, given concrete form in its enactment (though actual intent may change over time); the bureaucracy is assumed to follow legislative intent in implementing laws.

LEGISLATIVE OVERSIGHT: The process by which a legislative body continually supervises the work of the bureaucracy in order to ensure its conformity with legislative intent.

LIBERAL DEMOCRACY: A fundamental form of political arrangement, founded on the concepts of popular sovereignty and limited government.

LIBERTY: The idea that individual citizens of a democracy should have a high degree of self-determination.

LIMITED GOVERNMENT: A central concept of American politics, holding that because government poses a fundamental threat to individual liberties, it must be carefully limited in its capacity to act arbitrarily; the Founders of American government believed it was to be achieved through separation of powers, checks and balances, federalism, and judicial review.

LINE-ITEM BUDGET: Budget format for listing categories of expenditures along with amounts allocated to each.

LOAN GUARANTEES: Loans guaranteed by the public sector.

LONG-LIVED RESOURCES: Assets with a useful life of one year or more.

LUMP SUM TAX: A tax that does not vary with units of goods purchased or sold.

MANAGEMENT BY OBJECTIVES (MBO): A management technique designed to facilitate goal- and priority-setting, development of plans, resource allocation, monitoring progress towards goals, evaluating results, and generating and implementing improvements in performance.

MANAGERIAL SUBSYSTEM: Concerned with providing necessary resources for accomplishing a technical task and mediating between the technical and institutional subsystems.

MANDATE: Order requiring a government to do something.

MANDATORY SPENDING: Disbursements not subject to annual review or budgeting.

MARGINAL TAX RATES: Rates that change at various thresholds of income.

MARKET FAILURE: When the private market fails to produce an efficient or equitable outcome.

MERIT PAY: Increases in salary and wages that are tied to actual quality of work performed.

MERIT PRINCIPLE: Concept that selections of government employees should be based on merit or competence rather than personal or political favoritism.

MERIT SYSTEM: A professional system of personnel administration, free from political interference, in which selection and progress in the service are based upon the performance, expertise, and technical qualifications of each employee, measured objectively, (often through open, competitive examinations), accompanied by the development of a position classification and salary standardization system and administered through offices of personnel administration and a central civil service commission.

MIXED SCANNING: A model of decision making that combines the rational-comprehensive model's emphasis on fundamental choices and long-term consequences with the incrementalists' emphasis on changing only what needs to be changed in the immediate situation.

MODERN ORGANIZATION THEORY: A body of theory emphasizing empirical examination of organizational behavior, interdisciplinary research employing varied approaches, and attempts to arrive at generalizations applicable to many different kinds of organizations.

MONOPOLY GOVERNMENT: A public sector characterized by a single government.

NATIONAL CONSUMPTION TAX: Federal taxes levied on the consumption of goods and services.

NATIONAL DEBT: The sum of all unpaid public debt.

NEGATIVE EXTERNALITIES: When private markets fail to allocate resources on the basis of full social costs.

NEGATIVE INCOME TAX POLICY: Provides a minimum amount of income for all members of society.

NET FEDERAL DEBT: Gross federal debt minus debt held by federal agencies.

NET INTEREST EXPENDITURES: Interest expenses from borrowing less the interest fees from lending.

NEW PUBLIC ADMINISTRATION: A general movement inspired mainly by younger scholars who challenged several tenets of public administration, primarily the emphasis upon value-neutrality in administrative research and practice, and appealed to scholars and practitioners to take a more proactive role, guided not only by the search for efficiency, but by a sensitivity to the forces of change, the needs of clients, and the problems of social equity in service delivery.

NEUTRAL COMPETENCE: The belief that a neutral public bureaucracy following the mandates of a legislative body will meet the requirements of democracy.

NONPROFIT ORGANIZATIONS: Organizations prohibited by law from distributing surplus revenues to individuals.

NONCASH TRANSFERS: Transfer policies that provide goods or services, such as housing or food, rather than money.

OFF-BUDGET POLICIES: Credit and insurance policies that do not directly show up on the government budget; versus **ON-BUDGET POLICIES** in which spending and tax policies show up directly on the government budget.

OFFICE OF MANAGEMENT AND BUDGET (OMB): An important entity in the Executive Office of the U.S. President that assists the president in assembling executive-branch budget requests, coordinating programs, developing executive talent, and supervising program management processes in national government agencies.

OFFICE OF PERSONNEL MANAGEMENT (OPM): A key administrative unit in the national government operating under presidential direction; it is responsible for managing the national government personnel system, consistent with presidential personnel policy.

OLIGARCHY: Government by the few.

OMBUDSMAN: Permanent office that receives complaints and acts on behalf of citizens to secure information, request services, or pursue grievances.

OPEN SYSTEMS THEORY: A theory of organization that views organizations not as simple, "closed" bureaucratic structures separate from their surroundings, but as highly complex, facing considerable uncertainty in their operations, and constantly interacting with their environment; assumes that organizational components will seek an "equilibrium" among the forces pressing on them and their own responses to those forces.

OPERATING GRANTS: Grants for use in development and operation of specific programs.

ORGANIZATION DEVELOPMENT: A theory of organization that concentrates on increasing the ability of an organization to solve internal problems of organizational behavior as one of its routine functions; concerned primarily with identification and analysis of such problems.

ORGANIZATIONAL CHANGE: A theory of organization that focuses on those characteristics of an organization that promote or hinder change; assumes that demands for change originate in the external environment, and that the organization should be in the best position to respond to them.

ORGANIZATIONAL CULTURE: Basic patterns of attitudes, beliefs, and values that underlie an organization's operation.

ORGANIZATIONAL HUMANISM: A set of organization theories stressing that work holds intrinsic interest for the worker, that workers seek satisfaction in their work, that they want to work rather than avoid it, and that they can be motivated through systems of positive incentives (such as participation in decision making).

PARTICIPATORY DEMOCRACY: A political and philosophical belief in direct involvement by affected citizens in the processes of governmental decision making; believed by some to be essential to the existence of democratic government; related term is citizen participation.

PERFORMANCE APPRAISAL: Specific evaluation with respect to an individual's progress in completing specified tasks.

PERFORMANCE AUDITING: Analysis and evaluation of the effective performance of agencies in carrying out their objectives.

PERFORMANCE BUDGET: Budget format organized around programs or activities (rather than the objects it purchases), including various performance measurements that indicate the relationship between work actually done and its cost.

PLANNING-PROGRAMMING-BUDGETING SYSTEM (PPBS): Effort to connect planning, systems analysis, and budgeting in a single exercise.

PLURALISM: A social and political concept stressing the appropriateness of group organization, and diversity of groups and their activities, as a means of protecting broad group interests in society; assumes that groups are good and that bargaining and competition among them will benefit the public interest.

POLICY: Statement of goals and intentions with respect to a particular problem or set of problems.

POLICY ANALYSIS: Process of researching or analyzing public problems to provide policy makers with specific information about the range of available policy options and advantages and disadvantages of different approaches.

POLICY ENTREPRENEUR: A person willing to invest person time, energy, and money in pursuit of particular policy changes.

POLICY IMPLEMENTATION: A general political and governmental process of carrying out programs in order to fulfill specified policy objectives; a responsibility chiefly of administrative agencies, under chief executive and/or legislative guidance; also the activities directed toward putting a policy into effect.

POLITICAL ECONOMY APPROACH: Focusing on politics and economics as categories for analyzing organizational behavior.

POLITICS/ADMINISTRATION DICHOTOMY: The belief, growing out of the early administrative reform movement and its reaction against the spoils system, which held that political interference in administration would erode the opportunity for administrative efficiency, that the policy making activities of government ought to be wholly separated from the administrative functions, and that administrators had to have an explicit assignment of objectives before they could begin to develop an efficient administrative system.

POLITICS OF THE BUDGETARY PROCESS: The requirement that administrators act as advocates for their own programs during the appropriation process by soliciting outside support, protecting their budgetary base, and inching ahead with new programs; a budgetary system that deals with complex problems by relying upon incremental methods of decision making, information drawn from past experience rather than analysis, and satisfactory rather than optimal standards of quality.

POSITION CLASSIFICATION: Analyzing and organizing jobs on the basis of duties, responsibilities, and the knowledge and skills required to perform them.

PREEMPTION: Federal government efforts to preempt an area traditionally associated with state government.

PRIVATIZATION: Use of nongovernmental agencies to provide goods and services previously provided by government, also known as "contracting out."

PROGRESSIVE TAX: One that taxes those with higher incomes at a higher rate.

PROPORTIONAL TAX: One that taxes everyone at the same rate.

PROPRIETARY FUNDS: Used to account for government activities that more closely resemble private business.

PUBLIC ADMINISTRATION: The management and administration of public programs.

PUBLIC-CHOICE ECONOMICS: An approach to public administration based on micro-economic theory which views the citizen as a consumer of government goods and services and would attempt to maximize administrative responsiveness to citizen demand by creating a market system for governmental activities in which public agencies would compete to provide citizens with goods and services. This would replace the current system under which administrative agencies in effect act as monopolies under the influence of organized pressure groups which, the public-choice economists argue, are institutionally incapable of representing the demands of individual citizens.

PUBLIC MANAGEMENT: A field of practice and study central to public administration, emphasizing internal operations of public agencies, focuses on managerial concerns related to

control and direction, such as planning, organizational maintenance, information systems, personnel management, and performance evaluation.

PUBLIC POLICY: 1. The organizing framework of purposes and rationales for government programs that deal with specified societal problems; 2. the complex of programs enacted and implemented by the government.

RATIONAL MODEL OF DECISION MAKING: Derived from economic theories of how to make the "best" decisions; involves efforts to move toward consciously-held goals in a way that requires the smallest input of scarce resources; assumes the ability to separate ends from means, rank all alternatives, gather all possible data, and objectively weigh alternatives; stresses rationality in the process of reaching decisions.

RECONCILIATION BILL: Legislative action that attempts to reconcile individual actions in taxes, authorizations, or appropriations with the totals.

REDISTRIBUTIVE POLICY: Policy designed to take taxes from certain groups and give them to another group.

REGRESSIVE TAX: One that taxes those with lower incomes at a proportionately higher rate than those with higher incomes.

REGULATION: Government activity designed to monitor and guide private economic competition; specific actions (characterized as economic regulation) have included placing limits on producers' prices and practices, and promoting commerce through grants or subsidies; other actions emerging more recently (termed social regulation) have included regulating conditions under which goods and services are produced and attempting to minimize product hazards and risks to consumers.

REGULATORY COMMISSION: Group formed to regulate a particular area of the economy: usually headed by a group of individuals appointed by the President and confirmed by the Senate.

REGULATORY POLICY: Policy designed to limit actions of persons or groups to protect all or parts of the general public.

REINVENTING GOVERNMENT: 1. The title of a book written by David Osborne and Ted Gaebler in 1992. 2. Term referring to ideas used in government that are entrepreneurial in nature whose purpose is to improve government services.

RESCISSION: Presidential decision to permanently withhold funds.

REVENUE SHARING: Grant pattern in which the money can be used in any way the recipient government chooses.

RULE MAKING: Administrative establishment of general guidelines for application to a class of people or a class of actions at some future time.

SATISFICING: The process of decision making that characterizes most governmental action; a limited search through familiar patterns of behavior for a course of action that meets pre-established, minimum standards of performance, rather than an exhaustive review of all alternatives in search of the optimal solution to a particular problem.

SCIENTIFIC MANAGEMENT: A formal theory of organization developed by Frederick Taylor in the early 1900s; concerned with achieving efficiency in production, rational work procedures, maximum productivity, and profit; focused on management's responsibilities and on "scientifically" developed work procedures, based on "time and motion" studies.

SENIOR EXECUTIVE SERVICE (SES): Established in the national Civil Service Reform Act of 1978; designed to foster professional growth, mobility, and versatility among senior career officials (and some "political" appointees); incorporated into national government personnel management broad emphasis on performance appraisal and merit pay concepts, as part of both the SES itself and broader merit system reform.

SPECIAL DISTRICTS: Local governments created for a specific purpose within a specific area.

SPAN OF CONTROL: One of the early principles of administration which states that there is an upper limit to the number of subordinates any administrator can directly supervise, generally set at twelve, and advises administrators to eliminate any violations of this principle by reducing the number of officials reporting to them by either merging certain offices or stretching out the hierarchy.

SPOILS SYSTEM: A system of hiring personnel based on political loyalty and connections; can also extend to government contracts and the like; usually takes the form of rewarding party supporters with government jobs.

STAKEHOLDERS: The many different persons or interest groups that are involved in a policy decision and are affected by the results.

STRATEGIC PLANNING: Matching organizational objectives and capabilities to the anticipated demands of the environment to produce a plan of action that will ensure achievement of objectives.

SUBGOVERNMENTS: The tendency of bureaucrats to seek political support for their programs by building informal alliances outside of the official hierarchy with groups that possess resources the bureaucrats lack, primarily with legislative committees and organized interest or pressure groups (also known as iron triangles).

SUNSET LAW: Provision that sets a specific termination date for a program.

SUNSHINE LAW: Provision that requires agencies to conduct business in public view.

SUPPLEMENTAL APPROPRIATION: Bill passed during the fiscal year, adding new money to an agency's budget for the same fiscal year.

SYSTEM: Set of regularized interactions configured or "bounded" in a way that differentiates and separates them from other actions that constitute the system's environment.

SYSTEMS THEORY: A theory of social organizations, holding that organizations--like other organisms--may behave according to inputs from their environment, outputs resulting from organizational activity, and feedback leading to further inputs; also, change in any one part of a group or organizational system that affects all other parts.

TASK FORCES: Groups brought together to work on specific organizational problems.

THEORY X and THEORY Y: Two opposing assumptions about people at work that lead to opposing styles of management. Theory X assumes that most people hate work, avoid responsibility, prefer to be directed, and have to be controlled and coerced to put out a fair day's work; Theory Y assumes that people will seek responsibility, demonstrate a high degree of imagination, and exercise self-direction if they have a creative, challenging job to which they can become committed.

WHISTLE-BLOWING: Making any disclosure of legal violations (especially within public organizations), mismanagement, a gross waste of funds, an abuse of authority, or a danger to public health or safety, whether the disclosure is made within or outside the formal chain of command.

ZERO-BASE BUDGETING: Budget format that presents information about the efficiency and effectiveness of existing programs and highlights possibilities for eliminating or reducing programs by assuming that the minimum funding level for the agency is zero, thereby requiring agency administrators to justify all expenditures by the same standard of review that normally are applied only to new programs or increments above the base.

Complete the sentences using the words from the box.

**ANYONE - ANYTHING - ANYWHERE - EVERYBODY - EVERYTHING - EVERYWHERE -
NOBODY - NOTHING - SOMEONE - SOMETHING - SOMEWHERE**

1. Do you have _____ in your coat pocket? – Let's see.
2. Jonathon is speaking to _____ on the phone.
3. Aimee didn't tell her secret to _____.
4. The headmaster is very popular at school. _____ likes him.
5. My boyfriend likes to be at home. He doesn't want to go _____ after dark.
6. The room was empty. There was _____ to talk to.
7. There was _____ the doctor could do for him.
8. Judy was hungry. She wanted to go _____ to have a burger.
9. There is _____ at the door. Could you go and check?
10. Dad gave me _____ for my graduation.
11. We stayed in London for a whole week and visited _____ in this marvellous city.
12. There is a bomb threat. _____ must leave the building at once.
13. There are bugs _____ in this room. It's disgusting.
14. I opened the door but there was _____ there.
15. I heard _____ coming down the stairs, but I couldn't see who it was.
16. What were you doing last evening? – I was at home. I wasn't doing _____.
17. Does _____ have a pen? – Yes, I've got one.
18. There was _____ on the bus. The last passenger had got off one stop earlier.
19. _____ made an anonymous phone call to the police.
20. I have got _____ in my right eye. Could you have a look?
21. His injury looked bad but fortunately _____ was broken.
22. Does _____ mind if I open the window?
23. You can sit _____ you want. There are no seat numbers.
24. She was still awake but _____ else had already gone to bed.
25. There's _____ wrong about the data. I checked it myself.

KEY

1. Do you have **anything** in your coat pocket? – Let's see.
2. Jonathon is speaking to **someone** on the phone.
3. Aimee didn't tell her secret to **anyone**.
4. The headmaster is very popular at school. **Everybody** likes him.
5. My boyfriend likes to be at home. He doesn't want to go **anywhere** after dark.
6. The room was empty. There was **nobody** to talk to.
7. There was **nothing** the doctor could do for him.
8. Judy was hungry. She wanted to go **somewhere** to have a burger.
9. There is **someone** at the door. Could you go and check?
10. Dad gave me **something** for my graduation.
11. We stayed in London for a whole week and visited **everything** in this marvellous city.
12. There is a bomb threat. **Everybody** must leave the building at once.
13. There are bugs **everywhere** in this room. It's disgusting.
14. I opened the door but there was **nobody** there.
15. I heard **someone** coming down the stairs, but I couldn't see who it was.
16. What were you doing last evening? – I was at home. I wasn't doing **anything**.
17. Does **someone** have a pen? – Yes, I've got one.
18. There was **nobody** on the bus. The last passenger had got off one stop earlier.
19. **Someone** made an anonymous phone call to the police.
20. I have got **something** in my right eye. Could you have a look?
21. His injury looked bad but fortunately **nothing** was broken.
22. Does **anyone** mind if I open the window?
23. You can sit **anywhere** you want. There are no seat numbers.
24. She was still awake but **everybody** else had already gone to bed.
25. There's **nothing** wrong about the data. I checked it myself.

Complete the sentences using the words from the box.

ANOTHER / EACH / EVERY / ONE / OTHER / OTHERS

1. The email has been sent to _____ member of the teaching staff.
2. _____ of his sisters lives in Australia, the _____ one in America.
3. Would you like _____ piece of cake?
4. I put _____ of the documents into a separate folder.
5. A train arrives _____ 10 minutes.
6. _____ of the students of my class came down with the flu yesterday.
7. Some people like politics, _____ aren't interested in it at all.
8. Is there _____ golf course around here?
9. There are two routes. _____ goes through the city, the _____ passes through the countryside.
10. I usually get up at 6.30 _____ morning.
11. There are five questions left. You must answer _____ of them.
12. Let's go to _____ restaurant today. We always go to the same _____.
13. We paid \$5 _____ for the reservations.
14. There are three parts in the test and _____ one lasts for 45 minutes.
15. The headmaster wants to speak to _____ teacher.
16. Could I ask you _____ question if you don't mind?
17. _____ player needs to wear a helmet. There are no exceptions.
18. All the British Airways flights to London are fully booked. We'll have to take _____ airline.
19. We have ballet practice _____ second Monday.
20. He always stays with _____ of his relatives when he's in town.

KEY

1. The email has been sent to **each/every** member of the teaching staff.
2. **One** of his sisters lives in Australia, the **other** one in America.
3. Would you like **another** piece of cake?
4. I put **each** of the documents into a separate folder.
5. A train arrives **every** 10 minutes.
6. **One** of the students of my class came down with the flu yesterday.
7. Some people like politics, **others** aren't interested in it at all.
8. Is there **another** golf course around here?
9. There are two routes. **One** goes through the city, the **other** passes through the countryside.
10. I usually get up at 6.30 **every** morning.
11. There are five questions left. You must answer **each** of them.
12. Let's go to **another** restaurant today. We always go to the same **one**.
13. We paid \$5 **each** for the reservations.
14. There are three parts in the test and **each** one lasts for 45 minutes.
15. The headmaster wants to speak to **every** teacher.
16. Could I ask you **another** question if you don't mind?
17. **Every** player needs to wear a helmet. There are no exceptions.
18. All the British Airways flights to London are fully booked. We'll have to take **another** airline.
19. We have ballet practice **every** second Monday.
20. He always stays with **one** of his relatives when he's in town.

Complete the sentences using SOME / ANY / SOMEONE / ANYONE / SOMETHING / ANYTHING / SOMEWHERE / ANYWHERE.

1. Mum, have we got _____ eggs in the fridge? – Of course, I bought _____ yesterday.
2. There's _____ at the door. – Are you expecting _____?
3. Did you go _____ last night?
4. You've got to do _____ about it. Otherwise the situation will get out of control.
5. Choose _____ number between 1 and 10. It doesn't matter which one.
6. I can't find my cell phone. I must have left it _____.
7. I need _____ tomatoes to make this salad. – Sorry, we haven't got _____ at home. – Well could you hop over to the greengrocer's and get _____, please.
8. I've got _____ banknotes, but I don't have _____ coins.
9. This party is so boring. – Let's go _____ else.
10. Is there _____ you need? – No, I'm just looking for _____.
11. Is there _____ in the classroom with a blue sweater?
12. John lives _____ in London, but I don't really know the exact address.
13. Does _____ in the audience have a mobile phone?
14. Could I have _____ more coffee please?
15. I would like to go _____ this summer, but not just _____. I'd like to travel abroad.
16. _____ can play this game. It's easy.
17. I went shopping yesterday. I bought _____ socks, but I didn't buy _____ shoes.
18. Have there been _____ phone calls for me while I was out? – Yes, _____ called an hour ago. There was _____ he had to tell you.
19. There isn't _____ sitting at the table, but there's _____ sitting at the bar.
20. Where is my notebook? – I can't find it _____.
21. There must be _____ you can add to our discussion. Just don't sit there without saying _____.
22. I don't want to go to the Jake's party. I don't know _____ there.
23. Can we go _____ else to talk? It's so loud here.
24. _____ bus will take you to the town centre.
25. There's _____ I want to introduce to you.

KEY

1. Mum, have we got **any** eggs in the fridge? – Of course, I bought **some** yesterday.
2. There's **someone** at the door. – Are you expecting **anyone**?
3. Did you go **anywhere** last night?
4. You've got to do **something** about it. Otherwise the situation will get out of control.
5. Choose **any** number between 1 and 10. It doesn't matter which one.
6. I can't find my cell phone. I must have left it **somewhere**.
7. I need **some** tomatoes to make this salad. – Sorry, we haven't got **any** at home. – Well could you hop over to the greengrocer's and get **some**, please.
8. I've got **some** banknotes, but I don't have **any** coins.
9. This party is so boring. – Let's go **somewhere** else.
10. Is there **anything** you need? – No, I'm just looking for **something**.
11. Is there **anyone** in the classroom with a blue sweater?
12. John lives **somewhere** in London, but I don't really know the exact address.
13. Does **anyone** in the audience have a mobile phone?
14. Could I **have** some more coffee please?
15. I would like to go **somewhere** this summer, but not just **anywhere**. I'd like to travel abroad.
16. **Anyone** can play this game. It's easy.
17. I went shopping yesterday. I bought **some** socks, but I didn't buy **any** shoes.
18. Have there been any phone calls for me while I was out? – Yes, **someone** called an hour ago. There was **something** he had to tell you.
19. There isn't **anyone** sitting at the table, but there's **someone** sitting at the bar.
20. Where is my notebook? – I can't find it **anywhere**.
21. There must be **something** you can add to our discussion. Just don't sit there without saying **anything**.
22. I don't want to go to the Jake's party. I don't know **anyone** there.
23. Can we go **somewhere** else to talk? It's so loud here.
24. **Any** bus will take you to the town centre.
25. There's **someone** I want to introduce to you.

Complete the sentences using the words from the box.

LITTLE / A LITTLE / FEW / A FEW

1. We have _____ time left. Let's try to get finished quickly.
2. You have _____ ideas left, so let's hear them.
3. I have got very _____ friends, so I'm alone most of the time.
4. Would you like _____ water?
5. What you need is _____ more self-confidence.
6. _____ is known about how the disease spreads.
7. I'm sorry, but I speak _____ Spanish. Can't we communicate in English?
8. Very _____ people went to see the movie.
9. Mary managed to get _____ piece of cake.
10. She saves _____ money every month because she wants to go on a cruise next summer.
11. There are _____ posts that are really worth reading. Most of them are rubbish.
12. I have drunk _____ water today, so I guess that's why I'm so thirsty.
13. There are _____ good books that I would recommend reading.
14. Have you got any money left in your bank account? Yes, I have _____, but not very much.
15. There are _____ cities in the world that have a multicultural society.
16. There was _____ time to finish the project, so we had to work on weekends.
17. We stayed in New York for _____ days before moving on to the Midwest.
18. I'd like to tell you _____ about my childhood.
19. I made very _____ mistakes, so I got a very good mark.
20. I see _____ reason for giving him _____ days off.

KEY

1. We have **little** time left. Let's try to get finished quickly.
2. You have **a few** ideas left, so let's hear them.
3. I have got very **few** friends, so I'm alone most of the time.
4. Would you like **a little** water?
5. What you need is **a little** more self-confidence.
6. **Little** is known about how the disease spreads.
7. I'm sorry, but I speak **little** Spanish. Can't we communicate in English?
8. Very **few** people went to see the movie.
9. Mary managed to get **a little** piece of cake.
10. She saves **a little** money every month because she wants to go on a cruise next summer.
11. There are **few** posts that are really worth reading. Most of them are rubbish.
12. I have drunk **little** water today, so I guess that's why I'm so thirsty.
13. There are **a few** good books that I would recommend reading.
14. Have you got any money left in your bank account? Yes, I have **a little**, but not very much.
15. There are **few / a few** cities in the world that have a multicultural society.
16. There was **little** time to finish the project, so we had to work on weekends.
17. We stayed in New York for **a few** days before moving on to the Midwest.
18. I'd like to tell you **a little** about my childhood.
19. I made very **few** mistakes, so I got a very good mark.
20. I see **little** reason for giving him **a few** days off.

Complete the sentences using the correct form of the present perfect tense.

1. I _____ several books about sailing and I am quite fascinated by the sport. **(READ)**
2. You look absolutely exhausted. What _____? **(YOU DO)**
3. He _____ that book for over two weeks and he _____ yet. He's such a slow reader. **(READ, NOT FINISH)**
4. My sister _____ in Norwich for two months. She seems to like it there and is not planning to leave. **(LIVE)**
5. My dad _____ a new job. **(JUST START)**
6. You should put some boots on. It _____ for several days now and the ground is pretty muddy. **(RAIN)**
7. _____ your homework yet? You _____ on it for hours. **(YOU FINISH, WORK)**
8. Maria _____ for a job since she left school last summer. She still _____ one. **(LOOK, NOT FIND)**
9. They _____ TV the whole evening. It's their favourite film and they _____ it several times. **(WATCH, SEE)**
10. I _____ him about his new girl friend twice this week. He doesn't seem to want to answer. **(ASK)**
11. I _____ my driving test. **(JUST PASS)**
12. Where _____? - At the doctor's. I _____ ill lately **(YOU BE, BE)**
13. We _____ the date for the marriage. It will be on May 26. **(SET)**
14. My sister _____ too many sweets lately. She must try to stop. **(EAT)**
15. I _____ him for ages. I wonder what he _____ up to. **(NOT SEE, BE)**
16. I _____ French for three years now but I don't seem to be making any progress. It's so difficult **(LEARN).**

KEY

1. I **have been reading / have read** several books about sailing and I am quite fascinated by the sport . **(READ)**
2. You look absolutely exhausted. What **have you been doing** ? **(YOU DO)**
3. He **has been reading** that book for over two weeks and he **hasn't finished** yet. He's such a slow reader . **(READ, NOT FINISH)**
4. My sister **has been living** in Norwich for two months. She seems to like it there and is not planning to leave. **(LIVE)**
5. My dad **has just started** a new job. **(JUST START)**
6. You should put some boots on. It **has been raining** for several days now and the ground is pretty muddy. **(RAIN)**
7. **Have you finished** your homework yet ? You **have been working** on it for hours . **(YOU FINISH , WORK)**
8. Maria **has been looking** for a job since she left school last summer. She still **hasn't found** one . **(LOOK, NOT FIND)**
9. They **have been watching** TV the whole evening. It's their favourite film and they **have seen** it several times. **(WATCH, SEE)**
10. I **have asked** him about his new girl friend twice this week. He doesn't seem to want to answer. **(ASK)**
11. I **have just passed** my driving test. **(JUST PASS)**
12. Where **have you been** ? - At the doctor's. I **have been** ill lately **(YOU BE , BE)**
13. We **have set** the date for the marriage. It will be on May 26. **(SET)**
14. My sister **has been eating** too many sweets lately . She must try to stop. **(EAT)**
15. I **haven't seen** him for ages. I wonder what he **has been** up to. **(NOT SEE, BE)**
16. I **have been learning** French for three years now but I don't seem to be making any progress. It's so difficult **(LEARN)**.

Complete the sentences using the correct form of the present tense.

1. You can't see Jimmy now. He _____ a bath. **(HAVE)**
2. He _____ to the theatre. **(NEVER GO)**
3. Anne _____ all her clothes herself. At the moment she _____ a dress for a fancy dress party **(MAKE, MAKE)**.
4. He usually _____ coffee for breakfast, but today he _____ tea **(HAVE, HAVE)**.
5. I can't go home now because it _____ , and I _____ an umbrella. **(RAIN, NOT HAVE)**.
6. In Britain women normally _____ hats. **(NOT WEAR)**
7. The sun _____ in the east and _____ in the west **(RISE, SET)**
8. Who _____ that terrible noise outside? – It's Dad. He _____ the lawn. **(MAKE, MOW)**
9. I _____ this weekend near the coast. I _____ there nearly every weekend. **(SPEND, GO)**
10. She _____ thirty cigarettes a day but at the moment she _____ to stop. **(SMOKE, TRY)**
11. We _____ breakfast together every Sunday morning. **(HAVE)**
12. What's that smell. – It's in the kitchen. Something _____. **(BURN)**
13. Who _____ to on the phone? – It's my friend Carry. **(YOU SPEAK)**
14. I _____ overtime this month because I _____ up some money to buy a new car . **(WORK, SAVE)**
15. The moon _____ around the earth **(GO)**
16. She usually _____ languages very quickly, but she _____ problems with Chinese **(LEARN, HAVE)**.
17. _____ TV every evening ? **(YOU WATCH)**
18. He always _____ his bills on time. **(PAY)**
19. How long _____ you to get to the office? – It _____ me about half an hour **(IT TAKE, TAKE)**
20. The plane that _____ Heathrow at 9.15 is on schedule. **(LEAVE)**

KEY

1. You can't see Jimmy now. He **is having** a bath. **(HAVE)**
2. He **never goes** to the theatre. **(NEVER GO)**
3. Anne **makes** all her clothes herself. At the moment she **is making** a dress for a fancy dress party **(MAKE, MAKE)**.
4. He usually **has** coffee for breakfast, but today **he's having** tea **(HAVE, HAVE)**.
5. I can't go home now because **it's raining**, and I **don't have** an umbrella. **(RAIN, NOT HAVE)**.
6. In Britain women normally **don't wear** hats. **(NOT WEAR)**
7. The sun **rises** in the east and **sets** in the west **(RISE, SET)**
8. Who **is making** that terrible noise outside? – It's Dad. **He's mowing** the lawn. **(MAKE, MOW)**
9. **I'm spending** this weekend near the coast. I **go** there nearly every weekend. **(SPEND, GO)**
10. She **smokes** thirty cigarettes a day but at the moment she **is trying** to stop. **(SMOKE, TRY)**
11. We **have** breakfast together every Sunday morning. **(HAVE)**
12. What's that smell. – It's in the kitchen. Something **is burning**. **(BURN)**
13. Who **are you speaking** to on the phone? – It's my friend Carry. **(SPEAK)**
14. I **am working** overtime this month because **I'm saving** up some money to buy a new car. **(WORK, SAVE)**
15. The moon **goes** around the earth **(GO)**
16. She usually **learns** languages very quickly, but she **is having / has** problems with Chinese **(LEARN, HAVE)**.
17. **Do you watch** TV every evening **(YOU WATCH)**.
18. He always **pays** his bills on time. **(PAY)**
19. How long **does it take** you to get to the office? – It takes me about half an hour **(IT TAKE, TAKE)**
20. The plane that **leaves** Heathrow at 9.15 is on schedule. **(LEAVE)**

Complete the sentences using the correct form of the present tense.

1. _____ how old I am? **(YOU KNOW)**
2. How _____ to work? – I usually _____ by car, but today Jack _____ me up **(YOU GET, DRIVE, PICK)**
3. It often _____ in Ireland, but it never _____ for days on end. **(RAIN, RAIN)**
4. I usually _____ so quickly that he _____ me. **(SPEAK, NOT UNDERSTAND)**
5. Jane's husband _____. **(NOT SMOKE)**
6. Why _____ on your coat? – I _____ for a walk. – _____ to come with me? **(YOU PUT, GO, YOU WANT)**
7. I always _____ lottery tickets, but I never _____ anything. **(BUY, WIN)**
8. It _____ in Egypt. **(NOT OFTEN RAIN)**
9. _____ to him today? – Yes, I always _____ to him on his birthday. **(YOU WRITE, WRITE)**
10. Can you hear that? The car _____ such a strange noise. – It's OK. It always _____ like that. **(MAKE, SOUND)**
11. The plane that you _____ at right now _____ for Paris. **(LOOK, LEAVE)**
12. What _____ to his car? – I think he _____ it. **(HE DO, POLISH)**
13. Susan _____ to her parents every Sunday. In fact, she _____ to them today. **(WRITE, WRITE)**
14. Stop at once! You _____ the flowers every time the ball _____ in the garden! **(DESTROY, LAND)**
15. Where is Kevin? I can't find him anywhere. – He _____ with Sue in the garden **(PLAY)**.
16. She normally _____ in London, but this weekend she _____ with some friends in Liverpool. **(LIVE, STAY)**
17. Hurry up, the teacher _____ to begin! **(WAIT)**
18. I _____ a word he _____. **(NOT BELIEVE, SAY)**
19. What _____ for a living, Claire? – Well as a secretary, I _____ emails for my boss all the time. **(YOU DO, WRITE)**
20. Look over there! He _____ in a non-smoking area! **(SMOKE)**

KEY

1. **Do you know** how old I am? (**YOU KNOW**)
2. How **do you get** to work? – I usually **drive** by car, but today Jack **is picking** me up (**YOU GET, DRIVE, PICK**)
3. It often **rains** in Ireland, but it never **rains** for days on end. (**RAIN, RAIN**)
4. I usually **speak** so quickly that he **doesn't understand** me. (**SPEAK, NOT UNDERSTAND**)
5. Jane's husband **doesn't smoke**. (**NOT SMOKE**)
6. Why **are you putting** on your coat? – I **am going** for a walk. – **Do you want** to come with me? (**YOU PUT, GO, YOU WANT**)
7. I always **buy** lottery tickets, but I never **win** anything. (**BUY, WIN**)
8. It **doesn't often** rain in Egypt. (**NOT OFTEN RAIN**)
9. **Are you writing** to him today? – Yes, I always **write** to him on his birthday. (**YOU WRITE, WRITE**)
10. Can you hear that? The car **is making** such a strange noise? – It's OK. It always **sounds** like that. (**MAKE, SOUND**)
11. The plane that you **are looking** at right now **is leaving** for Paris. (**LOOK, LEAVE**)
12. What **is he doing** to his car? – I think he **is polishing** it. (**HE DO, POLISH**)
13. Susan **writes** to her parents every Sunday. In fact, she **is writing** to them today. (**WRITE, WRITE**)
14. Stop at once! You **destroy** the flowers every time the ball **lands** in the garden! (**DESTROY, LAND**)
15. Where is Kevin? I can't find him anywhere. – He **is playing** with Sue in the garden (**PLAY**).
16. She normally **lives** in London, but this weekend she **is staying** with some friends in Liverpool. (**LIVE, STAY**)
17. Hurry up, the teacher **is waiting** to begin! (**WAIT**)
18. I **don't believe** a word he **says / is saying**. (**NOT BELIEVE, SAY**)
19. What **do you do** for a living, Claire? – Well as a secretary, I **write** emails for my boss all the time. (**YOU DO, WRITE**)
20. Look over there! He **is smoking** in a non-smoking area! (**SMOKE**)

Complete the sentences using the correct form of the present tense.

1. We _____ our break now, Mr. Miller. **(TAKE)**
2. She _____ for Liverpool later in the day **(LEAVE)**.
3. The actor usually _____ a lot of fan mail, because he's so famous. **(GET)**
4. The car _____ oil. Can you repair it? **(LOSE)**
5. Dorothy _____ reading good books during her holidays. **(LOVE)**
6. My brother _____ Italy at the moment **(TOUR)**.
7. They _____ a game of cards right now. **(HAVE)**
8. I _____ a hat today because there's a very special event in town. **(WEAR)**
9. Such bad behaviour always _____ me mad. **(MAKE)**
10. Unpopular songs _____ very well. **(NOT SELL)**
11. She usually _____ out with her friends on Saturday evenings. **(GO)**
12. What _____, Mum? – It smells so good! **(YOU BAKE)**
13. _____ to the bridge club? **(YOU BELONG)**
14. The children _____ playing in the hut whenever we're at our weekend house. **(ENJOY)**
15. The headmaster rarely _____ a class. He normally _____ administrative work. **(TEACH, DO)**
16. _____ if I ask you a question? **(YOU MIND)**
17. I _____ some money because I want to travel to Spain next summer. **(CURRENTLY SAVE)**
18. What _____ ? **(THIS BOOK - COST)**
19. The boy and his father _____ a long conversation. – I wonder what they _____ about. **(HAVE, TALK)**
20. Robert _____ to catch the same bus every morning, but he _____ . **(TRY, NOT ALWAYS SUCCEED)**

KEY

1. We **are taking** our break now, Mr. Miller. **(TAKE)**
2. She **is leaving** for Liverpool later in the day **(LEAVE)**.
3. The actor usually **gets** a lot of fan mail, because he's so famous. **(GET)**
4. The car **is losing** oil. Can you repair it? **(LOSE)**
5. Dorothy **loves** reading good books during her holidays. **(LOVE)**
6. My brother **is touring** Italy at the moment **(TOUR)**.
7. They **are having** a game of cards right now. **(HAVE)**
8. I **am wearing** a hat today because there's a very special event in town. **(WEAR)**
9. Such bad behaviour always **makes** me mad. **(MAKE)**
10. Unpopular songs **do not sell** very well. **(NOT SELL)**
11. She usually **goes** out with her friends on Saturday evenings. **(GO)**
12. What **are you baking**, Mum? – It smells so good! **(YOU BAKE)**
13. **Do you belong** to the bridge club? **(YOU BELONG)**
14. The children **enjoy** playing in the hut whenever we're at our weekend house. **(ENJOY)**
15. The headmaster rarely **teaches** a class. He normally **does** administrative work.
(TEACH, DO)
16. **Do you mind** if I ask you a question? **(YOU MIND)**
17. I **am** currently **saving** some money because I want to travel to Spain next summer.
(SAVE)
18. What **does this book cost**? **(THIS BOOK – COST)**
19. The boy and his father **are having** a long conversation. – I wonder what they **are talking** about. **(HAVE, TALK)**
20. Robert **tries** to catch the same bus every morning, but he **doesn't always** succeed.
(TRY, NOT ALWAYS SUCCEED)

Complete the sentences with the correct form of the verbs in brackets.

1. I _____ the fire at 6 in the morning and when Peter came in it _____ brightly (**LIGHT, BURN**).
2. My brother _____ with his model cars when suddenly the lights _____ out. (**PLAY, GO**)
3. After I _____ him to the zoo, we _____ for a walk in the park (**TAKE, GO**).
4. _____ vodka? – Yes, I _____ it when I was in Moscow a few years ago. But I _____ any since then. (**YOU EVER DRINK, TRY, NOT DRINK**).
5. What _____ about his last book? – I _____ it a lot. (**YOU THINK, LIKE**)
6. The boys _____ in the garden when they _____ their father's steps. (**WORK, HEAR**).
7. What _____ yesterday afternoon? I _____ on my new novel. (**YOU DO, WORK**)
8. How _____ to work? – I normally _____ by car but this week I _____ the bus (**YOU USUALLY GET, GO, TAKE**)
9. Lucas _____ the guitar when someone _____ the window and _____ a bucket of water out. (**PLAY, OPEN, THROW**).
10. Up to now, Mary _____ to the United States. (**NEVER BE**)
11. My sister _____ for me when I _____. (**ALREADY WAIT, ARRIVE**)
12. I _____ this championship every year since 2005, but I _____ it this year (**WIN, LOSE**)
13. I first _____ this film in 2006 and I _____ it a couple of times since then. (**SEE, SEE**)
14. My neighbour _____ her car since 2 o'clock. She still isn't finished. (**CLEAN**)
15. I _____ Italian for two years, but I still _____ very much. (**LEARN, NOT UNDERSTAND**)
16. She _____ in South Africa now. She _____ there shortly after the war. (**LIVE, MOVE**)

KEY

1. I **lit** the fire at 6 in the morning and when Peter came in it **was burning** brightly (**LIGHT, BURN**).
2. My brother **was playing** with his model cars when suddenly the lights **went** out. (**PLAY, GO**)
3. After I **had taken** him to the zoo, we **went** for a walk in the park (**TAKE, GO**).
4. **Have you ever drunk** vodka? – Yes, I **tried** it when I was in Moscow a few years ago. But I **haven't drunk** any since then. (**YOU EVER DRINK, TRY, NOT DRINK**).
5. What **do you think** about his last book? – I **liked/ like** it a lot. (**YOU THINK, LIKE**)
6. The boys **were working** in the garden when they **heard** their father's steps. (**WORK, HEAR**).
7. What **were you doing** yesterday afternoon? I **was working** on my new novel. (**YOU DO, WORK**)
8. How **do you usually get** to work? – I normally **go** by car but this week I **am taking** the bus (**YOU USUALLY GET, GO, TAKE**)
9. Lucas **was playing** the guitar when someone **opened** the window and **threw** a bucket of water out. (**PLAY, OPEN, THROW**).
10. Up to now, Mary **has never been** to the United States. (**NEVER BE**)
11. My sister **was already waiting** for me when I **arrived**. (**ALREADY WAIT, ARRIVE**)
12. I **have won** this championship every year since 2005, but I **have lost / lost** it this year (**WIN, LOSE**)
13. I first **saw** this film first in 2006 and I **have seen** it a couple of times since then. (**SEE, SEE**)
14. My neighbour **has been cleaning** her car since 2 o'clock. She still isn't finished. (**CLEAN**)
15. I **have been learning** Italian for two years, but I still **don't understand** very much. (**LEARN, NOT UNDERSTAND**)
16. She **lives / is living** in South Africa now. She **moved** there shortly after the war. (**LIVE, MOVE**)

Complete the sentences with the correct form of the verbs in brackets.

1. _____ a famous person in his life? **(PAUL EVER MEET)**
2. The teacher _____ something on the blackboard when suddenly the headmaster _____ into the classroom. **(WRITE, BURST)**
3. My mum _____ at the office lately. She has got a cold. **(NOT BE)**
4. The speaker _____ writing a letter to the chairman. Here it is. **(JUST FINISH)**
5. After they _____ the top of the hill, they _____ a break. **(REACH, TAKE)**
6. The Romans _____ roads some of which still exist today. **(BUILD)**
7. I _____ to the disco for ages. - Let's go tomorrow. **(NOT GO)**
8. _____ your holidays in Greece? It's a wonderful country. **(YOU EVER SPEND)**
9. I _____ my son to swimming practice every week. **(DRIVE)**
10. We _____ a fantastic film on TV last night, but I _____ its name. **(SEE, NOT REMEMBER)**
11. He told us that he _____ on a cruise trip before. **(NEVER BE)**
12. Most of the world's elephants _____ in Africa and Asia. **(LIVE)**
13. The boss _____ to the mayor at the moment. You can't interrupt him. **(TALK)**
14. While Frank _____ the newspaper, Jill _____ breakfast **(READ, PREPARE)**
15. You _____ tea, don't you? **(NORMALLY DRINK)**
16. I _____ him in the past two weeks. Where _____ all the time? **(NOT SEE, HE BE)**
17. The headmaster punished the pupils because they _____ trouble a few weeks before. **(CAUSE)**
18. I _____ in the garden the whole day yesterday. **(WORK)**
19. I _____ to call you last night, but you _____ up the phone. **(TRY, NOT PICK)**
20. I _____ for three hours now. There is still no sight of him. **(WAIT)**

KEY

1. **Has Paul ever** met a famous person in his life? (**PAUL EVER MEET**)
2. The teacher **was writing** something on the blackboard when suddenly the headmaster **burst** into the classroom. (**WRITE, BURST**)
3. My mum **hasn't been** at the office lately. She has got a cold. (**NOT BE**)
4. The speaker **has just finished** writing a letter to the chairman. Here it is. (**JUST FINISH**)
5. After they **had reached** the top of the hill, they **took** a break. (**REACH, TAKE**)
6. The Romans **built** roads some of which still exist today. (**BUILD**)
7. I **haven't gone** to the disco for ages. - Let's go tomorrow. (**NOT GO**)
8. **Have you ever spent** your holidays in Greece? It's a wonderful country. (**YOU EVER SPEND**)
9. I **drive** my son to swimming practice every week. (**DRIVE**)
10. We **saw** a fantastic film on TV last night, but I **don't remember** its name. (**SEE, NOT REMEMBER**)
11. He told us that he **had never been** on a cruise trip before. (**NEVER BE**)
12. Most of the world's elephants **live** in Africa and Asia. (**LIVE**)
13. The boss **is talking** to the mayor at the moment. You can't interrupt him. (**TALK**)
14. While Frank **was reading** the newspaper, Jill **was preparing** breakfast (**READ, PREPARE**)
15. You **normally drink** tea, don't you? (**NORMALLY DRINK**)
16. I **haven't seen** him in the past two weeks. Where **has he been** all the time? (**NOT SEE, HE BE**)
17. The headmaster punished the pupils because they **had caused / had been causing** trouble a few weeks before. (**CAUSE**)
18. I **was working** in the garden the whole day yesterday. (**WORK**)
19. I **tried** to call you last night, but you **didn't pick** up the phone. (**TRY, NOT PICK**)
20. I **have been waiting** for three hours now. There is still no sight of him. (**WAIT**)

Complete the sentences with the correct form of the verbs in brackets.

1. After they _____ home from their honeymoon, they _____ building their new house. **(COME, START)**
2. Two years ago, my brother _____ an accident and he _____ since then. **(HAVE, NOT RECOVER)**
3. When I _____ home last night, my children _____ chess. **(COME, PLAY)**
4. I would have come yesterday if I _____ anything to do. **(NOT HAVE)**
5. She _____ happy after he _____ her a bunch of roses. **(BE, GIVE)**
6. Last year _____ a good year, but this year _____ very successful up to now. **(BE, NOT BE)**
7. After Dick _____ his work, he _____ Harry. **(FINISH, CALL)**
8. Yesterday the phone _____ three times while we _____ dinner. **(RING, HAVE)**
9. After five years of travelling through Asia I _____ back to Europe next week. I _____ a flight. **(COME, ALREADY BOOK)**
10. Grass normally _____ best when it rains. **(GROW)**
11. When I _____ home, I saw that my wife _____ off our daughter's hair. **(COME, CUT)**
12. Who _____ the guitar upstairs? – It's Mary. She _____ for the concert tomorrow. **(PLAY, REHEARSE)**
13. After she _____ on holiday, she _____ much better. **(BE, FEEL)**
14. I _____ in this line for ages. It _____ at all in the last five minutes. **(STAND, NOT MOVE)**
15. How many games _____ so far this year? – Only 2. – And how many _____ last year? – About 10. **(YOU PLAY, YOU PLAY)**
16. We _____ married next June. **(GET)**
17. In yesterday's paper I _____ that a fire _____ out in my neighbourhood **(READ, BREAK)**.
18. While I _____ with a lovely girl, the whole crowd _____ us. **(DANCE, WATCH)**.

KEY

1. After they **had come** home from their honeymoon, they **started** building their new house. **(COME, START)**
2. Two years ago, my brother **had** an accident and he **hasn't recovered** since then. **(HAVE, NOT RECOVER)**
3. When I **came** home last night, my children **were playing** chess. **(COME, PLAY)**
4. I would have come yesterday if I **hadn't had** anything to do. **(NOT HAVE)**
5. She **was** happy after he **had given** her a bunch of roses. **(BE, GIVE)**
6. Last year **was** a good year, but this year **hasn't been** very successful up to now. **(BE, NOT BE)**
7. After Dick **had finished** his work, he **called** Harry. **(FINISH, CALL)**
8. Yesterday the phone **rang** three times while we **were having** dinner. **(RING, HAVE)**
9. After five years of travelling through Asia I **am coming / am going to come / will come** back to Europe next week. I **have already booked / already booked** a flight. **(COME, ALREADY BOOK)**
10. Grass normally **grows** best when it rains. **(GROW)**
11. When I **came** home, I saw that my wife **had cut / was cutting** off our daughter's hair. **(COME, CUT)**
12. Who **is playing** the guitar upstairs? – It's Mary. She **is rehearsing** for the concert tomorrow. **(PLAY, REHEARSE)**
13. After she **had been** on holiday, she **felt** much better. **(BE, FEEL)**
14. I **have been standing** in this line for ages. It **hasn't moved** at all in the last five minutes. **(STAND, NOT MOVE)**
15. How many games **have you played** so far this year? – Only 2. – And how many **did you play** last year? – About 10. **(YOU PLAY, YOU PLAY)**
16. We **are getting** married next June. **(GET)**
17. In yesterday's paper I **read** that a fire **had broken** out in my neighbourhood **(READ, BREAK)**.
18. While I **was dancing** with a lovely girl, the whole crowd **was watching** us. **(DANCE, WATCH)**.

Complete the sentences with the correct form of the present perfect tense.

1. I _____ the book you gave me, so you can have it back now. **(READ)**
2. You look tired. You _____ too hard lately. **(PROBABLY WORK)**
3. Rachel _____ around Europe for two months now. At the moment, she's in Barcelona. She _____ six countries so far. **(TRAVEL, VISIT)**
4. Is it still raining? – No, it _____ but the streets are still wet. **(ALREADY STOP)**
5. I _____ at your report for some time, but I must say I can't agree with you on a few things. **(LOOK)**
6. James _____ the new *Harry Potter* novel for hours now. He simply can't let it go. **(READ)**
7. I _____ this few times, but I'll say it again. **(ALREADY SAY)**
8. The two brothers _____ films since they left high school. **(MAKE)**
9. Look! Someone _____ that window! **(BREAK)**
10. I _____ to him, but he _____ me an answer yet. **(ALREADY WRITE, NOT GIVE)**
11. You are too late. The patient _____. **(JUST DIE)**
12. The manager isn't here. He's away on holiday. – Where _____ ? **(HE GO)**
13. They _____ from New York. **(JUST ARRIVE)**
14. _____ in the rain the whole time? Why _____ you in? **(YOU STAND, ANYONE NOT LET)**
15. Mr Benson _____ the whole morning. So far, he _____ three fish. **(FISH, CATCH)**
16. The company _____ money with this product for ages. It's time to stop producing it. **(LOSE)**
17. She _____ Charles since she was 17. They _____ in the same town for over 20 years. **(KNOW, LIVE)**
18. John _____ off his bike again. It's the third time now! **(FALL)**

KEY

1. I **have read** the book you gave me, so you can have it back now. **(READ)**
2. You look tired. You **have probably been working** too hard lately. **(PROBABLY WORK)**
3. Rachel **has been travelling** around Europe for two months now. At the moment, she's in Barcelona. She **has visited** six countries so far. **(TRAVEL, VISIT)**
4. Is it still raining? – No, it **has already stopped** but the streets are still wet. **(ALREADY STOP)**
5. I **have been looking** at your report for some time, but I must say I can't agree with you on a few things. **(LOOK)**
6. James **has been reading** the new *Harry Potter* novel for hours now. He simply can't let it go. **(READ)**
7. I **have already said** this few times, but I'll say it again. **(ALREADY SAY)**
8. The two brothers **have been making** films since they left high school. **(MAKE)**
9. Look! Someone **has broken** that window! **(BREAK)**
10. I **have already written** to him, but he **hasn't given** me an answer yet. **(ALREADY WRITE, NOT GIVE)**
11. You are too late. The patient **has just died**. **(JUST DIE)**
12. The manager isn't here. He's away on holiday. – Where **has he gone**? **(HE GO)**
13. They **have just arrived** from New York. **(JUST ARRIVE)**
14. **Have you been standing** in the rain the whole time? Why **hasn't anyone let** you in? **(YOU STAND, ANYONE NOT LET)**
15. Mr Benson **has been fishing** the whole morning. So far, he **has caught** three fish. **(FISH, CATCH)**
16. The company **has been losing** money with this product for ages. It's time to stop producing it. **(LOSE)**
17. She **has known** Charles since she was 17. They **have been living** in the same town for over 20 years. **(KNOW, LIVE)**
18. John **has fallen** off his bike again. It's the third time now! **(FALL)**

Complete the sentences using the simple form of the past or past perfect tense.

1. By the time we _____ to the stadium, the performance _____, so we missed the first two songs. **(GET, ALREADY START)**
2. When we _____ in Spain the airport management told us that they _____ our luggage. **(ARRIVE, LOSE)**
3. After I _____ a large meal, I _____ to feel sick. **(HAVE, START)**
4. The shoes were very clean because I _____ hours cleaning them. **(SPEND)**
5. It _____ his first trip to India. He _____ there several times before. **(NOT BE, BE)**
6. My neighbour told me that she _____ a new car a month before. **(BUY)**
7. Yesterday I _____ downtown to see Peter. I _____ him for months. **(GO, NOT MEET)**
8. I _____ *Matrix* for the first time yesterday. I _____ it before. **(SEE, NEVER SEE)**
9. She _____ him for very long when she _____ to get married. **(NOT KNOW, DECIDE)**
10. When he _____, the party was over. Everyone _____. **(ARRIVE, ALREADY LEAVE)**
11. I was happy after I _____ my first lesson as an instructor. **(FINISH)**
12. I visited the hospital where the ambulance _____ my mother. **(TAKE)**
13. Everyone _____ the house by the time I _____ home. **(LEAVE, COME)**
14. As soon as he _____ the old clock on the wall it _____ again **(REPAIR, BREAK)**
15. I _____ a new car because my old one _____. **(BUY, BE STEAL)**
16. The teacher asked me why I _____ my homework. **(NOT DO)**

KEY

1. By the time we **got** to the stadium, the performance **had already started**, so we missed the first two songs. **(GET, ALREADY START)**
2. When we **arrived** in Spain the airport management told us that they **had lost** our luggage. **(ARRIVE, LOSE)**
3. After I **had had** a large meal, I **started** to feel sick. **(HAVE, START)**
4. The shoes were very clean because I **had spent** hours cleaning them. **(SPEND)**
5. It **was not** his first trip to India. He **had been** there several times before. **(NOT BE, BE)**
6. My neighbour told me that she **had bought** a new car a month before. **(BUY)**
7. Yesterday I **went** downtown to see Peter. I **hadn't met** him for months. **(GO, NOT MEET)**
8. I saw *Matrix* for the first time yesterday. I **had never seen** it before. **(SEE, NEVER SEE)**
9. She **hadn't known** him for very long when she **decided** to get married. **(NOT KNOW, DECIDE)**
10. When he **arrived**, the party was over. Everyone **had already left**. **(ARRIVE, ALREADY LEAVE)**
11. I was happy after I **had finished** my first lesson as an instructor. **(FINISH)**
12. I visited the hospital where the ambulance **had taken** my mother. **(TAKE)**
13. Everyone **had left** the house by the time I **came** home. **(LEAVE, COME)**
14. As soon as he **had repaired** the old clock on the wall it **broke** again **(REPAIR, BREAK)**
15. I **bought** a new car because my old one **had been stolen** **(BUY, BE STEAL)**
16. The teacher asked me why I **had not done** my homework. **(NOT DO)**

Write sentences, using the tense given.

1. I - read - book (**present perfect progressive**)

2. I - go - the doctor - next Monday (**present progressive**)

3. They - have - an accident (**past perfect simple**)

4. We - can - climb - top of the mountain (**past simple**)

5. What - you - think - of England? (**present simple**)

6. We - study- the whole evening (**present perfect progressive**)

7. I- walk - down - street (**past progressive**)

8. My sister - never - read - books (**present simple**)

9. We - wander - two hours (**past perfect progressive**)

10. When - she - get - married? (**present progressive**)

11. Jane - cannot - walk - after the accident (**past simple**)

12. I - never - be - to India (**present perfect simple**)

13. I - think - I - go to bed - now (**future**)

14. He - not feel - well - yesterday (**past simple**)

15. My dad - work - as an accountant (**present simple**)

16. We - play - basketball - yesterday afternoon (**past progressive**)

KEY

1. I – read – book (**present perfect progressive**)
I have been reading a book.
2. I – go – the doctor – next Monday (**present progressive**)
I am going to the doctor next Monday.
3. They – have – an accident (**past perfect simple**)
They had had an accident.
4. We – can – climb – top of the mountain (**past simple**)
We could / were able to climb to the top of the mountain.
5. What – you – think – of England? (**present simple**)
What do you think of England?
6. We – study- the whole evening (**present perfect progressive**)
We have been studying the whole evening.
7. I- walk – down – street (**past progressive**)
I was walking down the street.
8. My sister – never – read – books (**present simple**)
My sister never reads books.
9. We – wander – two hours (**past perfect progressive**)
We had been wandering for two hours.
10. When – she – get – married? (**present progressive**)
When is she getting married?
11. Jane – cannot – walk – after the accident (**past simple**)
Jane could not / was not able to walk after the accident.
12. I – never – be – to India (**present perfect simple**)
I have never been to India.
13. I – think -I – go to bed – now (**future**)
I think I'll go to bed now.
14. He – not feel – well – yesterday (**past simple**)
He didn't feel well yesterday.
15. My dad – work – as an accountant (**present simple**)
My dad works as an accountant.
16. We – play – basketball – yesterday afternoon (**past progressive**)
We were playing basketball yesterday afternoon.

Complete the sentences using the correct form of the verb in brackets.

1. I _____ since nine in the morning, but I _____ yet. **(WORK, NOT FINISH)**
2. _____ to my sister yesterday? – No, I _____ her for a long time. **(YOU SPEAK, NOT SEE)**
3. I couldn't come to the party on Friday because I _____ ill the whole week. **(BE)**
4. They _____ a game of cards when the headmaster entered the classroom. **(PLAY)**
5. He usually _____ to see me every day, but he _____ yet today. **(COME, NOT COME)**
6. What _____ since the last time I saw you? **(YOU DO)**
7. It _____ so cold last night that the water in the lake _____. **(BE, FREEZE)**
8. Jack and Jill _____ married next October. **(GET)**
9. After they _____ building the bridge, they started constructing a new road. **(FINISH)**
10. Mary _____ a new hat when suddenly the wind _____ it away. **(WEAR, BLOW)**
11. She normally _____ the bus to work but today her dad _____ her. **(TAKE, DRIVE)**
12. He _____ his keys. He _____ for them since yesterday, but he _____ them yet. **(LOSE, LOOK, NOT FIND)**
13. Where is Jean? – She _____ her homework. **(STILL DO)**
14. I am not English. I _____ from Australia. **(COME)**
15. They _____ for four hours when they finally reached the village. **(HIKE)**
16. Since when _____ that new car? – When _____ it? **(YOU HAVE, YOU BUY)**
17. When I _____ a child, I _____ to know a lot of fairy tales. **(BE, USE)**
18. I think I _____ a drink now. I'm so nervous. **(HAVE)**
19. It _____ her for the past five weeks **(NOT RAIN)**
20. _____ to China? – Yes, I _____ there on a business trip a few months ago. **(YOU EVER BE, BE)**

Key

1. I **have been working** since nine in the morning, but I **haven't finished** yet. (**WORK, NOT FINISH**)
2. **Did you speak** to my sister yesterday? – No, I **haven't seen** her for a long time. (**YOU SPEAK, NOT SEE**)
3. I couldn't come to the party on Friday because I **had been** ill the whole week. (**BE**)
4. They **were playing** a game of cards when the headmaster entered the classroom. (**PLAY**)
5. He usually **comes** to see me every day, but he **hasn't come** yet today. (**COME, NOT COME**)
6. What **have you been doing** since the last time I saw you? (**YOU DO**)
7. It **was** so cold last night that the water in the lake **froze**. (**BE, FREEZE**)
8. Jack and Jill **are getting** married next October. (**GET**)
9. After they **had finished** building the bridge, they started constructing a new road. (**FINISH**)
10. Mary **was wearing** a new hat when suddenly the wind **blew** it away. (**WEAR, BLOW**)
11. She normally **takes** the bus to work but today her dad **is driving** her. (**TAKE, DRIVE**)
12. He **has lost** his keys. He **has been looking** for them since yesterday, but he **hasn't found** them yet. (**LOSE, LOOK, NOT FIND**)
13. Where is Jean? – She **is still doing** her homework. (**STILL DO**)
14. I am not English. I **come** from Australia. (**COME**)
15. They **had been hiking** for four hours when they finally reached the village. (**HIKE**)
16. Since when **have you had** that new car? – When **did you buy** it? (**YOU HAVE, YOU BUY**)
17. When I **was** a child, I **used** to know a lot of fairy tales. (**BE, USE**)
18. I think **I'll have** a drink now. I'm so nervous. (**HAVE**)
19. It **hasn't rained** her for the past five weeks (**NOT RAIN**)
20. **Have you ever been** to China? – Yes, I **was** there on a business trip a few months ago. (**YOU EVER BE, BE**)

Fill in the correct form of the verbs in brackets. Use past or present perfect tense - simple or progressive.

Dear Janet

I hope you're OK. Unfortunately, I'm not. The doctor _____ (**COME**) yesterday. He _____ (**NOT LIKE**) my cough. I _____ (**LIE**) in bed since Tuesday, and I can't stand it anymore. I _____ (**NEVER BE**) ill like this before - don't know what's the matter with me.

And the weather's terrible, too. It _____ (**RAIN**) the whole week and I can't even have a cup of tea in the morning to cheer myself up, because the milkman _____ (**NOT COME**) this morning. Don't know why - I'm pretty sure I _____ (**PAY**) his bill.

Alice _____ (**GET**) married last week, so now all Mary's kids _____ (**LEAVE**) home. She won't know what to do with herself, will she?

Lucy Millmann is moving to Doncaster next month. Since Fred _____ (**DIE**) of a heart attack she _____ (**BE**) all alone. I'm sorry she's going. We _____ (**BE**) neighbours for over twenty years and she _____ (**ALWAYS , BE**) friendly and helpful to me.

Jessica, my cleaning lady, _____ (**LEAVE**) a few days ago. I'm glad. I _____ (**NOT TRUST**) her since she _____ (**BREAK**) all those plates and _____ (**SAY**) it _____ (**BE**) the cat.

The village _____ (**NOT CHANGE**) very much. A new family _____ (**TAKE**) over the grocery store recently. They seem quite nice. I hope they are more efficient than the last shopkeeper.

So that's about it. Please write to me when there's something new.

Love, Patricia

KEY

Dear Janet

I hope you're OK. Unfortunately, I'm not. The doctor **came** (**COME**) yesterday. He **didn't like** (**NOT LIKE**) my cough. I **have been lying** (**LIE**) in bed since Tuesday, and I can't stand it anymore. I **have never been** (**NEVER BE**) ill like this before - don't know what's the matter with me.

And the weather's terrible, too. It **has been raining** (**RAIN**) the whole week and I can't even have a cup of tea in the morning to cheer myself up, because the milkman **hasn't come** (**NOT COME**) this morning. Don't know why - I'm pretty sure I **have paid** (**PAY**) his bill.

Alice **got** (**GET**) married last week, so now all Mary's kids **have left** (**LEAVE**) home. She won't know what to do with herself, will she?

Lucy Millmann is moving to Doncaster next month. Since Fred **died** (**DIE**) of a heart attack she **has been** (**BE**) all alone. I'm sorry she's going. We **have been** (**BE**) neighbours for over twenty years and she **has always been** (**ALWAYS , BE**) friendly and helpful to me.

Jessica, my cleaning lady, **left** (**LEAVE**) a few days ago. I'm glad. I **haven't trusted** (**NOT TRUST**) her since she **broke** (**BREAK**) all those plates and **said** (**SAY**) it **was** (**BE**) the cat.

The village **hasn't changed** (**NOT CHANGE**) very much. A new family **has taken** (**TAKE**) over the grocery store recently. They seem quite nice. I hope they are more efficient than the last shopkeeper.

So that's about it. Please write to me when there's something new.

Love, Patricia

Complete the sentences using the correct form of the verb in brackets.

1. While I _____ in the garden I fell and _____ by back. **(WORK, INJURE)**
2. He _____ the same suits. It's pretty boring to see him in the same clothes all the time. **(ALWAYS WEAR)**
3. He usually _____ the newspaper in the morning but when I _____ him yesterday, he _____ a book. **(READ, SEE, READ)**
4. When I was in school during my youth, I _____ a few good maths teachers. **(HAVE)**
5. During the Middle Ages, they often _____ down witches and _____ them at the stake. **(HUNT, BURN)**
6. I _____ better than I do now. **(NEVER FEEL)**
7. When I spoke to him, the rumour _____ throughout the village. **(ALREADY SPREAD)**
8. I normally _____ my tea without milk. **(HAVE)**
9. When mum _____ into the living room, she saw that her son _____ with his friends. **(COME, SMOKE)**
10. Who _____ to? – He _____ to his sister, who is in Australia at the moment. **(HE WRITE, WRITE)**
11. I have to hurry. My producer _____ for me for two hours. He _____ furious! **(WAIT, BE)**
12. Before he _____ for the US, he _____ all his belongings to a second-hand shop. **(LEAVE, SELL)**
13. Who _____ when I came in? – I _____ my dad whom I _____ to for over two weeks. **(YOU CALL, CALL, NOT TALK)**
14. I hope I _____ the project by the end of September, but I'm not so sure. **(FINISH)**
15. You can't see him now. He _____ at the moment and I can't wake him up. **(SLEEP)**
16. He _____ hard on his performance recently. **(WORK)**
17. The results were better than I _____. **(EXPECT)**
18. There was nobody in the car, even though the engine _____. **(RUN)**
19. As soon as I get more information, I _____ you **(CALL)**
20. Look at your fingers. You _____ too much. **(SMOKE)**

KEY

1. While I **was working** in the garden I fell and **injured** by back. **(WORK, INJURE)**
2. He **always wears** the same suits. It's pretty boring to see him in the same clothes all the time. **(ALWAYS WEAR)**
3. He usually **reads** the newspaper in the morning but when I **saw** him yesterday, he **was reading** a book. **(READ, SEE, READ)**
4. When I was in school during my youth, I **had** a few good maths teachers. **(HAVE)**
5. During the Middle Ages, they often **hunted** down witches and **burned** them at the stake. **(HUNT, BURN)**
6. I **have never felt** better than I do now. **(NEVER FEEL)**
7. When I spoke to him, the rumour **had already spread** throughout the village. **(ALREADY SPREAD)**
8. I normally **have** my tea without milk. **(HAVE)**
9. When mum **came** into the living room, she saw that her son **was smoking** with his friends. **(COME, SMOKE)**
10. Who **is he writing** to? – He **is writing** to his sister, who is in Australia at the moment. **(HE WRITE, WRITE)**
11. I have to hurry. My producer **has been waiting** for me for two hours. He **'ll** be furious! **(WAIT, BE)**
12. Before he **left/leaves** for the US, he **had sold/ will sell** all his belongings to a second-hand shop. **(LEAVE, SELL)**
13. Who **were you calling** when I came in? – I **was calling** my dad whom I **haven't talked** to for over two weeks. **(YOU CALL, CALL, NOT TALK)**
14. I hope I **will finish** the project by the end of September, but I'm not so sure. **(FINISH)**
15. You can't see him now. He **is sleeping** at the moment and I can't wake him up. **(SLEEP)**
16. He **has been working** hard on his performance recently. **(WORK)**
17. The results were better than I **had expected**. **(EXPECT)**
18. There was nobody in the car, even though the engine **was running**. **(RUN)**
19. As soon as I get more information, I **will call** you **(CALL)**
20. Look at your fingers. You **smoke/ have been smoking** too much. **(SMOKE)**

Complete the sentences using the correct form of the verb in brackets.

1. When I saw him last, he _____ married for so long **(NOT BE)**.
2. I _____ that Thomas is in Australia at the moment. **(JUST HEAR)**
3. What _____ between 9 and 12 yesterday morning? – I _____ the house the whole morning. **(YOU DO, CLEAN)**
4. _____ all morning? – I _____ the doorbell for over 20 minutes. **(YOU SLEEP, RING)**
5. After he _____ the letter, he _____ it. **(READ, BURN)**
6. How long _____ Henry? **(YOU KNOW)**
7. You look pretty worried. – What _____? **(HAPPEN)**
8. When we arrived at the stadium, the game _____. **(ALREADY, START)**
9. When _____? – It _____ at 9.15 from Waterloo. **(YOUR TRAIN LEAVE, LEAVE)**
10. We wanted to stay longer, but we _____ any money left. **(NOT HAVE)**
11. The Howards _____ and _____ TV when suddenly the masked men _____ in. **(SIT, WATCH, COME)**
12. He _____ the guitar for over two hours. When _____? **(PLAY, HE STOP)**
13. _____ up smoking? – Yes, I _____ it once a few years ago, but I _____ on so much weight that I _____ again. **(YOU EVER GIVE, TRY, PUT, START)**
14. _____ the good news? Ann and Peter _____ married next summer. **(YOU HEAR, GET)**
15. After he _____ the documentary about Wales, he _____ to go there. **(SEE, WANT)**
16. We _____ into our new house next Tuesday. **(MOVE)**
17. I expect that everyone I invited _____ there **(BE)**
18. Henry _____ in London right now. He _____ architecture at a famous university. **(LIVE, STUDY)**
19. Can _____ chess? – Well, I can _____ a little but I _____ any real matches since I left school. **(YOU PLAY, PLAY, NOT PLAY)**
20. I _____ for my club for the past 15 years. I _____ my first championship game back in 2009. **(PLAY, WIN)**

KEY

1. When I saw him last, he **hadn't been** married for so long **(NOT BE)**.
2. I **have just heard** that Thomas is in Australia at the moment. **(JUST HEAR)**
3. What **were you doing** between 9 and 12 yesterday morning? – I **was cleaning** the house the whole morning. **(YOU DO, CLEAN)**
4. **Have you been sleeping** all morning? – I **have been ringing** the doorbell for over 20 minutes. **(YOU SLEEP, RING)**
5. After he **had read** the letter, he **burned** it. **(READ, BURN)**
6. How long **have you known** Henry? **(YOU KNOW)**
7. You look pretty worried. – What **happened/ has happened?** **(HAPPEN)**
8. When we arrived at the stadium, the game **had already started**. **(ALREADY, START)**
9. When **is your train leaving/ does your train leave?** – It **leaves** at 9.15 from Waterloo. **(YOUR TRAIN LEAVE, LEAVE)**
10. We wanted to stay longer, but we **didn't have** any money left. **(NOT HAVE)**
11. The Howards **were sitting** and **watching** TV when suddenly the masked men **came** in. **(SIT, WATCH, COME)**
12. He **has been playing** the guitar for over two hours. When **is he going to stop/ will he stop?** **(PLAY, STOP)**
13. **Have you ever given** up smoking? – Yes, I **tried** it once a few years ago, but I **put** on so much weight that I **started** again. **(YOU EVER GIVE UP, TRY, PUT, START)**
14. **Have you heard** the good news? Ann and Peter **are getting** married next summer. **(YOU HEAR, GET)**
15. After he **had seen** the documentary about Wales, he **wanted** to go there. **(SEE, WANT)**
16. We **are moving** into our new house next Tuesday. **(MOVE)**
17. I expect that everyone I invited **will be/ are going to be** there **(BE)**
18. Henry **is living** in London right now. He's **studying** architecture at a famous university. **(LIVE, STUDY)**
19. Can **you play** chess? – Well, I can **play** a little but I **haven't played** any real matches since I left school. **(YOU PLAY, PLAY, NOT PLAY)**
20. I **have been playing** for my club for the past 15 years. I **won** my first championship game back in 2009. **(PLAY, WIN)**

Complete the sentences using the correct form of the verb in brackets.

1. After I _____ my old house, I _____ looking for a new one to buy. **(SELL, START)**
2. Ann _____ at the airport. I'll go and meet her. **(JUST ARRIVE)**
3. Where _____ your holidays this summer? **(YOU SPEND)**
4. I _____ the weekend in New York. - _____ to come with me? **(SPEND, YOU WANT)**
5. They usually _____ golf on Saturday afternoon, but this weekend they _____ up north to their relatives. **(PLAY, TRAVEL)**
6. My daughter _____ me where she is, so I _____ her whereabouts. **(NEVER TELL, NOT KNOW)**
7. What _____ yesterday afternoon? - I _____ the car while my wife _____ the house. **(YOU DO, REPAIR, CLEAN)**
8. Have you got a driving licence? - Yes, I do, but I _____ a car for ages. **(NOT DRIVE)**
9. Why _____ so fast today? You normally _____ much slower. **(YOU WALK, WALK)**
10. _____ by plane? - Yes, I _____ to America a few years ago. **(EVER TRAVEL, FLY)**
11. He wasn't able to play because he _____ an ankle injury the week before. **(SUFFER)**
12. When I saw him, he _____ a picture of his wife. **(TAKE)**
13. After he _____ to church with his family, he _____ them to a marvellous Chinese restaurant. **(GO, TAKE)**
14. She _____ in this neighbourhood since April. She _____ here after her husband _____. **(LIVE, MOVE, DIE)**
15. _____ the documentary about 9/11 on TV yesterday evening? **(YOU SEE)**
16. I _____ for 15 years. I _____ 16 when I _____. **(SMOKE, BE, START)**
17. I _____ you a book last week. _____ it yet? **(GIVE, YOU READ)**
18. John _____ a shower when the doorbell _____, so he couldn't answer it. **(HAVE, RING)**
19. The match _____ at 7.30 and the two teams _____ for two hours now. **(START, PLAY)**
20. The new outlet _____ on Monday. **(OPEN)**

KEY

1. After I **had sold** my old house, I **started** looking for a new one to buy. (**SELL, START**)
2. Ann **has just arrived** at the airport. I'll go and meet her. (**JUST ARRIVE**)
3. Where **are you spending/ are you going to spend** your holidays this summer? (**YOU SPEND**)
4. I'm **spending** the weekend in New York. - **Do you want** to come with me? (**SPEND, YOU WANT**)
5. They usually **play** golf on Saturday afternoon, but this weekend they **are travelling** up north to their relatives. (**PLAY, TRAVEL**)
6. My daughter **never tells** me where she is, so I **don't know** her whereabouts. (**NEVER TELL, NOT KNOW**)
7. What **were you doing** yesterday afternoon? - I **was repairing** the car while my wife **was cleaning** the house. (**YOU DO, REPAIR, CLEAN**)
8. Have you got a driving licence? - Yes, I do, but I **haven't driven** a car for ages. (**NOT DRIVE**)
9. Why **are you walking** so fast today? You normally **walk** much slower. (**YOU WALK, WALK**)
10. **Have you ever travelled** by plane? - Yes, I **flew** to America a few years ago. (**EVER TRAVEL, FLY**)
11. He wasn't able to play because he **had suffered** an ankle injury the week before. (**SUFFER**)
12. When I saw him, he **was talking** a picture of his wife. (**TAKE**)
13. After he **had gone** to church with his family, he **took** them to a marvellous Chinese restaurant. (**GO, TAKE**)
14. She **has been living** in this neighbourhood since April. She **moved** here after her husband **had died**. (**LIVE, MOVE, DIE**)
15. **Did you see** the documentary about 9/11 on TV yesterday evening? (**YOU SEE**)
16. I **have been smoking** for 15 years. I **was** 16 when I **started**. (**SMOKE, BE, START**)
17. I **gave** you a book last week. **Have you read** it yet? (**GIVE, YOU READ**)
18. John **was having** a shower when the doorbell **rang**, so he couldn't answer it. (**HAVE, RING**)
19. The match **started** at 7.30 and the two teams **have been playing** for two hours now. (**START, PLAY**)
20. The new outlet **opens/is opening/ will open** on Monday. (**OPEN**)

Complete the sentences using the correct form of the present tense.

1. It often _____ in Ireland. That's why they call it the "*Green Island*". But it _____ there at the moment. **(RAIN, NOT RAIN)**
2. Such behaviour normally _____ me furious **(MAKE)**.
3. I _____ a word he says. **(NOT BELIEVE)**
4. I _____ a hat today because it's such a special event. **(WEAR)**
5. Susan _____ an email to her parents nearly every Saturday evening. **(WRITE)**
6. Stop right now! You _____ the flowers every time the ball _____ in the flower bed. **(BREAK, LAND)**
7. Where is Jimmy? – I don't know. I _____ he _____ tennis with his younger brother, Mark. **(THINK, PLAY)**
8. My mum _____ a party for her best friends once a year. **(ORGANISE)**
9. She _____ in London, but she _____ with friends up in Scotland. **(LIVE, CURRENTLY STAY)**
10. Our headmaster rarely _____ a class. He _____ a lot of administrative work to do. **(TEACH, HAVE)**
11. As the private secretary of the boss I _____ up to a hundred emails every day. **(READ)**
12. Look at her! – She _____ in a non-smoking area. **(SMOKE)**
13. _____ to a tennis club? **(YOU BELONG)**
14. Dana _____ reading a good novel **(LOVE)**.
15. Songs that are not very popular _____ very well. **(NOT SELL)**
16. My brother isn't here. He _____ Spain at the moment. **(TOUR)**
17. Tom always _____ the strangest questions in class. **(ASK)**
18. I _____ lottery tickets every week, but I _____ anything **(BUY, NEVER WIN)**
19. You can't disturb them. They _____ a game of cards. **(PLAY)**
20. Can't you see that I _____ on my thesis? – I _____ you to disturb me. **(WORK, NOT WANT)**
21. Our children _____ going skiing with us. **(ENJOY)**
22. The plane _____ the runway now. You are too late. **(LEAVE)**
23. I _____ websites for a living. What _____? **(CREATE, YOU DO)**
24. She _____ of leaving home and going to Australia for a year. **(THINK)**
25. I told you that I _____ with you any more. You're simply not a team player. **(NOT WORK)**

KEY

1. It often **rains** in Ireland. That's why they call it the "*Green Island*". But **it's not raining** there at the moment. **(RAIN, NOT RAIN)**
2. Such behaviour normally **makes** me furious **(MAKE)**.
3. I **don't believe** a word he says. **(NOT BELIEVE)**
4. I **am wearing** a hat today because it's such a special event. **(WEAR)**
5. Susan **writes** an email to her parents nearly every Saturday evening. **(WRITE)**
6. Stop right now! You **break** the flowers every time the ball **lands** in the flower bed. **(BREAK, LAND)**
7. Where is Jimmy? – I don't know. I **think he's playing** tennis with his younger brother, Mark. **(THINK, PLAY)**
8. My mum **organises** a party for her best friends once a year. **(ORGANISE)**
9. She **lives** in London, but she **is** currently **staying** with friends up in Scotland. **(LIVE, STAY)**
10. Our headmaster rarely **teaches** a class. He **has** a lot of administrative work to do. **(TEACH, HAVE)**
11. As the private secretary of the boss I **read** up to a hundred emails every day. **(READ)**
12. Look at her! – She **is smoking** in a non-smoking area. **(SMOKE)**
13. **Do you belong** to a tennis club? **(YOU BELONG)**
14. Dana **loves** reading a good novel **(LOVE)**.
15. Songs that are not very popular **do not sell** very well. **(NOT SELL)**
16. My brother isn't here. **He's touring** Spain at the moment. **(TOUR)**
17. Tom always **asks** the strangest questions in class. **(ASK)**
18. I **buy** lottery tickets every week, but I **never win** anything **(BUY, NEVER WIN)**
19. You can't disturb them. They **are playing** a game of cards. **(PLAY)**
20. Can't you see that **I'm working** on my thesis? – I **don't want** you to disturb me. **(WORK, NOT WANT)**
21. Our children **enjoy** going skiing with us. **(ENJOY)**
22. The plane **is leaving** the runway now. You are too late. **(LEAVE)**
23. I **create** websites for a living. What **do you do** ? **(CREATE, YOU DO)**
24. She **is thinking** of leaving home and going to Australia for a year. **(THINK)**
25. I told you that I **am not working/don't work** with you any more. You're simply not a team player. **(NOT WORK)**

Complete the sentences using the form of the verb in brackets.

1. My dad _____ three languages. – How many languages _____?
(SPEAK, YOUR DAD SPEAK)
2. He _____ from me when I entered the room. (HIDE)
3. A few weeks ago, I _____ in the newspaper that our parliamentary representative _____ to visit France. (READ, WANT)
4. I told the doctor that she _____ ill a few days before. (FALL)
5. Mr Morgan _____ classes for almost two decades. He is one of the best teachers in school. (TEACH)
6. The leak in the water pipe _____ great damage. We must do something about it. (CAUSE)
7. Most people _____ at work when the fire _____. (BE, START)
8. As soon as I left the house, I _____ him. He _____ at the corner and _____ for a bus. (SEE, STAND, WAIT)
9. You look so dirty. What _____ all day? (YOU DO)
10. The manager _____ her report yet, but he _____ it this afternoon. (NOT SEE, PROBABLY READ)
11. Aunt Judith _____ yesterday evening, but I _____ her yet today. (ARRIVE, NOT SEE)
12. I _____ fishing this afternoon. _____ with me? (GO, YOU COME)
13. The museum _____ in the past year. It _____ next month. (RENOVATE, REOPEN)
14. We usually _____ at the *Holiday Inn* when we travel to New York. (STAY)
15. I asked him if he _____ to Australia. (EVER BE)
16. He _____ very strangely since his accident last month. (BEHAVE)
17. I _____ in a café and _____ a cappuccino yesterday afternoon. (SIT, HAVE)
18. Someone _____ into our garage door. (JUST CRASH)
19. After she _____ writing her emails, she _____ the dog for a walk. (FINISH, TAKE)
20. Why _____ your last job? – Well they _____ me the pay rise I _____. (YOU LEAVE, NOT GIVE, EXPECT)

KEY

1. My dad **speaks** three languages. – How many languages **does your dad speak?** (**SPEAK, YOUR DAD SPEAK**)
2. He **was hiding** from me when I entered the room. (**HIDE**)
3. A few weeks ago, I **read** in the newspaper that our parliamentary representative **wanted** to visit France. (**READ, WANT**)
4. I told the doctor that she **had fallen** ill a few days before. (**FALL**)
5. Mr Morgan **has been teaching** classes for almost two decades. He is one of the best teachers in school. (**TEACH**)
6. The leak in the water pipe **has been causing/is causing** great damage. We must do something about it. (**CAUSE**)
7. Most people **were** at work when the fire **started**. (**BE, START**)
8. As soon as I left the house, I **saw** him. He **was standing** at the corner and **waiting** for a bus. (**SEE, STAND, WAIT**)
9. You look so dirty. What **have you been doing** all day? (**YOU DO**)
10. The manager **hasn't seen** her report yet, but he **will probably read** it this afternoon. (**NOT SEE, PROBABLY READ**)
11. Aunt Judith **arrived** yesterday evening, but I **haven't seen** her yet today. (**ARRIVE, NOT SEE**)
12. I **am going / am going to go** fishing this afternoon. **Are you coming** with me? (**GO, COME**)
13. The museum **has been renovated** in the past year. It **is reopening/ will reopen** next month. (**RENOVATE, REOPEN**)
14. We usually **stay** at the *Holiday Inn* when we travel to New York. (**STAY**)
15. I asked him if he **had ever been** to Australia. (**EVER BE**)
16. He **has been behaving** very strangely since his accident last month. (**BEHAVE**)
17. I **was sitting/ sat** in a café and **having/ had** a cappuccino yesterday afternoon. (**SIT, HAVE**)
18. Someone **has just crashed** into our garage door. (**JUST CRASH**)
19. After she **had finished** writing her emails, she **took** the dog for a walk. (**FINISH, TAKE**)
20. Why **did you leave** your last job? – Well they **didn't give** me the pay rise I **was expecting/ had expected / had been expecting**. (**YOU LEAVE, NOT GIVE, EXPECT**)

Complete the sentences using the past or past perfect tense simple. Use the past perfect progressive if necessary.

1. We were all happy because we _____ in our homework in time. **(HAND)**
2. Mrs Shilton _____ a primary school teacher for twenty years before she became headmaster of the school. **(BE)**
3. When we got there, we saw that they _____ for over 20 minutes. **(REST)**
4. We _____ dance moves for over two hours, so you can imagine we were very tired. **(PRACTICE)**
5. The film _____ when we finally got to the cinema. **(ALREADY START)**
6. By the time I _____ to school the lesson had already started. **(GET)**
7. I _____ up for a few minutes when the doorbell rang and our friends arrived. **(ONLY WASH)**
8. He _____ about the accident before he saw it on TV. **(HEAR)**
9. I _____ the office after I had finished writing my last email. **(LEAVE)**
10. The car _____ down shortly after we had got on the motorway. **(BREAK)**
11. We _____ for an hour when we finally arrived at the remote village. **(WALK)**
12. I saw the film after I _____ the book. **(READ)**
13. I had already thought of that before you _____ it up. **(BRING)**
14. She was so tired because she _____ football the whole afternoon. **(PLAY)**
15. As soon as the girls had cleaned the house the visitors _____. **(ARRIVE)**
16. By the time I was 16 I _____ to become a scientist. **(ALREADY DECIDE)**
17. Suddenly I realised that I _____ at the wrong person. He was absolutely innocent. **(SHOUT)**
18. I _____ from my job because I had received an offer from another company. **(RESIGN)**
19. The teacher gave us a break because we _____ on the project for several hours. **(WORK)**
20. After dad had finished mowing the lawn, he _____ repairing the car. **(START)**

KEY

1. We were all happy because we **had handed** in our homework in time. **(HAND)**
2. Mrs Shilton **had been** a primary school teacher for twenty years before she became headmaster of the school. **(BE)**
3. When we got there, we saw that they **had been resting** for over 20 minutes. **(REST)**
4. We **had been practicing** dance moves for over two hours, so you can imagine we were very tired. **(PRACTICE)**
5. The film **had already started** when we finally got to the cinema. **(ALREADY START)**
6. By the time I **got** to school the lesson had already started. **(GET)**
7. I **had only been washing** up for a few minutes when the doorbell rang and our friends arrived. **(ONLY WASH)**
8. He **had heard** about the accident before he saw it on TV. **(HEAR)**
9. I **left** the office after I had finished writing my last email. **(LEAVE)**
10. The car **broke** down shortly after we had got on the motorway. **(BREAK)**
11. We **had been walking** for an hour when we finally arrived at the remote village. **(WALK)**
12. I saw the film after I **had read** the book. **(READ)**
13. I had already thought of that before you **brought** it up. **(BRING)**
14. She was so tired because she **had been playing** football the whole afternoon. **(PLAY)**
15. As soon as the girls had cleaned the house the visitors **arrived**. **(ARRIVE)**
16. By the time I was 16 I **had already decided** to become a scientist. **(ALREADY DECIDE)**
17. Suddenly I realised that I **had been shouting** at the wrong person. He was absolutely innocent. **(SHOUT)**
18. I **resigned** from my job because I had received an offer from another company. **(RESIGN)**
19. The teacher gave us a break because we **had been working** on the project for several hours. **(WORK)**
20. After dad had finished mowing the lawn, he **started** repairing the car. **(START)**

Complete the sentences using a form of the future, future progressive or future perfect.

1. We _____ the room by the time you get back. **(FINISH)**
2. The phone is ringing. - I _____ and answer it. **(GO)**
3. I _____ tomorrow so we can go to the beach. **(NOT WORK)**
4. If you touch the stove, you _____ yourself. **(BURN)**
5. She _____ for the job that was advertised in the newspaper.
(APPLY)
6. Next week at this time we _____ in the sun in Spain **(LIE)**
7. My sister _____ in the USA next year. **(STUDY)**
8. The Pope _____ Turkey in November. **(VISIT)**
9. I _____ lunch with Mary at 12. **(HAVE)**
10. I don't think the exam _____ very difficult. **(BE)**
11. Jane _____ on her thesis for the next three months. **(WORK)**
12. By the time I arrive home, the workers _____ repairing my TV set.
(FINISH)
13. During the next century the climate _____ **(GET)**
14. The guided tour _____ the hotel at 8.25 tomorrow morning.
(LEAVE)
15. I think I _____ to bed early tonight. - I'm tired. **(GO)**
16. At this time next year, we _____ in our new house **(LIVE)**
17. What _____ if the firm gets reorganised? **(HAPPEN)**
18. We _____ to her whenever we get a chance **(SPEAK)**.
19. They _____ married in June. **(GET)**
20. The headmaster _____ a new classroom next term. **(OPEN)**

KEY

1. We **will have finished** the room by the time you get back. **(FINISH)**
2. The phone is ringing. – **I'll go** and answer it. **(GO)**
3. I **am not working** tomorrow so we can go to the beach. **(NOT WORK)**
4. If you touch the stove, you **will burn** yourself. **(BURN)**
5. She **is going to apply** for the job that was advertised in the newspaper. **(APPLY)**
6. Next week at this time we **will be lying** in the sun in Spain **(LIE)**
7. My sister **is going to study** in the USA next year. **(STUDY)**
8. The Pope **is visiting** Turkey in November. **(VISIT)**
9. I **am having** lunch with Mary at 12. **(HAVE)**
10. I don't think the exam **will be** very difficult. **(BE)**
11. Jane **is going to be working/will be working** on her thesis for the next three months. **(WORK)**
12. By the time I arrive home, the workers **will have finished** repairing my TV set. **(FINISH)**
13. During the next century the climate **will get / will be getting warmer** **(GET)**
14. The guided tour **is leaving** the hotel at 8.25 tomorrow morning. **(LEAVE)**
15. I think I **will go** to bed early tonight. - I'm tired. **(GO)**
16. At this time next year, we **will be living** in our new house **(LIVE)**
17. What **will happen** if the firm gets reorganised? **(HAPPEN)**
18. We **are going to speak** to her whenever we get a chance **(SPEAK)**.
19. They **are getting** married in June. **(GET)**
20. The headmaster **is going to open** a new classroom next term. **(OPEN)**

Fill in the correct form of the verb given.

1. He _____ his first championship in 2012. Since then he _____ everything and _____ only once. **(WIN, WIN, LOSE)**
2. When we finally _____ at the camp it _____ heavily. **(ARRIVE, RAIN)**
3. Dad _____ a walk with the dog every afternoon. **(TAKE)**
4. I can't reach my manager. He _____ in North America at the moment. **(TRAVEL)**
5. I _____ to the meeting yesterday because I _____ about it. **(NOT GO, NOT INFORM)**
6. I _____ your uncle for ages. I don't know where he _____ right now. **(NOT SEE, BE)**
7. The family usually _____ breakfast together during the week, but on weekends everyone _____ breakfast on their own. **(HAVE, HAVE)**
8. I _____ this school for the last two years. Before that I _____ to Jackson High School for a year. **(ATTEND, GO)**
9. What _____ when the headmaster _____ the room yesterday afternoon? **(YOU DO, ENTER)**
10. I _____ at the door for ages. Where _____? **(KNOCK, YOU BE)**
11. He _____ noise for a whole hour before the neighbours finally _____ the police. **(MAKE, CALL)**
12. I'd like to introduce my new girlfriend. She _____ from Australia. **(COME)**
13. She _____ well yesterday, probably because she _____ too much. **(NOT FEEL, EAT)**
14. It was a wonderful morning and the sun _____ brightly when I _____ up. **(SHINE, GET)**
15. They _____ this church in the 19th century and since then it _____ renovated. **(BUILD, NEVER BE)**
16. The president _____ to Virginia for a campaign speech next Sunday. **(COME)**

KEY

1. He **won** his first championship in 2012. Since then he **has won** everything and **has lost** only once. **(WIN, WIN, LOSE)**
2. When we finally **arrived** at the camp it **was raining** heavily. **(ARRIVE, RAIN)**
3. Dad **takes** a walk with the dog every afternoon. **(TAKE)**
4. I can't reach my manager. He **is travelling** in North America at the moment. **(TRAVEL)**
5. I **didn't go** to the meeting yesterday because I **had not been informed** about it. **(NOT GO, NOT INFORM)**
6. I **haven't seen** your uncle for ages. I don't know where he **is** right now. **(NOT SEE, BE)**
7. The family usually **have** breakfast together during the week, but on weekends everyone **has** breakfast on their own. **(HAVE, HAVE)**
8. I **have been attending** this school for the last two years. Before that I **went** to Jackson High School for a year. **(ATTEND, GO)**
9. What **were you doing** when the headmaster **entered** the room yesterday afternoon? **(YOU DO, ENTER)**
10. I **have been knocking** at the door for ages. Where **have you been**? **(KNOCK, BE)**
11. He **had been making** noise for a whole hour before the neighbours finally **called** the police. **(MAKE, CALL)**
12. I'd like to introduce my new girlfriend. She **comes** from Australia. **(COME)**
13. She **didn't feel** well yesterday, probably because she **had eaten** too much. **(NOT FEEL, EAT)**
14. It was a wonderful morning and the sun **was shining** brightly when I **got** up. **(SHINE, GET)**
15. They **built** this church in the 19th century and since then it **has never been** renovated. **(BUILD, NEVER BE)**
16. The president **is coming** to Virginia for a campaign speech next Sunday. **(COME)**

Fill in the correct form of the present perfect tense.

1. I'm so tired because I _____ so hard lately. **(WORK)**
2. The new midfielder _____ 5 goals so far this season, and we're only halfway through it. **(SCORE)**
3. There's no wine left in the fridge. I _____ both bottles. **(DRINK)**
4. Jennifer is getting fatter and fatter all the time. She _____ too much. **(PROBABLY EAT)**
5. I _____ a new pair of shoes. How do you like them? **(JUST BUY)**
6. _____ reading the newspaper? Could you give it to me then? **(YOU FINISH)**
7. I'm writing a new novel at the moment. So far, I _____ the introduction. **(ONLY WRITE)**
8. Look at how she's sweating. She _____ for hours. **(PROBABLY RUN)**
9. How long _____ Russian? **(YOU LEARN)**
10. I am not surprised your eyes are hurting. You _____ computer games ever since you got up. **(PLAY)**
11. My sister _____ with her roommate for 5 years. **(LIVE)**
12. Where is my new watch? I _____ for it for hours and _____ it yet. **(LOOK, NOT FIND)**
13. There's nothing on your exam paper. You started an hour ago. What _____ up to now? **(YOU DO)**
14. I _____ a new job and I can start next Wednesday. **(FIND)**
15. I _____ Patricia since we were in kindergarten together. What _____ all these years? **(NOT SEE, SHE DO)**
16. I _____ all my passwords recently, but I forgot to write them down. **(CHANGE)**
17. I _____ the new Schwarzenegger film. I don't want to go to the cinema again. **(ALREADY SEE)**
18. Dad _____ since he was in high school. **(NOT DANCE)**

KEY

1. I'm so tired because I **have been working** so hard lately. **(WORK)**
2. The new midfielder **has scored** 5 goals so far this season, and we're only halfway through it. **(SCORE)**
3. There's no wine left in the fridge. I **have drunken** both bottles. **(DRINK)**
4. Jennifer is getting fatter and fatter all the time. She **has probably been eating** too much. **(PROBABLY EAT)**
5. I **have just bought** a new pair of shoes. How do you like them? **(JUST BUY)**
6. **Have you finished** reading the newspaper? Could you give it to me then? **(YOU FINISH)**
7. I'm writing a new novel at the moment. So far, I **have only written** the introduction. **(ONLY WRITE)**
8. Look at how she's sweating. She **has probably been running** for hours. **(PROBABLY RUN)**
9. How long **have you been learning** Russian? **(YOU LEARN)**
10. I am not surprised your eyes are hurting. You **have been playing** computer games ever since you got up. **(PLAY)**
11. My sister **has been living** with her roommate for 5 years. **(LIVE)**
12. Where is my new watch? I **have been looking** for it for hours and **haven't found** it yet. **(LOOK, NOT FIND)**
13. There's nothing on your exam paper. You started an hour ago. What **have you been doing** up to now? **(YOU DO)**
14. I **have found** a new job and I can start next Wednesday. **(FIND)**
15. I **haven't seen Patricia** since we were in kindergarten together. What **has she been doing** all these years? **(NOT SEE, SHE DO)**
16. I **have changed** all my passwords recently, but I forgot to write them down. **(CHANGE)**
17. I **have already seen** the new Schwarzenegger film. I don't want to go to the cinema again. **(ALREADY SEE)**
18. Dad **hasn't danced** since he was in high school. **(NOT DANCE)**

Fill in the correct form of the present tense.

1. They normally _____ a coffee break at ten, but today there's a lot of work to do so they _____ one. **(HAVE, NOT HAVE)**
2. Why _____ my coat? - I'm sorry. - It _____ just like mine. **(YOU WEAR, LOOK)**
3. _____ the men in black suits over there? - They _____ at us in a strange way. **(YOU SEE, LOOK)**
4. The food _____ chemicals that make it last longer. **(CONTAIN)**
5. It _____ the moon about 28 days to travel around the earth. **(TAKE)**
6. Everything in this box _____ to my grandfather. He _____ it to me instead of my brother. **(BELONG, GIVE)**
7. Mary _____ through a very difficult period at university this year. **(GO)**
8. Dad _____ everything about airplanes. He always _____ books about aviation. **(KNOW, READ)**
9. I used to play football in school but now I _____ rugby. **(PREFER)**
10. Hi Dan! - What _____ to do this evening? - Well, I _____ to a concert with a few friends and after that we _____ a good meal at a fine restaurant. **(YOU PLAN, GO, HAVE)**
11. What _____ for a living? - Well, he's a lawyer but he quit his old job and at the moment he _____ for a new one. **(YOUR DAD DO, LOOK)**
12. You _____ shopping every Saturday. - Why _____ that? **(GO, YOU DO)**
13. I _____ absolutely no idea what this movie is about. **(HAVE)**
14. The two department managers _____ lunch at the moment. We shouldn't disturb them. **(HAVE)**
15. Teachers _____ us homework every day, but this weekend they _____ us any because of the mid-term break. **(GIVE, NOT GIVE)**
16. Where _____ from? I think they _____ from Jamaica, but I'm not sure. **(NEW NEIGHBOURS COME, BE)**
17. The air _____ strange. There must be something going on in the factory. **(SMELL)**
18. I can't listen to what you _____ to tell me because I'm so nervous at the moment. **(TRY)**

KEY

1. They normally **have** a coffee break at ten, but today there's a lot of work to do so they **aren't having** one. **(HAVE, NOT HAVE)**
2. Why **are you wearing** my coat? – I'm sorry. – It **looks** just like mine. **(YOU WEAR, LOOK)**
3. **Do you see** the men in black suits over there? – They **are looking** at us in a strange way. **(YOU SEE, LOOK)**
4. The food **contains** chemicals that make it last longer. **(CONTAIN)**
5. It **takes** the moon about 28 days to travel around the earth. **(TAKE)**
6. Everything in this box **belongs** to my grandfather. He **is giving** it to me instead of my brother. **(BELONG, GIVE)**
7. Mary **is going** through a very difficult period at university this year. **(GO)**
8. Dad **knows** everything about airplanes. He always **reads** books about aviation. **(KNOW, READ)**
9. I used to play football in school but now I **prefer** rugby. **(PREFER)**
10. Hi Dan! – What **are you planning** to do this evening? – Well, **I'm going** to a concert with a few friends and after that **we're having** a good meal at a fine restaurant. **(YOU PLAN, GO, HAVE)**
11. What **does your dad do** for a living? – Well, he's a lawyer but he quit his old job and at the moment he **is looking** for a new one. **(YOUR DAD DO, LOOK)**
12. You **go** shopping every Saturday. – Why **do you do** that? **(GO, YOU DO)**
13. I **have** absolutely no idea what this movie is about. **(HAVE)**
14. The two department managers **are having** lunch at the moment. We shouldn't disturb them. **(HAVE)**
15. Teachers **give** us homework every day, but this weekend they **aren't giving** us any because of the mid-term break. **(GIVE, NOT GIVE)**
16. Where **do our new neighbours come** from? I think they're from Jamaica, but I'm not sure. **(NEW NEIGHBOURS COME, BE)**
17. The air **smells** strange. There must be something going on in the factory. **(SMELL)**
18. I can't listen to what you **are trying** to tell me because I'm so nervous at the moment. **(TRY)**

Fill in the correct form of the past tense.

1. My friend Harry _____ off the ladder while he _____ the ceiling of his room. **(FALL, PAINT)**
2. We _____ the house in 2003. At that time it _____ £ 150,000. **(BUY, COST)**
3. Dad _____ interested in buying a new car. **(NOT BE)**
4. My sister _____ for me at the airport terminal when I _____. **(WAIT, ARRIVE)**
5. A few nights ago, I _____ a book when suddenly I _____ a noise outside. A few teenagers _____ loud music. **(READ, HEAR, PLAY)**
6. The fire _____ when the first firefighters _____ at the scene. **(STILL BURN, ARRIVE)**
7. My brother _____ for a job when he _____ across an interesting ad in the newspaper. **(LOOK, COME)**
8. I _____ someone call my name. I _____ around and _____ my dad standing at the back of the queue. I _____ so surprised. **(HEAR, TURN, SAW, BE)**
9. My sister _____ a bright summer dress when I _____ her at the performance. **(WEAR, SEE)**
10. I _____ preparing dinner at 4.p.m and I _____ still at it when my wife _____ home. **(START, BE, COME)**
11. Our housekeeper _____ the vase. As she _____ up the pieces, she _____ her middle finger. **(BREAK, PICK, CUT)**
12. We suddenly _____ that we _____ in the wrong direction. **(REALISE, DRIVE)**
13. She _____ a great skier when she was young. **(BE)**
14. I _____ an old friend in town while I _____ the shopping. **(MEET, DO)**
15. While the children _____ with others my husband and I _____ to have a cup of coffee. **(PLAY, DECIDE)**
16. Magellan _____ around the world for the first time 500 years ago. **(SAIL)**
17. I _____ my dog for a walk in the park when suddenly another dog _____ him. **(TAKE, ATTACK)**
18. When I _____ back from town everyone was at home. Mum _____ homework. Dad _____ the car and my sister Julia _____ on her school project. **(COME, CORRECT, WASH, WORK)**

KEY

1. My friend Harry **fell** off the ladder while he **was painting** the ceiling of his room. **(FALL, PAINT)**
2. We **bought** the house in 2003. At that time it **cost** £ 150,000. **(BUY, COST)**
3. Dad **was not** interested in buying a new car. **(NOT BE)**
4. My sister **was waiting** for me at the airport terminal when I **arrived**. **(WAIT, ARRIVE)**
5. A few nights ago, I **was reading** a book when suddenly I **heard** a noise outside. A few teenagers **were playing** loud music. **(READ, HEAR, PLAY)**
6. The fire **was still burning** when the first firefighters **arrived** at the scene. **(STILL BURN, ARRIVE)**
7. My brother **was looking** for a job when he **came** across an interesting ad in the newspaper. **(LOOK, COME)**
8. I **heard** someone call my name. I **turned** around and **saw** my dad standing at the back of the queue. I **was** so surprised. **(HEAR, TURN, SAW, BE)**
9. My sister **was wearing** a bright summer dress when I **saw** her at the performance. **(WEAR, SEE)**
10. I **started** preparing dinner at 4.p.m and I **was** still at it when my wife **came** home. **(START, BE, COME)**
11. Our housekeeper **broke** the vase. As she **was picking** up the pieces, she **cut** her middle finger. **(BREAK, PICK, CUT)**
12. We suddenly **realised** that we **were driving** in the wrong direction. **(REALISE, DRIVE)**
13. She **was** a great skier when she was young. **(BE)**
14. I **met** an old friend in town while I **was doing** the shopping. **(MEET, DO)**
15. While the children **were playing** with others my husband and I **decided** to have a cup of coffee. **(PLAY, DECIDE)**
16. Magellan **sailed** around the world for the first time 500 years ago. **(SAIL)**
17. I **was taking** my dog for a walk in the park when suddenly another dog **attacked** him. **(TAKE, ATTACK)**
18. When I **came** back from town everyone was at home. Mum **was correcting** homework. Dad **was washing** the car and my sister Julia **was working** on her school project. **(COME, CORRECT, WASH, WORK)**

Fill in the correct form of the past tense.

1. I _____ my old friend in town the other day. He _____ to ignore me and _____ somewhere else. **(SEE, SEEM, LOOK)**
2. The teacher _____ a photo of us while we _____ up the tree. **(TAKE, CLIMB)**
3. We _____ Martha at the airport last week. She _____ for the arrival of her sister while we _____ to New York. **(MEET, WAIT, TRAVEL)**
4. "What _____ to him? - He _____ totally surprised when I _____ him." - **(YOU SAY, LOOK, SEE)**
5. He _____ exam papers when I _____ him. **(CORRECT, VISIT)**
6. A man _____ on the road while I _____ my bike. Luckily, I _____ not to crash into him. **(FALL, RIDE, MANAGE)**
7. We _____ a few miles off the coast when a horrible thunderstorm _____ up. We _____ to get to safety as soon as possible. **(SAIL, COME, HAVE)**
8. I haven't seen him for ages. When I last _____ him, he _____ for a new job. **(SEE, LOOK)**
9. While the two teams _____ up everyone _____ a flag. It _____ a very emotional moment. **(WARM, WAVE, BE)**
10. "What _____ when I _____ to your place yesterday evening?" - "I _____ the baby". **(YOU DO, COME, FEED)**
11. I _____ down a dark alley when suddenly I _____ footsteps. I _____ around and _____ that an old woman with a dog _____ me. **(WALK, HEAR, TURN, SEE, FOLLOW)**
12. "Why _____ out last night?" - "I _____ too tired and _____ to stay at home." **(YOU NOT GO, BE, DECIDE)**
13. The policeman asked me, " How fast _____ when you _____ the old lady in front of you?" **(YOU DRIVE, SEE)**
14. Mom _____ dinner when we _____ home from football practice. **(PREPARE, GET)**
15. When I _____ young, I always _____ to be a pilot. **(BE, WANT)**
16. Las Sunday afternoon I _____ for a walk in the park and _____ a cup of coffee at a local restaurant. **(GO, HAVE)**
17. When they _____ to the airport the plane _____ off. **(GET, JUST TAKE)**
18. I _____ on a bench in the park when a man _____ up to me and _____ to know what time it _____. **(SIT, COME, WANT, BE)**

KEY

1. I **saw** my old friend in town the other day. He **seemed** to ignore me and **looked / was looking** somewhere else. (**SEE, SEEM, LOOK**)
2. The teacher **took** a photo of us while we **were climbing** up the tree. (**TAKE, CLIMB**)
3. We **met** Martha at the airport last week. She **was waiting** for the arrival of her sister while we **were traveling** to New York. (**MEET, WAIT, TRAVEL**)
4. "What **did you say** to him? – He **looked** totally surprised when I **saw** him. " – (**YOU SAY, LOOK, SEE**)
5. He **was correcting** exam papers when I **visited** him. (**CORRECT, VISIT**)
6. A man **fell** on the road while I **was riding** my bike. Luckily, I **managed** not to crash into him. (**FALL, RIDE, MANAGE**)
7. We **were sailing** a few miles off the coast when a horrible thunderstorm **came** up. We had to get to safety as soon as possible. (**SAIL, COME, HAVE**)
8. I haven't seen him for ages. When I last **saw** him, he **was looking** for a new job. (**SEE, LOOK**)
9. While the two teams **were warming** up everyone **was waving** a flag. It **was** a very emotional moment. (**WARM, WAVE, BE**)
10. "What **were you doing** when I **came** to your place yesterday evening?" – "I **was feeding** the baby". (**YOU DO, COME, FEED**)
11. I **was walking** down a dark alley when suddenly I **heard** footsteps. I turned around and **saw** that an old woman with a dog **was following** me. (**WALK, HEAR, TURN, SEE, FOLLOW**)
12. "Why **didn't you go** out last night?" – "I **was** too tired and **decided** to stay at home." (**YOU NOT GO, BE, DECIDE**)
13. The policeman asked me, " How fast **were you driving** when you **saw** the old lady in front of you?" (**YOU DRIVE, SEE**)
14. Mom **was preparing** dinner when we **got** home from football practice. (**PREPARE, GET**)
15. When I **was** young, I always **wanted** to be a pilot. (**BE, WANT**)
16. Last Sunday afternoon I **went** for a walk in the park and **had** a cup of coffee at a local restaurant. (**GO, HAVE**)
17. When they **got** to the airport the plane **was just taking** off. (**GET, JUST TAKE**)
18. I **was sitting** on a bench in the park when a man **came** up to me and **wanted** to know what time it **was**. (**SIT, COME, WANT, BE**)

Fill in the correct form of the present perfect tense.

1. The solar system _____ for billions of years. **(EXIST)**
2. They _____ in California for the last 20 years and _____ moving there. **(LIVE, NOT REGRET)**
3. I'm so tired and miserable. I _____ well in the last few days. **(NOT FEEL)**
4. The eastern European countries _____ members of the EU for the last 15 years. **(BE)**
5. _____ on an interesting project lately? **(YOU WORK)**
6. She _____ to a few specialists, but they can't help her. **(GO)**
7. I _____ problems with my car recently, but the mechanic _____ the faulty part yet. **(HAVE, NOT FIND)**
8. We _____ cards for the last few hours and we are still enjoying it. **(PLAY)**
9. _____ an important title? **(THE TEAM, EVER, WIN)**
10. It _____ hard for the last three hours and some of the roads _____ impassable. **(RAIN, BECOME)**
11. My parents _____ me, and I am very thankful for that. **(ALWAYS UNDERSTAND)**
12. Politicians around the world _____ about the situation for a long time. **(WORRY)**
13. Where _____ the money? Give it to me now! **(YOU HIDE)**
14. A big earthquake _____ the area since the beginning of the century. **(NOT HIT)**
15. We _____ for a few weeks and feel very sympathetic towards each other. **(DATE)**
16. I _____ four emails this morning, but nobody _____. **(WRITE, REPLY)**
17. The bank is still closed. It _____ yet. **(NOT OPEN)**
18. Mary _____ a number of jobs in the last three years. **(HAVE)**
19. I _____ from a severe cold in the last few days. It _____ better yet. **(SUFFER, NOT GET)**
20. I _____ the baby twice already but it's still hungry. **(FEED)**

KEY

1. The solar system **has existed** for billions of years. **(EXIST)**
2. They **have been living** in California for the last 20 years and **have not regretted** moving there. **(LIVE, NOT REGRET)**
3. I'm so tired and miserable. I **haven't been feeling** well in the last few days. **(NOT FEEL)**
4. The eastern European countries **have been** members of the EU for the last 15 years. **(BE)**
5. **Have you been working** on an interesting project lately? **(YOU WORK)**
6. She **has gone** to a few specialists, but they can't help her. **(GO)**
7. I **have been having** problems with my car recently, but the mechanic **hasn't found** the faulty part yet. **(HAVE, NOT FIND)**
8. We **have been playing** cards for the last few hours and we are still enjoying it. **(PLAY)**
9. **Has/Have the team ever won** an important title? **(THE TEAM, EVER, WIN)**
10. It **has been raining** hard for the last three hours and some of the roads **have become** impassable. **(RAIN, BECOME)**
11. My parents **have always understood** me, and I am very thankful for that. **(ALWAYS UNDERSTAND)**
12. Politicians around the world **have been worrying** about the situation for a long time. **(WORRY)**
13. Where **have you hidden** the money? Give it to me now! **(YOU HIDE)**
14. A big earthquake **hasn't hit** the area since the beginning of the century. **(NOT HIT)**
15. We **have been dating** for a few weeks and feel very sympathetic towards each other. **(DATE)**
16. I **have written** four emails this morning, but nobody **has replied**. **(WRITE, REPLY)**
17. The bank is still closed. It **hasn't opened** yet. **(NOT OPEN)**
18. Mary **has had** a number of jobs in the last three years. **(HAVE)**
19. I **have been suffering** from a severe cold in the last few days. It **hasn't got** better yet. **(SUFFER, NOT GET)**
20. I **have fed** the baby twice already but it's still hungry. **(FEED)**

Fill in the correct form of the present perfect tense.

1. I _____ an interesting article in the *New York Times*. **(JUST READ)**
2. _____ by a dog? – No, but a bee _____ me recently.
(YOU EVER BITE, STING)
3. You _____ hard enough. That's why you _____ a few mistakes in the last few days. **(NOT WORK, MAKE)**
4. The Johnsons _____ in Park Street for over a decade. They _____ about leaving. **(LIVE, NEVER THINK)**
5. We _____ a lot about climate change since I came here. **(LEARN)**
6. I _____ 3 great days with my new boyfriend. **(SPEND)**
7. Temperatures _____ very moderate so far this month. **(BE)**
8. They _____ in San Francisco since they came to California three years ago. **(LIVE)**
9. Who _____ after the children recently? **(LOOK)**
10. How long _____ each other? – Well, we met at a party a few months ago and _____ since then. **(YOU KNOW, DATE)**
11. I _____ anything since I had breakfast this morning. I'm starving! **(NOT EAT)**
12. We _____ any difficulty with the software up to now. **(NOT HAVE)**
13. What _____ in the last half hour? – I _____ the garage, but I _____ yet. **(YOU DO, CLEAN, NOT FINISH)**
14. He _____ to me for some time. I wonder what he _____ up to. **(NOT SPEAK, BE)**
15. Our daughter _____ in Los Angeles for two years. She loves it there. **(STUDY)**
16. The crowd _____ since the home team scored the first goal. **(CHEER)**
17. _____ in front of such a great audience? – No. I _____ the country for over a week and I _____ such fantastic fans. **(YOU EVER PERFORM, TOUR, NEVER HAVE)**
18. I _____ about going abroad lately. Maybe I'll go to America for a gap year. **(THINK)**

KEY

1. I **have just read** an interesting article in the *New York Times*. **(JUST READ)**
2. **Have you ever been bitten** by a dog? – No, but a bee **has stung** me recently. **(YOU EVER BITE, STING)**
3. You **haven't worked/ haven't been working** hard enough. That's why you have made a few mistakes in the last few days. **(NOT WORK, MAKE)**
4. The Johnsons **have been living** in Park Street for over a decade. They **have never thought** about leaving. **(LIVE, NEVER THINK)**
5. We **have learned** a lot about climate change since I came here. **(LEARN)**
6. I **have spent** 3 great days with my new boyfriend. **(SPEND)**
7. Temperatures **have been** very moderate so far this month. **(BE)**
8. They **have been living** in San Francisco since they came to California three years ago. **(LIVE)**
9. Who **has been looking** after the children recently? **(LOOK)**
10. How long **have you known** each other? – Well, we met at a party a few months ago and **have been dating** since then. **(YOU KNOW, DATE)**
11. I **haven't eaten** anything since I had breakfast this morning. I'm starving! **(NOT EAT)**
12. We **haven't had / haven't been having** any difficulty with the software up to now. **(NOT HAVE)**
13. What **have you been doing** in the last half hour? – I **have been cleaning** the garage, but I **haven't finished** yet. **(YOU DO, CLEAN, NOT FINISH)**
14. He **hasn't spoken** to me for some time. I wonder what **he's been** up to. **(NOT SPEAK, BE)**
15. Our daughter **has been studying** in Los Angeles for two years. She loves it there. **(STUDY)**
16. The crowd **has been cheering** since the home team scored the first goal. **(CHEER)**
17. **Have you ever performed** in front of such a great audience? - No. I **have been touring** the country for over a week and I **have never had** such fantastic fans. **(YOU EVER PERFORM, TOUR, NEVER HAVE)**
18. I **have been thinking** about going abroad lately. Maybe I'll go to America for a gap year. **(THINK)**

Fill in the correct form of the verb in brackets: Past Simple or Present Perfect Simple

1. The weather around here _____ terrible in the last few weeks. **(BE)**
2. Maria _____ her suitcase last night. **(PACK)**
3. I _____ volleyball since I was a teenager. **(NOT PLAY)**
4. We _____ wash the dishes. They're all clean now **(HELP)**
5. They _____ the factory. – Really? When _____? **(CLOSE, THAT HAPPEN)**
6. _____ yet? **(YOUR BUSINESS COURSE – START)**
7. How long _____ that camera? – About a month. I _____ it because it was on sale just before Christmas. **(YOU HAVE, BUY)**
8. _____ last week's magazine? – It must be here because I _____ it on Monday. **(YOU SEE, BUY)**
9. The books you ordered _____. The delivery service _____ them an hour ago. **(ARRIVE, BRING)**
10. The Queen _____ her two-week tour through Australia yesterday. **(START)**
11. The plane from New York _____. The passengers are getting out. **(JUST LAND)**
12. We _____ a party at school for ages. **(NOT HAVE)**
13. I _____ a cold in school a few days ago and _____ ill ever since. **(CATCH, BE)**
14. Dinosaurs _____ around the earth millions of years ago. **(WANDER)**
15. Prices _____ up last year, but they _____ by 8% already this year. **(NOT GO, INCREASE)**
16. I'm so tired. I _____ all the way to the underground station. **(WALK)**
17. We _____ home from our holidays and getting ready to settle in. **(JUST COME)**
18. She _____ in London for three years. However, when her mom _____, she _____ to Leeds and _____ there ever since. **(LIVE, DIE, MOVE, LIVE)**
19. Dusty _____ a match so far this year. He is more successful than last year, when he _____ the first three matches. **(NEVER LOSE, LOSE)**
20. He _____ off the ladder and _____ his ankle. That's why he _____ in school for a while. **(FALL, BREAK, NOT BE)**

KEY

1. The weather around here **has been** terrible in the last few weeks. **(BE)**
2. Maria **packed** her suitcase last night. **(PACK)**
3. I **haven't played** volleyball since I was a teenager. **(NOT PLAY)**
4. We **have helped** wash the dishes. They're all clean now **(HELP)**
5. They **have closed** the factory. – Really? When **did that happen?** **(CLOSE, THAT HAPPEN)**
6. **Has your business course started** yet? **(YOUR BUSINESS COURSE – START)**
7. How long **have you had** that camera? – About a month. I **bought** it because it was on sale just before Christmas. **(YOU HAVE, BUY)**
8. **Have you seen** last week's magazine? – It must be here because I **bought** it on Monday. **(YOU SEE, BUY)**
9. The books you ordered **have arrived**. The delivery service **brought** them an hour ago. **(ARRIVE, BRING)**
10. The Queen **started** her two-week tour through Australia yesterday. **(START)**
11. The plane from New York **has just landed**. The passengers are getting out. **(JUST LAND)**
12. We **haven't had** a party at school for ages. **(NOT HAVE)**
13. I **caught** a cold in school a few days ago and **have been** ill ever since. **(CATCH, BE)**
14. Dinosaurs **wandered** around the earth millions of years ago. **(WANDER)**
15. Prices **didn't go** up last year, but they **have increased** by 8% already this year. **(NOT GO, INCREASE)**
16. I'm so tired. I **have walked** all the way to the underground station. **(WALK)**
17. We **have just come** home from our holidays and getting ready to settle in. **(JUST COME)**
18. She **lived** in London for three years. However, when her mom **died**, she **moved** to Leeds and **has lived** there ever since. **(LIVE, DIE, MOVE, LIVE)**
19. Dusty **has never lost** a match so far this year. He is more successful than last year, when he **lost** the first three matches. **(NEVER LOSE, LOSE)**
20. He **fell** off the ladder and **broke** his ankle. That's why he **hasn't been** in school for a while. **(FALL, BREAK, NOT BE)**

Fill in the correct form of the verb in brackets: Past or Past Perfect Tense /Simple or Progressive)

1. After I _____ the letter, I _____ that I _____ the wrong address on it. **(POST, REALISE, WRITE)**
2. John asked me where I _____ the day before. **(BE)**
3. At this time yesterday, we _____ for 6 km. **(ALREADY WALK)**
4. When I _____ through the streets of Madrid, I _____ about the magnificent time I _____ there as a student. **(WALK, THINK, SPEND)**
5. It was the first time that she _____ me to dinner. **(INVITE)**
6. As soon as the maid _____ scrubbing the kitchen floor, she _____ working in the garden. **(FINISH, START)**
7. We started to worry about Jimmy because we _____ him all afternoon. **(CALL)**
8. They _____ their way out of town before the sun _____. **(ALREADY MAKE, RISE)**
9. We _____ for two hours when we finally got to our hotel. **(DRIVE)**
10. When I _____ home, I saw that the children _____. **(ARRIVE, LEAVE)**
11. While I _____ in the garden it _____ me that I _____ off the oven. **(WORK, STRIKE, NOT TURN)**
12. I _____ my best friend to the party, but he couldn't come because he _____ other plans. **(INVITE, ALREADY MAKE)**
13. I _____ out of the window because I _____ I _____ some noises. **(LOOK, THINK, HEAR)**
14. We _____ TV when we saw that a devastating earthquake _____ California. **(WATCH, HIT)**
15. The police told me that someone _____ into our neighbour's house. **(BREAK)**
16. When I finally _____ at the airport, he told me that he _____ for half an hour. **(ARRIVE, WAIT)**
17. Patricia _____ English for three years when she _____ and _____ a job. **(STUDY, QUIT, GET)**
18. We _____ to China because our flight _____ on short notice. **(NOT GO, CANCEL)**

KEY

1. After I **had posted** the letter, I **realised** that I **had written** the wrong address on it. **(POST, REALISE, WRITE)**
2. John asked me where I **had been** the day before. **(BE)**
3. At this time yesterday, we **had already been walking** for 6 km. **(ALREADY WALK)**
4. When I **was walking** through the streets of Madrid, I **thought** about the magnificent time I **had spent** there as a student. **(WALK, THINK, SPEND)**
5. It was the first time that she **had invited** me to dinner. **(INVITE)**
6. As soon as the maid **had finished** scrubbing the kitchen floor, she **started** working in the garden. **(FINISH, START)**
7. We started to worry about Jimmy because we **had been calling** him all afternoon. **(CALL)**
8. They **had already made** their way out of town before the sun **rose**. **(ALREADY MAKE, RISE)**
9. We **had been driving** for two hours when we finally got to our hotel. **(DRIVE)**
10. When I **arrived** home, I saw that the children **had already left**. **(ARRIVE, LEAVE)**
11. While I **was working** in the garden it **struck** me that I **hadn't turned** off the oven. **(WORK, STRIKE, NOT TURN)**
12. I **invited** my best friend to the party, but he couldn't come because he **had already made** other plans. **(INVITE, ALREADY MAKE)**
13. I **looked** out of the window because I **thought** I **had heard** some noises. **(LOOK, THINK, HEAR)**
14. We **were watching** TV when we saw that a devastating earthquake **had hit** California. **(WATCH, HIT)**
15. The police told me that someone **had broken** into our neighbour's house. **(BREAK)**
16. When I **finally** arrived at the airport, he told me that he **had been waiting** for half an hour. **(ARRIVE, WAIT)**
17. Patricia **had been studying** English for three years when she **quit** and **got** a job. **(STUDY, QUIT, GET)**
18. We **didn't go** to China because our flight **had been cancelled** on short notice. **(NOT GO, CANCEL)**

Fill in the correct form of the verb given.

1. Who _____ to? – He _____ to his sister Maria, who _____ usually in England at this time of the year. **(HE WRITE, WRITE, BE)**
2. Marty _____ just when his mother _____ into his room. **(SMOKE, COME)**
3. She _____ an hour ago and _____ back yet. **(LEAVE, NOT COME)**
4. I usually _____ tea with milk, but I _____ to have my coffee black. **(DRINK, LIKE)**
5. When I was in school, I _____ a student who _____ a test in his whole life. **(KNOW, NOT FAIL)**
6. You can't go into her room. She _____ and you shouldn't wake her. **(SLEEP)**
7. I _____ better in my life. I hope it _____ that way. **(NEVER FEEL, STAY)**
8. We _____ outside yesterday because it _____ the whole day. Maybe we _____ tomorrow. **(NOT GO, RAIN, GO)**
9. While Mom _____ in the garden, she _____ her back. She _____ to the doctor who told her that she _____ have to rest for a few days. **(WORK, HURT, GO, WILL)**
10. My sister _____ hard for school recently. She's got a few tests coming up next week. **(WORK)**
11. The results were better than I _____. **(EXPECT)**
12. Nobody was in the car, even though the engine _____. **(RUN)**
13. I went into the garden to see what the boys _____. **(DO)**
14. All your fingers are brown. You _____ too much. **(SMOKE)**
15. When I saw him last, he _____ married for so long. **(NOT BE)**
16. I _____ that his brother _____ around in Australia. **(JUST HEAR, TRAVEL)**
17. _____ the whole morning? – I _____ to call you for over an hour. **(YOU SLEEP, TRY)**
18. After he _____ the letter, he _____ it away. **(READ, THROW)**
19. I _____ today's newspaper. – _____ it anywhere? **(NOT READ, YOU SEE)**
20. Jake _____ my sister for over a year. She _____ some very good results lately. **(COACH, HAVE)**

KEY

1. Who **is he writing** to? – **He's writing** to his sister Maria, who **is** usually in England at this time of the year. **(HE WRITE, WRITE, BE)**
2. Marty **was smoking** just when his mother **came** into his room. **(SMOKE, COME)**
3. She **left** an hour ago and **hasn't come** back yet. **(LEAVE, NOT COME)**
4. I usually **drink** tea with milk, but I **like** to have my coffee black. **(DRINK, LIKE)**
5. When I was in school, I **knew** a student who **had not failed** a test in his whole life. **(KNOW, NOT FAIL)**
6. You can't go into her room. **She's sleeping** and you shouldn't wake her. **(SLEEP)**
7. I **have never felt** better in my life. I hope it **stays** that way. **(NEVER FEEL, STAY)**
8. We **didn't go** outside yesterday because it **was raining** the whole day. Maybe **we'll go** tomorrow. **(NOT GO, RAIN, GO)**
9. While Mom **was working** in the garden, she **hurt** her back. She **went** to the doctor who told her that she **would** have to rest for a few days. **(WORK, HURT, GO, WILL)**
10. My sister **has been working** hard for school recently. She's got a few tests coming up next week. **(WORK)**
11. The results were better than I **had expected**. **(EXPECT)**
12. Nobody was in the car, even though the engine was running. **(RUN)**
13. I went into the garden to see what the boys **were doing**. **(DO)**
14. All your fingers are brown. You **smoke/ are smoking** too much. **(SMOKE)**
15. When I saw him last, he **hadn't been** married for so long. **(NOT BE)**
16. I **have just heard** that his brother **has been travelling/is travelling/ will be travelling** around in Australia. **(JUST HEAR, TRAVEL)**
17. **Do you sleep** the whole morning? – I **have been trying** to call you for over an hour. **(YOU SLEEP, TRY)**
18. After he **had read** the letter, he **threw** it away. **(READ, THROW)**
19. I **haven't read** today's newspaper. – **Have you seen** it anywhere? **(NOT READ, YOU SEE)**
20. Jake **has been coaching** my sister for over a year. **She's had** some very good results lately. **(COACH, HAVE)**

Write sentences, using the tense given. Add any words you need.

1. The boys – can – climb – the mountain (**past simple**)

2. You – ever – visit – your cousin – in Scotland? (**present perfect simple**)

3. I – go – doctor – if -I – be – you (**conditional 1**)

4. She – learn – English – two years (**present perfect progressive**)

5. What – you – think – of the weather – in Spain? (**present simple**)

6. What – he – do – now? (**present progressive**)

7. We walk – down the street – when – police car – pass – by (**past**)

8. We – talk – a lot (**past perfect simple**)

9. We – never – read – any books – by this author (**present perfect simple**)

10. He – be – interesting man – when – he – be – young (**past simple**)

11. I – think – I – have – a drink (**future**)

12. The shop – open – at 9 a.m. – next Monday (**present progressive**)

13. America – discover – by Columbus (**past simple**)

14. I – go – to – the dentist (**conditional 2**)

15. We – discuss – topic – for many hours. (**present perfect progressive**)

16. I – work – for 12 hours – when – I – finally – go – home (**past perfect progressive, past simple**)

17. You – go – France – next year? (**going to future**)

18. They – finish – their homework – when – I – come (**past**)

KEY

1. The boys – can – climb – the mountain (**past simple**)
The boys could/were able to climb the mountain.
2. You – ever – visit – your cousin – in Scotland? (**present perfect simple**)
Have you ever visited your cousin in Scotland?
3. I – go – doctor – if -I – be – you (**conditional 1**)
I would go to the doctor if I were/was you.
4. She – learn – English – two years (**present perfect progressive**)
She has been learning English for two years.
5. What – you – think – of the weather – in Spain? (**present simple**)
What do you think of the weather in Spain?
6. What – he – do – now? (**present progressive**)
What is he doing now?
7. We walk – down the street – when – police car – pass – by (**past**)
We were walking down the street when a police car passed by.
8. We – talk – a lot (**past perfect simple**)
We had talked a lot.
9. We – never – read – any books – by this author (**present perfect simple**)
We have never read any books by this author.
10. He – be – interesting man – when – he – be – young (**past simple**)
He was an interesting man when he was young.
11. I – think – I – have – a drink (**future**)
I think I'll have a drink.
12. The shop – open – at 9 a.m. – next Monday (**present progressive**)
The shop is opening at 5 next Monday.
13. America – discover – by Columbus (**past simple**)
America was discovered by Columbus.
14. I – go – to – the dentist (**conditional 2**)
I would have gone to the dentist.
15. We – discuss – topic – for many hours. (**present perfect progressive**)
We have been discussing the topic for many hours.
16. I – work – for 12 hours – when – I – finally – go – home (**past perfect progressive, past simple**)
I had been working for 12 hours when I finally went home.
17. You – go – France – next year? (**going to future**)
Are you going to go to France next year?
18. They – finish – their homework – when – I – come (**past**)
They were finishing their homework when I came.

Write sentences, using the tense given. Add any words you need.

1. She - often - shop - at Macy's (**present simple**)

2. We - watch TV - when - we - hear - bad news (**past**)

3. I - not go - out - in the rain (**conditional 2**)

4. I - find - my briefcase - this morning (**present perfect simple**)

5. My sister - get married - next Sunday (**present progressive**)

6. I - never - think - about it - before (**past perfect simple**)

7. I - prepare - for the test - since Monday (**present perfect progressive**)

8. You - ride - a camel - in Egypt? (**past simple**)

9. I - think - I - stay - at home. (**future**)

10. I - not apologise - to him (**conditional 1**)

11. After - I - hear - noise - I - go - out (**past simple, past perfect simple**)

12. Where - he - go? (**present perfect simple**)

13. I - cannot - visit you - last week (**past simple**)

14. How often - you go - to the dentist - last year? (**past simple**)

15. Breakfast - not serve - after 11 o'clock (**present simple**)

16. She - play - this game - over an hour (**present perfect progressive**)

17. You - know - where - my shoes - be? (**present simple**)

18. I - work - in the garden - whole afternoon (**past progressive**)

KEY

1. She – often – shop – at Macy's (**present simple**)
She often shops at Macy's.
2. We – watch TV – when – we – hear – bad news (**past**)
We were watching TV when we heard the bad news.
3. I – not go – out - in the rain (**conditional 2**)
I wouldn't have gone out in the rain.
4. I – find – my briefcase – this morning (**present perfect simple**)
I have found my briefcase this morning.
5. My sister – get married – next Sunday (**present progressive**)
My sister is getting married next Monday.
6. I – never – think – about it – before (**past perfect simple**)
I had never thought about it before.
7. I – prepare – for the test – since Monday (**present perfect progressive**)
I have been preparing for the test since Monday.
8. You – ride – a camel – in Egypt? (**past simple**)
Did you ride a camel in Egypt?
9. I – think – I – stay – at home. (**future**)
I think I'll stay at home.
10. I – not apologise – to him (**conditional 1**)
I wouldn't apologise to him.
11. After – I – hear – noise – I – go – out (**past simple, past perfect simple**)
After I had heard the noise I went out.
12. Where – he – go? (**present perfect simple**)
Where has he gone?
13. I – cannot – visit you – last week (**past simple**)
I couldn't/ wasn't able to visit you last week.
14. How often – you go – to the dentist – last year? (**past simple**)
How often did you go to the dentist last year?
15. Breakfast – not serve – after 11 o'clock (**present simple**)
Breakfast is not served after 11 o'clock.
16. She – play – this game – over an hour (**present perfect progressive**)
She has been playing this game for over an hour?
17. You – know – where – my shoes – be? (**present simple**)
Do you know where my shoes are?
18. I – work - in the garden – whole afternoon (**past progressive**)
I was working in the garden the whole afternoon.

Fill in the missing forms of the irregular verbs.

Base Form	Past Tense	Past Participle
arise		
		begun
	bought	
catch		
		fed
	found	
	forgave	
		got/gotten
		hung
hide		
	kept	
		laid
		let
	made	
pay		
	put	
		run
		seen
	shook	
		sunk
smell		
speak		
	swore	
		swung
	taught	
tell		
	threw	
		won
write		

KEY

Base Form	Past Tense	Past Participle
arise	arose	arisen
begin	began	begun
buy	bought	bought
catch	caught	caught
feed	fed	fed
find	found	found
forgive	forgave	forgiven
get	got	got/gotten
hang	hung	hung
hide	hid	hidden
keep	kept	kept
lay	laid	laid
let	let	let
make	made	made
pay	paid	paid
put	put	put
run	ran	run
see	saw	seen
shake	shook	shaken
sink	sank	sunk
smell	smelled/smelt	smelled/smelt
speak	spoke	spoken
swear	swore	sworn
swing	swung	swung
teach	taught	taught
tell	told	told
throw	threw	thrown
win	won	won
write	wrote	written

Fill in the missing forms of the irregular verbs.

Base Form	Past Tense	Past Participle
bite		
	bled	
		blown
		broken
	built	
	came	
cost		
draw		
	dreamed/dreamt	
		eaten
fall		
	flew	
		forgot/forgotten
		given
	grew	
hear		
hide		
	knew	
lead		
		lent
		lain
	met	
	read	
say		
	sold	
		shone
shoot		
		sung
	spent	
steal		

KEY

Base Form	Past Tense	Past Participle
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
build	built	built
come	came	come
cost	cost	cost
draw	drew	drawn
dream	dreamed/dreamt	dreamed/dreamt
eat	ate	eaten
fall	fell	fallen
fly	flew	flown
forget	forgot	forgot/forgotten
give	gave	given
grow	grew	grown
hear	heard	heard
hide	hid	hidden
know	knew	known
lead	led	led
lend	lent	lent
lie	lay	lain
meet	met	met
read	read	read
say	said	said
sell	sold	sold
shine	shone	shone
shoot	shot	shot
sing	sang	sung
spend	spent	spent
steal	stole	stolen

Fill in the correct form of the verb given.

1. After we _____ dinner we went to bed. **(EAT)**
2. I _____ several matches this season, but I _____ to a single game last season. **(SEE, NOT GO)**
3. What _____ when the headmaster _____ the classroom yesterday? **(YOU DO, ENTER)**
4. My granddad doesn't _____ well so he always _____ up the volume on the radio. **(NOT HEAR, TURN)**
5. We _____ hard since 7 o'clock in the morning. **(WORK)**
6. She _____ in such cold water before. **(NEVER SWIM)**
7. When we _____ at the stadium thousands of spectators _____ in front of the gates. **(ARRIVE, WAIT)**
8. We _____ for over an hour when we found out that we were in the wrong village. **(TRAVEL)**
9. The district attorney's office _____ before next Monday. **(NOT OPEN)**
10. Here are your shoes Jimmy. I _____ them **(JUST CLEAN).**
11. She _____ well yesterday because she _____ too much. **(NOT FEEL, EAT)**
12. Look at those fans! They're so excited because their team _____ the winning goal. **(JUST SCORE)**
13. Last Saturday Susan _____ an accident. She _____ off the ladder and _____ her knee while she _____ to pick some apples. **(HAVE, FALL, CUT, TRY)**
14. We _____ to Chris's party next Tuesday because nobody _____ us. **(NOT GO, INVITE)**
15. Whenever Kevin is in England, he _____ to his parents back in Australia every weekend. **(WRITE)**
16. When I was at school, I often _____ adventure stories written by Jack London **(READ).** – _____ any of his books yet? **(YOU READ)**
17. Who _____ that terrible noise outside? – It's a group of hooligans. They _____ around with flags in their hands. **(CAUSE, WANDER)**
18. How _____ to school, Marvin? – I _____ the bus but today my dad _____ me a lift. **(YOU USUALLY GET, USUALLY TAKE, GIVE)**

KEY

1. After we **had eaten** dinner we went to bed. **(EAT)**
2. I **have seen** several matches this season, but I **didn't go** to a single game last season. **(SEE, NOT GO)**
3. What **were you doing** when the headmaster **entered** the classroom yesterday? **(YOU DO, ENTER)**
4. My granddad **doesn't hear** well so he always **turns** up the volume on the radio. **(NOT HEAR, TURN)**
5. We **have been working** hard since 7 o'clock in the morning. **(WORK)**
6. She **has never swum** in such cold water before. **(NEVER SWIM)**
7. When we **arrived** at the stadium thousands of spectators **were waiting** in front of the gates. **(ARRIVE, WAIT)**
8. We **had been travelling/ had travelled** for over an hour when we found out that we were in the wrong village. **(TRAVEL)**
9. The district attorney's office **is not opening/won't open** before next Monday. **(NOT OPEN)**
10. Here are your shoes Jimmy. I **have just cleaned** them **(JUST CLEAN)**.
11. She **didn't feel** well yesterday because she **had eaten** too much. **(NOT FEEL, EAT)**
12. Look at those fans! They're so excited because their team **have/has just scored** the winning goal. **(JUST SCORE)**
13. Last Saturday Susan **had** an accident. She **fell** off the ladder and **cut** her knee while she **was trying** to pick some apples. **(HAVE, FALL, CUT, TRY)**
14. We **won't/aren't going** to Chris's party next Tuesday because nobody **has invited/invited** us. **(NOT GO, INVITE)**
15. Whenever Kevin is in England, he **writes** to his parents back in Australia every weekend. **(WRITE)**
16. When I was at school, I often **read** adventure stories written by Jack London **(READ)**. – **Have you read** any of his books yet? **(YOU READ)**
17. Who **is causing** that terrible noise outside? – It's a group of hooligans. They **are wandering** around with flags in their hands. **(CAUSE, WANDER)**
18. How **do you usually get** to school, Marvin? – I **usually take** the bus but today my dad **is giving** me a lift. **(YOU USUALLY GET, USUALLY TAKE, GIVE)**

Fill in the correct form of the verb given.

1. Jeff _____ our bank manager at the moment. He _____ here for three years. **(BE, BE)**
2. I _____ when the alarm _____ off at 5.30 this morning. **(STILL SLEEP, GO)**
3. If everyone donates \$5, we _____ enough to buy a new machine. **(HAVE)**
4. There _____ a great documentary on TV yesterday evening. _____ it? – No, I didn't. I _____ to take my television set back to the store to have it repaired. **(BE, YOU SEE, HAVE)**
5. When I _____ to the car park I didn't know where I _____ my car. **(RETURN, PARK)**
6. My uncle _____ the same pullover the whole winter. I guess he _____ it. **(WEAR, LOVE)**
7. Mum _____ dinner when the doctor _____. **(PREPARE, ARRIVE)**
8. He _____ around with a limp since he _____ his accident a few weeks ago. **(WALK, HAVE)**
9. You look pretty worried. – What _____? **(HAPPEN)**
10. When we _____ at the theatre the play _____. **(ARRIVE, ALREADY START)**
11. When she _____ home, she _____ that her husband _____ for some time. **(COME, SEE, DRINK)**
12. _____ the good news? – Stan and Margie _____ married! – That's not new. – I _____ about it for a few weeks. **(YOU HEAR, GET, KNOW)**
13. I _____ to call you the whole week! – Where _____? **(TRY, YOU BE)**
14. The manager _____ to an important customer at the moment, but he _____ you in a few minutes. **(SPEAK, SEE)**
15. Do you realize that you _____ on my toes? – It hurts! **(STAND)**
16. I think I _____ a break. I surely deserve one. **(TAKE)**
17. I wonder if he _____ my number. I _____ for him to call for the last two hours. **(FORGET, EXPECT)**
18. The novel is about a man who _____ home from the war and _____ a new life. **(COME, START)**
19. When I _____ for my passport a few days ago, I _____ across this old photo of our family reunion. **(LOOK, COME)**
20. I am sorry that I _____ to leave your party so early last night. I _____ myself. **(HAVE, REALLY ENJOY)**

KEY

1. Jeff **is** our bank manager at the moment. He **has been** here for three years. **(BE, BE)**
2. I **was still sleeping** when the alarm **went** off at 5.30 this morning. **(STILL SLEEP, GO)**
3. If everyone donates \$5, we **will have** enough to buy a new machine. **(HAVE)**
4. There **was** a great documentary on TV yesterday evening. **Did you see** it? – No, I didn't. I **had** to take my television set back to the store to have it repaired. **(BE, YOU SEE, HAVE)**
5. When I **returned** to the car park I didn't know where I **had parked** my car. **(RETURN, PARK)**
6. My uncle **has been wearing** the same pullover the whole winter. I guess he **loves** it. **(WEAR, LOVE)**
7. Mum **was preparing** dinner when the doctor **arrived**. **(PREPARE, ARRIVE)**
8. He **has been walking** around with a limp since he **had** his accident a few weeks ago. **(WALK, HAVE)**
9. You look pretty worried. – What **happened/ has happened?** **(HAPPEN)**
10. When we **arrived** at the theatre the play **had already started**. **(ARRIVE, ALREADY START)**
11. When she **came** home, she **saw** that her husband **had been drinking** for some time. **(COME, SEE, DRINK)**
12. **Have you heard** the good news? – Stan and Margie **are getting** married! – That's not new. – I **have known** about it for a few weeks. **(YOU HEAR, GET, KNOW)**
13. I **have been trying** to call you the whole week! – Where **have you been?** **(TRY, YOU BE)**
14. The manager **is speaking** to an important customer at the moment, but **he will see** you in a few minutes. **(SPEAK, SEE)**
15. Do you realize that you **are standing** on my toes? – It hurts! **(STAND)**
16. I think I **will take** a break. I surely deserve one. **(TAKE)**
17. I wonder if he **has forgotten/forgot** my number. I **have been expecting** for him to call for the last two hours. **(FORGET, EXPECT)**
18. The novel is about a man who **came** home from the war and **started** a new life. **(COME, START)**
19. When I **was looking** for my passport a few days ago, I **came** across this old photo of our family reunion. **(LOOK, COME)**
20. I am sorry that I **had** to leave your party so early last night. I **was really enjoying** myself. **(HAVE, REALLY ENJOY)**

Fill in the correct form of the verb given: Past or Present Perfect Simple

1. So far, Jill _____ almost half of the book. **(READ)**
2. Do you know who _____ the telephone? – It _____ Alexander Graham Bell. **(INVENT, BE)**
3. On her trip across Asia, Mum _____ three countries up to now. **(VISIT)**
4. How many books _____ in the last few years? **(HE WRITE)**
5. Martha lives in Dublin. She's _____ there her whole life, ever since her dad _____ a few years ago. **(LIVE, DIE)**
6. Paul and Gina _____ an hour ago. They _____ problems with their flight. **(ARRIVE, HAVE)**
7. Drugs _____ a huge problem in the United States. **(BECOME)**
8. Granddad _____ in hospital since Monday. He _____ in hospital before. **(BE, NEVER BE)**
9. _____ the Queen in person? No, but I _____ Prince Andrew at a concert a few months ago. **(YOU EVER SEE, SEE)**
10. Mozart _____ over 600 pieces of music during his lifetime. **(WRITE)**
11. They _____ to Spain on holiday last summer **(GO)**
12. I'm hungry. I _____ anything for hours. **(NOT EAT)**
13. I _____ my key and can't find it anywhere. **(LOSE)**
14. He _____ as a war correspondent during the second Iraq war. **(WORK)**
15. I _____ a huge meal for lunch and simply can't eat anything at the moment. **(HAVE)**
16. It _____ yet this week, but last week it really _____ a lot. **(NOT RAIN, RAIN)**
17. According to her statement, she _____ at the Crown Hotel from last Monday to Thursday. **(STAY)**
18. Who _____ at the cinema last night? **(YOU MEET)**
19. I don't need any new driving lessons. I _____ the test. **(ALREADY PASS)**
20. Fortunately, I _____ any bones. **(NEVER BREAK)**
21. My cousins _____ in Dublin since their childhood. Marvin _____ to America when he was 16 but only _____ there for a few years. Then he _____ back to Ireland. **(BE, GO, STAY, COME)**
22. I _____ the car. Now it looks great! **(WASH)**
23. She _____ smoking a few months ago. **(STOP)**
24. Back in March, I _____ enough money to buy a new car. Now, I can afford one. **(NOT HAVE)**
25. Scientist _____ a major discovery in medicine. **(JUST MAKE)**

KEY

1. So far, Jill **has read** almost half of the book. **(READ)**
2. Do you know who **invented** the telephone? – It **was** Alexander Graham Bell. **(INVENT, BE)**
3. On her trip across Asia, Mum **has visited** three countries up to now. **(VISIT)**
4. How many books **has he written** in the last few years? **(HE WRITE)**
5. Martha lives in Dublin. **She's lived** there her whole life, ever since her dad **died** a few years ago. **(LIVE, DIE)**
6. Paul and Gina **arrived** an hour ago. They **had** problems with their flight. **(ARRIVE, HAVE)**
7. Drugs **have become** a huge problem in the United States. **(BECOME)**
8. Granddad **has been** in hospital since Monday. He's **never been** in hospital before. **(BE, NEVER BE)**
9. **Have you ever seen** the Queen in person? No, but I **saw** Prince Andrew at a concert a few months ago. **(YOU EVER SEE, SEE)**
10. Mozart **wrote** over 600 pieces of music during his lifetime. **(WRITE)**
11. They **went** to Spain on holiday last summer **(GO)**
12. I'm hungry. I **haven't eaten** anything for hours. **(NOT EAT)**
13. I have **lost** my key and can't find it anywhere. **(LOSE)**
14. He **worked** as a war correspondent during the second Iraq war. **(WORK)**
15. I **had** a huge meal for lunch and simply can't eat anything at the moment. **(HAVE)**
16. It **hasn't rained** yet this week, but last week it really **rained** a lot. **(NOT RAIN, RAIN)**
17. According to her statement, she **stayed** at the Crown Hotel from last Monday to Thursday. **(STAY)**
18. Who **did you meet** at the cinema last night? **(YOU MEET)**
19. I don't need any new driving lessons. I **have already passed** the test. **(ALREADY PASS)**
20. Fortunately, I **have never broken** any bones. **(NEVER BREAK)**
21. My cousins **have been** in Dublin since their childhood. Marvin **went** to America when he was 16 but only **stayed** there for a few years. Then he **came** back to Ireland. **(BE, GO, STAY, COME)**
22. I **have washed** the car. Now it looks great! **(WASH)**
23. She **stopped** smoking a few months ago. **(STOP)**
24. Back in March, I **didn't have** enough money to buy a new car. Now, I can afford one. **(NOT HAVE)**
25. Scientist **have just made** a major discovery in medicine. **(JUST MAKE)**

Fill in the correct form of the verb given: Present Perfect Simple or Progressive

1. I _____ on redecorating the house for the last few days and I'm still not finished. **(WORK)**
2. She _____ his phone number, so she can't call him. **(FORGET)**
3. It _____ all day. It seems as if it will never stop. **(RAIN)**
4. I _____ a lot of work this morning, and it's only nine. **(DO)**
5. She _____ the tasks her teacher provided her with. **(JUST FINISH)**
6. We _____ for our exams since October. I hope we're well prepared for them. **(STUDY)**
7. You look so tired. What's happened? - I _____ after the children the whole morning. They're really a nuisance. **(LOOK)**
8. We _____ this film before, so there's no need to watch it again. **(SEE)**
9. I _____ for you all morning. - Where _____?
(WAIT, YOU BE)
10. Mike _____ an airplane before, but I think he won't be able to manage such a large one. **(FLY)**
11. I _____ up my mind not to accept the job offer. **(MAKE)**
12. I _____ to India twice and each time it was a remarkable experience. **(BE)**
13. Jack _____ his driving test twice. He should be better prepared. **(FAIL)**
14. I _____ to a party since Christmas. I really think I should socialize more. **(NOT BE)**
15. People _____: all morning about slow internet services. **(COMPLAIN)**
16. My brother _____ for this company for the last forty years and _____ any trouble. **(WORK, NEVER CAUSE)**
17. Someone _____ my computer. The battery is dead. **(USE)**
18. Why _____ your monthly fee yet? You're always late. **(YOU NOT PAY)**
19. He _____ golf with us since he moved here. **(PLAY)**
20. My mother _____ the bus, so she won't be here on time. **(MISS)**
21. I _____ three letters so far this morning, and I'm tired already. **(TYPE)**
22. The baby _____. That's why her eyes are so red. **(CRY)**
23. I am really excited about going to the new restaurant because I _____ Indian food before. **(NEVER EAT)**
24. We _____ through the accounts since Monday, but we _____ any irregularities yet. **(LOOK, NOT FIND)**
25. My cousin _____ this house since the end of the war. **(OWN)**

KEY

1. I **have been working** on redecorating the house for the last few days and I'm still not finished. **(WORK)**
2. **She's forgotten** his phone number, so she can't call him. **(FORGET)**
3. It **has been raining** all day. It seems as if it will never stop. **(RAIN)**
4. I **have done** a lot of work this morning, and it's only nine. **(DO)**
5. She **has just finished** the tasks her teacher provided her with. **(JUST FINISH)**
6. We **have been studying** for our exams since October. I hope we're well prepared for them. **(STUDY)**
7. You look so tired. What's happened? – I **have been looking** after the children the whole morning. They're really a nuisance. **(LOOK)**
8. We **have seen** this film before, so there's no need to watch it again. **(SEE)**
9. I **have been waiting** for you all morning. - Where **have you been?** **(WAIT, YOU BE)**
10. Mike **has flown** an airplane before, but I think he won't be able to manage such a large one. **(FLY)**
11. I **have made** up my mind not to accept the job offer. **(MAKE)**
12. I **have been** to India twice and each time it was a remarkable experience. **(BE)**
13. Jack **has failed** his driving test twice. He should be better prepared. **(FAIL)**
14. I **haven't been** to a party since Christmas. I really think I should socialize more. **(NOT BE)**
15. People **have been complaining** all morning about slow internet services. **(COMPLAIN)**
16. My brother **has been working** for this company for the last forty years and **has never caused** any trouble. **(WORK, NEVER CAUSE)**
17. Someone **has been using** my computer. The battery is dead. **(USE)**
18. Why **haven't you paid** your monthly fee yet? You're always late. **(YOU NOT PAY)**
19. He **has been playing** golf with us since he moved here. **(PLAY)**
20. My mother **has missed** the bus, so she won't be here on time. **(MISS)**
21. I **have typed** three letters so far this morning, and I'm tired already. **(TYPE)**
22. The baby **has been crying**. That's why her eyes are so red. **(CRY)**
23. I am really excited about going to the new restaurant because I **have never eaten** Indian food before. **(NEVER EAT)**
24. We **have been looking** through the accounts since Monday, but we **haven't found** any irregularities yet. **(LOOK, NOT FIND)**
25. My cousin **has owned** this house since the end of the war. **(OWN)**

Fill in the correct form of the verb given: Present Tense Simple or Progressive

1. Dad _____ us to school every morning. **(DRIVE)**
2. Max _____ at an Internet café this summer. **(WORK)**
3. We _____ abroad this year because of the pandemic. **(NOT GO)**
4. It never _____ in the Atacama Desert in Chile. **(RAIN)**
5. Marty _____ to the fitness centre on Mondays. **(NOT USUALLY GO)**
6. What is that? - I _____ sounds that are not there. **(HEAR)**
7. We _____ of leaving Britain next year. We might go to America. **(THINK)**
8. I _____ my ex-husband next Monday. **(SEE)**
9. This box _____ a lot. What is in it? **(WEIGH)**
10. What _____ under the table? - Is there anything wrong? **(YOU DO)**
11. She never _____ to anyone about her problems. **(TALK)**
12. Mary _____ very sad. What's happened to her? **(LOOK)**
13. They _____ a few days in Stockholm next month. **(SPEND)**
14. You can't go in. They _____ a meeting. **(HAVE)**
15. I _____ I'll have a cup of coffee. I'm so tired. **(THINK)**
16. _____ fishing with me on Sunday? - I don't know. I'll think about it.
(YOU GO)
17. I _____ here as a waiter on weekends. **(WORK)**
18. Max _____ to be a nice student. Let's see how he _____ in class.
(APPEAR, HE DO)
19. I _____ what this letter means. It _____ no sense. **(NOT UNDERSTAND, MAKE)**
20. I _____ the dog for a walk because it's so sunny outside. **(TAKE)**
21. _____ at night? **(YOU EVER DREAM)**
22. I _____ on you to help me organise the meeting. **(COUNT)**
23. My sister _____ a video conference in her company next week. **(HOLD)**
24. Why _____ to what he has to say. **(YOU NOT EVER LISTEN)**
25. I _____ meat. I'm a vegetarian. **(NOT EAT)**

KEY

1. Dad **drives** us to school every morning. **(DRIVE)**
2. Max **is working** at an Internet café this summer. **(WORK)**
3. We **are not going** abroad this year because of the pandemic. **(NOT GO)**
4. It never **rains** in the Atacama Desert in Chile. **(RAIN)**
5. Marty **does not usually go** to the fitness centre on Mondays. **(NOT USUALLY GO)**
6. What is that? – I **am hearing** sounds that are not there. **(HEAR)**
7. We **are thinking** of leaving Britain next year. We might go to America. **(THINK)**
8. I **am seeing** my ex-husband next Monday. **(SEE)**
9. This box **weighs** a lot. What is in it? **(WEIGH)**
10. What **are you doing** under the table? – Is there anything wrong? **(YOU DO)**
11. She never **talks** to anyone about her problems. **(TALK)**
12. Mary **looks** very sad. What's happened to her? **(LOOK)**
13. They **are spending** a few days in Stockholm next month. **(SPEND)**
14. You can't go in. **They're having** a meeting. **(HAVE)**
15. I **think** I'll have a cup of coffee. I'm so tired. **(THINK)**
16. **Are you going** fishing with me on Sunday? – I don't know. I'll think about it. **(YOU GO)**
17. I **work** here as a waiter on weekends. **(WORK)**
18. Max **appears** to be a nice student. Let's see how he **does** in class. **(APPEAR, HE DO)**
19. I **don't understand** what this letter means. It **makes** no sense. **(NOT UNDERSTAND, MAKE)**
20. I **am taking** the dog for a walk because it 's so sunny outside. **(TAKE)**
21. **Do you ever dream** at night? **(YOU EVER DREAM)**
22. I **am counting** on you to help me organise the meeting. **(COUNT)**
23. My sister **is holding** a video conference in her company next week. **(HOLD)**
24. Why **don't you ever listen** to what he has to say. **(YOU NOT EVER LISTEN)**
25. I **don't eat** meat. I'm a vegetarian. **(NOT EAT)**

Fill in the correct form of the Future Tense. In some sentences several forms are possible.

1. They _____ driving to New York tomorrow evening. **(DRIVE)**
2. I offered him a job last week and I think he _____ it. **(TAKE)**
3. I hope the weather _____ nice when you get to Sardinia. **(BE)**
4. We _____ married on June 25th. **(GET)**
5. I suppose real estate prices _____ up again next year. **(GO)**
6. What _____ when you grow up? – I _____ a pilot. **(YOU DO, BE)**
7. I am _____ football this afternoon so I can't make it to the party. **(PLAY)**
8. Put your wallet away. I _____ for the tickets. **(PAY)**
9. I _____ John at the airport tomorrow at 5.30. **(MEET)**
10. Take the umbrella with you. I think it _____ in the afternoon. **(RAIN)**
11. I think I _____ a cup of tea after all. **(HAVE)**
12. Ask Mary. She _____ the answer **(PROBABLY KNOW)**
13. Which car _____ to buy? **(YOU PLAN)**
14. Jack missed the train. He _____ late again. **(BE)**
15. All our stores _____ next Monday at 10.00 a.m. **(OPEN)**
16. We _____ our holidays in France next year. **(SPEND)**
17. What do you want to eat? – I think I _____ a sandwich. **(HAVE)**
18. We have to go now. It _____ late. **(GET)**
19. I can't talk about it now, but I _____ you a mail next week. **(SEND)**
20. The Jacksons _____ a party tomorrow afternoon, but they haven't invited us. **(HAVE)**

KEY

1. They **are driving/are going to drive/will be** driving to New York tomorrow evening. **(DRIVE)**
2. I offered him a job last week and I think he **will take/is going to take** it. **(TAKE)**
3. I hope the weather **will be** nice when you get to Sardinia. **(BE)**
4. We **are getting** married on June 25th. **(GET)**
5. I suppose real estate prices **will go** up again next year. **(GO)**
6. What **are you going to do** when you grow up? – I **am going to be** a pilot. **(YOU DO, BE)**
7. I am **going to play/ am playing/will be playing** football this afternoon so I can't make it to the party. **(PLAY)**
8. Put your wallet away. I **will pay** for the tickets. **(PAY)**
9. I **am meeting/ am going to meet/ will be meeting** John at the airport tomorrow at 5.30. **(MEET)**
10. Take the umbrella with you. I think it **will rain/ is going to rain** in the afternoon. **(RAIN)**
11. I think I **will have** a cup of tea after all. **(HAVE)**
12. Ask Mary. She **will probably know** the answer **(PROBABLY KNOW)**
13. Which car **are you planning** to buy? **(YOU PLAN)**
14. Jack missed the train. He **is going to be** late again. **(BE)**
15. All our stores **are opening/will open** next Monday at 10.00 a.m. **(OPEN)**
16. We **are going to spend** our holidays in France next year. **(SPEND)**
17. What do you want to eat? – I think I **will have** a sandwich. **(HAVE)**
18. We have to go now. It **is getting** late. **(GET)**
19. I can't talk about it now, but I **will send** you a mail next week. **(SEND)**
20. The Jacksons **are having** a party tomorrow afternoon, but they haven't invited us. **(HAVE)**

Complete the narrative below using the correct tense.

Mary was one of 185 passengers on a British Airways flight to Warsaw. She _____ **(FEEL)** very excited when she _____ **(GET)** on the plane at Gatwick Airport. She _____ **(WAIT)** a long time for this day. She _____ **(FINALLY LEAVE)** England to start her new job in the eastern European capital.



Mary was an experienced traveller. When she was younger, she _____ **(FLY)** around a lot. In those days her father _____ **(BE)** a diplomat and every few years the whole family _____ **(HAVE TO)** move to a different country.

Not long after the plane _____ **(TAKE)** off the captain _____ **(TELL)** the passengers that they _____ **(HAVE)** to return to the airport. For the first time Mary _____ **(START)** to worry. A few minutes later she _____ **(SEE)** the lights of the airport and _____ **(WONDER)** why there were fire engines and ambulances standing nearby. At that time, she _____ **(NOT KNOW)** that the plane's front wheel _____ **(FALL)** off during take-off.

Suddenly, Mary _____ **(FEEL)** a strange bump and when the plane _____ **(COME)** to a stop some passengers _____ **(CRY)**. Fortunately, the pilot _____ **(MAKE)** a perfect landing and nobody _____ **(BE)** injured. Mary was a little shaken but she still _____ **(HOPE)** she would be able to catch the next flight to Warsaw.

KEY

Mary was one of 185 passengers on a British Airways flight to Warsaw. She **was feeling (FEEL)** very excited when she **got (GET)** on the plane at Gatwick Airport. She **had been waiting/ had waited (WAIT)** a long time for this day. She **would finally leave/finally left/was finally going to leave (FINALLY LEAVE)** England to start her new job in the eastern European capital.

Mary was an experienced traveller. When she was younger, she **flew (FLY)** around a lot. In those days her father **had been/ was (BE)** a diplomat and every few years the whole family **had to/ would have to (HAVE TO)** move to a different country.

Not long after the plane **had taken (TAKE)** off the captain **told (TELL)** the passengers that they **had / would have (HAVE)** to return to the airport. For the first time Mary **started/was starting (START)** to worry. A few minutes later she **saw (SEE)** the lights of the airport and **wondered/ was wondering (WONDER)** why there were fire engines and ambulances standing nearby. At that time, she **didn't know (NOT KNOW)** that the plane's front wheel **had fallen (FALL)** off during take-off.

Suddenly, Mary **felt (FEEL)** a strange bump and when the plane **came (COME)** to a stop some passengers **cried/were crying (CRY)**. Fortunately, the pilot **made / had made (MAKE)** a perfect landing and nobody **was/had been (BE)** injured. Mary was a little shaken but she still **hoped (HOPE)** she would be able to catch the next flight to Warsaw.

Complete the sentences with the correct form of the Present Perfect Tense !

1. I _____ a new pair of shoes **(JUST BUY)**.
2. _____ that book yet? **(YOU FINISH)**
3. They _____ cookies all afternoon, ever since they came home from school. **(EAT)**
4. I _____ this book now, so you can have it back. **(READ)**
5. The novelist _____ eight pages of his new book. **(ALREADY WRITE)**
6. Your exam paper is completely blank! What _____ in the past hour? **(YOU DO)**
7. There's nothing left to eat. My sister _____ everything I left in the kitchen. **(EAT)**
8. No wonder your eyes hurt. You _____ computer games ever since you had your breakfast. **(PLAY)**
9. I _____ you for ages ! You look fantastic! **(NOT SEE)**
10. Lukaku _____ another goal for Manchester United. **(JUST SCORE)**
11. They _____ for over an hour now. I wonder when they'll stop. **(DANCE)**
12. We _____ for you for ages. Where have you been? **(WAIT)**
13. I _____ my work, so I'm ready to go. **(FINISH)**
14. She _____ emails for over an hour. I wonder when she'll stop **(WRITE)**
15. We _____ ten museums since we arrived here in Rome. **(VISIT)**
16. I am very tired, because I _____ around the city all day long. **(TRAVEL)**
17. She _____ for a good job for over a week. Now she _____ one. **(LOOK , FINALLY FIND)**
18. Jane _____ English at university for over a decade. And she's still enjoying it. **(TEACH)**

KEY

1. I **have just bought** a new pair of shoes **(JUST BUY)**.
2. **Have you finished** that book yet? **(YOU FINISH)**
3. They **have been eating** cookies all afternoon, ever since they came home from school. **(EAT)**
4. I **have read** this book now, so you can have it back. **(READ)**
5. The novelist **has already written** eight pages of his new book. **(ALREADY WRITE)**
6. Your exam paper is completely blank! What **have you been doing** in the past hour ? **(YOU DO)**
7. There's nothing left to eat. My sister **has eaten** everything I left in the kitchen. **(EAT)**
8. No wonder your eyes hurt. You **have been playing** computer games ever since you had your breakfast. **(PLAY)**
9. I **haven't seen** you for ages ! You look fantastic! **(NOT SEE)**
10. Lukaku **has just scored** another goal for Manchester United. **(JUST SCORE)**
11. They **have been dancing** for over an hour now. I wonder when they'll stop. **(DANCE)**
12. We **have been waiting** for you for ages. Where have you been? **(WAIT)**
13. I **have finished** my work, so I'm ready to go. **(FINISH)**
14. She **has been writing** emails for over an hour. I wonder when she'll stop **(WRITE)**
15. We **have visited** ten museums since we arrived here in Rome. **(VISIT)**
16. I am very tired, because I **have been travelling** around the city all day long. **(TRAVEL)**
17. She **has been looking** for a good job for over a week. Now she **has finally found** one. **(LOOK , FINALLY FIND)**
18. Jane **has been teaching** English at university for over a decade. And she's still enjoying it. **(TEACH)**

Complete the sentences with the correct form of the Present Tense.

1. Jeremy usually _____ to school by bus but today his dad _____ him.
(GO, DRIVE)
2. How often _____ to the park for a picnic? **(YOU GO)**
3. Northern California _____ a lot of rain during the wintertime but this winter it _____ at all. **(GET, NOT RAIN)**
4. My sister often _____ in bed but today she is so tired that she _____ anything at all. **(READ, NOT READ)**
5. Look to your right! Mary _____ her little sister to school. How sweet!
(BRING)
6. Mom can't help you right now because she _____ dinner. **(PREPARE)**
7. The neighbours' boys always _____ to school late. **(COME)**
8. My parents never _____ cigarettes in front of us. **(SMOKE)**
9. I can't understand him because I _____ any French. **(NOT KNOW)**
10. Mary _____ eating sweets. Every morning she _____ coffee with lots of sweets. **(LIKE, HAVE)**
11. What _____? – I think they _____ to be fed by the tourists.
(THE DUCKS DO, WAIT)
12. It _____ very hard at the moment. **(RAIN)**
13. They normally _____ TV on Sundays but today they _____ a nap. **(WATCH, TAKE)**
14. Dad _____ TV when he _____ home from the office. **(NOT USUALLY WATCH, COME)**
15. Every Monday my dad _____ to work by train because my mom _____ the car. **(GO, NEED)**
16. Our teacher often _____ at us when she's in a bad mood. **(SHOUT)**
17. I _____ for a new car which I want to buy as soon as possible. **(SAVE)**
18. What _____ right now? – He _____ in the river. **(TOM DO, SWIM)**

KEY

1. Jeremy usually **goes** to school by bus but today his dad **is driving** him. (**GO, DRIVE**)
2. How often **do you go** to the park for a picnic? (**YOU GO**)
3. Northern California **gets** a lot of rain during the wintertime but this winter it **isn't raining** at all. (**GET, NOT RAIN**)
4. My sister often **reads** in bed but today she is so tired that she **isn't reading** anything at all. (**READ, NOT READ**)
5. Look to your right! Mary **is bringing** her little sister to school. How sweet! (**BRING**)
6. Mom can't help you right now because she **is preparing** dinner. (**PREPARE**)
7. The neighbours' boys always **come** to school late. (**COME**)
8. My parents never **smoke** cigarettes in front of us. (**SMOKE**)
9. I can't understand him because I **don't know** any French. (**NOT KNOW**)
10. Mary **likes** eating sweets. Every morning she **has** coffee with lots of sweets. (**LIKE, HAVE**)
11. What **are the ducks doing**? – I think they **are waiting** to be fed by the tourists. (**THE DUCKS DO, WAIT**)
12. It **is raining** very hard at the moment. (**RAIN**)
13. They normally **watch** TV on Sundays but today they **are taking** a nap. (**WATCH, TAKE**)
14. Dad **doesn't usually watch** TV when he **comes** home from the office. (**NOT USUALLY WATCH, COME**)
15. Every Monday my dad **goes** to work by train because my mom **needs** the car. (**GO, NEED**)
16. Our teacher often **shouts** at us when she's in a bad mood. (**SHOUT**)
17. I **am saving** for a new car which I want to buy as soon as possible. (**SAVE**)
18. What **is Tom doing** right now? – He **is swimming** in the river. (**TOM DO, SWIM**)

Complete the sentences with the correct form of the Past Tense. Use simple and progressive forms in each of the sentences.

1. Angela _____ herself while she _____ up a tree. **(HURT, CLIMB)**
2. The police car _____ the robbers when they _____ a lamppost.
(CHASE, HIT)
3. I _____ when there _____ a knock at the door. **(STUDY, BE)**
4. My brother _____ on the ice while he _____. **(FALL, SKATE)**
5. Margie _____ dinner when the fire alarm _____. **(HAVE, RING)**
6. Mom _____ herself while she _____ onions. **(INJURE, CUT)**
7. Dad _____ the car when a storm suddenly _____ up. **(REPAIR, COME)**
8. Mona _____ asleep while she _____ a book. **(FALL, READ)**
9. I _____ an old friend while I _____ home from the shop.
(MEET, WALK)
10. She _____ at the ceiling when the door _____. **(STARE, OPEN)**
11. I _____ myself while I _____ milk on the stove. **(BURN, PUT)**
12. While the children _____ the weather _____ to clear up.
(REST, START)
13. When I _____ at the station a car _____ to take me home.
(ARRIVE, WAIT)
14. I _____ my cousin while I _____ in Paris. **(VISIT, STAY)**
15. While the pilot _____ to stabilize the plane the master alarm
_____ off. **(TRY, GO)**
16. I _____ an ambulance while I _____ out of the window. **(SEE, LOOK)**
17. The children _____ a movie when their aunt _____. **(WATCH, ARRIVE)**
18. We _____ about our jobs when the phone _____. **(TALK, RING)**

KEY

1. Angela **hurt** herself while she **was climbing** up a tree. (HURT, CLIMB)
2. The police car **was chasing** the robbers when they **hit** a lamppost. (CHASE, HIT)
3. I **was studying** when there **was** a knock at the door. (STUDY, BE)
4. My brother **fell** on the ice while he **was skating**. (FALL, SKATE)
5. Margie **was having** dinner when the fire alarm **rang**. (HAVE, RING)
6. Mom **injured** herself while she **was cutting** onions. (INJURE, CUT)
7. Dad **was repairing** the car when a storm suddenly **came** up. (REPAIR, COME)
8. Mona **fell** asleep while she **was reading** a book. (FALL, READ)
9. I **met** an old friend while I **was walking** home from the shop. (MEET, WALK)
10. She **was staring** at the ceiling when the door **opened**. (STARE, OPEN)
11. I **burned** myself while I **was putting** milk on the stove. (BURN, PUT)
12. While the children **were resting** the weather **started/ was starting** to clear up. (REST, START)
13. When I **arrived** at the station a car **was waiting** to take me home. (ARRIVE, WAIT)
14. I **visited** my cousin while I **was staying** in Paris. (VISIT, STAY)
15. While the pilot **was trying** to stabilize the plane the master alarm **went** off. (TRY, GO)
16. I **saw** an ambulance while I **was looking** out of the window. (SEE, LOOK)
17. The children **were watching** a movie when their aunt **arrived**. (WATCH, ARRIVE)
18. We **were talking** about our jobs when the phone **rang**. (TALK, RING)

Complete the sentences with the correct form of the tense in brackets. Use past simple or present perfect (simple and progressive).

1. What _____ since you came to this school? I hope you _____ many friends in the past year. **(YOU LEARN, MAKE)**
2. She _____ tired when she _____ home last night, so she _____ straight to bed. **(BE, GET, GO)**
3. I _____ her husband. I don't even know what he looks like. **(NEVER MEET)**
4. It _____ the whole week. I wonder when it's going to stop. **(SNOW)**
5. Who _____ *The Taming of the Shrew*? – I think it was Henry James. **(WRITE)**
6. The weather _____ great when we _____ in Sicily last August. **(BE, BE)**
7. I _____ to study for the past hour, but I simply can't concentrate. **(TRY)**
8. World War I _____ in 1914 and _____ four years later. **(START, END)**
9. I _____ lunch, but I _____ coffee yet. **(JUST HAVE, NOT HAVE).**
10. I _____ a nice girl recently. – How long _____ on? – Oh, for about a month. **(SEE, IT GO)**
11. Last night I _____ some spare time, so I _____ to the cinema to see the latest Bond movie. **(HAVE, GO)**
12. I _____ my room recently. That's why it looks so nice and fresh. **(PAINT)**
13. How many matches _____ so far this season? Well, I _____ almost all games last season, but I _____ any this year. **(YOU WIN, WIN, NOT WIN)**
14. Mom _____ thank you notes the whole morning. She _____ about 20 so far. **(WRITE, ALREADY WRITE)**
15. Dad _____ as a consultant for over 20 years. Then he _____. **(WORK, RETIRE)**
16. _____ Max at the staff meeting last Tuesday? No, I _____ him for ages. **(YOU SEE, NOT SEE)**

KEY

1. What **have you learned** since you came to this school? I hope you **have made** many friends in the past year. **(YOU LEARN, MAKE)**
2. She **was** tired when she **got** home last night, so she **went** straight to bed. **(BE, GET, GO)**
3. I **have never met** her husband. I don't even know what he looks like. **(NEVER MEET)**
4. It **has been snowing** the whole week. I wonder when it's going to stop. **(SNOW)**
5. Who **wrote** *The Taming of the Shrew*? – I think it was Henry James. **(WRITE)**
6. The weather **was** great when we **were** in Sicily last August. **(BE, BE)**
7. I **have been trying** to study for the past hour but I simply can't concentrate. **(TRY)**
8. World War I **started** in 1914 and **ended** four years later. **(START, END)**
9. I **have just had** lunch, but I **haven't had** coffee yet. **(JUST HAVE, NOT HAVE).**
10. I **have been seeing** a nice girl recently. – How long **has it been going** on? – Oh, for about a month. **(SEE, IT GO)**
11. Last night I **had** some spare time, so I **went** to the cinema to see the latest Bond movie. **(HAVE, GO)**
12. I **have painted** my room recently. That's why it looks so nice and fresh. **(PAINT)**
13. How many matches **have you won** so far this season? Well, I **won** almost all games last season, but I **haven't won** any this year. **(YOU WIN, WIN, NOT WIN)**
14. Mom **has been writing** thank you notes the whole morning. She **has already written** about 20 so far. **(WRITE, ALREADY WRITE)**
15. Dad **worked** as a consultant for over 20 years. Then he **retired**. **(WORK, RETIRE)**
16. **Did you see** Max at the staff meeting last Tuesday? No, I **haven't seen** him for ages. **(YOU SEE, NOT SEE)**

Complete the sentences with the correct form of the present perfect tense.

1. The post office is not far from here. I _____ there many times before. **(BE)**
2. You can go home now. You _____ emails for over three hours. You must be very tired. **(WRITE)**
3. I _____ him at least four times but he _____ the phone. **(CALL, NOT ANSWER)**
4. Bobby is so dirty because he _____ outside the whole afternoon. **(PLAY)**
5. The president _____ for his speech the whole morning. He still isn't finished. **(PREPARE)**
6. We _____ for over an hour now and _____ at the village yet. **(WALK, NOT ARRIVE)**
7. She _____ for a good job for over a month, but now she finally _____ one. **(LOOK, FIND)**
8. The phone _____ for half a minute. Why doesn't someone answer it. **(RING)**
9. The maid _____ windows the whole morning. So far, she _____ the ones on the ground floor. **(CLEAN, CLEAN)**
10. Is Jack at home? No, He _____ out. **(JUST GO)**
11. Dr Jacobs _____ at this university for almost twenty years, but he _____ such brilliant students. **(TEACH, NEVER HAVE)**
12. It _____ for over an hour. Some students are excited because they _____ snow before. **(SNOW, NEVER SEE)**
13. There's no more beer in the fridge. You _____ all of it. **(DRINK)**
14. Look at you! You must have gained over 10 pounds because you _____ too much. **(EAT)**
15. My sister _____ to me for three days. **(NOT SPEAK)**
16. George entered politics over a decade ago and _____ a major party speaker for over three years. **(BE)**

KEY

1. The post office is not far from here. **I've been** there many times before. **(BE)**
2. You can go home now. You **have been writing** emails for over three hours. You must be very tired. **(WRITE)**
3. I **have called** him at least four times but he **hasn't answered** the phone. **(CALL, NOT ANSWER)**
4. Bobby is so dirty because he **has been playing** outside the whole afternoon. **(PLAY)**
5. The president **has been preparing** for his speech the whole morning. He still isn't finished. **(PREPARE)**
6. We **have been walking** for over an hour now and **haven't arrived** at the village yet. **(WALK, NOT ARRIVE)**
7. She **has been looking** for a good job for over a month, but now she finally **has found** one. **(LOOK, FIND)**
8. The phone **has been ringing** for half a minute. Why doesn't someone answer it. **(RING)**
9. The maid **has been cleaning windows** the whole morning. So far, she **has cleaned** the ones on the ground floor. **(CLEAN, CLEAN)**
10. Is Jack at home? No, He has **just gone out**. **(JUST GO)**
11. Dr Jacobs **has been teaching** at this university for almost twenty years, but he **has never had** such brilliant students. **(TEACH, NEVER HAVE)**
12. It **has been snowing** for over an hour. Some students are excited because **they have never seen** snow before. **(SNOW, NEVER SEE)**
13. There's no more beer in the fridge. You **have drunken** all of it. **(DRINK)**
14. Look at you! You must have gained over 10 pounds because you **have been eating** too much. **(EAT)**
15. My sister **hasn't spoken** to me for three days. **(NOT SPEAK)**
16. George entered politics over a decade ago and **has been** a major party speaker for over three years. **(BE)**

Fill in the correct form of the verb given.

1. After Howard _____ his studies he intends to work in his father's company. **(FINISH)**
2. I _____ the instructions on the test sheet when the headmaster came in and wished all of us good luck. **(READ)**
3. By the time I finish my thesis I _____ on it for over three years. **(WORK)**
4. Ancient Greek athletes received a wreath of olives after they _____ a race. **(WIN)**
5. The last time I went to the library I _____ three books on painting. **(BORROW)**
6. I _____ when I looked down and saw a snake at my feet. **(SCREAM)**
7. By the time I get to bed I _____ for 8 hours. **(WORK)**
8. Jane _____ yet. I _____ since noon, but there's no sign of her. **(NOT ARRIVE, WAIT)**
9. Yesterday, while I _____ in class, I had nosebleed. The boy who _____ next to me gave me a paper handkerchief. **(SIT, SIT)**
10. All the passengers _____ their seat belts by the time the pilot made his announcement. **(FASTEN)**
11. I'll return his wallet the next time I _____ him. **(SEE)**
12. A small stone struck the windshield while we _____ down the gravel road. **(DRIVE)**
13. My grandfather _____ in an airplane before and he doesn't plan to do so. **(NEVER FLY)**
14. At the moment we _____ a long spell of rain. It _____ constantly for the last three days. **(HAVE, RAIN)**
15. When I got to the party last night, the other guests _____. **(ALREADY ARRIVE)**
16. We _____ to go on vacation next week. First, we _____ to New York for a few days, then we _____ at the Super Bowl finals in Washington. **(PLAN, GO, BE)**

KEY

1. After Howard **finishes** his studies he intends to work in his father's company. **(FINISH)**
2. I **was reading** the instructions on the test sheet when the headmaster came in and wished all of us good luck. **(READ)**
3. By the time I finish my thesis I **will have worked/will have been working** on it for over three years. **(WORK)**
4. Ancient Greek athletes received a wreath of olives after they **had won** a race. **(WIN)**
5. The last time I went to the library I **borrowed** three books on painting. **(BORROW)**
6. I **screamed** when I looked down and saw a snake at my feet. **(SCREAM)**
7. By the time I get to bed I **will have worked** for 8 hours. **(WORK)**
8. Jane **hasn't arrived** yet. I **have been waiting** since noon, but there's no sign of her. **(NOT ARRIVE, WAIT)**
9. Yesterday, while I **was sitting** in class, I had nosebleed. The boy who **was sitting** next to me gave me a paper handkerchief. **(SIT, SIT)**
10. All the passengers **had fastened** their seat belts by the time the pilot made his announcement. **(FASTEN)**
11. I'll return his wallet the next time I **see** him. **(SEE)**
12. A small stone struck the windshield while we **were driving** down the gravel road. **(DRIVE)**
13. My grandfather **has never flown** in an airplane before and he doesn't plan to do so. **(NEVER FLY)**
14. At the moment we **are having** a long spell of rain. It **has been raining** constantly for the last three days. **(HAVE, RAIN)**
15. When I got to the party last night, the other guests **had already arrived**. **(ALREADY ARRIVE)**
16. We **plan/are planning** to go on vacation next week. First, we **are going/ are going to go** to New York for a few days, then **we'll be/we're going to be** at the Super Bowl finals in Washington. **(PLAN, GO, BE)**

Fill in the correct form of the verb given.

1. Mario can't answer the door because he _____ his hair **(WASH)**.
2. I _____ to the park yesterday, but I _____ there today. **(GO, NOT BE)**
3. He _____ when we arrived at 8. **(ALREADY SHOWER)**
4. I _____ anyone interesting since I moved into this apartment. **(NOT MEET)**
5. I _____ on this island for two years now. **(LIVE)**
6. Peter _____ the gym when I got there **(ALREADY LEAVE)**.
7. Paul usually _____ his meals in the firm's canteen but today he _____ out with his sister. **(HAVE, GO)**
8. Jeff is a basketball player, but he _____ right now because it's off-season. **(NOT PLAY)**
9. The weather was perfect for our picnic yesterday. The sun _____ and the birds _____. **(SHINE, SING)**
10. Yesterday, I _____ into an old high school friend whom I _____ for ages. **(RUN, NOT SEE)**
11. My dad _____ to many conferences since the end of the month. **(BE)**
12. While dad _____ him good night stories, he _____ asleep and _____ up until three hours later. **(TELL, FALL, NOT WAKE)**
13. I _____ such a violent storm in my whole life **(NEVER SEE)**
14. The new shop around the corner _____ next Wednesday **(OPEN)**.
15. When David _____ on the couch, he suddenly _____ an explosion outside. **(SLEEP, HEAR)**
16. I _____ a few days off next week. I think I _____ a few days in Berlin. **(TAKE, SPEND)**
17. The city council _____ a new shopping centre in town next year. **(BUILD)**
18. I _____ in Cyprus at the moment. I _____ a great time. The weather _____ great and the food _____ delicious here. **(BE, HAVE, BE, BE)**
19. Ben is a very quick writer. He _____ his third book. **(JUST FINISH)**
20. The last time I _____ to Brighton was in August. **(GO)**

KEY

1. Mario can't answer the door because he **is washing** his hair **(WASH)**.
2. I **went** to the park yesterday, but I **haven't been** there today. **(GO, NOT BE)**
3. He **had already showered** when we arrived at 8. **(ALREADY SHOWER)**
4. I **haven't met** anyone interesting since I moved into this apartment. **(NOT MEET)**
5. I **have been living** on this island for two years now. **(LIVE)**
6. Peter **had already left** the gym when I got there **(ALREADY LEAVE)**.
7. Paul usually **has** his meals in the firm's canteen but today **he is going/has gone** out with his sister. **(HAVE, GO)**
8. Jeff is a basketball player, but he **isn't playing** right now because it's off-season. **(NOT PLAY)**
9. The weather was perfect for our picnic yesterday. The sun **was shining** and the birds **were singing** . **(SHINE, SING)**
10. Yesterday, I **ran** into an old high school friend whom I **hadn't seen** for ages. **(RUN, NOT SEE)**
11. My dad **has been** to many conferences since the end of the month. **(BE)**
12. While dad **was telling** him good night stories, he **fell** asleep and **didn't wake** up until three hours later. **(TELL, FALL, NOT WAKE)**
13. I **have never seen** such a violent storm in my whole life **(NEVER SEE)**
14. The new shop around the corner **is opening/ is going to open/ opens** next Wednesday **(OPEN)**.
15. When David **was sleeping** on the couch, he suddenly **heard** an explosion outside. **(SLEEP, HEAR)**
16. I **am taking** a few days off next week. I think **I will spend** a few days in Berlin. **(TAKE, SPEND)**
17. The city council **is building/ is going to build / will build** a new shopping centre in town next year. **(BUILD)**
18. I **am** in Cyprus at the moment. I **am having** a great time. The weather **is** great and the food **is** delicious here. **(BE, HAVE, BE, BE)**
19. Ben is a very quick writer. He **has just finished** his third book. **(JUST FINISH)**
20. The last time I **went** to Brighton was in August. **(GO)**

Fill in the correct form of the past tense: simple or progressive.

1. Mrs Smith _____ past the house in Sunset Street when she _____ fire on the ground floor. **(DRIVE, SEE)**
2. While he _____ off the coast the pilot _____ sharks approaching the swimmers. **(FLY, SEE)**
3. Alice _____ herself while she _____ football. **(HURT, PLAY)**
4. She _____ while she _____ after the bus. **(FALL, RUN)**
5. I _____ my wallet while I _____ my bike. **(LOSE, RIDE)**
6. We _____ dinner when the lights _____ out. **(HAVE, GO)**
7. She _____ of something else while you _____ to her. **(THINK, TALK)**
8. The fireman _____ the fire on the balcony below when he suddenly _____ someone shouting. **(FIGHT, HEAR)**
9. I _____ her while I _____ out of the window. **(SEE, LOOK)**
10. While the teacher _____ instructions, the students _____ at a spider climbing up the wall. **(GIVE, LOOK)**
11. Sally _____ dinner last night when someone _____ at the door. **(HAVE, KNOCK)**
12. I _____ to study at seven last night. Fred _____ at 7.30. So I _____ when Fred _____. **(BEGIN, COME, STUDY, ARRIVE).**
13. My roommate's parents _____ him last night while _____ watching TV. **(CALL, WATCH)**
14. When my husband _____ home, I _____ the laundry. **(COME, DO)**
15. While they _____ home it _____ to rain, so they _____ at a small cafe and _____ a cup of coffee. **(WALK, BEGIN, STOP, HAVE)**
16. When I _____ home at around 2 o'clock, Mum _____ in her garden. She _____ some flowers and dad _____ the oil of the car in the garage. **(GET, BE, PLANT, CHANGE)**

KEY

1. Mrs Smith **was driving** past the house in Sunset Street when she saw fire on the ground floor. **(DRIVE, SEE)**
2. While he **was flying** off the coast the pilot **saw** sharks approaching the swimmers. **(FLY, SEE)**
3. Alice **hurt** herself while she **was playing** football. **(HURT, PLAY)**
4. She **fell** while she **was running** after the bus. **(FALL, RUN)**
5. I **lost** my wallet while I **was riding** my bike. **(LOSE, RIDE)**
6. We **were having** dinner when the lights **went** out. **(HAVE, GO)**
7. She **was thinking** of something else while you **were talking** to her. **(THINK, TALK)**
8. The fireman **was fighting** the fire on the balcony below when he suddenly **heard** someone shouting. **(FIGHT, HEAR)**
9. I **saw** her while I **was looking** out of the window. **(SEE, LOOK)**
10. While the teacher **was giving** instructions, the students **were looking** at a spider climbing up the wall. **(GIVE, LOOK)**
11. Sally **was having** dinner last night when someone **knocked** at the door. **(HAVE, KNOCK)**
12. I **began** to study at seven last night. Fred **came** at 7.30. So I **was studying** when Fred **arrived** **(BEGIN, COME, STUDY, ARRIVE)**.
13. My roommate's parents **called** him last night while we **were watching** TV. **(CALL, WATCH)**
14. When my husband **came** home, I **was doing** the laundry. **(COME, DO)**
15. While they **were walking** home it **began** to rain, so they **stopped** at a small cafe and **had** a cup of coffee. **(WALK, BEGIN, STOP, HAVE)**
16. When I **got** home at around 2 o'clock, Mum **was** in her garden. She **was planting** some flowers and dad **was changing** the oil of the car in the garage. **(GET, BE, PLANT, CHANGE)**

Put each verb into their correct past form.

Last summer I _____ (**CYCLE**) in the rain along a country road in France with my best friend Tom. We _____ (**DECIDE**) to go on a cycling holiday in northern France. Neither of us _____ (**BE**) to France before, but we _____ (**LEARN**) a little bit of French at school and we _____ (**MANAGE**) to brush up on the basics.



Now we _____ (**WONDER**) if we _____ (**MAKE**) the right decision. We _____ (**PLAN**) our route carefully for months, but we _____ (**FORGET**) one important factor: the weather. It _____ (**RAIN**) heavily since our arrival and that night we _____ (**END UP**) sleeping in the waiting room at a railway station.

When we _____ (**RIDE**) down a steep hill the next morning my bike _____ (**SKID**) on the wet road and I _____ (**FALL**) off. I _____ (**REALISE**) immediately that I _____ (**BREAK**) my left arm and after a visit to the hospital I _____ (**CATCH**) the next train to Calais for the ferry home.

Unfortunately, my parents _____ (**NOT EXPECT**) me home for a fortnight, and _____ (**GO**) away on holiday. So, I _____ (**SPEND**) a miserable couple of weeks alone, reading books about cycling in bad weather.

KEY

Last summer I **was cycling (CYCLE)** in the rain along a country road in France with my best friend Tom. We **decided (DECIDE)** to go on a cycling holiday in northern France. Neither of us **had been (BE)** to France before, but we **learned (LEARN)** a little bit of French at school and we **managed (MANAGE)** to brush up on the basics.

Now we **were wondering (WONDER)** if we **had made (MAKE)** the right decision. We **planned / had planned/had been planning (PLAN)** our route carefully for months, but we **forgot (FORGET)** one important factor: the weather. It **had been raining (RAIN)** heavily since our arrival and that night we **ended up (END UP)** sleeping in the waiting room at a railway station.

When we **were riding (RIDE)** down a steep hill the next morning my bike **skidded (SKID)** on the wet road and I **fell (FALL)** off. I **realised (REALISE)** immediately that I **had broken (BREAK)** my left arm and after a visit to the hospital I **caught (CATCH)** the next train to Calais for the ferry home.

Unfortunately, my parents **had not expected/had not been expecting/ were not expecting (NOT EXPECT)** me home for a fortnight, and **had gone (GO)** away on holiday. So I **spent (SPEND)** a miserable couple of weeks alone, reading books about cycling in bad weather.

Fill in the correct form of the verb given.

1. After Maria _____ her studies, she plans to work in her father's firm **(FINISH)**.
2. By the time I go to bed I _____ the work for the day. **(COMPLETE)**
3. When Jane saw the snake at her feet she _____. **(SCREAM)**
4. I _____ to the library four times this month, but I _____ a single book. **(BE, NOT BORROW)**
5. While I _____ in class yesterday I got the hiccups. **(SIT)**
6. Before I started the car, all passengers _____ their seatbelts. **(FASTEN)**
7. After they _____ the race they started to celebrate. **(WIN)**
8. A small stone struck the window while we _____ down the road. **(DRIVE)**
9. I _____ all the questions since the officers started their interrogation. **(ANSWER)**
10. My grandfather _____ in such an airplane before. **(NEVER FLY)**
11. Jane isn't here yet. I _____ for her since noon but she _____. **(WAIT, NOT COME)**
12. At the moment we _____ an extreme heat wave. The temperatures _____ up for over a week. **(HAVE, GO)**
13. At 3 o'clock yesterday, Jessica _____ in bed. She _____ a book when suddenly the wind _____ to blow. **(LIE, READ, BEGIN)**
14. The weather _____ terrible lately. **(BE)**
15. Next week there _____ a full moon. **(BE)**
16. The phone _____ constantly since Jack announced that he was running for mayor. **(RING)**
17. On July 20th 1969 Neil Armstrong _____ his foot on the moon. Nobody _____ that before. **(SET, EVER DO)**
18. My high school _____ the championship before. It's about time they did. **(NEVER WIN)**
19. May I speak to the doctor? - I'm sorry. He _____ a patient at the moment. **(SEE)**
20. Normally people _____ around about 20 to 30 times every night. **(TURN)**

KEY

1. After Maria **finishes** her studies, she plans to work in her father's firm **(FINISH)**.
2. By the time I go to bed I **will have completed** the work for the day. **(COMPLETE)**
3. When Jane saw the snake at her feet she **screamed** . **(SCREAM)**
4. I **have been** to the library four times this month, but I **haven't borrowed** a single book. **(BE, NOT BORROW)**
5. While I **was sitting** in class yesterday I got the hiccups. **(SIT)**
6. Before I started the car all passengers **had fastened** their seatbelts. **(FASTEN)**
7. After they **had won** the race they started to celebrate. **(WIN)**
8. A small stone struck the window while we **were driving** down the road. **(DRIVE)**
9. I **have answered** all the questions since the officers started their interrogation. **(ANSWER)**
10. My grandfather **has never flown** in such an airplane before. **(NEVER FLY)**
11. Jane isn't here yet. I **have been waiting** for her since noon but she **hasn't come** . **(WAIT, NOT COME)**
12. At the moment we **are having** an extreme heat wave. The temperatures **have been going** up for over a week. **(HAVE, GO)**
13. At 3 o'clock yesterday, Jessica **was lying** in bed. She **was reading** a book when suddenly the wind **began** to blow. **(LIE, READ, BEGIN)**
14. The weather **has been** terrible lately. **(BE)**
15. Next week there **will be** a full moon. **(BE)**
16. The phone **has been ringing** constantly since Jack announced that he was running for mayor. **(RING)**
17. On July 20th 1969 Neil Armstrong set his foot on the moon . Nobody **had ever done** that before. **(SET, EVER DO)**
18. My high school **have never won** the championship before. It's about time they did. **(NEVER WIN)**
19. May I speak to the doctor? - I'm sorry. He **is seeing** a patient at the moment. **(SEE)**
20. Normally people **turn** around about 20 to 30 times every night. **(TURN)**

Write sentences, using the tense given. Add any words you need.

1. We – have – accident (**past perfect simple**)

2. My parents – wait – for me – over an hour (**present perfect progressive**)

3. When – we – get – married? (**present progressive**)

4. What – you – think? (**present simple**)

5. I – take – children – zoo (**conditional 1**)

6. Next week – I – climb – mountains – Switzerland (**future progressive**)

7. Howard – not able to – play hockey – after the accident (**past simple**)

8. The children – run – down – street (**past progressive**)

9. They – can – not see – far – because – fog (**past simple**)

10. I – read – a book (**present perfect progressive**)

11. Joseph – not be – to a party – Easter (**present perfect simple**)

12. My sister – go – dentist – next Monday (**present progressive**)

13. She – ever be – cruise ship? (**present perfect simple**)

14. My friend and I – learn – whole night (**past perfect progressive**)

15. When – you – be – at home? (**future simple**)

16. The building – catch – fire (**conditional 2**)

17. Dad – not feel well – yesterday (**past progressive**)

18. My team – not win – a competition – for five years (**present perfect simple**)

KEY

1. We – have – accident (**past perfect simple**)
We had had an accident.
2. My parents – wait – for me – over an hour (**present perfect progressive**)
My parents have been waiting for me for over an hour.
3. When – we – get – married? (**present progressive**)
When are we getting married?
4. What – you – think? (**present simple**)
What do you think?
5. I – take – children – zoo (**conditional 1**)
I would take the children to the zoo.
6. Next week – I – climb – mountains – Switzerland (**future progressive**)
Next week I will be climbing mountains in Switzerland.
7. Howard – not able to – play hockey – after the accident (**past simple**)
Howard was not able to play hockey after the accident.
8. The children – run – down – street (**past progressive**)
The children were running down the street.
9. They – can – not see – far – because – fog (**past simple**)
They could not see far because of the fog.
10. I – read – a book (**present perfect progressive**)
I have been reading a book.
11. Joseph – not be – to a party – Easter (**present perfect simple**)
Joseph has not been to a party since Easter.
12. My sister – go -dentist – next Monday (**present progressive**)
My sister is going to the dentist next Monday.
13. She – ever be – cruise ship? (**present perfect simple**)
Has she ever been on a cruise ship?
14. My friend and I – learn – whole night (**past perfect progressive**)
My friend and I had been learning the whole night.
15. When – you – be – at home? (**future simple**)
When will you be at home.
16. The building – catch – fire (**conditional 2**)
The building would have caught fire.
17. Dad – not feel well – yesterday (**past progressive**)
Dad wasn't feeling well yesterday.
18. My team – not win – a competition – for five years (**present perfect simple**)
My team haven't won a competition for five years.

Fill in the correct form of the verb in brackets: Past or Past Perfect Tense /Simple or Progressive)

1. My friend Tim _____ well yesterday because he _____ too many sweets. **(NOT FEEL / EAT)**
2. After she _____, she _____ much better. **(REST, FEEL)**
3. She _____ him for a year before they finally _____ on holidays together. **(KNOW, GO)**
4. I asked him what _____ because I _____ noise the whole morning. **(HAPPEN, HEAR)**
5. The next morning, I realised that someone _____ my new bike. **(STEAL)**
6. I _____ to the meeting last Monday because nobody _____ me. **(NOT GO, INVITE)**
7. Dan was so excited because he _____ €1,000 in the lottery. **(JUST WIN)**
8. After she _____ her first major tournament, she _____ from a series of injuries. **(WIN, SUFFER)**
9. Our manager told us that the company _____ bankrupt. **(GO)**
10. I _____ to pass the test because I _____ hard for a whole week. **(MANAGE, STUDY)**
11. When we finally _____ at the stadium the match _____ on for half an hour. **(ARRIVE, GO)**
12. Before we _____ for Spain, I _____ to teach her some Spanish. **(LEAVE, OFFER)**
13. We _____ for 10 minutes when we finally _____ the train station. **(WALK, SEE)**
14. The suspect _____ the house when the police _____. **(JUST LEAVE, ARRIVE)**
15. Sampson _____ his report by the time father _____ home **(FINISH, COME)**
16. She wasn't hungry because she _____ lunch. **(JUST HAVE)**
17. We _____ for a while before we _____ some fish. **(FISH, CATCH)**
18. I told the police that I _____ the man in the photo before. **(NOT SEE)**

KEY

1. My friend Tim **didn't feel** well yesterday because he **had eaten** too many sweets. **(NOT FEEL / EAT)**
2. After she **had rested**, she **felt** much better. **(REST, FEEL)**
3. She **had known** him for a year before they finally **went** on holidays together. **(KNOW, GO)**
4. I asked him what **had happened** because I **had been hearing** noise the whole morning. **(HAPPEN, HEAR)**
5. The next morning, I realised that someone **had stolen** my new bike. **(STEAL)**
6. I **didn't go** to the meeting last Monday because nobody **had invited** me. **(NOT GO, INVITE)**
7. Dan was so excited because he **had just won** €1,000 in the lottery. **(JUST WIN)**
8. After she **had won** her first major tournament, she **suffered** from a series of injuries. **(WIN, SUFFER)**
9. Our manager told us that the company **had gone** bankrupt. **(GO)**
10. I **managed** to pass the test because I **had been studying** hard for a whole week. **(MANAGE, STUDY)**
11. When we finally **arrived** at the stadium the match **had been going** on for half an hour. **(ARRIVE, GO)**
12. Before we **left** for Spain, I **had offered** to teach her some Spanish. **(LEAVE, OFFER)**
13. We **had been walking** for 10 minutes when we finally **saw** the train station. **(WALK, SEE)**
14. The suspect **had just left** the house when the police **arrived**. **(JUST LEAVE, ARRIVE)**
15. Sampson **had finished** his report by the time father **came** home **(FINISH, COME)**
16. She wasn't hungry because she **had just had** lunch. **(JUST HAVE)**
17. We **had been fishing** for a while before we **caught** some fish. **(FISH, CATCH)**
18. I told the police that I **hadn't seen** the man in the photo before. **(NOT SEE)**

Fill in the correct form of the verb given.

1. _____ the latest news? – The president _____ that he _____ to resign next summer. – That's not new. I _____ that for ages! **(YOU HEAR, JUST ANNOUNCE, PLAN, KNOW)**
2. When she came home her two boys _____ football in the backyard. **(PLAY)**
3. He _____ in hospital for a few days and the doctor said he _____ come home on Monday. **(BE, BE ABLE TO)**
4. The whole family _____ a few days ago and _____ with us until next Monday. **(ARRIVE, STAY)**
5. I _____ to call you all morning. Where _____? **(TRY, YOU BE)**
6. We _____ enough money if everyone gives us €5. **(HAVE)**
7. There _____ a very good documentary on TV last night. – _____ it? No, I _____ for my exam all night. **(BE, YOU SEE, STUDY)**
8. When I came back to the office, I saw that someone _____ through my belongings. **(SEARCH)**
9. I'm so sorry that I _____ to leave your party so early because I _____ myself. **(HAVE, REALLY ENJOY)**
10. You're finally here. I _____ in your office for over 15 minutes. **(WAIT)**
11. We _____ in Spain while our friends _____ across Europe. **(BACKPACK, CYCLE)**
12. John Grisham is a famous author who _____ several thrillers. His latest book _____ out a few months ago. **(WRITE, COME)**
13. After she _____ holiday impressions of Scotland, she _____ to go there immediately. **(SEE, WANT)**
14. At the moment she _____ a hard time dealing with the children. They _____ so difficult to handle recently. **(HAVE, BECOME)**
15. You look worried. _____? **(ANYTHING HAPPEN)**
16. Do you realise that you _____ on my toe. It hurts. **(STAND)**

KEY

1. **Have you heard** the latest news? – The president **has just announced** that he **is planning** to resign next summer. – That's not new. I **have known** that for ages! (**YOU HEAR, JUST ANNOUNCE, PLAN, KNOW**)
2. When she came home her two boys **were playing** football in the backyard. (**PLAY**)
3. He **has been** in hospital for a few days and the doctor said he **would be able to** come home on Monday. (**BE, BE ABLE TO**)
4. The whole family **arrived** a few days ago and **are staying/will be staying/are going to stay/will stay** with us until next Monday. (**ARRIVE, STAY**)
5. I **have been trying** to call you all morning. Where **have you been**? (**TRY, YOU BE**)
6. We **will have** enough money if everyone gives us €5. (**HAVE**)
7. There **was** a very good documentary on TV last night. – **Did you see** it? No, I **was studying** for my exam all night. (**BE, YOU SEE, STUDY**)
8. When I came back to the office, I saw that someone **had been searching(had searched)** through my belongings. (**SEARCH**)
9. I'm so sorry that I **had** to leave your party so early because I **was really enjoying** myself. (**HAVE, ENJOY**)
10. You're finally here. I **have been waiting** in your office for over 15 minutes. (**WAIT**)
11. We **were backpacking** in Spain while our friends **were cycling** across Europe. (**BACKPACK, CYCLE**)
12. John Grisham is a famous author who **has written** several thrillers. His latest book **came** out a few months ago. (**WRITE, COME**)
13. After she **had seen** holiday impressions of Scotland, she **wanted** to go there immediately. (**SEE, WANT**)
14. At the moment **she's having** a hard time dealing with the children. They **have become** so difficult to handle recently. (**HAVE, BECOME**)
15. You look worried. **Has anything happened**? (**ANYTHING HAPPEN**)
16. Do you realise that you **are standing** on my toe. It hurts. (**STAND**)

Fill in the correct form of the verb given.

1. Last night, when I _____ dinner, my mom _____. I totally _____ about the roast in the oven, and I _____ everything. **(MAKE, CALL, FORGET, BURN)**
2. Most police officers _____ uniforms to work. Only detectives in higher positions _____ their street clothes. **(WEAR, WEAR)**
3. His family _____ to Singapore when he was three, then they _____ back again when he started high school. **(MOVE, MOVE)**
4. Your car is fine now. There was a problem with the gears, but we _____ it. **(FIX)**
5. After Claire _____ for half an hour, she suddenly _____ to check her watch. **(RUN, STOP)**
6. I _____ smoking three years ago. Before that, I _____ for over a decade. **(STOP, SMOKE)**
7. Look, Mary _____ the windows. Nobody _____ them for over a month. **(CLEAN, CLEAN)**
8. Tina _____ her emails for the last two hours. **(CHECK)**
9. Living in a foreign country was strange at first, but we _____ used to it. **(GET)**
10. I _____ I want any dessert. I _____ too much to eat already. **(NOT THINK, HAVE)**
11. In our history lesson yesterday my friend and I _____ to each other and we _____ attention. Suddenly, our history teacher _____ right next to us. **(TALK, NOT PAY, STAND)**
12. Wendy _____ her boyfriend every afternoon. **(PHONE)**
13. I saw him sitting on the sofa. He _____ very tired because he _____ too much. **(BE, WORK)**
14. John _____ our flight this morning, but he _____ hotel arrangements yet. **(BOOK, NOT MAKE)**
15. I _____ the cup finals when you arrived. **(WATCH)**
16. We normally _____ together every second Sunday, but this month everyone _____ on holiday, so we _____ any meetings. **(GET, BE, NOT HAVE)**

KEY

1. Last night, when I **was making** dinner, my mom **called**. I totally **forgot / had totally forgot** about the roast in the oven, and I **burned** everything. (**MAKE, CALL, FORGET, BURN**)
2. Most police officers **wear** uniforms to work. Only detectives in higher positions **wear** their street clothes. (**WEAR, WEAR**)
3. His family **moved/ had moved** to Singapore when he was three, then they **moved** back again when he started high school. (**MOVE, MOVE**)
4. Your car is fine now. There was a problem with the gears, but we **have fixed/ fixed** it. (**FIX**)
5. After Claire **had been running** for half an hour, she suddenly **stopped** to check her watch. (**RUN, STOP**)
6. I **stopped** smoking three years ago. Before that, I **had been smoking** for over a decade. (**STOP, SMOKE**)
7. Look, Mary **is cleaning** the windows. Nobody **has cleaned** them for over a month. (**CLEAN**)
8. Tina **has been checking** her emails for the last two hours. (**CHECK**)
9. Living in a foreign country was strange at first, but we **got** used to it. (**GET**)
10. I **don't think** I want any dessert. I **have had** too much to eat already. (**NOT THINK, HAVE**)
11. In our history lesson yesterday my friend and I **were talking** to each other and we **were not paying** attention. Suddenly, our history teacher **was standing** right next to us. (**TALK, NOT PAY, STAND**).
12. Wendy **phones** her boyfriend every afternoon. (**PHONE**)
13. I saw him sitting on the sofa. He **was** very tired because he **had been working** too much. (**BE, WORK**)
14. John **booked/ has booked** our flight this morning, but he **hasn't made** hotel arrangements yet. (**BOOK, NOT MAKE**)
15. I **was watching/ had been watching** the cup finals when you arrived. (**WATCH**)
16. We normally **get** together every second Sunday, but this month everyone **is** on holiday, so we **aren't having/ don't have** any meetings. (**GET, BE, NOT HAVE**)

Fill in the correct form of the past tense: simple or progressive.

1. While I _____ whether to buy the CD player, a woman _____ in and _____ it. **(WONDER, COME, SNATCH)**
2. The teacher asked me, "What _____ all afternoon yesterday?" **(YOU, DO)**
3. Our neighbour's dog _____ the postman while he _____ a letter. **(ATTACK, DELIVER)**
4. The chairman _____ the conference room and _____ that everyone _____ nervously with their neighbour. **(ENTER, REALISE, CHAT)**
5. We _____ last night because our neighbours _____ loud music. **(CAN NOT SLEEP, PLAY)**
6. Why _____ the crime? **(YOU, NOT REPORT)**
7. When they _____ home, they _____ the burglars as they _____ the house. **(GET, SEE, LEAVE)**
8. The match official _____ the game because it _____. **(POSTPONE, RAIN)**
9. I _____ on the report the whole afternoon yesterday. **(WORK)**
10. I _____ to the police office to report the break-in. **(HURRY)**
11. While Mom _____ the tree, the children _____ their favourite Christmas TV show. **(DECORATE, WATCH)**
12. As we _____ on the motorway to Cardiff, I suddenly _____ that I had left the cellar door open. **(DRIVE, REMEMBER)**
13. When I _____ Mary at the dinner party last night, she _____ a wonderful dress. **(SEE, WEAR)**
14. He _____ his leg when he _____ off the horse. **(BREAK, FALL)**
15. We _____ outside the café when, all of a sudden, we _____ an explosion. Everyone _____ what they _____ and _____ towards the crossing. **(SIT, HEAR, STOP, DO, LOOK)**
16. When I _____ up this morning, I _____ out of the window and _____ that it _____. It _____ me so happy. **(WAKE, LOOK, SEE, SNOW, MAKE)**

KEY

1. While I **was wondering** whether to buy the CD player, a woman **came** in and **snatched** it. (**WONDER, COME, SNATCH**)
2. The teacher asked me, "What **were you doing** all afternoon yesterday?" (**YOU, DO**)
3. Our neighbour's dog **attacked** the postman while he **was delivering** a letter. (**ATTACK, DELIVER**)
4. The chairman **entered** the conference room and **realised** that everyone **was chatting** nervously with their neighbour. (**ENTER, REALISE, CHAT**)
5. We **could not sleep** last night because our neighbours **were playing** loud music. (**CAN NOT SLEEP, PLAY**)
6. Why **didn't you report** the crime? (**YOU, NOT REPORT**)
7. When they **got** home, they **saw** the burglars as they **were leaving** the house. (**GET, SEE, LEAVE**)
8. The match official **postponed** the game because it **was raining**. (**POSTPONE, RAIN**)
9. I **was working** on the report the whole afternoon yesterday. (**WORK**)
10. I **hurried** to the police office to report the break-in. (**HURRY**)
11. While Mom **was decorating** the tree, the children **were watching** their favourite Christmas TV show. (**DECORATE, WATCH**)
12. As we **were driving** on the motorway to Cardiff, I suddenly **remembered** that I had left the cellar door open. (**DRIVE, REMEMBER**)
13. When I **saw** Mary at the dinner party last night, she **was wearing** a wonderful dress. (**SEE, WEAR**)
14. He **broke** his leg when he **fell** off the horse. (**BREAK, FALL**)
15. We **were sitting** outside the café when, all of a sudden, we **heard** an explosion. Everyone **stopped** what they **were doing** and **looked/ were looking** towards the crossing. (**SIT, HEAR, STOP, DO, LOOK**)
16. When I **woke** up this morning, I **looked** out of the window and saw that it **was snowing**. It **made** me so happy. (**WAKE, LOOK, SEE, SNOW, MAKE**)

Fill in the correct form of the past tense: simple or progressive.

1. While the policeman _____ out of the window, he _____ that a blue SUV _____ down the road. **(LOOK, NOTICE, PARK)**
2. I _____ on my report when the phone _____. My wife _____ to know when I _____ home. **(WORK, RING, WANT, COME)**
3. He _____ down the street when he _____ his old schoolteacher on the other side. **(WALK, SEE)**
4. During the time I _____ in South Africa I never _____ a serious crime. **(SPEND, SEE)**
5. While they _____ lunch at the new restaurant, a journalist _____ up to them and _____ to ask a few questions. **(HAVE, COME, WANT)**
6. The farmer _____ the whole neighbourhood with fruit and vegetables. **(SUPPLY)**
7. The hairdresser _____ up her shop, _____ into the car and _____ home. **(LOCK, GET, DRIVE)**
8. My brother _____ to contact me at the office, but he _____ me because I _____ lunch with a customer. **(TRY, CANNOT REACH, HAVE)**
9. Jack _____ over the carpet because he _____ attention to where he _____. **(TRIP, NOT PAY, GO)**
10. Where _____ when I _____ across you yesterday? **(YOU GO, COME)**
11. I _____ him off at the airport when the police _____ and _____ him. **(SEE, COME, ARREST)**
12. The old man _____ on the pavement, so James _____ to help him. **(FALL, STOP)**
13. How _____ your leg? – Well, I _____ on the ladder when, suddenly, I _____ my balance and _____. **(YOU BREAK, STAND, LOSE, FALL)**
14. She _____ in France at the time she _____ the bad news. **(LIVE, RECEIVE)**
15. I _____ the new Prime Minister while I _____ the press conference. **(MEET, ATTEND)**
16. While I _____ on the motorway, more and more police cars _____ in my direction. **(DRIVE, COME)**

KEY

1. While the policeman **was looking** out of the window, he **noticed** that a blue SUV **was parking** down the road. (**LOOK, NOTICE, PARK**)
2. I **was working** on my report when the phone **rang**. My wife **wanted** to know when **I was coming** home. (**WORK, RING, WANT, COME**)
3. He **was walking** down the street when he **saw** his old schoolteacher on the other side. (**WALK, SEE**)
4. During the time I **was spending** in South Africa I never **saw** a serious crime. (**SPEND, SEE**)
5. While they **were having** lunch at the new restaurant, a journalist **came** up to them and **wanted** to ask a few questions. (**HAVE, COME, WANT**)
6. The farmer **supplied** the whole neighbourhood with fruit and vegetables. (**SUPPLY**)
7. The hairdresser **locked** up her shop, **got** into the car and **drove** home. (**LOCK, GET, DRIVE**)
8. My brother **tried** to contact me at the office, but he **couldn't reach** me because I **was having** lunch with a customer. (**TRY, CANNOT REACH, HAVE**)
9. Jack **tripped** over the carpet because he **wasn't paying/ didn't pay** attention to where he **was going**. (**TRIP, NOT PAY, GO**)
10. Where **were you going** when I **came** across you yesterday? (**YOU GO, COME**)
11. I **was seeing** him off at the airport when the police **came** and **arrested** him. (**SEE, COME, ARREST**)
12. The old man **fell** on the pavement, so James **stopped** to help him. (**FALL, STOP**)
13. How **did you break** your leg? – Well, I **was standing** on the ladder when, suddenly, I **lost** my balance and **fell**. (**YOU BREAK, STAND, LOSE, FALL**)
14. She **was living** in France at the time she **received** the bad news. (**LIVE, RECEIVE**)
15. I **met** the new Prime Minister while I **was attending** the press conference. (**MEET, ATTEND**)
16. While I **was driving** on the motorway, more and more police cars **were coming** in my direction. (**DRIVE, COME**)

Use the word in brackets at the end of each sentence to form a new adjective that fits in each blank.

1. He never has anything _____ to say when he gets up to speak **(CONSTRUCT)**.
2. Going by plane is _____ to travelling by car. **(PREFER)**
3. The lesson was so _____ , we almost fell asleep. **(BORE)**
4. _____ people never talk about the money they have. **(WEALTH)**
5. City authorities are cutting down trees for _____ parking space **(ADDITION)** .
6. It's _____ to go out in the wild all on your own. **(DANGER)**
7. A new _____ centre is planned on the far end of the city. **(INDUSTRY)**
8. _____ jobs are very rare in this part of the country. **(ATTRACT)**
9. The scenery is so _____ around here. It's lovely. **(BEAUTY)**
10. I felt that the performance was quite _____. **(AMUSE)**
11. I hope it will stay dry for the match, but I am rather _____. **(DOUBT)**
12. Children are very _____ when they are young. **(CREATE)**
13. The town is facing serious _____ problems. That's why they need help from the government **(FINANCE)**
14. Come on, be _____. You can never win against him. **(REASON)**
15. He is so _____. He always breaks things and never picks them up. **(CARE)**
16. His behaviour was very _____ , so the police arrested him. **(SUSPECT)**
17. Nordic walking is a very _____ way of exercising. **(EFFECT)**
18. Many African colonies became _____ after World War II **(DEPEND)**
19. We are very _____ and enjoy playing strong teams. **(COMPETE)**
20. The film was very _____. We didn't like it **(DISAPPONT)**

KEY

1. He never has anything **constructive** to say when he gets up to speak **(CONSTRUCT)**.
2. Going by plane is **preferable** to travelling by car. **(PREFER)**
3. The lesson was so **boring** , we almost fell asleep. **(BORE)**
4. **Wealthy** people never talk about the money they have. **(WEALTH)**
5. City authorities are cutting down trees for **additional** parking space **(ADDITION)** .
6. It's **dangerous** to go out in the wild all on your own. **(DANGER)**
7. A new **industrial** centre is planned on the far end of the city. **(INDUSTRY)**
8. **Attractive** jobs are very rare in this part of the country. **(ATTRACT)**
9. The scenery is so **beautiful** around here. It's lovely. **(BEAUTY)**
10. I felt that the performance was quite **amusing** **(AMUSE)**
11. I hope it will stay dry for the match, but I am rather **doubtful** **(DOUBT)**
12. Children are very **creative** when they are young **(CREATE)**
13. The town is facing serious **financial** problems. That's why they need help from the government **(FINANCE)**
14. Come on, be **reasonable** You can never win against him. **(REASON)**
15. He is so **careless**. He always breaks things and never picks them up. **(CARE)**
16. His behaviour was very **suspicious**, so the police arrested him. **(SUSPECT)**
17. Nordic walking is a very **effective** way of exercising. **(EFFECT)**
18. Many African colonies became **independent** after World War II **(DEPEND)**
19. We are very **competitive** and enjoy playing strong teams. **(COMPETE)**
20. The film was very **disappointing**. We didn't like it **(DISAPPONT)**

Add negative prefixes to these adjectives and put them into the right column.

able - certain - clear - comfortable - complete - connected - correct - definite -
dependent - direct - employed - expensive - fair - fit - formal - friendly - healthy -
honest - kind - known - legal - logical - lucky - moral - patient - perfect - polite -
possible - probable - tidy - true - visible

DIS-	IL-	IM-	IN-	UN-

KEY

DIS-	IL-	IM-	IN-	UN-
disconnected	illegal	immoral	incomplete	unable
dishonest	illogical	impatient	incorrect	uncertain
		imperfect	indefinite	unclear
		impolite	independent	uncomfortable
		impossible	indirect	unemployed
		improbable	inexpensive	unfair
			informal	unfit
			invisible	unfriendly
				unhealthy
				unkind
				unknown
				unlucky
				untidy
				untrue

Use the words in capitals to form a new word that fits into each blank!

1. You must _____ your account before you can write posts. **(ACTIVE)**
2. The _____ of the film brought all his favourite actors together. **(DIRECT)**
3. I had an _____ visit from a colleague who normally avoids me. **(EXPECT)**
4. The doctor _____ my dad to stay at home and rest for a few days. **(ADVICE)**
5. The internet _____ became weaker and weaker and, suddenly, there was no signal at all. **(CONNECT)**
6. The treatment the patient got was completely _____. **(PAIN)**
7. It was an _____ sound that came from the forest. I had never heard anything like it before. **(FAMILIAR)**
8. It was their first _____ of the season. **(LOSE)**
9. Some machines and tools we have in our house are totally _____. Nobody needs them. **(USE)**
10. Every witness in court must tell the _____ and not lie. **(TRUE)**
11. The passengers in the car escaped with only minor _____. **(INJURE)**
12. Singapore became _____ from Great Britain after World War II. **(DEPEND)**
13. In her _____ she dropped a glass. **(EXCITE)**
14. Soldiers were blocking the _____ to the building and let nobody in. **(ENTER)**
15. Everyone has a right to _____ of speech. **(FREE)**
16. Trains in the country are very _____. They are never on time. **(RELY)**
17. Almost 30% of the population live below the _____ line. **(POOR)**
18. My first _____ was that he seemed to be a very serious person. **(IMPRESS)**
19. Students of all _____ come to the prestigious university. **(NATION)**
20. Although he was only a few pounds _____, the doctor told him to exercise more. **(WEIGHT)**
21. The _____ document was 22 pages long. **(ORIGIN)**
22. We were driving along the motorway when a sportscar _____ us. **(TAKE)**
23. Bringing me such nice flowers was very _____ of you. **(THINK)**
24. What Harry said to his boss left him _____. He didn't know what to say. **(SPEECH)**
25. Parents should raise their children to become valuable members of _____. **(SOCIAL)**

KEY

1. You must **activate** your account before you can write posts. **(ACTIVE)**
2. The **director** of the film brought all his favourite actors together. **(DIRECT)**
3. I had an **unexpected** visit from a colleague who normally avoids me. **(EXPECT)**
4. The doctor **advised** my dad to stay at home and rest for a few days. **(ADVICE)**
5. The internet **connection** became weaker and weaker and, suddenly, there was no signal at all. **(CONNECT)**
6. The treatment the patient got was completely **painless**. **(PAIN)**
7. It was an **unfamiliar** sound that came from the forest. I had never heard anything like it before. **(FAMILIAR)**
8. It was their first **loss** of the season. **(LOSE)**
9. Some machines and tools we have in our house are totally **useless**. Nobody needs them. **(USE)**
10. Every witness in court must tell the **truth** and not lie. **(TRUE)**
11. The passengers in the car escaped with only minor **injuries**. **(INJURE)**
12. Singapore became **independent** from Great Britain after World War II. **(DEPEND)**
13. In her **excitement** she dropped a glass. **(EXCITE)**
14. Soldiers were blocking the **entrance** to the building and let nobody in. **(ENTER)**
15. Everyone has a right to **freedom** of speech. **(FREE)**
16. Trains in the country are very **unreliable**. They are never on time. **(RELY)**
17. Almost 30% of the population live below the **poverty** line. **(POOR)**
18. My first **impression** was that he seemed to be a very serious person. **(IMPRESS)**
19. Students of all **nationalities** come to the prestigious university. **(NATION)**
20. Although he was only a few pounds **overweight**, the doctor told him to exercise more. **(WEIGHT)**
21. The **original** document was 22 pages long. **(ORIGIN)**
22. We were driving along the motorway when a sportscar **overtook** us. **(TAKE)**
23. Bringing me such nice flowers was very **thoughtful** of you. **(THINK)**
24. What Harry said to his boss left him **speechless**. He didn't know what to say. **(SPEECH)**
25. Parents should raise their children to become valuable members of **society**. **(SOCIAL)**

Write affirmative sentences in the correct word order.

1. only / in / the village / it / restaurant / is / the

_____ .

2. surprised / very / yesterday / see / I / to / him / was

_____ .

3. so / it / didn't / a / day / I / was / very / much / sunny / work.

_____ .

4. badly / the / by the police / treated / prisoner / was

_____ .

5. whenever / terrible / match / I / I / a / lose / feel

_____ .

6. more / than / a / is / a / tiger / dangerous / lion

_____ .

7. in the city / shops / close / some / late / very

_____ .

8. was / the / cheaper / I / thought / than / bike

_____ .

9. ages / teaching / Mr Roberts / has / for / been / the / class

_____ .

10. at work / the fire / people / were / most / started / when

_____ .

11. next / reopening / Monday / is / the museum

_____ .

12. in Spain / for / Jane / has / at least / living / been / a year

_____ .

13. because / are / in the garden / dirty / she / her / hands / worked

_____ .

14. of the year / month / is / coldest / January / usually / the

_____ .

15. try / should / I / you / to / think / more / relax

_____ .

KEY

1. only / in / the village / it / restaurant / is / the
It is the only restaurant in the village.
2. surprised / very / yesterday / see / I / to / him / was
I was very surprised to see him yesterday.
3. so / it / didn't / a / day / I / was / very / much / sunny / work.
It was a sunny day, so I didn't work very much.
4. badly / the / by the police / treated / prisoner / was
The prisoner was treated badly by the police.
5. whenever / terrible / match / I / I / a / lose / feel
I feel terrible whenever I lose a match.
Whenever I lose a match I feel terrible.
6. more / than / a / is / a / tiger / dangerous / lion
A tiger is more dangerous than a lion.
A lion is more dangerous than a tiger.
7. in the city / shops / close / some / late / very
Some shops in the city close very late.
8. was / the / cheaper / I / thought / than / bike
The bike was cheaper than I thought.
9. ages / teaching / Mr Roberts / has / for / been / the / class
Mr Roberts has been teaching the class for ages.
10. at work / the fire / people / were / most / started / when
Most people were at work when the fire started.
11. next / reopening / Monday / is / the museum
The museum is reopening next Monday.
12. in Spain / for / Jane / has / at least / living / been / a year
Jane has been living in Spain for at least a year.
13. because / are / in the garden / dirty / she / her / hands / worked
Her hands are dirty because she worked in the garden.
14. of the year / month / is / coldest / January / usually / the
January is usually the coldest month of the year.
15. try / should / I / you / to / think / more / relax
I think you should try to relax more.

Useful phrases - letters and emails

Opening paragraph:

It's nice to hear from you...

I'm glad to read your email...

I'm sorry to hear that...

Thank you very much for your email...

I hope this email finds you well.

How are you?

I hope your week is going smoothly.

Thanks for getting in touch.

Introducing your points:

By the way

Did you hear about

Did you see

Have you seen

Tell me about

Oh, another thing

Referring to the letter and questions:

You talked about

You asked about ...

You mentioned...

Referring to ...

Speaking of ...

In answer to your question...

About the ...

Closing paragraph

It's time to go.

It's time to say goodbye.

Give my love /regards to...

We must try and meet up soon...

Anyway, I must go and get on with my work.

Goodbye

Best wishes,

Best,

Sincerely,

Love,

Regards

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åpenhet



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Liechtenstein
Norway grants

Norway
grants

Fill in MAKE or DO.

1. _____ a job
2. _____ an exception
3. _____ trouble
4. _____ your hair
5. _____ me a favour
6. _____ a difference
7. _____ an arrangement
8. _____ a mess
9. _____ business
10. _____ harm
11. _____ a living
12. _____ your best
13. _____ a discovery
14. _____ an effort
15. _____ sport
16. _____ some noise
17. _____ a comment
18. _____ dinner
19. _____ some exercise
20. _____ household chores
21. _____ a choice
22. _____ your homework
23. _____ a suggestion
24. _____ your bed
25. _____ work
26. _____ an experiment
27. _____ the dishes
28. _____ a decision
29. _____ improvements
30. _____ your duty

KEY

1. **do** a job
2. **make** an exception
3. **make** trouble
4. **do** your hair
5. **do** me a favour
6. **make** a difference
7. **make** an arrangement
8. **make** a mess
9. **do** business
10. **do** harm
11. **make** a living
12. **do** your best
13. **make** a discovery
14. **make** an effort
15. **do** sport
16. **make** some noise
17. **make** a comment
18. **make** dinner
19. **do** some exercise
20. **do** household chores
21. **make** a choice
22. **do** your homework
23. **make** a suggestion
24. **make** your bed
25. **do** work
26. **do** an experiment
27. **do** the dishes
28. **make** a decision
29. **make** improvements
30. **do** your duty

Match the words with their opposites.

A	elementary
B	interrupt
C	fail
D	friend
E	defend
F	exciting
G	humane
H	entrance
I	special
J	innocent
K	foreign
L	tiny
M	frequently
N	violent
O	fear
P	reduce
Q	light
R	hopeful
S	flat
T	ugly

	heavy
	boring
	cruel
	desperate
	ordinary
	exit
	advanced
	courage
	gentle
	succeed
	enemy
	increase
	attack
	domestic
	handsome
	hilly
	giant
	occasionally
	continue
	guilty

KEY

A	elementary
B	interrupt
C	fail
D	friend
E	defend
F	exciting
G	humane
H	entrance
I	special
J	innocent
K	foreign
L	tiny
M	frequently
N	violent
O	fear
P	reduce
Q	light
R	hopeful
S	flat
T	ugly

Q	heavy
F	boring
G	cruel
R	desperate
I	ordinary
H	exit
A	advanced
O	courage
N	gentle
C	succeed
D	enemy
P	increase
E	attack
K	domestic
T	handsome
S	hilly
L	giant
M	occasionally
B	continue
J	guilty

Match the words with their opposites.

A	clean
B	ceiling
C	unite
D	argue
E	remember
F	basement
G	lend
H	natural
I	melt
J	learn
K	equal
L	near
M	ancient
N	asleep
O	extreme
P	simple
Q	plant
R	departure
S	changeable
T	create

	harvest
	destroy
	attic
	teach
	different
	freeze
	agree
	constant
	floor
	complicated
	artificial
	moderate
	arrival
	divide
	borrow
	forget
	dirty
	awake
	modern
	far

KEY

A	clean
B	ceiling
C	unite
D	argue
E	remember
F	basement
G	lend
H	natural
I	melt
J	learn
K	equal
L	near
M	ancient
N	asleep
O	extreme
P	simple
Q	plant
R	departure
S	changeable
T	create

Q	harvest
T	destroy
F	attic
J	teach
K	different
I	freeze
D	agree
S	constant
B	floor
P	complicated
H	artificial
O	moderate
R	arrival
C	divide
G	borrow
E	forget
A	dirty
N	awake
M	modern
L	far

Match the verbs with the nouns to create as many activities as possible. Verbs can be used more than once.

	MAKE	COLLECT	DO	GO	PLAY	WATCH	READ	LISTEN TO
exercise								
furniture								
a novel								
sailing								
cards								
television								
magazines								
music								
hiking								
homework								
coins								
movies								
games								
gardening								
the news								
comics								
skiing								
hockey								
your bed								
the dishes								
songs								

KEY

Note : There may be more answers than given here.

	MAKE	COLLECT	DO	GO	PLAY	WATCH	READ	LISTEN TO
exercise			X					
furniture	X	X						
a novel							X	
sailing				X				
cards		X			X			
television						X		
magazines	X	X					X	
music					X			X
hiking				X				
homework			X					
coins		X						
movies	X					X		
games		X			X			
gardening			X					
the news						X		X
comics		X					X	
skiing				X				
hockey					X			
your bed	X							
the dishes		X	X					
songs					X			X

Complete the second sentence so that it has a similar meaning to the first, using the word given. Use between TWO and FIVE words.

1. Her brother sings better than she does. **(AS)**
She doesn't _____ her brother.
2. Jack is so arrogant I can't stand him. **(SUCH)**
I can't stand Jack because _____ person.
3. After an hour we stopped practicing. **(HAD)**
We _____ for an hour when we stopped.
4. Learning to play so well surely took him a long time! **(MUST)**
It _____ him a long time to play so well.
5. When I was little I was often scared at night. **(USED)**
I _____ at night when I was little.
6. I'll call you the minute I arrive at the airport. **(SOON)**
I'll call you _____ I arrive at the airport.
7. A week from now, I'll be on a plane to New York. **(FLYING)**
This time next week, I _____ to New York.
8. People in this factory produce many different things. **(ARE)**
Many different things _____ at this factory.
9. Will they let us take photos at the concert? **(ALLOWED)**
Will _____ photos at the concert?
10. Our fan club gave us a small amount of money **(LITTLE)**
We _____ money from our fan club.
11. We had to stop because there was no petrol left in the car. **(RAN)**
We had to stop because we _____ petrol.
12. "Don't touch the fresh paint", he told me. **(WARNED)**
He _____ the fresh paint.
13. We paid someone we knew to make these fancy chairs. **(HAD)**
We _____ made by someone we knew.
14. John recently became the new football manager. **(TAKEN)**
Recently, John _____ the job of the new football manager.
15. The band are too good for this to be their first performance. **(CAN'T)**
This _____ performance because they're too good.

KEY

1. Her brother sings better than she does. **(AS)**
She doesn't **sing as well as** her brother.
2. Jack is so arrogant I can't stand him. **(SUCH)**
I can't stand Jack because **he's such an arrogant** person.
3. After an hour we stopped practicing. **(HAD)**
We **had been practicing** for an hour when we stopped.
4. Learning to play so well surely took him a long time! **(MUST)**
It **must have taken** him a long time to play so well.
5. When I was little I was often scared at night. **(USED)**
I **used to be scared** at night when I was little.
6. I'll call you the minute I arrive at the airport. **(SOON)**
I'll call you **as soon as** I arrive at the airport.
7. A week from now, I'll be on a plane to New York. **(FLYING)**
This time next week, I **will be flying** to New York.
8. People in this factory produce many different things. **(ARE)**
Many different things **are produced** at this factory.
9. Will they let us take photos at the concert? **(ALLOWED)**
Will **we be allowed to take** photos at the concert?
10. Our fan club gave us a small amount of money **(LITTLE)**
We **were given (a) little** money from our fan club.
11. We had to stop because there was no petrol left in the car. **(RAN)**
We had to stop because we **ran out of** petrol.
12. "Don't touch the fresh paint", he told me. **(WARNED)**
He **warned me not to touch** the fresh paint.
13. We paid someone we knew to make these fancy chairs. **(HAD)**
We **had these fancy chairs** made by someone we knew.
14. John recently became the new football manager. **(TAKEN)**
Recently, John **has taken up** the job of the new football manager.
15. The band are too good for this to be their first performance. **(CAN'T)**
This **can't be their first** performance because they're too good.

Complete the second sentence so that it has a similar meaning to the first, using the word given. Use between TWO and FIVE words.

1. I read the instructions twice because I wanted to be certain that I understood them. **(MAKE)**
I _____ that I understood the instructions, so I read them twice.
2. They waited at the bus stop and five minutes later their bus arrived. **(BEEN)**
They _____ at the bus stop for five minutes when their bus arrived.
3. I'm not going home in the rain. **(UNTIL)**
I won't go home _____ raining.
4. They must think of a better plan than that. **(COME)**
They'll have _____ a better plan than that.
5. People think that church is over a century old. **(THOUGHT)**
That church _____ over a century old.
6. Maybe you left your keys in the kitchen. **(MIGHT)**
You _____ your keys in the kitchen.
7. Wearing a helmet is compulsory when you go roller skating. **(HAVE)**
You _____ a helmet when you go roller skating.
8. The boy says he doesn't know anything about the missing money. **(CLAIMS)**
The boy _____ anything about the missing money.
9. He called the police last night. **(MADE)**
He _____ to the police last night.
10. The headmaster announced, "There will be a concert at the end of June." **(PLACE)**
The headmaster announced that a concert _____ at the end of June.
11. Someone is cleaning up our garden next week. **(CLEANED)**
We _____ up next week.
12. Answering this email is not necessary. **(NEED)**
You _____ this email.
13. We must leave early tomorrow morning, because the weather will get bad later on. **(OUT)**
We need _____ early tomorrow morning, because the weather will get bad later on.
14. It is possible that Maria didn't get your message. **(MAY)**
Maria _____ your message.

KEY

1. I read the instructions twice because I wanted to be certain that I understood them. **(MAKE)**
I **wanted to make sure** that I understood the instructions, so I read them twice.
2. They waited at the bus stop and five minutes later their bus arrived. **(BEEN)**
They **had been waiting** at the bus stop for five minutes when their bus arrived.
3. I'm not going home in the rain. **(UNTIL)**
I won't go home **until it stops** raining.
4. They must think of a better plan than that. **(COME)**
They'll have **to come up with** a better plan than that.
5. People think that church is over a century old. **(THOUGHT)**
That church **is thought to be** over a century old.
6. Maybe you left your keys in the kitchen. **(MIGHT)**
You **might have left** your keys in the kitchen.
7. Wearing a helmet is compulsory when you go roller skating. **(HAVE)**
You **have to wear** a helmet when you go roller skating.
8. The boy says he doesn't know anything about the missing money. **(CLAIMS)**
The boy **claims not to know** anything about the missing money.
9. He called the police last night. **(CALL)**
He **made a call** to the police last night.
10. The headmaster announced, "There will be a concert at the end of June." **(PLACE)**
The headmaster announced that a concert **would take place** at the end of June.
11. Someone is cleaning up our garden next week. **(CLEANED)**
We **are having/will have our garden cleaned** up next week.
12. Answering this email is not necessary. **(NEED)**
You **don't need to answer** this email.
13. We must leave early tomorrow morning, because the weather will get bad later on. **(OUT)**
We need **to set out** early tomorrow morning, because the weather will get bad later on.
14. It is possible that Maria didn't get your message. **(MAY)**
Maria **may not have got** your message.

Fill in the blanks with words from the box. There are THREE words you will not need.

A stepfamily, or blended family, is a _____ with at least one child from a _____ relationship who lives with them all the time or some of the time.

These families often have an image problem. In old fairy tales stepmothers are wicked and stepsisters are _____. When you see a stepfamily in one of your favourite TV soap operas they usually have _____ with other family members. That is why the phrase "*blended family*" is often used instead of stepfamily.

Family life has faced many _____ over the past half century. Traditional _____ families – mother, father and two children – are a lot less _____ today. About 40% of all marriages end in _____.

Today, over 2.5 million children in the UK live in stepfamilies. Most of them start when the birth parents _____ up and find new partners.

Being part of a stepfamily can really be a challenge for children. An important factor is the way the birth parents deal with the end of their _____. They need to be careful not to talk too much about their ex-partner or his/her faults. Children sometimes also feel _____ about liking their stepparent too much, because they may think that they are betraying their birth parent.

Although, while it may be hard at first, being in a stepfamily can provide all members with a new life and a feeling that they have _____ something worthwhile.

achieved
arguments
break
bullies
challenges
common
couple
divorce
guilty
nuclear
popular
previous
proud
reality
relationship

KEY

A stepfamily, or blended family, is a **couple** with at least one child from a **previous** relationship who lives with them all the time or some of the time.

These families often have an image problem. In old fairy tales stepmothers are wicked and stepsisters are **bullies**. When you see a stepfamily in one of your favourite TV soap operas they usually have **arguments** with other family members. That is why the phrase "*blended family*" is often used instead of stepfamily.

Family life has faced many **challenges** over the past half century. Traditional **nuclear** families – mother, father and two children – are a lot less **common** today. About 40% of all marriages end in **divorce**.

Today, over 2.5 million children in the UK live in stepfamilies. Most of them start when the birth parents **break** up and find new partners.

Being part of a stepfamily can really be a challenge for children. An important factor is the way the birth parents deal with the end of their **relationship**. They need to be careful not to talk too much about their ex-partner or his/her faults. Children sometimes also feel **guilty** about liking their stepparent too much, because they may think that they are betraying their birth parent.

Although, while it may be hard at first, being in a stepfamily can provide all members with a new life and a feeling that they have **achieved** something worthwhile.

Fill in the blanks with words from the box. There are THREE words you will not need.

Scientists around the world agree that the key to staying _____ and keeping fit is to eat less and do _____ exercise such as walking or cycling. However, people who exercise too intensively often _____ themselves by spending the rest of the day in front of the TV set. At the same time, they have to eat more to give them _____ for the next workout. To avoid gaining _____, researchers suggest that going for a longer walk or riding a bike for a few hours may actually be better than high-energy exercise.

A low-fat _____ may be good for your waistline, but research suggests it may have negative psychological _____. Medical experts have found out that volunteers who followed a strict twenty-five percent fat diet reported feelings of depressions and bad _____.

Many of us already know that drinking coffee raises your blood _____ but according to the latest studies, it too, can make you bad-tempered. Mice that were given regular _____ of caffeine by researchers turned out to be more aggressive than others. On the other hand, chemicals found in tea can _____ the risk of heart _____ and have a positive effect on _____ levels and high blood pressure.

If you're a chocolate fan, there's good news for you! Recent studies have revealed that _____ found in chocolate can not only put you in a good mood but also _____ you from a variety of minor illnesses including colds, coughs, depressions and even help reduce the risk of _____ disease.

affects
attacks
chemicals
cholesterol
diet
disease
doses
effects
energy
gentle
healthy
heart
mood
physical
pressure
protect
reduce
reward
weight

KEY

Scientists around the world agree that the key to staying **healthy** and keeping fit is to eat less and do **physical** exercise such as walking or cycling. However, people who exercise too intensively often **reward** themselves by spending the rest of the day in front of the TV set. At the same time, they have to eat more to give them **energy** for the next workout. To avoid gaining **weight**, researchers suggest that going for a longer walk or riding a bike for a few hours may actually be better than high-energy exercise.

A low-fat **diet** may be good for your waistline, but research suggests it may have negative psychological **effects**. Medical experts have found out that volunteers who followed a strict twenty-five percent fat diet reported feelings of depressions and bad **mood**.

Many of us already know that drinking coffee raises your blood **pressure** but according to the latest studies, it too, can make you bad-tempered. Mice that were given regular **doses** of caffeine by researchers turned out to be more aggressive than others. On the other hand, chemicals found in tea can **reduce** the risk of heart **attacks** and have a positive effect on **cholesterol** levels and high blood pressure.

If you're a chocolate fan, there's good news for you! Recent studies have revealed that **chemicals** found in chocolate can not only put you in a good mood but also **protect** you from a variety of minor illnesses including colds, coughs, depressions and even help reduce the risk of **heart** disease.

Complete the text on the effects of caffeine. Fill in the blanks from the word list on the right. There are THREE words you will not need.

You are drinking lots of cola at a party, when it _____ hits. You are full of energy, you jump around, and you talk too fast. Later on, you can't fall asleep and the next day you're tired and feel awful. Does that sound _____?

Most children already have lots of energy, but those who drink a lot of cola often end up even more wired than others. The beverage includes a lot of sugar but also a _____ that produces a lot of energy - caffeine.

Like cola, coffee is also full of caffeine. That's why many grown-ups drink it the first thing in the morning to help them wake up. The chemical is naturally found in tea, chocolate and hot cocoa. Many people need this kick, so food producers often add it to many other _____ and snacks. But is caffeine good or bad for us?

Some _____ show that caffeine might help people _____ to things more quickly. Scientists have found out that caffeinated coffee and tea can help protect your heart, brain and other organs from certain _____.

On the other hand too much caffeine can make people _____ and unable to sleep. This is worrisome because we need sleep to stay healthy. Caffeine may also _____ your blood pressure, increase your heart _____ and make you feel more stressed.

Love it or hate it, caffeine is hard to _____. Coffee shops are all over the place, in city streets and malls. Machines offer coffee and cola at schools. Even though you can get caffeine-free coffee, tea and cola almost everywhere more than 80 % of adults in America _____ caffeine regularly.

Caffeine raises the _____ of sugar in your bloodstream, even if there is no sugar in your caffeinated drink. That's what gives you extra energy.

Taking caffeine away from _____ users causes withdrawal _____, like headaches and sleepiness. It also makes them react more slowly. So, when you give these people the caffeine that they need they do better and react more quickly.

although
amount
anxious
average
avoid
beverages
boost
consume
diabetes
diseases
energy
familiar
harm
physical
producers
protect
raise
rate
regular
respond
studies
substance
suddenly
symptoms

Many athletes take caffeine to _____ their energy levels. Studies show however that caffeine only helps those athletes who are in good _____ shape already. In an experiment runners had to run at a very fast pace. On _____, they were able to run for about 32 minutes. After taking caffeine they ran 7 to 10 minutes longer.

_____ caffeine may be good for world class athletes, it may _____ the health of people who are overweight. For some it may even lead to _____.

In the end a cup of coffee or a can of cola once in a while is okay, but don't overdo it!

KEY

You are drinking lots of cola at a party, when it **suddenly** hits. You are full of energy, you jump around, and you talk too fast. Later on, you can't fall asleep and the next day you're tired and feel awful. Does that sound **familiar**?

Most children already have lots of energy, but those who drink a lot of cola often end up even more wired than others. The beverage includes a lot of sugar but also a **substance** that produces a lot of energy - caffeine.

Like cola, coffee is also full of caffeine. That's why many grown-ups drink it the first thing in the morning to help them wake up. The chemical is naturally found in tea, chocolate and hot cocoa. Many people need this kick, so food producers often add it to many other **beverages** and snacks. But is caffeine good or bad for us?

Some **studies** show that caffeine might help people **respond** to things more quickly. Scientists have found out that caffeinated coffee and tea can help protect your heart, brain and other organs from certain **diseases**.

On the other hand too much caffeine can make people **anxious** and unable to sleep. This is worrisome because we need sleep to stay healthy. Caffeine may also **raise** your blood pressure, increase your heart **rate** and make you feel more stressed.

Love it or hate it, caffeine is hard to **avoid**. Coffee shops are all over the place, in city streets and malls. Machines offer coffee and cola at schools. Even though you can get caffeine-free coffee, tea and cola almost everywhere more than 80 % of adults in America **consume** caffeine regularly.

Caffeine raises the **amount** of sugar in your bloodstream, even if there is no sugar in your caffeinated drink. That's what gives you extra energy.

Taking caffeine away from **regular** users causes withdrawal **symptoms**, like headaches and sleepiness. It also makes them react more slowly. So, when you give these people the caffeine that they need they do better and react more quickly.

Many athletes take caffeine to **boost** their energy levels. Studies show however that caffeine only helps those athletes who are in good **physical** shape already. In an experiment runners had to run at a very fast pace. On **average**, they were able to run for about 32 minutes. After taking caffeine they ran 7 to 10 minutes longer.

Although caffeine may be good for world class athletes, it may **harm** the health of people who are overweight. For some it may even lead to **diabetes**.

In the end a cup of coffee or a can of cola once in a while is okay, but don't overdo it!

Complete the text with a word from the box. There are TWO words you will not need.

There are many people who would like to become President. From January to June of the election year, the two big parties, Republicans and Democrats, hold **(1)** _____ in many states. In these, people **(2)** _____ who should become the party's candidate for the **(3)** _____ election in November.

At the end of the primaries, each party organises a big party called a **(4)** _____. Thousands of party **(5)** _____ meet and select the candidate who was the best in the primaries. At this gathering, the candidate also tells the people who will become **(6)** _____ if he gets elected.

From August to November the **(7)** _____ of each party travel all over the country, hold **(8)** _____ and try to get the people to **(9)** _____ for them. On the first Tuesday in November the American people vote for one of the presidential candidates.

In most cases, there are only two candidates, a Republican and a Democrat, but in the last elections **(10)** _____ from other parties have also taken part.

Americans do not vote for the President directly. They select electors who **(11)** _____ them in the Electoral College. Each state has a certain number of electors. Big states with a large population, like California have many electors (54) and small states, like Hawaii only have a few **(12)** _____. All together there are 538 electors who meet in the Electoral College.

In December all the electors meet and elect a president. Most of the time they **(13)** _____ for the candidate who has won in their state. The candidate who has 270 or more electoral votes becomes President.

Candidates often **(14)** _____ on the big states with lots of electors. They know that if they win in states like California, New York or Texas they have a good **(15)** _____ of becoming President.

On January 20th of the **(16)** _____ year the new President and his Vice President begin the new **(17)** _____. They put their left hand on a Bible and take the **(18)** _____ of office.

candidates

chance

concentrate

convention

decide

electors

following

general

members

nominees

oath

population

President

primaries

represent

speeches

state

term

Vice President

vote

KEY

There are many people who would like to become President. From January to June of the election year, the two big parties, Republicans and Democrats, hold **primaries** in many states. In these, people **decide** who should become the party's candidate for the **general** election in November.

At the end of the primaries, each party organises a big party called a **convention**. Thousands of party **members** meet and select the candidate who was the best in the primaries. At this gathering, the candidate also tells the people who will become **Vice President** if he gets elected.

From August to November the **nominees** of each party travel all over the country, hold **speeches** and try to get the people to **vote** for them. On the first Tuesday in November the American people vote for one of the presidential candidates.

In most cases, there are only two candidates, a Republican and a Democrat, but in the last elections **candidates** from other parties have also taken part.

Americans do not vote for the President directly. They select electors who **represent** them in the Electoral College. Each state has a certain number of electors. Big states with a large population, like California have many electors (54) and small states, like Hawaii only have a few **electors**. All together there are 538 electors who meet in the Electoral College.

In December all the electors meet and elect a president. Most of the time they **vote** for the candidate who has won in their state. The candidate who has 270 or more electoral votes becomes President.

Candidates often **concentrate** on the big states with lots of electors. They know that if they win in states like California, New York or Texas they have a good **chance** of becoming President.

On January 20th of the **following** year the new President and his Vice President begin the new **term**. They put their left hand on a Bible and take the **oath** of office

Complete the text with a word from the box. There are TWO words you will not need.

Truman Burbank is a 29-year-old **(1)** _____ salesman who lives in a comfortable town called *Seahaven*, which is **(2)** _____ on an island, probably off the coast of Florida. Truman is a sincere and very nice person who begins to **(3)** _____ that there is something very strange going on his life, and little by little, he learns the **(4)** _____. Ever since he was born, Truman has been filmed for a live television show that is **(5)** _____ 24 hours a day to the rest of the world, and thus, everything and everyone that he thinks he knows is, in **(6)** _____, part of a giant television studio designed to **(7)** _____ his life.

Truman begins to discover the **(8)** _____ of his world when the television producers of "The Truman Show" begin to make silly **(9)** _____ that give Truman an idea of what is really happening. After listening to a radio broadcast that seems to be broadcasting everything he is doing, and then seeing workers who look like they're fixing his own **(10)** _____ building as if it were part of a movie set (which it is!), Truman **(11)** _____ he needs to get away from Seahaven. He tells his wife and best friend that he wants to go to the island of Fiji, where the family of a girl he once liked very much had apparently moved.

Thus, the **(12)** _____ of the show must think of every possible way to **(13)** _____ Truman that it would really be much better if he stayed home in Seahaven, without of course, **(14)** _____ to him that his whole world is actually a giant TV studio. Eventually though, Truman becomes determined to leave the island that he has never left before, **(15)** _____ his horrible fear of water (which began as a child when he thought he saw his father **(16)** _____ in a storm). As each way off the island is mysteriously blocked---from car to bus to boat---Truman comes increasingly closer to finding out the true **(17)** _____ of the world around him.

admitting

broadcast

convince

decides

despite

drown

fact

family

insurance

located

mistakes

nature

office

producers

reality

recorded

show

suspect

truth

KEY

Truman Burbank is a 29-year-old **(1) insurance** salesman who lives in a comfortable town called *Seahaven*, which is **(2) located** on an island, probably off the coast of Florida. Truman is a sincere and very nice person who begins to **(3) suspect** that there is something very strange going on his life, and little by little, he learns the **(4) truth**. Ever since he was born, Truman has been filmed for a live television show that is **(5) broadcast** 24 hours a day to the rest of the world, and thus, everything and everyone that he thinks he knows is, in **(6) fact**, part of a giant television studio designed to **(7) show** his life.

Truman begins to discover the **(8) reality** of his world when the television producers of "The Truman Show" begin to make silly **(9) mistakes** that give Truman an idea of what is really happening. After listening to a radio broadcast that seems to be broadcasting everything he is doing, and then seeing workers who look like they're fixing his own **(10) office** building as if it were part of a movie set (which it is!), Truman **(11) decides** he needs to get away from Seahaven. He tells his wife and best friend that he wants to go to the island of Fiji, where the family of a girl he once liked very much had apparently moved.

Thus, the **(12) producers** of the show must think of every possible way to **(13) convince** Truman that it would really be much better if he stayed home in Seahaven, without of course, **(14) admitting** to him that his whole world is actually a giant TV studio. Eventually though, Truman becomes determined to leave the island that he has never left before, **(15) despite** his horrible fear of water (which began as a child when he thought he saw his father **(16) drown** in a storm). As each way off the island is mysteriously blocked---from car to bus to boat---Truman comes increasingly closer to finding out the true **(17) nature** of the world around him.

Complete the text about a famous African rebel leader with the words from the box. There are TWO words you will not need.

Joseph Kony is the leader of a Ugandan rebel group called the *Lord's Resistance Army*. The LRA began fighting against the (1) _____ of Uganda in the late 1980s. (2) _____ to western leaders Kony has committed many (3) _____ against the Ugandan people. For years he kidnapped thousands of children, made soldiers out of the boys and had the girls raped or killed. The group has spread (4) _____ and terror throughout Uganda, killing thousands of people, in many cases the families of the children he abducted. Over two million people have been driven away from their homes.

Kony was born in a small (5) _____ in northern Uganda. He never completed school and when he was 25, he founded a rebel group to (6) _____ Uganda's government. Kony is a very religious man who claims to be guided by spirits who show him the way.

In 2006 Kony was (7) _____ with 33 war crimes, including murder and rape, by the International Criminal Court. After these allegations Kony left Uganda. Today his LRA rebel group (8) _____ from neighbouring countries, mainly South Sudan and the Central African Republic.

Captured youngsters who have escaped from Kony's rebels tell horror stories of how they had been (9) _____. They describe Kony as a fearless man who shoots those who do not (10) _____ his orders.

For the last few years many countries, including the United States, have tried to (11) _____ Kony. After the 9/11 attacks on the United States, Kony's rebels were declared a terrorist (12) _____.

In 2012, an organization called *Invisible Children* uploaded a 30-minute film to YouTube called *Kony 2012*. Its (13) _____ was to make Kony popular and to have him (14) _____ by the end of the year. The film was a great (15) _____. By March 2012 over 90 million viewers had seen the film on YouTube, making it one of the most downloaded videos of all times.

In the past five years Kony's campaign has lost momentum. Some political experts say he has only a hundred soldiers left in his army. In 2017 the United States and Uganda ended their (16) _____ for Kony and declared that he is no longer a threat for the African country.

according
aim
arrested
capture
charged
crimes
declared
government
movement
murder
obey
operates
overthrow
search
success
treated
village
violence

KEY

Joseph Kony is the leader of a Ugandan rebel group called the *Lord's Resistance Army*. The LRA began fighting against the **government** of Uganda in the late 1980s. **According** to western leaders Kony has committed many **crimes** against the Ugandan people. For years he kidnapped thousands of children, made soldiers out of the boys and had the girls raped or killed. The group has spread **violence** and terror throughout Uganda, killing thousands of people, in many cases the families of the children he abducted. Over two million people have been driven away from their homes.

Kony was born in a small **village** in northern Uganda. He never completed school and when he was 25, he founded a rebel group to **overthrow** Uganda's government. Kony is a very religious man who claims to be guided by spirits who show him the way.

In 2006 Kony was **charged** with 33 war crimes, including murder and rape, by the International Criminal Court. After these allegations Kony left Uganda. Today his LRA rebel group **operates** from neighbouring countries, mainly South Sudan and the Central African Republic.

Captured youngsters who have escaped from Kony's rebels tell horror stories of how they had been **treated**. They describe Kony as a fearless man who shoots those who do not **obey** his orders.

For the last few years many countries, including the United States, have tried to **capture** Kony. After the 9/11 attacks on the United States, Kony's rebels were declared a terrorist **movement**.

In 2012, an organization called *Invisible Children* uploaded a 30-minute film to YouTube called *Kony 2012*. Its **aim** was to make Kony popular and to have him **arrested** by the end of the year. The film was a great **success**. By March 2012 over 90 million viewers had seen the film on YouTube, making it one of the most downloaded videos of all times.

In the past five years Kony's campaign has lost momentum. Some political experts say he has only a hundred soldiers left in his army. In 2017 the United States and Uganda ended their **search** for Kony and declared that he is no longer a threat for the African country.

Word Formation: Use the word in brackets to form a new word that fits in each space.

Many students in Britain take a gap year from full-time **(1)** _____ (**EDUCATE**) between leaving school and going to a university. Some take on jobs in shops, hotels or restaurants for a few months, in order to earn enough for an **(2)** _____ (**EXTEND**) holiday. Backpacking is a very popular and **(3)** _____ (**ADVENTURE**) but also cheap option because many students can only afford to travel on local buses and trains and stay in hostels. Australia and New Zealand, as well as India and Thailand, are **(4)** _____ (**FAVOUR**) backpacking destinations,

Unpaid work on educational or **(5)** _____ (**ENVIRONMENT**) projects is another option. Opportunities range from **(6)** _____ (**HELP**) out in school classrooms to working in hospitals far away from home. There are **(7)** _____ (**NUMBER**) organisations that make **(8)** _____ (**ARRANGE**) for those who are interested , both at home and overseas.

However, while universities view a gap year as an **(9)** _____ (**NECESSARY**) break from study, other people feel that it provides students with **(10)** _____ (**VALUE**) skills. To potential **(11)** _____ (**EMPLOY**) a gap year can look good on a CV. They can see that you have spent time on **(12)** _____ (**BROAD**) your horizon and that your experiences have increased your **(13)** _____ (**CONFIDENT**) in working with people and that you are ready to take on **(14)** _____ (**RESPONSIBLE**).

The **(15)** _____ (**POSSIBLE**) of taking some time off, however, has also become popular with people between 25 and 35 , who decide that they need a break from their career, travel the world, or do further studies in another **(16)** _____ (**PROFESSION**) field.

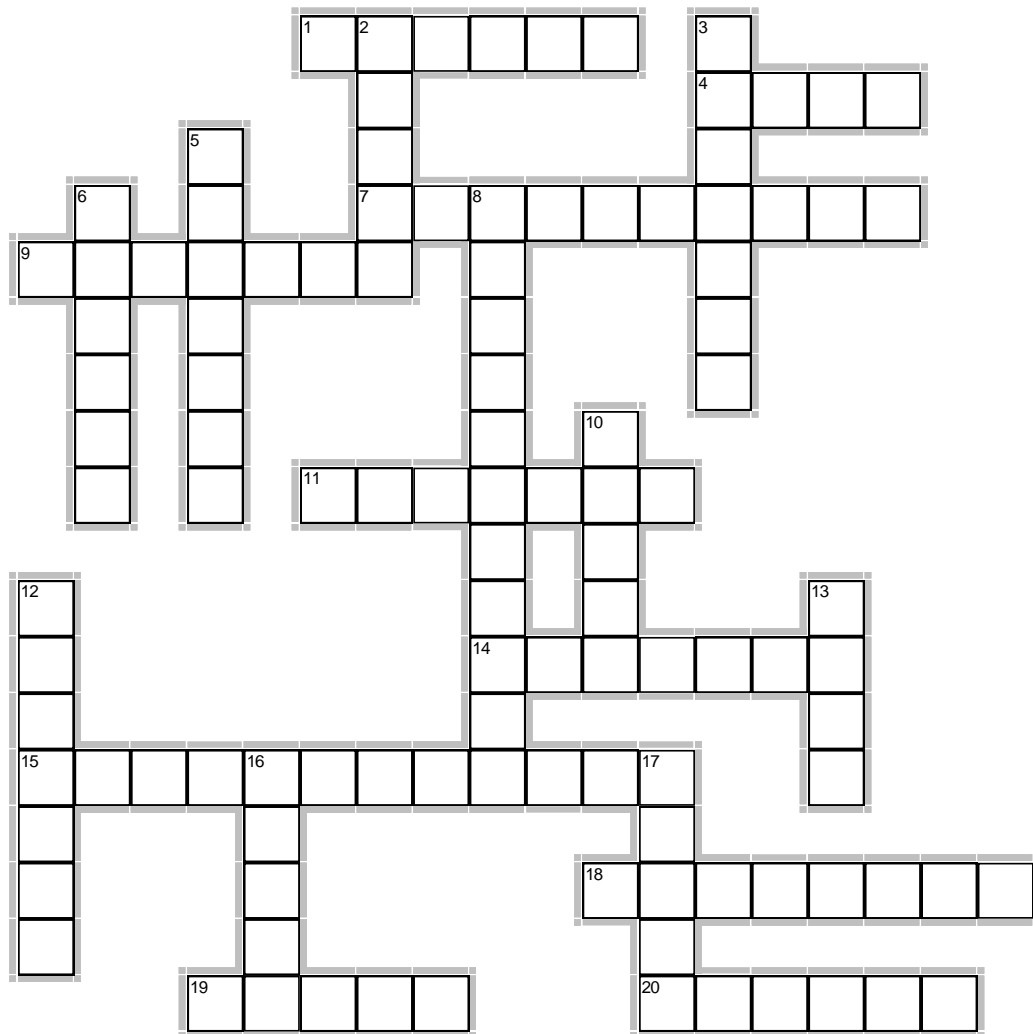
KEY

Many students in Britain take a gap year from full-time **(1) education (EDUCATE)** between leaving school and going to a university. Some take on jobs in shops, hotels or restaurants for a few months, in order to earn enough for an **(2) extensive (EXTEND)** holiday. Backpacking is a very popular and **(3) adventurous (ADVENTURE)** but also cheap option because many students can only afford to travel on local buses and trains and stay in hostels. Australia and New Zealand, as well as India and Thailand, are **(4) favourite (FAVOUR)** backpacking destinations,

Unpaid work on educational or **(5) environmental (ENVIRONMENT)** projects is another option. Opportunities range from **(6) helping (HELP)** out in school classrooms to working in hospitals far away from home. There are **(7) numerous (NUMBER)** organisations that make **(8) arrangements (ARRANGE)** for those who are interested , both at home and overseas.

However, while universities view a gap year as an **(9) unnecessary (NECESSARY)** break from study, other people feel that it provides students with **(10) valuable (VALUE)** skills. To potential **(11) employers (EMPLOY)** a gap year can look good on a CV. They can see that you have spent time on **(12) broadening (BROAD)** your horizon and that your experiences have increased your **(13) confidence (CONFIDENT)** in working with people and that you are ready to take on **(14) responsibility (RESPONSIBLE)**.

The **(15) possibility (POSSIBLE)** of taking some time off, however, has also become popular with people between 25 and 35 , who decide that they need a break from their career, travel the world, or do further studies in another **(16) professional (PROFESSION)** field.



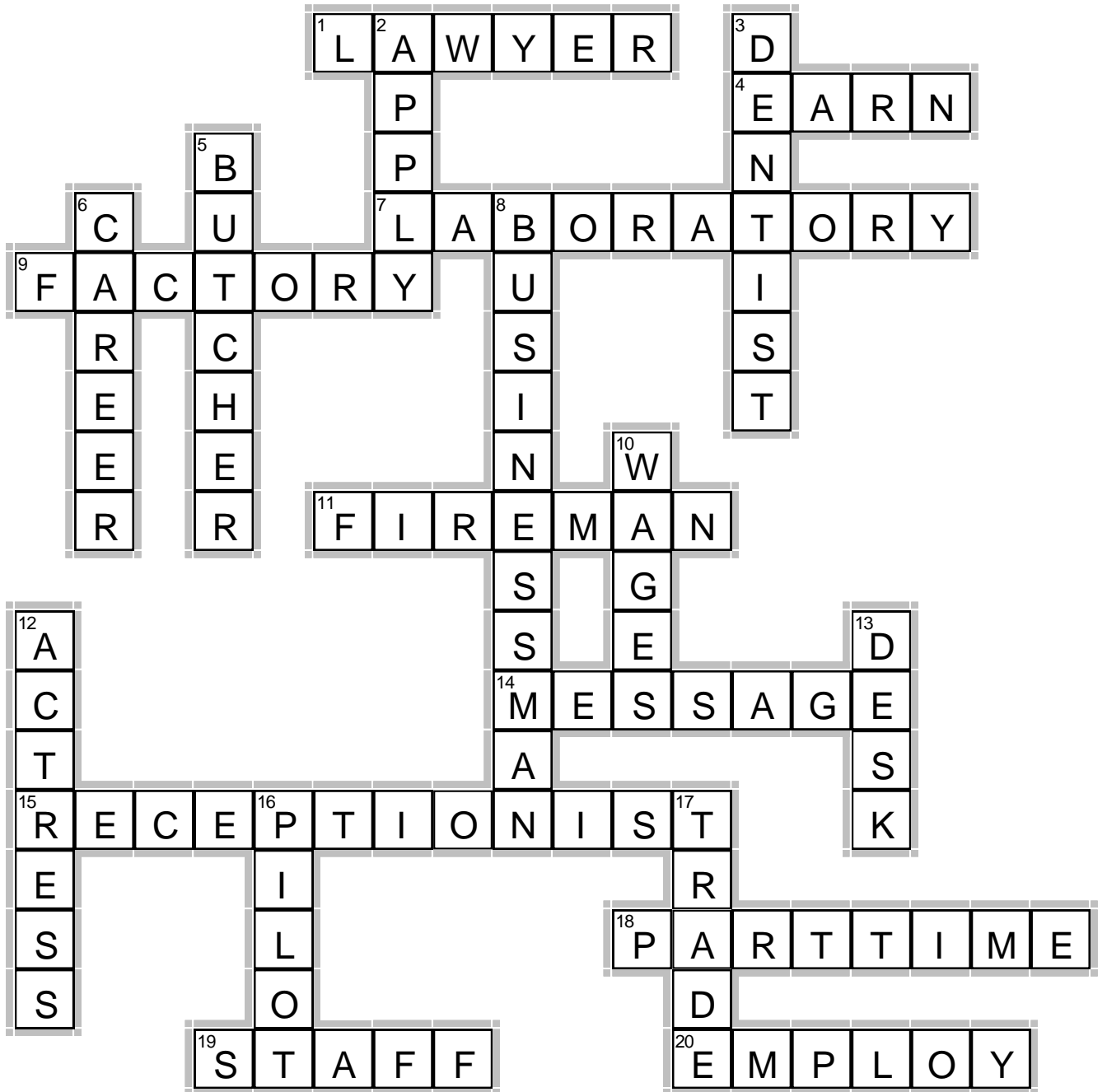
Across

1. someone whose job it is to advise people about laws or represent people in court
4. to receive money for the work you do
7. room or place in which a scientist carries out experiments
9. building where goods are produced in large numbers
11. man, whose job it is to stop fires
14. spoken or written piece of information that you send to another person
15. someone whose job it is to welcome people when they arrive at a hotel or office
18. if you only work a few days of a week and not the whole week (2 words)
19. all the people who work for a company or organisation
20. to pay someone to work for you

Down

2. to ask for a job with a written letter or email
3. someone whose job it is to treat people's teeth
5. someone who owns a shop that sells meat
6. a job that you have for a longer time and where you can move up different levels
8. a man who works in business or has a company
10. money you earn based on the hours you work every week (plural)
12. woman who performs in a play or a film
13. piece of furniture like a table that you sit at to write and work
16. someone who operates or controls an airplane
17. activity of buying from and selling goods to other countries

KEY



Match the jobs with their definitions.

A	publisher
B	athlete
C	designer
D	instructor
E	travel agent
F	nurse
G	guard
H	customs officer
I	architect
J	politician
K	guide
L	shop assistant
M	chemist
N	detective
O	engineer
P	judge
Q	sailor
R	novelist
S	mechanic
T	secretary

	someone whose job it is to plan clothes, furniture etc..
	person whose job it is to discover information about someone or something
	person who protects a person or a thing
	someone who looks after people in a hospital
	person who designs or builds roads, bridges etc..
	someone who repairs cars, motorcycles etc..
	person or company that arranges the production and sales of newspapers
	someone who is an elected member of parliament or works in government or a political party
	person who prepares drugs and medicine in a shop
	someone who competes in sports competitions
	someone who works on a ship
	person who writes books with imaginary characters
	someone who books hotels and flights for other people
	someone who helps customers in a shop
	someone whose job it is to design buildings
	person who works in an office typing letters, sending emails and answering phone calls
	person who is in control of a courtroom and decides how criminals should be punished
	someone who teaches a sport or a practical skill
	someone who shows tourists around a place
	person who checks your bags when you travel to another country

KEY

Match the jobs with their definitions.

A	publisher
B	athlete
C	designer
D	instructor
E	travel agent
F	nurse
G	guard
H	customs officer
I	architect
J	politician
K	guide
L	shop assistant
M	chemist
N	detective
O	engineer
P	judge
Q	sailor
R	novelist
S	mechanic
T	secretary

C	someone whose job it is to plan clothes, furniture etc..
N	person whose job it is to discover information about someone or something
G	person who protects a person or a thing
F	someone who looks after people in a hospital
O	person who designs or builds roads, bridges etc..
S	someone who repairs cars, motorcycles etc..
A	person or company that arranges the production and sales of newspapers
J	someone who is an elected member of parliament or works in government or a political party
M	person who prepares drugs and medicine in a shop
B	someone who competes in sports competitions
Q	someone who works on a ship
R	person who writes books with imaginary characters
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L	someone who helps customers in a shop
I	someone whose job it is to design buildings
T	person who works in an office typing letters, sending emails and answering phone calls
P	person who is in control of a courtroom and decides how criminals should be punished
D	someone who teaches a sport or a practical skill
K	someone who shows tourists around a place
H	person who checks your bags when you travel to another country

Find 15 vegetables in the grid below. Directions: → ↓ ↙ ↘

J	C	A	R	R	O	T	L	Q	S	W	P	Z	O
G	O	C	C	N	C	A	B	B	A	G	E	B	W
U	A	X	T	U	G	V	G	F	C	P	P	L	B
X	P	R	P	O	C	V	W	O	F	E	O	T	E
G	C	S	L	V	M	U	F	R	A	P	T	E	A
N	A	F	V	I	G	A	M	F	X	P	A	M	N
L	E	T	T	U	C	E	T	B	V	E	T	U	U
K	O	Y	H	W	J	J	C	O	E	R	O	S	B
V	P	L	Y	Z	G	W	J	H	A	R	M	H	T
C	A	U	L	I	F	L	O	W	E	R	E	R	U
S	D	J	B	L	B	K	F	Y	E	F	L	O	P
O	L	I	V	E	P	U	M	P	K	I	N	O	Y
Y	N	G	J	O	N	I	O	N	O	F	R	M	B

KEY

J	C	A	R	R	O	T	L	Q	S	W	P	Z	O
G	O	C	C	N	C	A	B	B	A	G	E	B	W
U	A	X	T	U	G	V	G	F	C	P	P	L	B
X	P	R	P	O	C	V	W	O	F	E	O	T	E
G	C	S	L	V	M	U	F	R	A	P	T	E	A
N	A	F	V	I	G	A	M	F	X	P	A	M	N
L	E	T	T	U	C	E	T	B	V	E	T	U	U
K	O	Y	H	W	J	J	C	O	E	R	O	S	B
V	P	L	Y	Z	G	W	J	H	A	R	M	H	T
C	A	U	L	I	F	L	O	W	E	R	E	R	U
S	D	J	B	L	B	K	F	Y	E	F	L	O	P
O	L	I	V	E	P	U	M	P	K	I	N	O	Y
Y	N	G	J	O	N	I	O	N	O	F	R	M	B

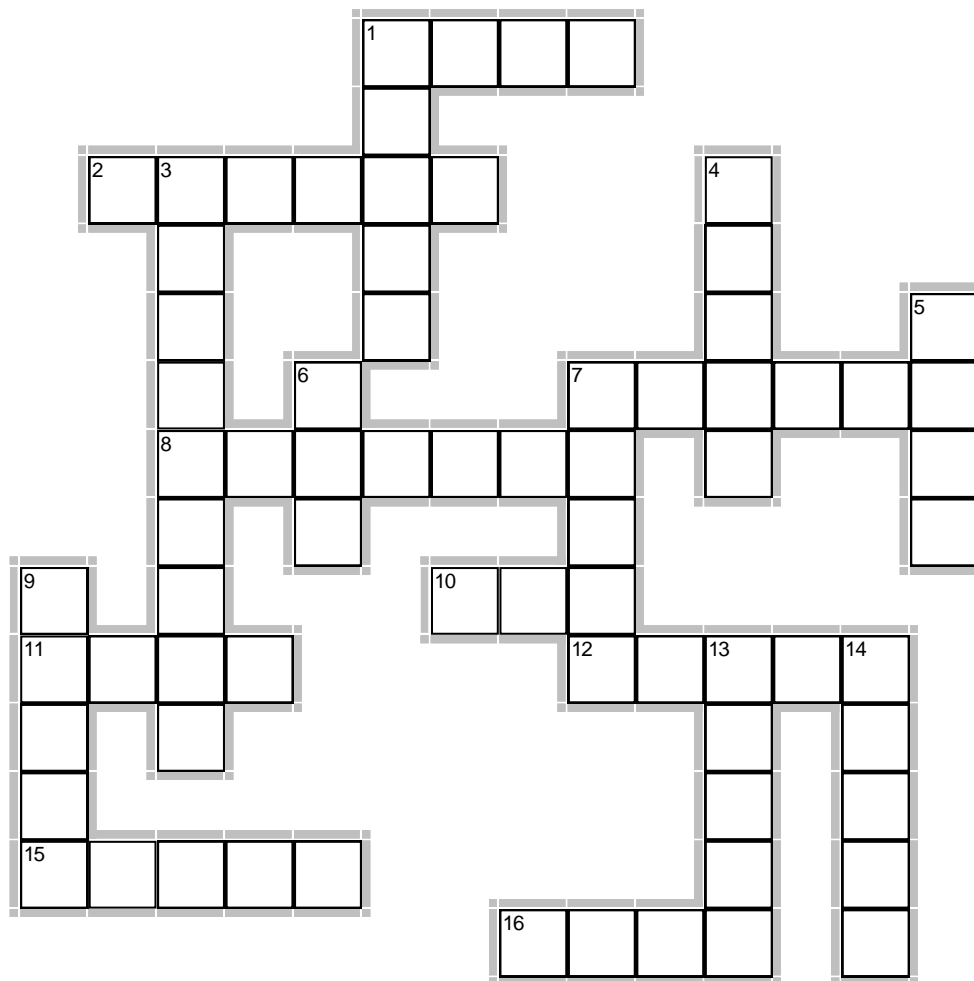
Complete the sentences with an adjective from the box.

ambitious - amusing - careless - cautious - cheerful - greedy - healthy - ordinary - outgoing - polite - serious - slim - tall - wealthy

1. My girlfriend likes to do sports and eat fresh vegetables. She doesn't smoke so I guess she's a very _____ person.
2. _____ people always want more and more. They are never satisfied with what they have.
3. Since she has gone on a diet and lost 10 kg she has become a _____ young lady.
4. My sister is not very _____. She never goes to parties and doesn't like to meet people.
5. Nobody is more _____ than my little brother. He never picks up anything and throws all his belongings around.
6. Dan and Benny are very _____ when they cross the street. They are afraid of being hit by passing cars.
7. He's so _____. He always wants to be the best in class.
8. Nothing seems to make grandfather sad. He is such a _____ person and smiles all the time.
9. Jack is not _____ enough to be a basketball player. He's only 6'1".
10. We taught our children to be _____ and always say "please" and "thank you".
11. Her classmates think she's an _____ girl, but she herself thinks she's something special.
12. My uncle likes to tell jokes and entertain people. He's very _____.
13. You can never go out and have fun with him. He never laughs and is so _____ all the time.
14. She has two cars, a large house and always wears the most expensive clothes. She seems to be very _____.

KEY

1. My girlfriend likes to do sports and eat fresh vegetables. She doesn't smoke so I guess she's a very **healthy** person.
2. **Greedy** people always want more and more. They are never satisfied with what they have.
3. Since she has gone on a diet and lost 10 kg she has become a **slim** young lady.
4. My sister is not very **outgoing**. She never goes to parties and doesn't like to meet people.
5. Nobody is more **careless** than my little brother. He never picks up anything and throws all his belongings around.
6. Dan and Benny are very **cautious** when they cross the street. They are afraid of being hit by passing cars.
7. He's so **ambitious**. He always wants to be the best in class.
8. Nothing seems to make grandfather sad. He is such a **cheerful** person and smiles all the time.
9. Jack is not **tall** enough to be a basketball player. He's only 6'1".
10. We taught our children to be **polite** and always say "please" and "thank you".
11. Her classmates think she's an **ordinary** girl, but she herself thinks she's something special.
12. My uncle likes to tell jokes and entertain people. He's very **amusing**.
13. You can never go out and have fun with him. He never laughs and is so **serious** all the time.
14. She has two cars, a large house and always wears the most expensive clothes. She seems to be very **wealthy**.



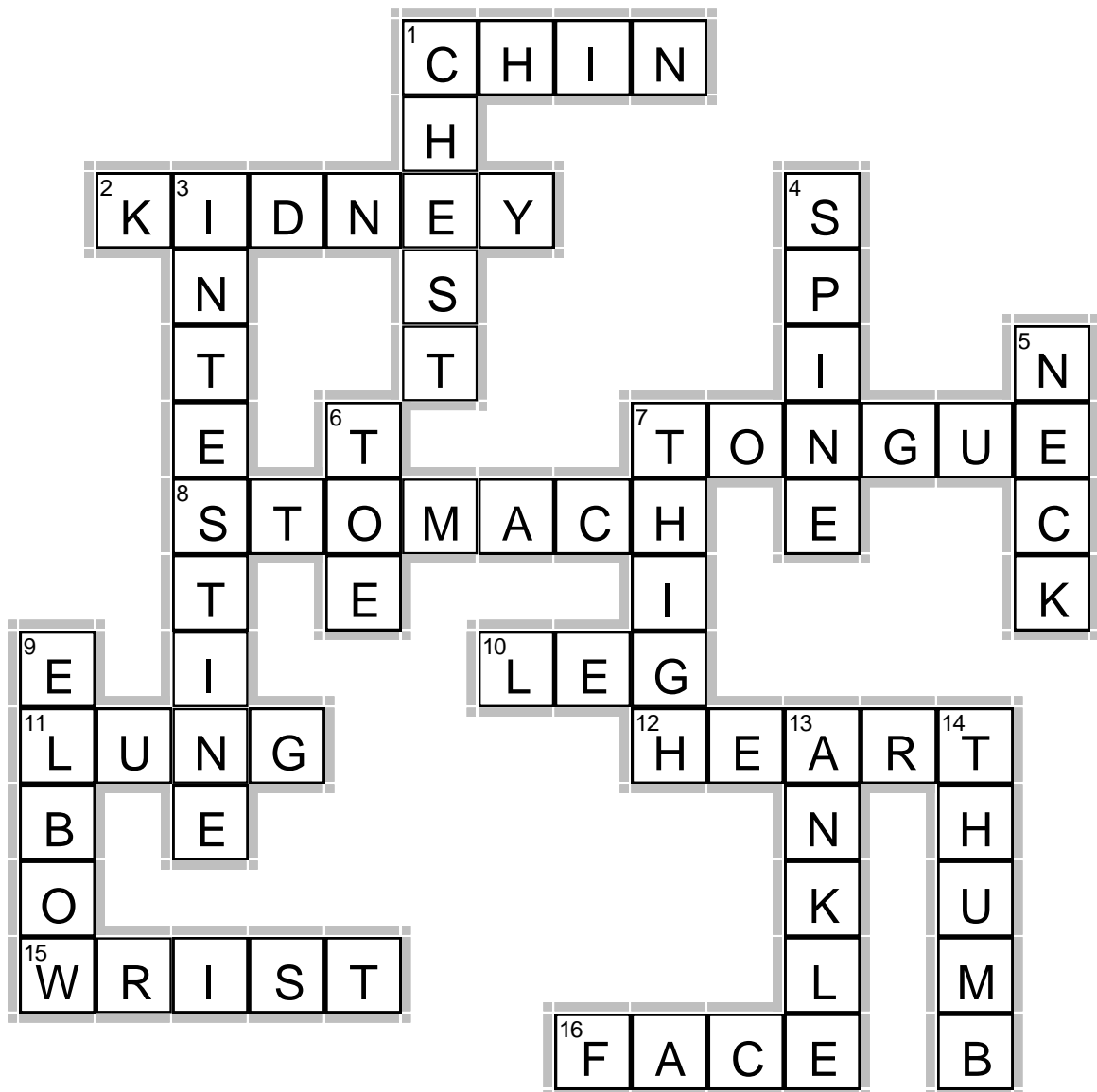
Across

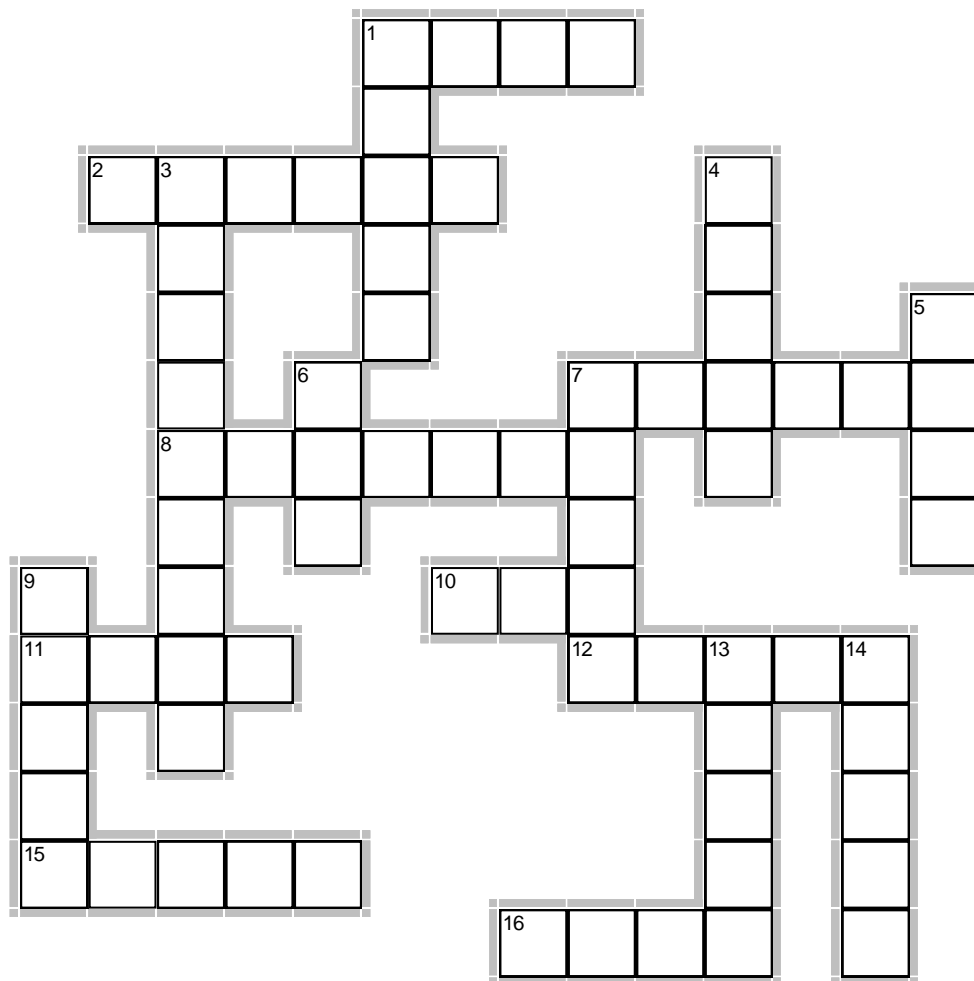
1. front part of your face below the mouth
2. one of the two organs in your lower back that separates waste products from your blood and makes urine
7. soft part inside the mouth that you can move around and use for eating and speaking
8. the organ where food begins to be digested
10. one of the long parts of your body that your feet are joined to
11. one of the two organs that you breathe with
12. organ in your chest that pumps blood through your body
15. part of your body where your hand joins your arm
16. front part of your head, where your eyes, nose and face are

Down

1. the front part of your body between the neck and stomach
3. long tube in your body through which food passes after it leaves your stomach
4. the row of bones down the centre of your back that supports your body
5. the part of the body that joins your head and your shoulders
6. one of the five moveable parts at the end of your foot
7. top part of your leg between your knee and hip
9. the joint where your arm bends
13. the joint between your foot and your leg
14. the thickest finger on your hand

KEY





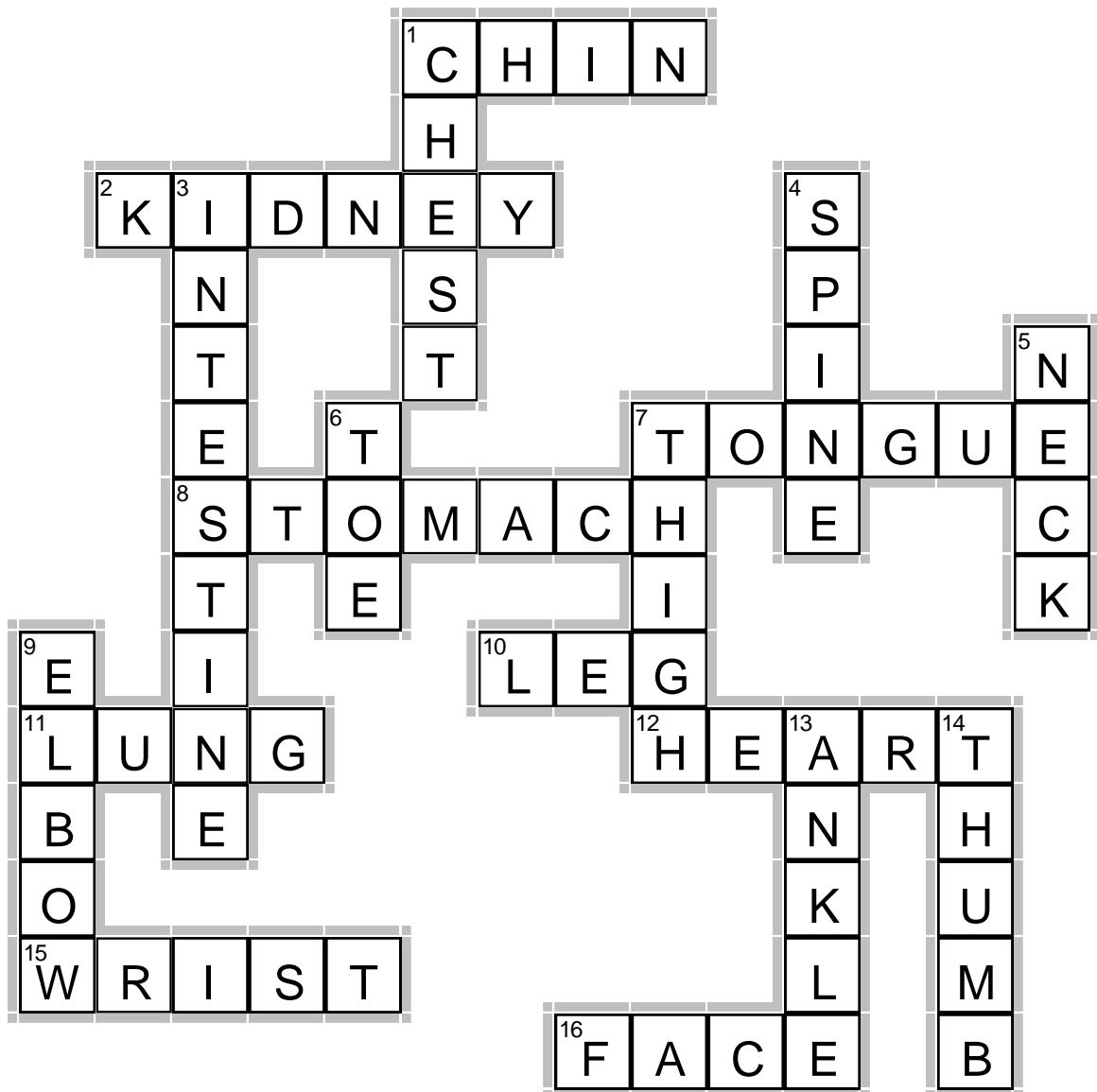
Across

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Down

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7. top part of your leg between your knee and hip
9. the joint where your arm bends
13. the joint between your foot and your leg
14. the thickest finger on your hand

KEY



Complete the sentences with an adjective from the box.

**ACTIVE - BOSSY - CONSIDERATE - DOUBTFUL - FAIR - GREEDY - LOYAL -
MATURE - NERVOUS - OBEDIENT - RESPONSIBLE - SECRETIVE**

1. I hate our headmaster. She's a very _____ person who orders everyone around.
2. The judge was _____ to both sides, so everyone was happy.
3. I feel very _____ before a test.
4. Maurice is a very _____ young man for his age. He never fools around and is always serious.
5. The only one I can talk to when I have problems is my friend Judy. She's very _____.
6. The robber looked at the money in front of him with _____ eyes.
7. Dad never wants us to find out what he's doing. He's always so _____.
8. The boys were so _____. They do everything their parents tell them to.
9. She does judo, plays tennis and goes skiing in the winter. She really is a very _____ young lady.
10. When mom is out, I am _____ for my younger brother.
11. He has never won a match against his opponent so he is rather _____ that he can win this time.
12. We are very _____ supporters of the team and even go to the stadium when they lose.

KEY

1. I hate our headmaster. She's a very **bossy** person who orders everyone around.
2. The judge was **fair** to both sides, so everyone was happy.
3. I feel very **nervous** before a test.
4. Maurice is a very **mature** young man for his age. He never fools around and is always serious.
5. The only one I can talk to when I have problems is my friend Judy. She's very **considerate**.
6. The robber looked at the money in front of him with **greedy** eyes.
7. Dad never wants us to find out what he's doing. He's always so **secretive**.
8. The boys were so **obedient**. They do everything their parents tell them to.
9. She does judo, plays tennis and goes skiing in the winter. She really is a very **active** young lady.
10. When mom is out, I am **responsible** for my younger brother.
11. He has never won a match against his opponent so he is rather **doubtful** that he can win this time.
12. We are very **loyal** supporters of the team and even go to the stadium when they lose.

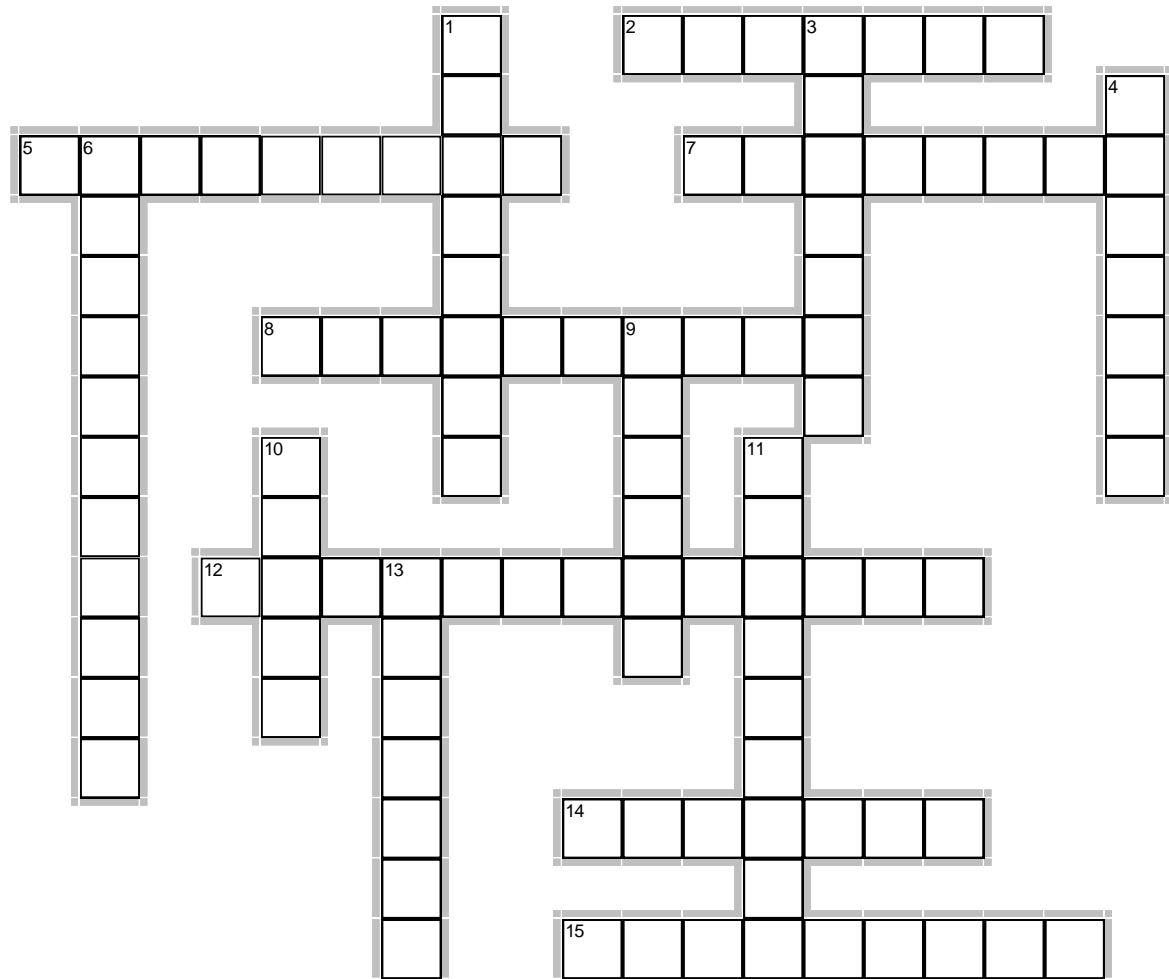
Complete the sentences with an adjective from the box.

**ADVENTUROUS - AMBITIOUS - BUSY - EFFICIENT - FUSSY - GRATEFUL -
HUMOUROUS - IMAGINATIVE - INDEPENDENT - LOVING - RESTLESS -
UNWILLING**

1. That boy is the most _____ student in our school. He can never sit still and always plays with something.
2. Josh is a very _____ person. He likes to go hiking and explores new places.
3. Maria is a _____ wife who always cares for her husband and children.
4. Our son is very _____. He does everything on his own and rarely needs our help.
5. Jack is very _____ about the food he eats, so be careful about what you serve for dinner.
6. We can't persuade him to take action. He's so _____ to do anything about the problem.
7. Could you call me later on? I'm rather _____ at the moment.
8. I am a very _____ person who wants to climb the career ladder as quickly as possible.
9. My sister is a very _____ writer. She writes fantastic stories that keep you interested.
10. We have one of the most _____ teachers in school. He tells us jokes almost every day.
11. John is a very _____ person. He seems to get everything done in very little time.
12. I'm very _____ for your support. It has helped me a lot.

KEY

1. That boy is the most **restless** student in our school. He can never sit still and always plays with something.
2. Josh is a very **adventurous** person. He likes to go hiking and explores new places.
3. Maria is a **loving** wife who always cares for her husband and children.
4. Our son is very **independent**. He does everything on his own and rarely needs our help.
5. Jack is very **fussy** about the food he eats, so be careful about what you serve for dinner.
6. We can't persuade him to take action. He's so **unwilling** to do anything about the problem.
7. Could you call me later on? I'm rather **busy** at the moment.
8. I am a very **ambitious** person who wants to climb the career ladder as quickly as possible.
9. My sister is a very **imaginative** writer. She writes fantastic stories that keep you interested.
10. We have one of the most **humorous** teachers in school. He tells us jokes almost every day.
11. John is a very **efficient** person. He seems to get everything done in very little time.
12. I'm very **grateful** for your support. It has helped me a lot.



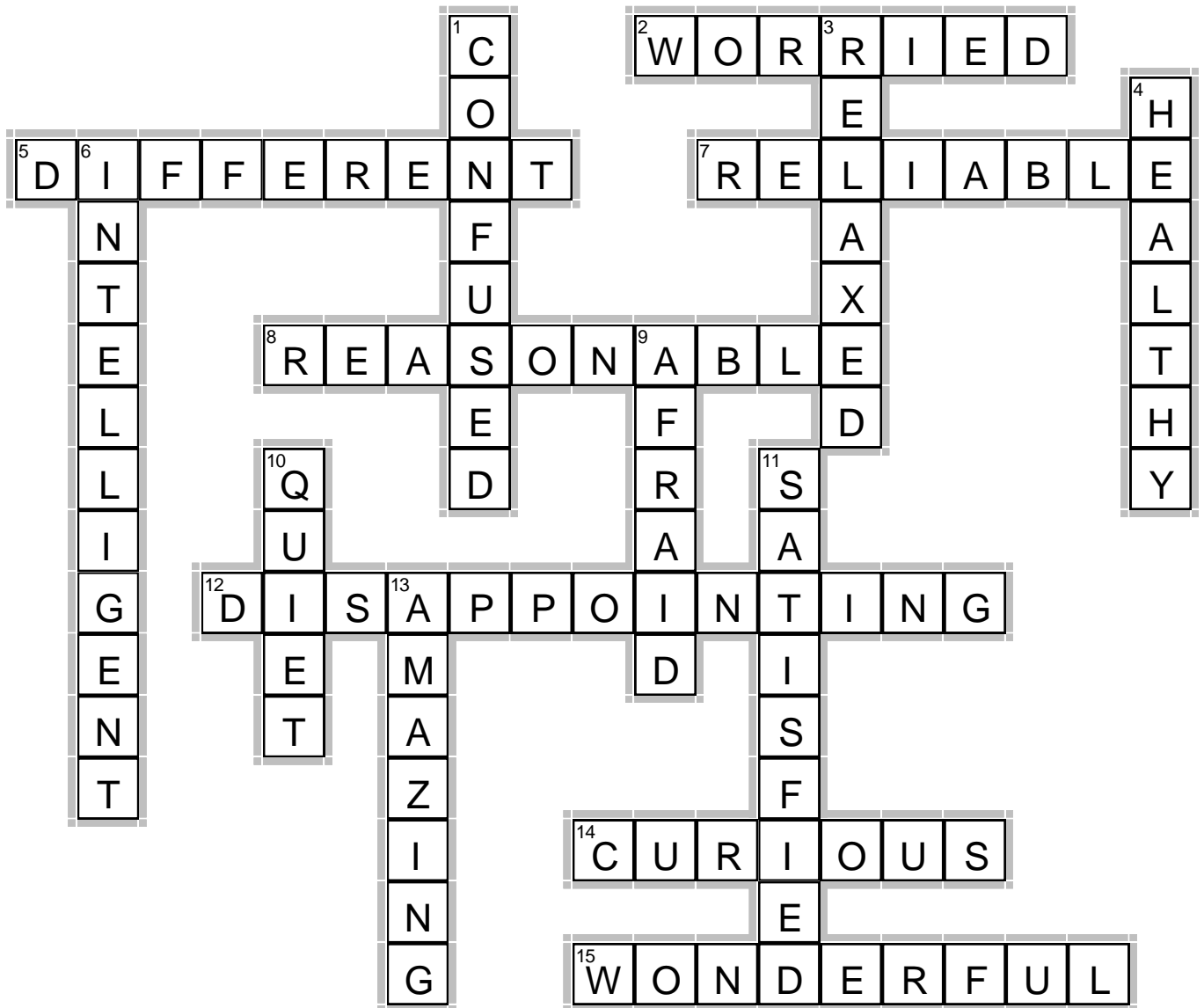
Across

2. unhappy because you keep thinking about a problem or something bad that may happen
5. not the same as something else
7. someone or something that can be trusted or depended on
8. fair and sensible
12. not as good as hoped or expected
14. wanting to know about something
15. making you feel very happy

Down

1. not able to understand or think clearly about what someone is saying or what is happening
3. feeling calm and not worried about anything
4. physically strong and not weak or ill
6. very good at understanding things; clever
9. frightened
10. not making much noise or no noise at all
11. feeling that something is as good as it should be
13. very good in an unexpected way; surprisingly good

KEY



Fill in the correct form : Gerund or Infinitive (with or without "TO")

1. My dad used _____ after dinner but he doesn't do that anymore **(SMOKE)**.
2. She advised us _____ there alone. It could be very dangerous **(NOT GO)**.
3. Jenny is good at _____ children _____ down properly at the table. **(PERSUADE, SIT)**.
4. My boss warned me _____ finishing the project **(NOT DELAY)**.
5. Have you ever let your friend _____ your new tablet ? **(USE)**
6. He risked _____ the match by _____ his racket. **(LOSE, CHANGE)**
7. I am looking forward _____ you at the dinner party. **(MEET)**
8. My mum remembers _____ the Millers, so I don't know why they're not here yet **(INVITE)**.
9. My parents allowed me _____ to the cinema with a few friends. **(GO)**
10. The teacher insisted on my parents _____ over to school for a chat **(COME)**.
11. I don't feel like _____ in the park today. Let's go tomorrow . **(WALK)**
12. Venice is always worth _____ . **(VISIT)**
13. I can't help _____ . That joke was so funny. **(LAUGH)**
14. The travel agent advised us _____ around after dark. **(NOT WALK)**
15. Did you have any trouble _____ the house ? **(FIND)**
16. After a few miles he stopped on the motorway _____ some cigarettes **(GET)**.
17. It's no use _____ with him. He won't listen to you. **(ARGUE)**
18. My mum made me _____ up my room. **(CLEAN)**
19. Women were given the right _____ in the first part of the 20th century. **(VOTE)**.
20. I happened _____ in the neighbourhood, so I thought I'd pay you a visit **(BE)**.

KEY

1. My dad used **to smoke** after dinner, but he doesn't do that anymore **(SMOKE)**.
2. She advised us **not to go** there alone. It could be very dangerous **(NOT GO)**.
3. Jenny is good at **persuading** children **to sit** down properly at the table. **(PERSUADE, SIT)**.
4. My boss warned me **not to delay** finishing the project **(NOT DELAY)**.
5. Have you ever let your friend **use** your new tablet ? **(USE)**
6. He risked **losing** the match by **changing** his racket. **(LOSE, CHANGE)**
7. I am looking forward **to meeting** you at the dinner party. **(MEET)**
8. My mum remembers **inviting** the Millers, so I don't know why they're not here yet **(INVITE)**.
9. My parents allowed me **to go** to the cinema with a few friends. **(GO)**
10. The teacher insisted on my parents **coming** over to school for a chat **(COME)**.
11. I don't feel like **walking** in the park today. Let's go tomorrow . **(WALK)**
12. Venice is always worth **visiting** . **(VISIT)**
13. I can't help **laughing** . That joke was so funny. **(LAUGH)**
14. The travel agent advised us **not to walk** around after dark. **(NOT WALK)**
15. Did you have any trouble **finding** the house ? **(FIND)**
16. After a few miles he stopped on the motorway **to get** some cigarettes **(GET)**.
17. It's no use **arguing** with him. He won't listen to you. **(ARGUE)**
18. My mum made me **clean** up my room. **(CLEAN)**
19. Women were given the right **to vote** in the first part of the 20th century. **(VOTE)**.
20. I happened **to be** in the neighbourhood, so I thought I'd pay you a visit **(BE)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Margaret enjoys _____ to music **(LISTEN)**.
2. The doctor encouraged his patients _____ healthy food. **(EAT)**
3. When she was a teenager, she was keen on _____ a doctor. **(BECOME)**
4. She is saving her money _____ a new car. **(BUY)**
5. My apartment is quite easy _____. **(FIND)**
6. I don't mind _____ the washing up, as long as you help me. **(DO)**
7. Irregular verbs are not easy _____. **(REMEMBER)**.
8. He advised me _____ a doctor as soon as possible. **(SEE)**
9. My dad is really good at _____. **(COOK)**
10. She waited for two hours _____ a cinema ticket **(BUY)**
11. _____ some kind of sport every day is good for your health. **(DO)**
12. When I saw her the first time I couldn't help _____. She was so lovely to look at **(CRY)**.
13. My father helped me _____ my homework. **(DO)**
14. She stopped _____ some cigarettes on her way to work. **(BUY)**
15. Stop _____ now! You're such a big girl! **(CRY)**
16. I don't feel like _____ maths today. **(STUDY)**
17. I'm so sick of _____ pasta all the time. I would like something else for a change. **(EAT)**
18. It is important _____ the net for more information. **(SURF)**
19. Mira got Mike _____ the car for her. **(WASH)**
20. They finally decided _____ their apartment. **(RENT)**
21. It's no use _____ over spilt milk. **(COMPLAIN)**
22. The questions won't be difficult _____. **(ANSWER)**
23. He told us where _____ the necessary material **(FIND)**.
24. Would you mind _____ the letter for me. It's very important. **(POST)**
25. I remember _____ you my necklace to wear. Where is it now? **(GIVE)**

KEY

1. Margaret enjoys **listening** to music **(LISTEN)**.
2. The doctor encouraged his patients **to eat** healthy food. **(EAT)**
3. When she was a teenager, she was keen on **becoming** a doctor. **(BECOME)**
4. She is saving her money **to buy** a new car. **(BUY)**
5. My apartment is quite easy **to find**. **(FIND)**
6. I don't mind **doing** the washing up, as long as you help me. **(DO)**
7. Irregular verbs are not easy **to remember** **(REMEMBER)**.
8. He advised me **to see** a doctor as soon as possible. **(SEE)**
9. My dad is really good at **cooking**. **(COOK)**
10. She waited for two hours **to buy** a cinema ticket **(BUY)**
11. **Doing** some kind of sport every day is good for your health. **(DO)**
12. When I saw her the first time I couldn't help **crying**. She was so lovely to look at **(CRY)**.
13. My father helped me **do** my homework. **(DO)**
14. She stopped **to buy** some cigarettes on her way to work. **(BUY)**
15. Stop **crying** now! You're such a big girl! **(CRY)**
16. I don't feel like **studying** maths today. **(STUDY)**
17. I'm so sick of **eating** pasta all the time. I would like something else for a change. **(EAT)**
18. It is important **to surf** the net for more information. **(SURF)**
19. Mira got Mike **to wash** the car for her. **(WASH)**
20. They finally decided **to rent** their apartment. **(RENT)**
21. It's no use **complaining** over spilt milk. **(COMPLAIN)**
22. The questions won't be difficult to answer. **(ANSWER)**
23. He told us where **to find** the necessary material **(FIND)**.
24. Would you mind **posting** the letter for me. It's very important. **(POST)**
25. I remember **giving** you my necklace to wear. Where is it now? **(GIVE)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. They suggested _____ by bus instead of by plane. **(TRAVEL)**
2. It seems difficult _____ everything about this topic. **(KNOW)**
3. We were all looking forward _____ the New Year in New York.
(CELEBRATE)
4. We are planning _____ to Europe this summer. **(GO)**
5. It was very difficult for him to quit _____. **(SMOKE)**
6. She tried to avoid _____ unnecessary mistakes. **(MAKE)**
7. I let him _____ to his friend's house after he had done his homework. **(GO)**
8. Can you imagine _____ the painting before the Christmas holidays? **(FINISH)**
9. We are used _____ up early in the morning. **(GET)**
10. The suspect denied _____ said that in public. **(HAVE)**
11. She enjoys _____ the weekend with her family. **(SPEND)**
12. I forgot _____ the door when I left. **(LOCK)**
13. I have decided _____ more often. **(EXERCISE)**
14. Mary keeps _____ about her problems all the time. **(TALK)**
15. Most European countries don't allow _____ in bars and restaurants. **(SMOKE)**
16. She seemed _____ fed up with all the problems she's facing. **(BE)**
17. She couldn't bear _____ on so much responsibility. That's why she quit her job. **(TAKE)**
18. She promised _____ biting nails. **(STOP)**
19. The government urged their citizens _____ more waste. **(RECYCLE)**
20. Hermann is thinking about _____ abroad for a few years. **(STUDY)**
21. She considered _____ to New York, but then dropped the idea. **(MOVE)**
22. My mother made me _____ the medicine, even though I hated the taste.
(TAKE)
23. The aquarium needs _____. **(CLEAN)**
24. Morris agreed _____ me with the project. **(HELP)**
25. She warned him not _____ late for the performance. **(BE)**

KEY

1. They suggested **travelling** by bus instead of by plane. **(TRAVEL)**
2. It seems difficult **to know** everything about this topic. **(KNOW)**
3. We were all looking forward **to celebrating** the New Year in New York. **(CELEBRATE)**
4. We are planning **to go** to Europe this summer. **(GO)**
5. It was very difficult for him **to quit** smoking. **(SMOKE)**
6. She tried to avoid **making** unnecessary mistakes. **(MAKE)**
7. I let him **go** to his friend's house after he had done his homework. **(GO)**
8. Can you imagine **finishing** the painting before the Christmas holidays? **(FINISH)**
9. We are used **to getting** up early in the morning. **(GET)**
10. The suspect denied **having** said that in public. **(HAVE)**
11. She enjoys **spending** the weekend with her family. **(SPEND)**
12. I forgot **to lock** the door when I left. **(LOCK)**
13. I have decided **to exercise** more often. **(EXERCISE)**
14. Mary keeps **talking** about her problems all the time. **(TALK)**
15. Most European countries don't allow **smoking** in bars and restaurants. **(SMOKE)**
16. She seemed **to be** fed up with all the problems she's facing. **(BE)**
17. She couldn't bear **taking** on so much responsibility. That's why she quit her job. **(TAKE)**
18. She promised **to stop** biting nails. **(STOP)**
19. The government urged their citizens **to recycle** more waste. **(RECYCLE)**
20. Hermann is thinking about **studying** abroad for a few years. **(STUDY)**
21. She considered **moving** to New York, but then dropped the idea. **(MOVE)**
22. My mother made me **take** the medicine, even though I hated the taste. **(TAKE)**
23. The aquarium needs **cleaning**. **(CLEAN)**
24. Morris agreed **to help** me with the project. **(HELP)**
25. She warned him not **to be** late for the performance. **(BE)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Mike remained _____ when the old woman entered the room. **(SIT)**
2. Do you mind my _____ in your presence? **(SMOKE)**
3. It is important for young people _____ as many foreign languages as possible. **(LEARN)**
4. We suggested _____ in hotel rooms, but our children were anxious to _____ . **(SLEEP, CAMP)**
5. After _____ two pints of beer he fell asleep. **(DRINK)**
6. Can you tell them how _____ the problem? **(SOLVE)**
7. I got used _____ to work because the office was only a few minutes from home. **(WALK)**
8. Do you feel like _____ out or would you rather _____ at home? **(DINE, STAY)**
9. Your hair needs _____. It is so long and messy. **(CUT)**
10. I'm thinking of _____ to Oxford tomorrow. **(GO)**
11. The police have put up a barrier _____ travellers from _____ out of the station. **(PREVENT, RUSH)**
12. The old man was afraid of _____ robbed. **(BE)**
13. I used _____ up at night and walk around in my sleep. **(GET)**
14. It's no use _____ with him. He has already decided _____ on the project alone. **(ARGUE, WORK)**
15. He succeeded in _____ himself and _____ out of the window. **(UNTIE, CRAWL)**
16. Neill Armstrong was the first man _____ his foot on the moon's surface. **(SET)**
17. We are all looking forward _____ you next Saturday. **(SEE)**
18. I had a lot of trouble _____ into the house. Nobody seemed _____ where the key was. **(GET, KNOW)**
19. I wanted my son _____ up in a peaceful neighbourhood. **(GROW)**
20. Tom advised me _____ the house because it wasn't of any use to me. **(SELL)**

KEY

1. Mike remained **sitting** when the old woman entered the room. **(SIT)**
2. Do you mind my **smoking** in your presence? **(SMOKE)**
3. It is important for young people **to learn** as many foreign languages as possible. **(LEARN)**
4. We suggested **sleeping** in hotel rooms, but our children were anxious **to camp**. **(SLEEP, CAMP)**
5. After **drinking** two pints of beer he fell asleep. **(DRINK)**
6. Can you tell them how **to solve** the problem? **(SOLVE)**
7. I got used **to walking** to work because the office was only a few minutes from home. **(WALK)**
8. Do you feel like **dining** out or would you rather **stay** at home? **(DINE, STAY)**
9. Your hair needs **cutting**. It is so long and messy. **(CUT)**
10. I'm thinking **of going** to Oxford tomorrow. **(GO)**
11. The police have put up a barrier **to prevent** travellers from **rushing** out of the station. **(PREVENT, RUSH)**
12. The old man was afraid of **being** robbed. **(BE)**
13. I used **to get** up at night and walk around in my sleep. **(GET)**
14. It's no use **arguing** with him. He has already decided **to work** on the project alone. **(ARGUE, WORK)**
15. He succeeded in **untying** himself and **crawling** out of the window. **(UNTIE, CRAWL)**
16. Neill Armstrong was the first man **to set** his foot on the moon's surface. **(SET)**
17. We are all looking forward **to seeing** you next Saturday. **(SEE)**
18. I had a lot of trouble **getting** into the house. Nobody seemed **to know** where the key was. **(GET, KNOW)**
19. I wanted my son **to grow** up in a peaceful neighbourhood. **(GROW)**
20. Tom advised me **to sell** the house because it wasn't of any use to me. **(SELL)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. We don't mind _____ to the cinema alone. **(GO)**
2. Feel free _____ whenever you want to. **(COME)**
3. It's no use _____ for Patrick. He's not coming. **(WAIT)**
4. We expected him _____ better at the tournament, but he ended up in third place. **(DO)**
5. I am absolutely against _____ the house without any money in our savings account. **(BUY)**
6. I enjoyed _____ with you for the holidays. It was marvellous. **(STAY)**
7. She was the first woman _____ across the English Channel. **(SWIM)**
8. She came into my room without _____. **(KNOCK)**
9. You'd better not _____ those mushrooms. **(EAT)**
10. They decided _____ a plane to Berlin instead of _____ there. **(TAKE, FLY)**
11. We are so proud of _____ in such a wonderful country. **(LIVE)**
12. My parents allowed me _____ the late-night movie. **(WATCH)**
13. I don't mind _____ next to Thomas. **(SIT)**
14. Dad made me _____ my homework before going over to my friend's place. **(DO)**
15. We can't risk _____ him angrier. He's in a bad mood anyway. **(MAKE)**
16. I'm fed up _____ at home all the time. **(STAY)**
17. My grandfather gave up _____ a few years ago. He's too old _____ behind a steering wheel. **(DRIVE, SIT)**
18. The teacher let the children _____ off their boots. **(TAKE)**
19. She accused me of _____ her credit card. **(TAKE)**
20. She was far from _____ a word he said. **(BELIEVE)**
21. I begged her not _____ the teacher. **(TELL)**
22. I'm looking forward _____ you next week. **(SEE)**
23. What about _____ me out to dinner this evening? **(TAKE)**
24. Are you interested in _____ the whole story? **(HEAR)**
25. Could you two girls please stop _____? **(CHAT)**

KEY

1. We don't mind **going** to the cinema alone. **(GO)**
2. Feel free **to come** whenever you want to. **(COME)**
3. It's no use **waiting** for Patrick. He's not coming. **(WAIT)**
4. We expected him **to do** better at the tournament, but he ended up in third place. **(DO)**
5. I am absolutely against **buying** the house without any money in our savings account. **(BUY)**
6. I enjoyed **staying** with you for the holidays. It was marvellous. **(STAY)**
7. She was the first woman **to swim** across the English Channel. **(SWIM)**
8. She came into my room without **knocking**. **(KNOCK)**
9. You'd better not **eat** those mushrooms. **(EAT)**
10. They decided **to take** a plane to Berlin instead of **flying** there. **(TAKE, FLY)**
11. We are so proud of **living** in such a wonderful country. **(LIVE)**
12. My parents allowed me **to watch** the late-night movie. **(WATCH)**
13. I don't mind **sitting** next to Thomas. **(SIT)**
14. Dad made me **do** my homework before going over to my friend's place. **(DO)**
15. We can't risk **making** him angrier. He's in a bad mood anyway. **(MAKE)**
16. I'm fed up **staying** at home all the time. **(STAY)**
17. My grandfather gave up **driving** a few years ago. He's too old **to sit** behind a steering wheel. **(DRIVE, SIT)**
18. The teacher let the children **take** off their boots. **(TAKE)**
19. She accused me of **taking** her credit card. **(TAKE)**
20. She was far from **believing** a word he said. **(BELIEVE)**
21. I begged her not **to tell** the teacher. **(TELL)**
22. I'm looking forward **to seeing** you next week. **(SEE)**
23. What about **taking** me out to dinner this evening? **(TAKE)**
24. Are you interested in **hearing** the whole story? **(HEAR)**
25. Could you two girls please stop **chatting**? **(CHAT)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Do you mind my _____ the window? **(CLOSE)**
2. It is very important for me _____ Spanish before I go to Spain. **(LEARN)**
3. After _____ a bottle of wine, he fell asleep quickly. **(DRINK)**
4. Isabella enjoys _____ meals for her guests. **(PREPARE)**
5. Do you feel like _____ out or would you rather _____ at home? **(EAT, DINE)**
6. I told him how _____ the problem. **(SOLVE)**
7. I simply can't decide. I keep _____ my mind. **(CHANGE)**
8. We try to avoid _____ him too angry. **(MAKE)**
9. I didn't expect _____ the exam because I wasn't that well prepared. **(PASS)**
10. You'd better not _____ those apples. They're not ripe yet. **(EAT)**
11. Your hair needs _____. It's too long and messy. **(CUT)**
12. Mary can't imagine _____ to the party alone **(GO)**
13. I'm sick of always _____ at home. **(STAY)**
14. He already made his decision and refused _____ his mind. **(CHANGE)**
15. How old were you when you learned how _____? **(DRIVE)**
16. Steve is used _____ up early in the morning. He starts work at 6. **(GET)**
17. I looked out of the window _____ what the weather was like. **(SEE)**
18. How do you make this machine _____? **(WORK)**
19. He entered the room without _____ a word **(SAY)**.
20. I've given up _____ newspapers. There's nothing to read in them anyway. **(READ)**
21. He has difficulty _____ his left arm because of his accident. **(RAISE)**
22. The boy was accused of _____. **(CHEAT)**
23. What will the lawyer advise him _____ in such a situation? **(DO)**
24. I regret _____ disappointed you. I'm so sorry. **(HAVE)**
25. Dad won't let me _____ his car. **(USE)**

KEY

1. Do you mind my **closing** the window? (**CLOSE**)
2. It is very important for me **to learn** Spanish before I go to Spain. (**LEARN**)
3. After **drinking** a bottle of wine, he fell asleep quickly. (**DRINK**)
4. Isabella enjoys **preparing** meals for her guests. (**PREPARE**)
5. Do you feel like **eating** out or would you rather **dine** at home? (**EAT, DINE**)
6. I told him how **to solve** the problem. (**SOLVE**)
7. I simply can't decide. I keep **changing** my mind. (**CHANGE**)
8. We try to avoid **making** him too angry. (**MAKE**)
9. I didn't expect **to pass** the exam because I wasn't that well prepared. (**PASS**)
10. You'd better not **eat** those apples. They're not ripe yet. (**EAT**)
11. Your hair needs **cutting**. It's too long and messy. (**CUT**)
12. Mary can't imagine **going** to the party alone (**GO**)
13. I'm sick of always **staying** at home. (**STAY**)
14. He already made his decision and refused **to change** his mind. (**CHANGE**)
15. How old were you when you learned how **to drive**? (**DRIVE**)
16. Steve is used **to getting** up early in the morning. He starts work at 6. (**GET**)
17. I looked out of the window **to see** what the weather was like. (**SEE**)
18. How do you **make** this machine work? (**WORK**)
19. He entered the room without **saying** a word (**SAY**).
20. I've given up **reading** newspapers. There's nothing to read in them anyway. (**READ**)
21. He has difficulty **raising** his left arm because of his accident. (**RAISE**)
22. The boy was accused of **cheating**. (**CHEAT**)
23. What will the lawyer advise him **to do** in such a situation? (**DO**)
24. I regret **having** disappointed you. I'm so sorry. (**HAVE**)
25. Dad won't let me **use** his car. (**USE**)

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I heard the clock _____ six. **(STRIKE)**
2. They saved a lot of money by _____ the tickets in advance. **(BOOK)**
3. It was very nice of you _____ for us. **(WAIT)**
4. They agreed _____ the meeting after the lunch break. **(CONTINUE)**
5. I don't plan on _____ the whole night with you. **(SPEND)**
6. The teacher accused the students of _____. **(CHEAT)**
7. What do you advise me _____? **(DO)**
8. He refused _____ his mind. **(CHANGE)**
9. I avoided _____ the early train because of the rush hour. **(TAKE)**
10. I'd rather _____ for you **(NOT WAIT)**
11. He always keeps _____ around in the hallway. **(RUN)**
12. I have given up _____ newspapers. There's nothing in them anymore. **(READ)**
13. I let him _____ out early because he had a few things to do. **(GO)**
14. They decided _____ hiking in such bad weather. **(NOT GO)**
15. Do you know anything about _____ stamps? **(COLLECT)**
16. He suggested _____ the car here instead of _____ home. **(LEAVE, DRIVE)**
17. How do you make this machine _____? **(WORK)**
18. John used _____ a footballer. He stopped _____ because of several injuries. **(BE, PLAY)**
19. He always thinks carefully about things before _____ a decision. **(MAKE)**
20. I have a friend who claims _____ able to speak 5 languages. **(BE)**
21. How old were you when you learned how _____? **(DRIVE)**
22. I don't mind _____, but it would be better to get a taxi. **(WALK)**
23. I was far from _____ a word he said. **(BELIEVE)**
24. The teacher had them _____ off their boots before _____ the room. **(TAKE, ENTER)**
25. You'd better _____ those apples. They're still green. **(NOT EAT)**

KEY

1. I heard the clock **strike** six. **(STRIKE)**
2. They saved a lot of money by **booking** the tickets in advance. **(BOOK)**
3. It was very nice of you **to wait** for us. **(WAIT)**
4. They agreed **to continue** the meeting after the lunch break. **(CONTINUE)**
5. I don't plan on **spending** the whole night with you. **(SPEND)**
6. The teacher accused the students of **cheating**. **(CHEAT)**
7. What do you advise me **to do**? **(DO)**
8. He refused **to change** his mind. **(CHANGE)**
9. I avoided **taking** the early train because of the rush hour. **(TAKE)**
10. I'd rather **not wait** for you **(NOT WAIT)**
11. He always keeps **running** around in the hallway. **(RUN)**
12. I have given up **reading** newspapers. There's nothing in them anymore. **(READ)**
13. I let him **go** out early because he had a few things to do. **(GO)**
14. They decided **not to go** hiking in such bad weather. **(NOT GO)**
15. Do you know anything about **collecting** stamps? **(COLLECT)**
16. He suggested **leaving** the car here instead of **driving** home. **(LEAVE, DRIVE)**
17. How do you make this machine **work**? **(WORK)**
18. John used **to be** a footballer. He stopped **playing** because of several injuries. **(BE, PLAY)**
19. He always thinks carefully about things before **making** a decision. **(MAKE)**
20. I have a friend who claims **to be** able to speak 5 languages. **(BE)**
21. How old were you when you learned how **to drive**? **(DRIVE)**
22. I don't mind **walking**, but it would be better to get a taxi. **(WALK)**
23. I was far from **believing** a word he said. **(BELIEVE)**
24. The teacher had them **take** off their boots before **entering** the room. **(TAKE, ENTER)**
25. You'd better **not eat** those apples. They're still green. **(NOT EAT)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. After she had decided _____ in India, she got used _____ Indian food **(STAY, EAT)**.
2. He promised his boss _____ late again. **(NOT BE)**
3. Would you mind _____ me how _____ the software. **(SHOW, INSTALL)**
4. I warned him _____ the freshly painted walls. **(NOT TOUCH)**
5. His doctor advised him _____ up _____. **(GIVE, SMOKE)**
6. I can't afford _____ a new car. I haven't got enough money. **(BUY)**
7. My dad never admits _____ any mistakes. He thinks he's perfect. **(MAKE)**
8. When you finish _____ up the garage you can start _____ the car. **(CLEAN, WASH)**
9. He decided _____ to school on Saturday. **(NOT GO)**
10. She apologized for _____ enough time with her two daughters. **(NOT SPEND)**
11. I think we'd better _____ for a walk in the park **(GO)**.
12. He somehow managed _____ his exams. Nobody thought he would _____ in _____ so. **(PASS, SUCCEED, DO)**
13. Remember _____ some milk home from the grocery store. **(BRING)**
14. I'm sorry for _____ late for class. **(BE)**
15. I'm looking forward _____ on a cruise to South America this spring. **(GO)**
16. We're thinking of _____ to Berlin by train. It's much cheaper and more comfortable than _____ by car. **(TRAVEL, GO)**
17. It's not her job _____ the dog for a walk **(TAKE)**.
18. The boss reminded me _____ the report by next Saturday. **(FINISH)**
19. I couldn't persuade her _____ with me. **(COME)**
20. We stopped _____ to the bathroom and have a snack before _____ our trip. **(GO, CONTINUE)**

KEY

1. After she had decided **to stay** in India, she got used **to eating** Indian food. (**STAY, EAT**).
2. He promised his boss **not to be** late again. (**NOT BE**)
3. Would you mind **showing** me how **to install** the software. (**SHOW, INSTALL**)
4. I warned him **not to touch** the freshly painted walls. (**NOT TOUCH**)
5. His doctor advised him **to give** up **smoking**. (**GIVE, SMOKE**)
6. I can't afford **to buy** a new car. I haven't got enough money. (**BUY**)
7. My dad never admits **making** any mistakes. He thinks he's perfect. (**MAKE**)
8. When you finish **cleaning** up the garage you can start **washing** the car. (**CLEAN, WASH**)
9. He decided **not to go** to school on Saturday. (**NOT GO**)
10. She apologized for **not spending** enough time with her two daughters. (**NOT SPEND**)
11. I think we'd better **go** for a walk in the park (**GO**).
12. He somehow managed **to pass** his exams. Nobody thought he would **succeed** in **doing** so. (**PASS, SUCCEED, DO**)
13. Remember **to bring** some milk home from the grocery store. (**BRING**)
14. I'm sorry for **being** late for class. (**BE**)
15. I'm looking forward **to going** on a cruise to South America this spring. (**GO**)
16. We're thinking of **travelling** to Berlin by train. It's much cheaper and more comfortable than **going** by car. (**TRAVEL, GO**)
17. It's not her job **to take** the dog for a walk (**TAKE**).
18. The boss reminded me **to finish** the report by next Saturday. (**FINISH**)
19. I couldn't persuade her **to come** with me. (**COME**)
20. We stopped **to go** to the bathroom and have a snack before **continuing** our trip. (**GO. CONTINUE**)

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. It's easy _____ why many people like food from other countries. **(UNDERSTAND)**
2. Dad must give up _____ unhealthy food. He is getting a bit overweight. **(EAT)**
3. The teacher made us _____ in class after school because we misbehaved. **(STAY)**
4. We couldn't avoid _____ into him on our way to town. **(BUMP)**
5. My sister won't let me _____ her new dress. **(WEAR)**
6. I'm fed up with _____ my little brother to school every day. He is old enough _____ alone. **(TAKE, GO)**
7. I stopped _____ lunch in the school cafeteria because it didn't taste good anymore. **(HAVE)**
8. Mom, I'm tired of _____ the same things all the time. Can't you make something different for a change? **(EAT)**
9. Students are not allowed _____ on the lawn. **(WALK)**
10. The new coach made us _____ harder and, as a result, we won the next game. **(PRACTICE)**
11. I was surprised _____ such a good performance because all the actors were amateurs. **(SEE)**
12. I'd enjoy _____ part of my gap year abroad. **(SPEND)**
13. I remember _____ a new USB stick, but I don't know where I put it. **(BUY)**
14. We convinced her _____ with us to the movies. **(COME)**
15. Don't go on _____ such an arrogant guy. Try to be more friendly. **(BE)**
16. I agreed _____ load the dishwasher this week. **(HELP)**
17. We are looking forward _____ to India next summer. It's said _____ a wonderful country. **(TRAVEL, BE)**
18. We need to be at the train station in half an hour, so I suggest _____ now. **(LEAVE)**
19. The doctor advised us _____ some proper medicine with us when we go to Africa. **(TAKE)**
20. I'm so bad at _____ people's names. I always seem _____ them up. **(REMEMBER, MIX)**

KEY

1. It's easy **to understand** why many people like food from other countries. **(UNDERSTAND)**
2. Dad must give up **eating** unhealthy food. He is getting a bit overweight. **(EAT)**
3. The teacher made us **stay** in class after school because we misbehaved. **(STAY)**
4. We couldn't avoid **bumping** into him on our way to town. **(BUMP)**
5. My sister won't let me **wear** her new dress. **(WEAR)**
6. I'm fed up with **taking** my little brother to school every day. He is old enough **to go** alone. **(TAKE, GO)**
7. I stopped **having** lunch in the school cafeteria because it didn't taste good anymore. **(HAVE)**
8. Mom, I'm tired of **eating** the same things all the time. Can't you make something different for a change? **(EAT)**
9. Students are not allowed **to walk** on the lawn. **(WALK)**
10. The new coach made us **practice** harder and, as a result, we won the next game. **(PRACTICE)**
11. I was surprised **to see** such a good performance because all the actors were amateurs. **(SEE)**
12. I'd enjoy **spending** part of my gap year abroad. **(SPEND)**
13. I remember **buying** a new USB stick, but I don't know where I put it. **(BUY)**
14. We convinced her **to come** with us to the movies. **(COME)**
15. Don't go on **being** such an arrogant guy. Try to be more friendly. **(BE)**
16. I agreed **to help** load the dishwasher this week. **(HELP)**
17. We are looking forward **to travelling** to India next summer. It's said **to be** a wonderful country. **(TRAVEL, BE)**
18. We need to be at the train station in half an hour, so I suggest **leaving** now. **(LEAVE)**
19. The doctor advised us **to take** some proper medicine with us when we go to Africa. **(TAKE)**
20. I'm so bad at **remembering** people's names. I always seem **to mix** them up. **(REMEMBER, MIX)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I can't afford _____ a job at the moment. I really need the money. **(NOT HAVE)**
2. The new job will involve you _____ some time in Europe. **(SPEND)**
3. I don't remember _____ for help. I wonder why he's here. **(CALL)**
4. We'll get everything finished, even if it means _____ up late at night. **(STAY)**
5. She stopped _____ a newspaper on her way home. **(BUY)**
6. The members of the council have delayed _____ a decision. **(MAKE)**
7. We chose _____ to Mark's engagement party. **(NOT GO)**
8. I hate it when the phone keeps _____ all the time. It's disgusting! **(RING)**
9. I reminded him _____ a few things on his way home from work. **(BUY)**
10. Have you considered _____ the house? **(SELL)**
11. My dad insisted on _____ me the money for the tickets. **(GIVE)**
12. Our boss convinced everyone _____ longer hours. **(WORK)**
13. They couldn't help _____ when she tripped over the carpet. **(LAUGH)**
14. Remember _____ Harriet as soon as you get home. **(CALL)**
15. Anna denied _____ the vase. **(BREAK)**
16. The teacher demanded _____ why we hadn't cleaned the blackboard. **(KNOW)**
17. The shop assistant warned us _____ the flowers. **(NOT TOUCH)**
18. We are looking forward _____ you next week. **(SEE)**
19. I suggested _____ him there and _____ back home. **(LEAVE, GET)**
20. The kidnappers threatened _____ their hostages. **(SHOOT)**
21. The thief admitted _____ the money from the old woman. **(STEAL)**
22. English is a lot easier _____ than French or other languages. **(LEARN)**
23. Mom told her to stop _____ such strange noises. **(MAKE)**
24. We are very anxious _____ a plane for the first time. **(BOARD)**
25. My husband blamed me for _____ have a second child. **(NOT WANT)**

KEY

1. I can't afford **not having** a job at the moment. I really need the money. **(NOT HAVE)**
2. The new job will involve you **spending** some time in Europe. **(SPEND)**
3. I don't remember **calling** for help. I wonder why he's here. **(CALL)**
4. We'll get everything finished, even if it means **staying** up late at night. **(STAY)**
5. She stopped **to buy** a newspaper on her way home. **(BUY)**
6. The members of the council have delayed **making** a decision. **(MAKE)**
7. We chose **not to go** to Mark's engagement party. **(NOT GO)**
8. I hate it when the phone keeps **ringing** all the time. It's disgusting! **(RING)**
9. I reminded him **to buy** a few things on his way home from work. **(BUY)**
10. Have you considered **selling** the house? **(SELL)**
11. My dad insisted on **giving** me the money for the tickets. **(GIVE)**
12. Our boss convinced everyone **to work** longer hours. **(WORK)**
13. They couldn't help **laughing** when she tripped over the carpet. **(LAUGH)**
14. Remember **to call** Harriet as soon as you get home. **(CALL)**
15. Anna denied **breaking** the vase. **(BREAK)**
16. The teacher demanded **to know** why we hadn't cleaned the blackboard. **(KNOW)**
17. The shop assistant warned us **not to touch** the flowers. **(NOT TOUCH)**
18. We are looking forward **to seeing** you next week. **(SEE)**
19. I suggested **leaving** him there and **getting** back home. **(LEAVE, GET)**
20. The kidnappers threatened **to shoot** their hostages. **(SHOOT)**
21. The thief admitted **stealing** the money from the old woman. **(STEAL)**
22. English is a lot easier **to learn** than French or other languages. **(LEARN)**
23. Mom told her to stop **making** such strange noises. **(MAKE)**
24. We are very anxious **to board** a plane for the first time. **(BOARD)**
25. My husband blamed me for **not wanting** to have a second child. **(NOT WANT)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. It's impossible _____ on this pitch because the ball won't bounce. **(PLAY)**
2. They accused his youngest son of _____ the fence. **(BREAK)**
3. I blamed him for _____ me with my homework. That's why I got a bad mark. **(NOT HELP)**
4. I would like to know why he insisted on _____ this alone **(DO)**.
5. I suggest _____ for a walk this afternoon. How about it? **(GO)**
6. The doctor advised him _____ swimming because of his cold. **(NOT GO)**
7. I managed to balance my account without _____ out a new loan. **(TAKE)**
8. I can't afford _____ money on new clothes. **(SPEND)**
9. She can't tolerate _____ the centre of attention. **(NOT BE)**
10. I regret _____ that the event must be cancelled due to the circumstances. **(SAY)**
11. Dad demanded _____ what I was doing up at this time of the night. **(KNOW)**
12. For some people it's difficult to get used _____ up early in the morning. **(WAKE)**
13. Why did you avoid _____ your father the truth? **(TELL)**
14. Do you fancy _____ out with me tonight? **(GO)**
15. In the old days you were allowed _____ almost everywhere. **(SMOKE)**
16. My teacher forbade us _____ school during lessons. **(LEAVE)**
17. I forgot _____ at the store for some groceries. **(STOP)**
18. This car needs _____. Could you do for me? **(WASH)**
19. We postponed _____ to the cinema until next week. **(GO)**
20. I didn't expect her _____ the award. **(WIN)**
21. He spends all his spare time _____ stamps and coins. **(COLLECT)**
22. When I was in London, I managed _____ almost all the important sights, despite the little time I had. **(SEE)**
23. He denied _____ contact with the suspect. **(HAVE)**
24. I remember _____ to my first concert when I was 18. **(GO)**
25. We were anxious _____ abroad for the first time. **(GO)**

KEY

1. It's impossible **to play** on this pitch because the ball won't bounce. **(PLAY)**
2. They accused his youngest son of **breaking** the fence. **(BREAK)**
3. I blamed him for **not helping** me with my homework. That's why I got a bad mark. **(NOT HELP)**
4. I would like to know why he insisted on **doing** this alone **(DO)**.
5. I suggest **going** for a walk this afternoon. How about it? **(GO)**
6. The doctor advised him **not to go** swimming because of his cold. **(NOT GO)**
7. I managed to balance my account without **taking** out a new loan. **(TAKE)**
8. I can't afford **to spend** money on new clothes. **(SPEND)**
9. She can't tolerate **not being** the centre of attention. **(NOT BE)**
10. I regret **to say** that the event must be cancelled due to the circumstances. **(SAY)**
11. Dad demanded **to know** what I was doing up at this time of the night. **(KNOW)**
12. For some people it's difficult to get used **to waking** up early in the morning. **(WAKE)**
13. Why did you avoid **telling** your father the truth? **(TELL)**
14. Do you fancy **going** out with me tonight? **(GO)**
15. In the old days you were allowed **to smoke** almost everywhere. **(SMOKE)**
16. My teacher forbade us **to leave** school during lessons. **(LEAVE)**
17. I forgot **to stop** at the store for some groceries. **(STOP)**
18. This car needs **washing**. Could you do for me? **(WASH)**
19. We postponed **going** to the cinema until next week. **(GO)**
20. I didn't expect her **to win** the award. **(WIN)**
21. He spends all his spare time **collecting** stamps and coins. **(COLLECT)**
22. When I was in London, I managed **to see** almost all the important sights, despite the little time I had. **(SEE)**
23. He denied **having** contact with the suspect. **(HAVE)**
24. I remember **going** to my first concert when I was 18. **(GO)**
25. We were anxious **to go** abroad for the first time. **(GO)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I saw him _____ on the bus yesterday afternoon **(GET)**.
2. My sister had trouble _____ her way around in the university halls. **(FIND)**
3. Students can't expect for things _____ easy all the time. **(BE)**
4. Bill refused _____ the youth club because he didn't like the young people there. **(JOIN)**
5. They were in the process of _____ their afternoon tea when the investigators arrived. **(HAVE)**
6. Jake was wise enough _____ back home after the weather had become worse. **(GO)**
7. The coast guard vessel passed by and saved him from _____. **(DROWN)**
8. I didn't have the courage _____ her after such a long time. **(FACE)**
9. The chairman claims _____ an expert on the subject. **(BE)**
10. Mom helped Susan _____ her belongings. **(FIND)**
11. He insisted on the maid _____ to come in three days a week. **(HAVE)**
12. He kept _____ to kiss me about I knew how to defend myself. **(TRY)**
13. I heard him _____ the front door. **(LOCK)**
14. Jill spent most of her life _____ for her elderly parents. **(CARE)**
15. I was very worried by _____ what cigarettes might _____ to me. **(READ, DO)**
16. There isn't anything _____, so you should probably leave. **(DISCUSS)**
17. In the darkness I heard footsteps _____ towards me very quickly. **(COME)**
18. The headmaster made it her business _____ all the parents. **(INFORM)**
19. It's no use _____ through everything again. The documents aren't there. **(GO)**
20. I told her it was a mistake _____ to the meeting. **(NOT GO)**

KEY

1. I saw him **get** on the bus yesterday afternoon. **(GET)**
2. My sister had trouble **finding** her way around in the university halls. **(FIND)**
3. Students can't expect for things **to be** easy all the time. **(BE)**
4. Bill refused **to join** the youth club because he didn't like the young people there. **(JOIN)**
5. They were in the process of **having** their afternoon tea when the investigators arrived. **(HAVE)**
6. Jake was wise enough **to go** back home after the weather had become worse. **(GO)**
7. The coast guard vessel passed by and saved him from **drowning**. **(DROWN)**
8. I didn't have the courage **to face** her after such a long time. **(FACE)**
9. The chairman claims **to be** an expert on the subject. **(BE)**
10. Mom helped Susan **find** her belongings. **(FIND)**
11. He insisted on the maid **having** to come in three days a week. **(HAVE)**
12. He kept **trying** to kiss me about I knew how to defend myself. **(TRY)**
13. I heard him **lock** the front door. **(LOCK)**
14. Jill spent most of her life **caring** for her elderly parents. **(CARE)**
15. I was very worried by **reading** what cigarettes might **do** to me. **(READ, DO)**
16. There isn't anything **to discuss**, so you should probably leave. **(DISCUSS)**
17. In the darkness I heard footsteps **coming** towards me very quickly. **(COME)**
18. The headmaster made it her business **to inform** all the parents. **(INFORM)**
19. It's no use **going** through everything again. The documents aren't there. **(GO)**
20. I told her it was a mistake **not to go** to the meeting. **(NOT GO)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. I don't think it's a good idea _____ him about his responsibilities. **(KEEP, REMIND)**
2. Why not _____ to my place and have a drink or two. **(COME)**
3. Maria felt it was her duty _____ the argument. **(END)**
4. I won't make David _____ to the club if he doesn't want to. **(COME)**
5. There is not much sense in _____ through all the aspects of the treaty again. **(GO)**
6. My sister never misses a chance _____ me how brave she is. **(SHOW)**
7. You're supposed _____ your homework and not hang around in your room _____ to music. **(DO, LISTEN)**
8. I am getting into the habit of _____ to myself when I'm anxious. **(TALK)**
9. The President seemed _____ carefully to what his advisors were telling him. **(LISTEN)**
10. Maggie was not surprised _____ that her uncle had lost all his money _____. **(HEAR, GAMBLE)**
11. You may _____ us if you want to. **(JOIN)**
12. He would sooner _____ than _____ his friends. **(DIE, BETRAY)**
13. There was always the possibility of _____ into an old acquaintance, so I had to be careful. **(RUN)**
14. I don't remember _____ you anything about his girlfriend. **(TELL)**
15. The weather appears _____ better today, so we'll reschedule the game for this afternoon. **(BE, GET)**
16. We plan _____ to Europe by the end of the month. **(RETURN)**
17. Dad let me _____ my own room. **(DECORATE)**
18. She ought _____ asked my advice before _____ such a complex journey. **(HAVE, PLAN)**
19. He always enjoys the chance of _____ off to his friends. **(SHOW)**
20. It was thoughtful of him _____ the tickets in advance. **(BOOK)**

KEY

1. I don't think it's a good idea **to keep reminding** him about his responsibilities. **(KEEP, REMIND)**
2. Why not **come** to my place and have a drink or two. **(COME)**
3. Maria felt it was her duty **to end** the argument. **(END)**
4. I won't make David **come** to the club if he doesn't want to . **(COME)**
5. There is not much sense in **going** through all the aspects of the treaty again. **(GO)**
6. My sister never misses a chance **to show** me how brave she is. **(SHOW)**
7. You're supposed **to do** your homework and not hang around in your room **listening** to music. **(DO, LISTEN)**
8. I am getting into the habit of **talking** to myself when I'm anxious. **(TALK)**
9. The President seemed **to listen** carefully to what his advisors were telling him. **(LISTEN)**
10. Maggie was not surprised **to hear** that her uncle had lost all his money **gambling**. **(HEAR, GAMBLE)**
11. You may **join** us if you want to. **(JOIN)**
12. He would sooner **die** than **betray** his friends. **(DIE, BETRAY)**
13. There was always the possibility of **running** into an old acquaintance, so I had to be careful. **(RUN)**
14. I don't remember **telling** you anything about his girlfriend. **(TELL)**
15. The weather appears **to be getting** better today, so we'll reschedule the game for this afternoon. **(BE, GET)**
16. We plan **to return** to Europe by the end of the month. **(RETURN)**
17. Dad let me **decorate** my own room. **(DECORATE)**
18. She ought **to have** asked my advice before **planning** such a complex journey. **(HAVE, PLAN)**
19. He always enjoys the chance of **showing** off to his friends. **(SHOW)**
20. It was thoughtful of him **to book** the tickets in advance. **(BOOK)**

Fill in the correct form: Gerund or Infinitive (with or without "TO")

1. Do you expect me _____ it to you a second time? **(EXPLAIN)**
2. Everyone in the village came to see them _____. **(LEAVE)**
3. It doesn't take that much time _____ your room properly. **(TIDY)**
4. We have never had such a famous person _____ in this hotel. **(STAY)**
5. I don't recommend _____ through the city centre during rush hour. There's too much traffic. **(DRIVE)**
6. I can imagine lots of people _____ him very much. **(NOT LIKE)**
7. The company promised _____ the furniture by the end of March. **(DELIVER)**
8. You must remember _____ through your pockets before you put the jacket into the washing machine. **(LOOK)**
9. He did not pretend _____ his nervousness in front of the camera. **(HIDE)**
10. When I saw that lovely hat, I couldn't resist _____ it. **(BUY)**
11. Please stop _____ and listen to me for a moment. **(TALK)**
12. I caught him _____ at me in a very strange way. **(LOOK)**
13. He has a good chance of _____ what he set out to _____. **(DO, DO)**
14. The sight of those two silly boys made us _____. **(LAUGH)**
15. The policeman denied _____ questioned the suspect without his lawyer present. **(HAVE)**
16. I made up my mind _____ her. **(TRUST)**
17. My parents used _____ _____ to the cinema on Saturday evenings. Now they prefer _____ at home. **(LIKE, GO, STAY)**
18. Don't forget _____ out where we can get tickets for tomorrow's performance. **(FIND)**
19. Bob deserves another chance _____ he is the best defender in our team. **(PROVE)**
20. I don't recall ever _____ you talk about her before. **(HEAR)**

KEY

1. Do you expect me **to explain** it to you a second time? **(EXPLAIN)**
2. Everyone in the village came to see them **leave**. **(LEAVE)**
3. It doesn't take that much time **to tidy** your room properly. **(TIDY)**
4. We have never had such a famous person **staying/stay** in this hotel. **(STAY)**
5. I don't recommend **driving** through the city centre during rush hour. There's too much traffic. **(DRIVE)**
6. I can imagine lots of people **not liking** him very much. **(NOT LIKE)**
7. The company promised **to deliver** the furniture by the end of March. **(DELIVER)**
8. You must remember **to look** through your pockets before you put the jacket into the washing machine. **(LOOK)**
9. He did not pretend **to hide** his nervousness in front of the camera. **(HIDE)**
10. When I saw that lovely hat, I couldn't resist **buying** it. **(BUY)**
11. Please stop **talking** and listen to me for a moment. **(TALK)**
12. I caught him **looking** at me in a very strange way. **(LOOK)**
13. He has a good chance of **doing** what he set out **to do**. **(DO, DO)**
14. The sight of those two silly boys made us **laugh**. **(LAUGH)**
15. The policeman denied **having** questioned the suspect without his lawyer present. **(HAVE)**
16. I made up my mind **to trust** her. **(TRUST)**
17. My parents used **to like going** to the cinema on Saturday evenings. Now they prefer **staying/to stay** at home. **(LIKE, GO , STAY)**
18. Don't forget **to find** out where we can get tickets for tomorrow's performance. **(FIND)**
19. Bob deserves another chance **to prove** he is the best defender in our team. **(PROVE)**
20. I don't recall ever **hearing** you talk about her before. **(HEAR)**

Bureaucracy & Office One Liners

- In a bureaucracy, accomplishment is inversely proportional to the volume of paper used.
- Bureaucracy: A system that enables ten men to do the work of one.
- To beat the bureaucracy, make your problem their problem.
- Any bureaucracy reorganized to enhance efficiency is immediately indistinguishable from its predecessor.
- Give a civil servant a good cause and he'll wreck it with clichés, bad punctuation, double negatives and convoluted apology.
- If the first person who answers the phone cannot answer your question, it's a bureaucracy.
- Bad regulation begets worse regulation.
- The effort expended by the bureaucracy in defending any error is in direct proportion to the size of the error.
- A clean desk is a sign of a cluttered desk drawer.
- A thing not worth doing isn't worth doing well. If a thing is worth doing, it would have been done already.
- Bureaucrats cut red tape, lengthwise.
- A Committee is a group of people who individually can do nothing, but as a group decide that nothing can be done.
- MEETINGS, a practical alternative to work.

"Out Of Office" E-Mail Auto-Replies

- I am currently out at a job interview and will reply to you if I fail to get the position.
- I'm not really out of the office. I'm just ignoring you.
- You are receiving this automatic notification because I am out of the office. If I was in, chances are you wouldn't have received anything at all.
- The e-mail server is unable to verify your server connection and is unable to deliver this message. Please restart your computer and try sending again.'
(The beauty of this is that when you return, you can see how many in-duh-viduals did this over and over).
- Thank you for your message, which has been added to a queuing system. You are currently in 352nd place, and can expect to receive a reply in approximately 19 weeks.
- Hi. I'm thinking about what you've just sent me. Please wait by your PC for my response.
- I've run away to join a different circus.

The Facts of Life

This is the story about four people named Everybody, Somebody, Anybody, and Nobody:
There was an important job to be done and Everybody was sure that Somebody would do it.
Anybody could have done it, but Nobody did it. Somebody got angry about that, because it
was Everybody's job. Everybody thought that Anybody could do it, but Nobody realized that
Everybody wouldn't do it. It ended up that Everybody blamed Somebody, when Nobody did
what Anybody could've done.

Ode to Public Servants

Ten public servants standing in a line,
one of them was downsized - then there were nine.

Nine public servants who must negotiate,
one joined the union - then there were eight.

Eight public servants thought they were in heaven,
'til one of them was redeployed - then there were seven.

Seven public servants, their jobs as safe as bricks,
but one was reclassified - then there were six.

Six public servants trying to survive,
one of them was privatized - then there were five.

Five public servants ready to give more,
but one golden handshake reduced them to four.

Four public servants full of loyalty,
their jobs were advertised - then there were three.

Three public servants under review,
one left on secondment - then there were two.

Two public servants coping on the run,
one went out on stress leave - then there was one.

The last public servant agreed to relocate,
replaced by 10 consultants at twice the hourly rate.

Red tape (n.) - excessive formality and routine required before official action can be taken
- obstructive official routine or procedure; time-consuming bureaucracy

Origin: 1730–40; after the red tape used to tie official documents

Related forms: redtapism (n.)

~~~~~

Why don't Civil Servants stare out the window in the morning?  
If they did they'd have nothing to do after lunch.

~~~~~

An engineer, an accountant, a chemist and a civil servant are comparing their pet dogs.
To see which is the most intelligent, each dog shows off its cleverest trick.
The engineer's dog draws a square and a circle on a sheet of paper.
The accountant's dog divides a heap of biscuits into three equal parts.
And the chemist's dog pours exactly a third of carton of milk into a bowl.
Then it's the turn of the civil servant's dog. The dog strolls over, pees over the drawing paper,
eats the biscuits, drinks the milk, has sex with the three other dogs, claims a back injury as a
result and applies for compensation before going on sick leave.

~~~~~

### **"SEEING-RED TAPE" joke**

A preacher went to his church office on Monday morning and discovered a dead mule in the church yard. He called the police. Since there did not appear to be any foul play, the police referred the preacher to the health department. They said since there was no health threat that he should call the sanitation department. The sanitation manager said he could not pick up the mule without authorization from the mayor. Now the preacher knew the mayor and was not too eager to call him. The mayor had a bad temper and was generally hard to deal with, but the preacher called him anyway. The mayor did not disappoint. He immediately began to rant and rave at the pastor and finally said, "Why did you call me anyway? Isn't it your job to bury the dead?"

The preacher paused for a brief prayer and asked the Lord to direct his response. He was led to say, "Yes, Mayor, it is my job to bury the dead, but I always like to notify the next of kin first.

~~~~~

Red Tape At The Bank

My daughter called me at work to say I was to phone Ian at my bank. The operator asked me what Ian's last name was and I explained that he hadn't left his surname. When she asked for his department, I said I didn't know.

"There are 1500 employees in this building, ma'am," she advised me rather curtly.

After a few more brusque comments, I asked her for her name.

"Danielle," she said.

"And your last name?" I asked.

"Sorry," she replied, "we don't give out last names."

Reasons Why the English Language Is Hard to Learn :o))

1. The bandage was wound around the wound.
2. The farm was used to produce produce.
3. The dump was so full that it had to refuse more refuse.
4. We must polish the Polish furniture.
5. He could lead if he would get the lead out.
6. The soldier decided to desert his dessert in the desert.
7. Since there is no time like the present, he thought it was time to present the present.
8. A bass was painted on the head of the bass drum.
9. When shot at, the dove dove into the bushes.
10. I did not object to the object.
11. The insurance was invalid for the invalid.
12. There was a row among the oarsmen about how to row.
13. They were too close to the door to close it.
14. The buck does funny things when the does are present.
15. A seamstress and a sewer fell down into a sewer line.
16. To help with planting, the farmer taught his sow to sow.
17. The wind was too strong to wind the sail.
18. After a number of injections my jaw got number.
19. Upon seeing the tear in the painting I shed a tear.
20. I had to subject the subject to a series of tests.
21. How can I intimate this to my most intimate friend?

Tongue twisters are a great way to practice and improve pronunciation and fluency. They can also help to improve accents by using alliteration, which is the repetition of one sound. They're not just for kids, but are also used by actors, politicians, and public speakers who want to sound clear when speaking. Below, you will find some of the most popular English tongue twisters. Say them as quickly as you can.

- How much wood would a woodchuck chuck if a woodchuck could chuck wood?
- She sells seashells by the seashore
- How can a clam cram in a clean cream can?
- I scream, you scream, we all scream for ice cream
- Susie works in a shoeshine shop. Where she shines she sits, and where she sits she shines
- Fuzzy Wuzzy was a bear. Fuzzy Wuzzy had no hair. Fuzzy Wuzzy wasn't fuzzy, was he?
- Can you can a can as a canner can can a can?
- I have got a date at a quarter to eight; I'll see you at the gate, so don't be late
- You know New York, you need New York, you know you need unique New York
- I saw a kitten eating chicken in the kitchen
- If a dog chews shoes, whose shoes does he choose?
- I thought I thought of thinking of thanking you
- I wish to wash my Irish wristwatch
- Near an ear, a nearer ear, a nearly eerie ear
- Eddie edited it
- Willie's really weary
- A big black bear sat on a big black rug
- Tom threw Tim three thumbtacks
- He threw three free throws
- Nine nice night nurses nursing nicely
- So, this is the sushi chef
- Four fine fresh fish for you
- Wayne went to wales to watch walruses
- Six sticky skeletons (x3)
- Which witch is which? (x3)
- Snap crackle pop (x3)
- Flash message (x3)
- Red Buick, blue Buick (x3)
- Red lorry, yellow lorry (x3)
- Thin sticks, thick bricks (x3)
- Stupid superstition (x3)
- Eleven benevolent elephants (x3)
- Two tried and true tridents (x3)
- Rolling red wagons (x3)
- Black back bat (x3)
- She sees cheese (x3)
- Truly rural (x3)
- Good blood, bad blood (x3)
- Pre-shrunk silk shirts (x3)
- Ed had edited it. (x3)
- We surely shall see the sun shine soon
- Which wristwatches are Swiss wristwatches?
- Fred fed Ted bread, and Ted fed Fred bread
- I slit the sheet, the sheet I slit, and on the slitted sheet I sit
- A skunk sat on a stump and thought the stump stunk, but the stump thought the skunk stunk
- Lesser leather never weathered wetter weather better

Complete the sentences CAN, CAN'T , COULD, COULDN'T , MUST or MUSTN'T.

1. She is a small baby. She _____ eat meat, but she _____ drink milk.
2. He is so ill that he _____ see the doctor.
3. It's raining heavily. You _____ take your own umbrella.
4. We _____ pick the flowers in the park. It's forbidden.
5. I _____ sing now but I _____ sing very well when I was a child.
6. Mike is only nine months old. He _____ eat nuts yet.
7. He has a lot of weight so he _____ run so fast.
8. I'm very tall, so I _____ play basketball.
9. You _____ park that car there. It's a no-parking zone.
10. Many students in Great Britain _____ wear a uniform when they go to school.
11. George has travelled a lot. He _____ speak 4 languages.
12. I _____ come with you now because I'm studying for my test.
13. Footballers _____ touch the ball with their hands.
14. _____ I use your phone ?
15. I'm sorry I _____ come yesterday. I had to work late.
16. You _____ speed through the city. It's dangerous!
17. You have been coughing a lot recently. You _____ smoke so much.
18. I'm very tired today. I _____ clean my room now, but I'll do it tomorrow.
19. I _____ eat lasagne when I was a child, but I like it today.
20. We _____ go to the bank today. We haven't got any money left.
21. You _____ sleep in that room. It's full of boxes and other stuff.
22. I _____ swim very far these days, but ten years ago, I _____ swim over to the other side of the lake.
23. You have a bad headache, so you _____ go to bed earlier.
24. I _____ feed the baby now, so can you do it for me ?
25. Tourists _____ take their passports with them when they go abroad.

KEY

1. She is a small baby. She **can't/mustn't** eat meat, but she **can** drink milk.
2. He is so ill that he **must** see the doctor.
3. It's raining heavily. You **must** take your own umbrella.
4. We **can't/mustn't** pick the flowers in the park. It's forbidden.
5. I **can/can't** sing now but I **could/couldn't** sing very well when I was a child.
6. Mike is only nine months old. He **can't** eat nuts yet.
7. He has a lot of weight so he **can't** run so fast.
8. I'm very tall, so I **can/could** play basketball.
9. You **mustn't** park that car there. It's a no-parking zone.
10. Many students in Great Britain **must** wear a uniform when they go to school.
11. George has travelled a lot. He **can** speak 4 languages.
12. I **can't** come with you now because I'm studying for my test.
13. Footballers **mustn't** touch the ball with their hands.
14. **Can/Could** I use your phone ?
15. I'm sorry I **couldn't** come yesterday. I had to work late.
16. You **mustn't** speed through the city. It's dangerous!
17. You have been coughing a lot recently. You **mustn't** smoke so much.
18. I'm very tired today. I **can't** clean my room now, but I'll do it tomorrow.
19. I **couldn't** eat lasagne when I was a child, but I like it today.
20. We **must** go to the bank today. We haven't got any money left.
21. You **can't** sleep in that room. It's full of boxes and other stuff.
22. I **can't/can** swim very far these days, but ten years ago, I **could/couldn't** swim over to the other side of the lake.
23. You have a bad headache, so you **must** go to bed earlier.
24. I **can't** feed the baby now, so can you do it for me ?
25. Tourists **must** take their passports with them when they go abroad.

Complete the sentences with MUST, MUSTN'T or NEEDN'T.

1. It's very warm outside. You _____ take a coat with you.
2. You _____ speak with a full mouth. that's very impolite.
3. The doctor said I _____ smoke so much.
4. In England you _____ drive on the left side of the road but in other European countries you _____.
5. Students _____ be late for school.
6. Small children _____ play with matches.
7. You _____ drive so fast. We have plenty of time left.
8. Do you want me to wait for you? – No, it's OK. You _____ wait.
9. You _____ take a taxi. You can go by bus.
10. All candidates _____ send in their application forms by Friday.
11. You _____ be very hungry. I'll get you something to eat.
12. Jackie gave me an important letter. I _____ forget to post it.
13. They _____ go to school today. It's Thanksgiving.
14. The book I gave you is very valuable. You _____ be careful and take good care of it.
15. We have enough food in the fridge, so we _____ go shopping every day.
16. You _____ make a mess in the house, or else mom will be very angry.
17. You _____ come if you don't want to, but I hope you do.
18. You _____ shout in a library.
19. I _____ take my medicine three times a day.
20. You _____ help me. I can prepare the meal on my own.

KEY

1. It's very warm outside. You **needn't** take a coat with you.
2. You **mustn't** speak with a full mouth. that's very impolite.
3. The doctor said I **mustn't** smoke so much.
4. In England you **must** drive on the left side of the road but in other European countries you **mustn't**.
5. Students **mustn't** be late for school.
6. Small children **mustn't** play with matches.
7. You **needn't** drive so fast. We have plenty of time left.
8. Do you want me to wait for you? – No, it's OK. You **needn't** wait.
9. You **needn't** take a taxi. You can go by bus.
10. All candidates **must** send in their application forms by Friday.
11. You **must** be very hungry. I'll get you something to eat.
12. Jackie gave me an important letter. I **mustn't** forget to post it.
13. They **needn't** go to school today. It's Thanksgiving.
14. The book I gave you is very valuable. You **must** be careful and take good care of it.
15. We have enough food in the fridge, so we **needn't** go shopping every day.
16. You **mustn't** make a mess in the house, or else mom will be very angry.
17. You **needn't** come if you don't want to, but I hope you do.
18. You **mustn't** shout in a library.
19. I **must** take my medicine three times a day.
20. You **needn't** help me. I can prepare the meal on my own.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

**MAY - MIGHT - CAN - CAN'T - SHOULD - SHOULDN'T - MUST - HAVE TO - HAS TO -
NEEDN'T - MUSTN'T - DON'T HAVE TO - DOESN'T HAVE TO**

1. _____ I use your pen, please?
2. You really _____ see that new documentary. It's fantastic.
3. You _____ write 30 sentences for homework because you have misbehaved.
4. You _____ to write 300 lines. 30 will be enough.
5. Please, excuse me but I really _____ go now.
6. John, you _____ speak so quickly. Nobody can understand you!
7. We _____ watch TV tonight. We haven't decided yet.
8. If you've got such a bad cough, you _____ smoke.
9. I am happy to inform you that I _____ come to work next week.
10. You _____ make so much noise. The baby is sleeping in the next room.
11. She _____ work hard because she's a single parent and has little money.
12. You _____ go now. The train leaves in an hour, so you've still got some time left.
13. According to the weather report it _____ rain this afternoon.
14. He _____ speak Italian fluently because he spent 5 years there.
15. That _____ be John over there. He said he would be in America this week.
16. You _____ take the test seriously, even if you already have enough good grades to pass.
17. I _____ go out tonight, but I don't think so. I feel too tired.
18. _____ Mary come with us?
19. You _____ speak French. I can speak English quite well.
20. You _____ take an ID card with you if you enter the stadium. Otherwise you won't get in.

KEY

1. **May / Can** I use your pen, please?
2. You really **must/have to/ should** see that new documentary. It's fantastic.
3. You **must / have to** write 30 sentences for homework because you have misbehaved.
4. You **needn't / don't have** to write 300 lines. 30 will be enough.
5. Please, excuse me but I really **have to / must** go now.
6. John, you **mustn't** speak so quickly. Nobody can understand you!
7. We **might/ may** watch TV tonight. We haven't decided yet.
8. If you've got such a bad cough, you **shouldn't / mustn't** smoke.
9. I am happy to inform you that I **can** come to work next week.
10. You **mustn't** make so much noise. The baby is sleeping in the next room.
11. She **must/ has to** work hard because she's a single parent and has little money.
12. You **needn't/ don't have** to go now. The train leaves in an hour, so you've still got some time left.
13. According to the weather report it **might / may** rain this afternoon.
14. He **can** speak Italian fluently because he spent 5 years there.
15. That **can't** be John over there. He said he would be in America this week.
16. You **should** take the test seriously, even if you already have enough good grades to pass.
17. I **might/may** go out tonight, but I don't think so. I feel too tired.
18. **Can** Mary come with us?
19. You **needn't/ don't have** to speak French. I can speak English quite well.
20. You **must/ have to** take an ID card with you if you enter the stadium. Otherwise you won't get in.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

**CAN - CAN'T - COULDN'T - COULD HAVE - HAD TO - MIGHT - MUST - MUSTN'T -
NEEDN'T - SHOULD HAVE - WOULD**

1. It's quite warm outside so you _____ put on a coat.
2. You _____ go home now. You _____ finish writing those emails. They can wait until tomorrow.
3. He _____ gone to the doctor when he started feeling ill. Now it's going to take longer for him to recover,
4. According to the weather report it _____ rain today, but I'm not so sure about it.
5. My mother gave me an important letter to post, so I _____ forget to post it.
6. You _____ come if you don't want to.
7. Children _____ play with matches.
8. That _____ be Harry. He said he was going to Paris. What's he doing here?
9. We will have to take a taxi to the airport, otherwise we _____ miss our plane.
10. I _____ like to go to the cinema with you this weekend. How about it?
11. When I went to Spain for the first time, I _____ speak a word of Spanish.
12. This jewellery is very valuable. My grandmother gave it to me. You _____ look after it carefully and _____ lose it.
13. She felt ill and _____ leave the office earlier.
14. You _____ be very thirsty. I'll bring you something to drink right away.
15. You should buy a lottery ticket this weekend. You _____ win up to 3 million dollars.
16. You _____ informed me about the flight delay.
17. _____ you pass me the sugar, please?
18. You _____ smoke in public places or restaurants. It's against the law.

KEY

1. It's quite warm outside so you **needn't** put on a coat.
2. You **can** go home now. You **needn't** finish writing those emails. They can wait until tomorrow.
3. He **should have** gone to the doctor when he started feeling ill. Now it's going to take longer for him to recover,
4. According to the weather report it **might** rain today, but I'm not so sure about it.
5. My mother gave me an important letter to post, so I **mustn't** forget to post it.
6. You **needn't** come if you don't want to.
7. Children **mustn't** play with matches.
8. That **can't** be Harry. He said he was going to Paris. What's he doing here?
9. We will have to take a taxi to the airport, otherwise we might **miss** our plane.
10. I **would** like to go to the cinema with you this weekend. How about it?
11. When I went to Spain for the first time, I **couldn't** speak a word of Spanish.
12. This jewellery is very valuable. My grandmother gave it to me. You **must** look after it carefully and **mustn't** lose it.
13. She felt ill and **had to** leave the office earlier.
14. You **must** be very thirsty. I'll bring you something to drink right away.
15. You should buy a lottery ticket this weekend. You **might/can** win up to 3 million dollars.
16. You **could have** informed me about the flight delay.
17. **Can** you pass me the sugar, please?
18. You **mustn't** smoke in public places or restaurants. It's against the law.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN - CAN'T - COULD - DON'T NEED - MAY - MIGHT - MIGHT NOT - MUST - MUST HAVE - MUSTN'T - NEEDN'T - NEEDN'T HAVE - SHOULD - WILL

1. We _____ be able to win, but I don't think we have a good chance.
2. That _____ be John. He said he was going to travel to Australia.
3. When I was younger, I _____ sing very well.
4. I think you _____ relax more. You have been working too much lately.
5. I _____ ask you to help me later.
6. She _____ left the house quietly. I didn't hear her.
7. You _____ to go shopping this weekend. We've got everything at home.
8. You _____ go in without a ticket. All seats are reserved.
9. All passengers _____ put on their seatbelts during take-off and landing.
10. At what age _____ you get a driving licence in your country?
11. You _____ watered the plants. Dad has already done it.
12. In the US, young men _____ join the army. It's voluntary.
13. I promise I _____ stop smoking.
14. Mom, _____ you pass me the sugar please?
15. If you want to be a teacher, you _____ attend a teacher's training college.
16. They _____ taken the wrong train. Otherwise, they would be here by now.
17. He's not picking up the phone. He _____ be home yet.
18. You _____ have taken my advice and gone to the doctor. Your cold is not going to get better if you wait.
19. You _____ park in a no-parking area. It's forbidden.
20. I _____ go to the cinema to watch a movie, but I'm not sure.

KEY

1. We **might/may** be able to win, but I don't think we have a good chance.
2. That **can't** be John. He said he was going to travel to Australia.
3. When I was younger, I **could** sing very well.
4. I think you **should** relax more. You have been working too much lately.
5. I **may/might** ask you to help me later.
6. She **must have** left the house quietly. I didn't hear her.
7. You **don't need to** go shopping this weekend. We've got everything at home.
8. You **can't** go in without a ticket. All seats are reserved.
9. All passengers **must** put on their seatbelts during take-off and landing.
10. At what age **can** you get a driving licence in your country?
11. You **needn't have** watered the plants. Dad has already done it.
12. In the US, young men **needn't** join the army. It's voluntary.
13. I promise I **will** stop smoking.
14. Mom, **could/can** you pass me the sugar please?
15. If you want to be a teacher, you **must** attend a teacher's training college.
16. They **must have** taken the wrong train. Otherwise, they would be here by now.
17. He's not picking up the phone. He **might not** be home yet.
18. You **should** have taken my advice and gone to the doctor. Your cold is not going to get better if you wait.
19. You **mustn't/can't** park in a no-parking area. It's forbidden.
20. I **might/may** go to the cinema to watch a movie, but I'm not sure.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN'T - COULD - MIGHT - MUST - MUSTN'T - NEED - NEEDN'T - SHOULD - WILL - WOULD

1. You _____ touch that dog. It looks dangerous!
2. You _____ to feed the cat at least twice a day.
3. The bus _____ be here by now. That's what the schedule says.
4. When I was six, I _____ play violin but I haven't practiced since then so I _____ play anymore.
5. Judith _____ go to school on Saturdays. She has a five-day week.
6. I _____ rather stay at home than go out and have dinner in a restaurant.
7. My fingernails _____ cutting. They're so long.
8. She _____ study harder if she wants to pass the exam.
9. I'm tired. I _____ go to bed early tonight.
10. You've just had a huge breakfast. You _____ be hungry anymore.
11. Do you _____ to pay taxes as a resident of a foreign country?
12. You _____ wear a uniform to the ceremony. It's not necessary.
13. Passengers _____ speak to the driver when he's on duty.
14. Ask Henry. He _____ know the answer but I'm not sure.
15. When I was younger I _____ climb to the top of the mountain without being out of breath.
16. I _____ have gone to the doctor, but it got better after a few days.
17. If you speak to her, she _____ probably tell you the truth.
18. The company boss _____ be extremely rich if he owns several sports cars.
19. I _____ have got up so early, but it was a sunny day and I was planning a lot.
20. Jack didn't _____ to explain the situation. Everyone know what was happening.

KEY

1. You **mustn't** touch that dog. It looks dangerous!
2. You **need** to feed the cat at least twice a day.
3. The bus **should/must** be here by now. That's what the schedule says.
4. When I was six, I **could** play violin but I haven't practiced since then so I **can't** play anymore.
5. Judith **needn't** go to school on Saturdays. She has a five-day week.
6. I **would** rather stay at home than go out and have dinner in a restaurant.
7. My fingernails **need** cutting. They're so long.
8. She **must** study harder if she wants to pass the exam.
9. I'm tired. I **must/should** go to bed early tonight.
10. You've just had a huge breakfast. You **can't** be hungry anymore.
11. Do you **need** to pay taxes as a resident of a foreign country?
12. You **needn't** wear a uniform to the ceremony. It's not necessary.
13. Passengers **mustn't** speak to the driver when he's on duty.
14. Ask Henry. He **might/could** know the answer but I'm not sure.
15. When I was younger I **could/would** climb to the top of the mountain without being out of breath.
16. I **should/would** have gone to the doctor, but it got better after a few days.
17. If you speak to her, she **will** probably tell you the truth.
18. The company boss **must** be extremely rich if he owns several sports cars.
19. I **needn't** have got up so early, but it was a sunny day and I was planning a lot.
20. Jack didn't **need** to explain the situation. Everyone know what was happening.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN'T - CAN'T HAVE - COULD - DON'T NEED TO - MIGHT - MIGHT NOT - MUST - MUST HAVE - MUSTN'T - SHOULD - SHOULDN'T

1. That pizza was gigantic. I'm sure Mary _____ eaten it all.
2. Nobody was able to tell the police who that man was, so he _____ be someone from here.
3. Be careful when you walk across that old wooden bridge. It _____ be very safe.
4. I see you haven't finished your homework yet. It _____ be very difficult, then.
5. You _____ touch the oven. It's very hot and you _____ hurt yourself.
6. They are putting the suspect into the police car. The police _____ arrested him.
7. I don't know where he is. Take a look in the garage. He _____ be there.
8. You _____ do any more training today. You look so tired. Take a break!
9. I can't see very well but that _____ be Claire over there. At least, she looks like Claire.
10. Everyone scored over 95% in the first test, so it _____ been so difficult.
11. You _____ drive me to the airport. I can take the bus.
12. You _____ always wear suitable clothes when you go skiing.
13. Pupils _____ go out between the various parts of the exam. It's against the school rules.
14. Danny _____ swim when he was four. Now he's part of the town's swimming team.
15. You _____ buy any food. The fridge is full.
16. John _____ taken a wrong turn somewhere. Otherwise, he'd be here by now.
17. There are signs all over the area, so you _____ have any trouble getting there.
18. This _____ be the house they advertised in the newspaper. It's much too big.
19. Mike _____ left the house. His cell phone is still here, and he never leaves without it.
20. Leaving the house today without an umbrella _____ be such a good idea. It looks like it's going to rain in the afternoon.

KEY

1. That pizza was gigantic. I'm sure Mary **can't have** eaten it all.
2. Nobody was able to tell the police who that man was, so he **can't** be someone from here.
3. Be careful when you walk across that old wooden bridge. It **might not** be very safe.
4. I see you haven't finished your homework yet. It **must** be very difficult, then.
5. You **mustn't/shouldn't** touch the oven. It's very hot and you **might** hurt yourself.
6. They are putting the suspect into the police car. The police **must have** arrested him.
7. I don't know where he is. Take a look in the garage. He **might** be there.
8. You **shouldn't** do any more training today. You look so tired. Take a break!
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17. There are signs all over the area, so you **shouldn't** have any trouble getting there.
18. This **can't** be the house they advertised in the newspaper. It's much too big.
19. Mike **can't have** left the house. His cell phone is still here, and he never leaves without it.
20. Leaving the house today without an umbrella **might not** be such a good idea. It looks like it's going to rain in the afternoon.

Complete the sentences with a modal verb from the box below. Sometimes more than one answer is possible.

CAN - CAN'T - CAN'T HAVE - COULD - COULD HAVE - DON'T HAVE - HAD BETTER - MIGHT - MUST - MUST HAVE - MUSTN'T - NEED - OUGHT - SHOULDN'T

1. You _____ be exhausted after your long trip. Come in and have a drink.
2. John _____ taken your car keys. He hasn't even left the house.
3. I won't go out this afternoon because the weather forecast is not very good, and I _____ get wet.
4. You _____ to apply for the job yet. You can do it later this week.
5. I _____ left my wallet in the car. I can't find it anywhere.
6. That _____ be Jake. It's impossible. He said he was going to Spain.
7. You _____ step into the headmaster's office without permission.
8. Tell your sister she _____ stay the night here if she wants to.
9. You have already drunken a glass of wine. You _____ not drive. Let me.
10. You _____ see the Eiffel Tower and the Louvre when you go to Paris.
11. I _____ to take orders from you. You're not my boss!
12. When I was younger, I _____ run very fast.
13. Your cold is getting worse and you have a runny nose. You _____ to see the doctor.
14. My husband is preparing dinner. He's not a good cook so you _____ expect anything special.
15. Don't leave your window open at night. Someone _____ climb in.
16. Brenda _____ be over thirty. She graduated a year after me and I'm only 26.
17. You _____ to come with me. I can manage on my own.
18. She _____ got lost. Otherwise she'd be here by now.
19. You must be more careful. You _____ been killed crossing the street without looking.
20. I didn't _____ to buy more groceries. We already had enough.

KEY

1. You **must** be exhausted after your long trip. Come in and have a drink.
2. John **can't have** taken your car keys. He hasn't even left the house.
3. I won't go out this afternoon because the weather forecast is not very good, and I **could** get wet.
4. You **don't have** to apply for the job yet. You can do it later this week.
5. I **must have** left my wallet in the car. I can't find it anywhere.
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9. You have already drunken a glass of wine. You **had better** not drive. Let me.
10. You **must** see the Eiffel Tower and the Louvre when you go to Paris.
11. I **don't have** to take orders from you. You're not my boss!
12. When I was younger, I **could** run very fast.
13. Your cold is getting worse and you have a runny nose. You **ought** to see the doctor.
14. My husband is preparing dinner. He's not a good cook so you **shouldn't** expect anything special.
15. Don't leave your window open at night. Someone **might/ could** climb in.
16. Brenda **can't** be over thirty. She graduated a year after me and I'm only 26.
17. You **don't have** to come with me. I can manage on my own.
18. She **must have** got lost. Otherwise she'd be here by now.
19. You must be more careful. You **could have** been killed crossing the street without looking.
20. I didn't **need** to buy more groceries. We already had enough.

Public Administration Glossary of Terms

The following list of selected terms and concepts are commonly used in public administration and finance¹.

ABILITY TO PAY: The principle of taxation that holds that the tax burden should be distributed according to a person's wealth. It is based on the assumption that, as a person's income increases, the person or corporation can and should contribute a larger percentage of income to support government activities. The progressive income tax is based on the ability to pay principle.

ABSOLUTISM: A government with no limits to its power and under which the people have no guaranteed or constitutional rights.

ABUSE: 1. The use of an existing authority for purposes that extend beyond or even contradict the intentions of the grantors of that authority. 2. The furnishing of excessive services to beneficiaries of government programs, violating program regulations, or performing improper practices, none of which involves prosecutable fraud.

ACCESS: 1. The ability to gain the attention and to influence the decisions of key political agents. Political party leaders, the heads of major interest groups, and those who make large campaign contributions are typically said to have access. 2. Lobbying; getting information to key decision makers at critical times.

ACCLAMATION: Overwhelming approval by voice vote.

ACCOUNTABILITY: A political principle according to which agencies or organizations, such as those in government, are subject to some form of external control, causing them to give a general accounting of and for their actions; an essential concept in democratic public administration.

¹ This list of terms is adapted from several sources:

Denhardt, Robert B., Public Administration: An Action Orientation, Second Edition Wadsworth Publishing Company, Belmont, CA, 1995.

Gordon, George J., Public Administration in America, Fourth Edition, St. Martin's Press, New York, 1992.

Marlow, Michael L., Public Finance: Theory and Practice, The Dryden Press, Fort Worth, Texas, 1995.

McCurdy, Howard E., Public Administration: A Synthesis, Cummings Publishing Company, Menlo Park, CA, 1977.

Shafritz, Jay M., The Dorsey Dictionary of American Government and Politics, The Dorsey Press, Chicago, IL 1988.

ACCOUNTING: The process of classifying, measuring, and interpreting financial transactions. Cash accounting is the recording of transactions at the time the payment is actually made; accrual accounting means that revenues are recorded when they are earned and expenses are recorded as they are incurred.

ACT: A written bill formally passed by a legislature, such as the U.S. Congress, and signed by an executive, such as the U.S. president. An act is a bill from its introduction until its passage by a legislature. An act becomes a law; becomes a formal statute, when it is signed by (or passed over the veto of) a chief executive, such as the U.S. president. 2. A bill that has been passed by only one house of a legislature.

ACTING: Temporary. For example, someone might be the acting director of a government agency. Acting appointments are sometimes automatic, as when a lieutenant governor is the acting governor whenever the elected governor leaves the state.

ACTIVIST: One who is seriously and passionately involved in politics by running for office, mobilizing support for issues, participating in campaigns, and so on.

ACT OF CONGRESS: A statute; a law passed by the U.S. Congress and signed (or passed over the veto of) the president. All of the acts passed by the Congress are published, in chronological order according to term and session of Congress in the U.S. Statutes-at-Large. The statutes are organized by subject in the U.S. Code.

ACT OF STATE: The judicial policy that a court in one nation should not rule on the legality of the internal acts of a foreign country.

AD HOC: A Latin term meaning temporarily; for this one time. It is sometimes used to criticize methods that substitute for standard procedures.

AD INTERIM: A Latin term meaning in the meantime. A public official is ad interim when serving the unexpired term of a predecessor (who has died, resigned, or been removed) until a permanent official can be appointed or elected.

ADJOURNMENT: The putting off of a business to another time or place; the decision of a court, legislature, or other group to stop meeting either temporarily or permanently.

ADJOURNMENT SINE DIE: The adjournment of a legislature that does not fix a day for reconvening. (Sine die is a Latin term meaning without a day.) It is used to indicate the final adjournment of a session of the Congress or of a state legislature.

ADJUDICATION: 1. The resolution of a dispute by means of judicial or quasi-judicial processing in which the parties are able to present evidence and reasoned arguments. 2. The formal pronouncing and recording of the decisions of a court or quasi-judicial entity.

ADJUSTED GROSS INCOME: An income tax term referring to the money a person earns minus allowable deductions for certain expenses for travel, work, business, moving, etc.

ADMINISTERED PRICES: Prices determined by other than market forces such as those set by monopolies, cartels, or governments.

ADMINISTRATION: 1. The management and direction of the affairs of governments and institutions. 2. A collective term for all policy making officials of a government. 3. The execution and implementation of public policy. 4. The time in office of a chief executive such as a president, governor, or mayor. 5. The supervision of the estate of a dead person to pay taxes and assign assets to heirs.

ADMINISTRATIVE ACCOUNTABILITY: That aspect of administrative responsibility by which officials are held answerable for general notions of democracy and morality as well as for specific legal mandates.

ADMINISTRATIVE ADVOCACY: The presentation of alternative policies to an administrative agency. This practice recognizes that public administration is a highly political process involving significant differences of judgement. The most feasible course of action often emerges from the competition produced when each interested group pleads the case it presents, whether that cause be more funds to carry out agency policies, the survival of a particular program, or the desire for a more efficient system of administrative decision making.

ADMINISTRATIVE AGENCY: 1. A government organization set up to implement a law. 2. Any civilian government body (board, bureau, department, or individual), other than a court or legislature, that deals with the rights of private parties by adjudication, rule making, investigation, prosecuting, and so on.

ADMINISTRATIVE COSTS OF TAXATION: Costs related to administering the tax system.

ADMINISTRATIVE DISCRETION: The ability of individual administrators in a bureaucracy to make significant choices affecting management and operation of programs for which they are responsible; particularly evident in separation-of-powers systems.

ADMINISTRATIVE DUE PROCESS: Term encompassing a number of points in administrative law that require that the administrative procedures of government agencies and regulatory commissions, as they affect private parties, be based upon written guidelines that safeguard individual rights and protect against the arbitrary or inequitable exercise of government authority.

ADMINISTRATIVE LAW: 1. That branch of law concerned with the procedures by which administrative agencies make rules and adjudicate cases; the conditions under which these actions can be reviewed by courts. 2. The legislation that creates administrative agencies. 3. The rules and

regulations promulgated by administrative agencies. 4. The law governing judicial review of administrative actions.

ADMINISTRATIVE MORALITY: The use of ethical, political, or social precepts to create standards by which the quality of public administration may be judged; such as the standards of honesty, responsiveness, efficiency effectiveness, competence, effect on individual rights, adherence to democratic procedures, and social equity.

ADMINISTRATIVE ORDER: A directive carrying the force of law issued by an administrative agency after adjudication.

ADMINISTRATIVE REMEDY: A means of enforcing a right by going to an administrative agency either for help or for a decision. People are often required to exhaust all administrative remedies by submitting their problems to the proper agency before taking their cases to court.

ADMINISTRATOR: 1. A manager. 2. The head of a government agency. 3. Someone appointed by a court to handle a deceased person's estate. 4. Anyone with fiduciary responsibility.

AD VALOREM TAXES: Those levied as a percentage of product price.

ADVERSE OR DISPARATE IMPACT: Criterion for showing that employment practices affect one group more harshly than another.

AFFIRMATIVE ACTION PLAN: An organization's written plan to remedy past discrimination against, or underutilization of, women and minorities. The plan itself usually consists of a statement of goals, timetables for achieving them, and specific program efforts.

AGENCY: 1. Any department, office, commission, authority, administration, board, government-owned corporation, or other independent establishment of any branch of government in the United States. 2. A formal relation whereby one person is authorized to act for another.

AGENCY MISSION: Responsibility assigned to a specific agency and its components, in terms of the purpose served.

AGENDA SETTING: 1. The process of deciding what issues will be considered at a formal meeting. 2. The process by which ideas or issues come up through the various political processes to wind up on the agenda of a political institution, such as a legislature or court. The process makes extensive use of the mass media to take a relatively unknown or unsupported issue and through publicity expand the numbers who care about the issue, so an institution whether it be city hall or the U.S. Congress, is forced to take some action.

ALLOCATIONAL EFFECTS: The ways in which policies influence of the use of resources.

ALLOCATION FUNCTION: The shifting of resources into preferred (and out of non-preferred) areas.

ALTERNATIVE MINIMUM TAX (AMT): The least possible legal amount that must be paid by high-income taxpayers.

AMENDMENT: 1. A change in a prior law by the enactment of a new law. 2. A change in a bill during its time of consideration in a legislature. 3. A provision of a constitution adopted since its original ratification.

AMICUS CURIAE: A Latin term for friend of the court; any person or organization allowed to participate in a lawsuit who would not otherwise have a right to do so. Participation is usually limited to filing a brief on behalf of one side or the other.

ANARCHISM: The belief that government and its administrative institutions are intrinsically evil and should be abolished (typically by violence) so they can be replaced by arrangements not corrupted by exploitative and oppressive governments.

APOLITICAL: 1. Outside of politics; not concerned with political dominance; apathetic toward voting or politics. 2. Nonpartisan; not affiliated with a political party.

APPEAL: 1. Any proceeding or request to a higher authority that a lower authority's decision be reviewed. 2. A formal request to a higher court that it review the actions of a lower court. 3. A challenge to a ruling made by a presiding officer of a legislature. If the challenge is supported by a majority vote of the legislators, the initial ruling is overridden.

APPOINTMENT: A non-elected government job. Most jurisdictions offer several kinds of appointments. A noncompetitive appointment is government employment obtained without competing with others, in the sense that is done without regard to civil service registers.

APPORTIONMENT: Process by which funds are allocated to agencies for specific portion of the year.

APPROPRIATION: 1. Funds set aside by a legislature to pay for something authorized by law.

AUTHORITY: Power defined according to a legal and institutional framework, and vested in a formal structure (a nation, organization, profession); power exercised through recognized, legitimate channels.

AUTHORIZING LEGISLATION: Legislation action that permits establishment or continuation of a particular program or agency.

AUTOCRACY: Government by one.

AVERAGE TAX RATE: Calculated by dividing tax liability by taxable income.

BASE: The point from which most budgetary calculations begin, generally that appropriation which the agency received in the previous fiscal year, with the expectation that spending in each agency will approximate the existing level of expenditures.

BASE BROADENING: Increasing the tax base to eliminate or reduce tax expenditures.

BENEFIT-COST RATIO: The ratio of the present value of benefits over the present value of costs.

BENEFITE PRINCIPLE: Taxation principle whereby taxes are assigned on the basis of benefits received.

BLOCK GRANTS: Grants in which the money can be used for nearly any purpose within a specific function field.

BOND: Promise to repay a certain amount (principal) at a certain time (maturity date) at a particular rate of interest.

BOUNDARY SPANNING: Representing an organization to outside groups and organizations.

BOUNDED RATIONALITY: Seeking the best possible solution, but not necessarily the most rational from a purely economic standpoint.

BRACKET CREEP: When increases in nominal income result in higher marginal tax rates.

BUDGET PADDING: Proposing a higher budget than is actually needed.

BUDGET DEFICIT: When public spending exceeds tax revenues.

BUDGET SURPLUS: When tax revenues exceed public spending.

BUREAUCRACY: A formal organizational arrangement characterized by division of labor, job specialization with no functional overlap, exercise of authority through a vertical hierarchy (chain of command) and a system of internal rules, regulations, and record keeping; the administrative branch of government (national, state, local).

CAPITAL BUDGETING: The separation of expenditures that produce long-term benefits, especially those involving the construction of public facilities, from the annual operating costs of government; the process for reviewing expenditure decisions for capital projects and deciding on the methods for financing them, usually through the sale of bonds.

CAPITAL GAINS: Increases in the value of assets realized at the time of their sale.

CAPITAL GRANTS: Grants for use in construction or renovation.

CASH TRANSFERS: Transfer policies that give money to recipients.

CATEGORICAL OR PROJECT GRANTS: Grants requiring that the money may be spent for only a limited purpose; typically available on a competitive basis.

CHARTER: Local government's equivalent of a constitution.

CITIZEN PARTICIPATION: The involvement of citizens in a wide range of administrative policy-making activities, including the determination of levels of service, budget priorities, and the acceptability of physical construction projects, in order to orient government programs toward community needs, build public support, and encourage a sense of cohesiveness within neighborhoods.

COLLECTIVE BARGAINING: The process by which an agent chosen by public employees negotiates a formal labor agreement or settles day-to-day labor disputes on behalf of the employees in the areas of wages, benefits, working conditions, and administrative policy with parties representing the top politically elected or appointed executives.

COMMON-POOL PROBLEMS: Problems that occur when public stewardship of resources allocates resources inefficiently.

COMMUNITY DEVELOPMENT: An approach to the administration of social and economic development programs in which government officials are dispatched to the field to act as catalysts at the local level, encouraging local residents to form groups, define their own needs, and develop self-help projects. The government provides technical and material assistance and helps the community establish institutions, such as farm cooperatives, to carry on the development programs after the officials have left.

COMPARABLE WORTH: Notion that men and women in jobs that are not identical but require similar levels of skill and training should be paid equally.

COMPLIANCE COSTS OF TAXATION: Costs taxpayers incur in order to comply with tax laws.

CONSTITUENCY: Any group or organization interested in the work and actions of a given official, agency, or organization, and a potential source of support for it; also, the interest (sometimes geographic area) served by an elected or appointed public official.

CONSTITUENT POLICY: Policy designed to benefit the public generally or to serve the government.

CONSUMER SURPLUS: The difference between maximum possible expenditures and actual expenditures.

CONTINGENCY APPROACH: The use of different administrative strategies under different conditions; the study of the relationship between factors such as the task an agency performs or the technology it uses and the style of supervision, type of organizational design, and other administrative strategies that will work best given those factors.

CONTINUING RESOLUTION: Resolution permitting the government to continue operating until an appropriations measure is passed.

COOPERATIVE FEDERALISM: Greater sharing of responsibilities between federal and state governments.

CO-OPTATION: Alliance building between an administrative agency and a clientele group in which the clientele group is allowed to influence agency policy making, in return for which the clientele group tacitly agrees to support the general mission of the agency, provide it with political support, and defend the agency against assaults on its powers, programs, or budget.

CORPORATIONS: Legal entities created by states, which approve charters submitted by founders.

CORRECTIVE TAXATION: Tax policy that forces market participants to account for the opportunity costs of all resources.

COST-BENEFIT ANALYSIS: Technique designed to measure relative gains and losses resulting from alternative policy or program options; emphasizes identification of the most desirable cost-benefit ratio, in quantitative or other terms.

COST-BENEFIT RATIO: The proportional relationship between expenditure of a given quantity of resources and the benefits derived therefrom; a guideline for choosing among alternatives, of greatest relevance to the rational model of decision making.

COUNCILS OF GOVERNMENT: Oversight bodies representing various localities to help coordinate local affairs.

CROSS-CUTTING REQUIREMENTS: Rules that apply to most grant programs.

CURRENT SERVICES BUDGET: Allows for automatic spending increases to maintain post levels of service.

CUTBACK MANAGEMENT: A management strategy made necessary by the advent of fiscal stress; tactics can include, among others, systematic priority setting, diversifying programs, adopting user charges, improving productivity, eliminating weak programs, and decreasing services.

DEBT CAPACITY: Value of a city's resources combined with the ability of the government to draw on them to provide payment.

DECISION ANALYSIS: Technique where decisions are likely to be made sequentially and under some degree of uncertainty.

DECISION TREE: Technique that identifies various possible outcomes, given the risks associated with each.

DELEGATION: Assigning tasks to others.

DEMOCRACY: A political system in which decision making power is widely shared among members of the society.

DIALECTICAL ORGANIZATION: A post-bureaucratic form of organization designed to be responsive to clientele needs; dialectical refers to the permanent state of tension between the tendency toward bureaucratization and the tendency toward responsiveness to clients, a tension the organization uses to continually renew itself.

DIFFERENTIAL TAX INCIDENT: Evaluates the incidence of taxation under the assumption that public spending does not change.

DILLON'S RULE: Municipalities have only those powers granted in their charters; cities are creatures of the state.

DISCRETIONARY SPENDING: That portion of the budget still open to changes by the president and Congress.

DISTRIBUTIONAL EFFECTS: The ways in which policies transfer income from one person to another.

DISTRIBUTIVE POLICY: Policy involving use of general tax funds to provide assistance and benefits to individuals or groups.

DIVIDENDS: Payments made to owners of corporations.

DIVISION OF WORK: One of the fundamental principles upon which the science of administration is based; increased specialization in the organization of work in order to narrow the

range of tasks for which each person is responsible, which in turn increases the need for administrative planning and coordination and raises the productivity of the organization as a whole.

DOUBLE-DECLINING BALANCE: A variant of straight-line depreciation whereby the majority of depreciation is deducted in the early years of an asset's tax life.

DOUBLE TAXATION: The taxing of income when it is earned by corporations and again when it is distributed to stockholders.

DUAL FEDERALISM: Pattern in which federal and state governments are struggling for power and influenced with little inter-governmental cooperation.

EARNED INCOME TAX CREDITS: lower tax liabilities of poor taxpayers.

ECONOMIC DEPRECIATION: The process by which capital resources are actually consumed or made obsolete.

ECONOMIC INCIDENCE: Indicates who actually bears the burden of taxation.

ECONOMIES OF SCALE: When increased levels of production result in decreased average costs of production.

EFFECTIVENESS: Extent to which a program is achieving or failing to achieve its stated objectives.

EFFECTIVE TAX RATE: Tax rates calculated by dividing tax liability by a comprehensive measure of income.

EFFICIENCY: Relationship between inputs and outputs.

ENTITLEMENT GRANTS: Grants that provide assistance to persons who meet certain criteria.

ENTITLEMENT PROGRAMS: Programs that provide a specified set of benefits to those who meet certain eligibility requirements.

EQUAL EMPLOYMENT OPPORTUNITY: Refers to efforts to eliminate employment discrimination on the basis of race, ethnic background, sex, age, or physical handicap; ensures that all persons have an equal chance to compete for employment and promotions based on job qualifications.

EQUALITY: The idea that all persons have an equal claim to life, liberty and the pursuit of happiness.

EQUITY: A criterion for allocating resources on the basis of fairness.

ESTATE TAXES: taxes imposed on the transfer of wealth after the death of a taxpayer.

ETHICS: Process by which we clarify right and wrong and act on what we take to be right.

EVALUATION: The use of research techniques to measure the past performance of a specific program--in particular, the program's impact on the conditions it seeks to modify--for the purposes of changing the operation of the program so as to improve its effectiveness at achieving its objectives.

EXCISE SUBSIDIES: Subsidies given to the purchasers of particular goods or services.

EXCISE TAX: Tax applied to the sale of specific commodities.

EXECUTIVE ORDER: A presidential mandate directed to and governing, with the effect of law, the actions of government officials and agencies.

EXPENDITURE TAX: A comprehensive consumption tax.

EXPENSING: Allows for the depreciation of the entire cost of an asset during the first year of purchase.

EXPERT SYSTEMS: Computer programs that mimic the decision making processes of human experts within a particular field.

EXTERNAL COSTS: Those costs imposed by majorities on minorities.

FEDERALISM: A constitutional division of governmental power between a central or national government and regional governmental units (such as states), with each having some independent authority over its citizens.

FIDUCIARY FUNDS: Funds used when government must hold assets for individuals or when government holds resources to be transmitted to another organization.

FISCAL CENTRALIZATION: The degree to which government responsibilities are borne by the central government.

FISCAL POLICY: Public policy concerned with the impact of government taxation and spending on the economy.

FISCAL STRESS: A condition confronting increasing numbers of governments and public agencies, resulting from a combination of economic inflation, declining productivity, slower

economic growth, and taxpayer resistance to shouldering a larger tax burden; a prime cause for the need to engage in "cutback management."

FISCAL YEAR (FY): Government's basic accounting period.

FOREIGN SHARE OF DEBT: That share of the national debt held by foreigners.

FORMAL THEORIES OF ORGANIZATION: Theories stressing formal, structural arrangements within organizations, and "correct" or "scientific" methods to be followed in order to achieve the highest degree of organizational efficiency; examples include Weber's theory of bureaucracy and Taylor's scientific management approach.

FORMULA GRANTS: Grants that employ a specific division rule to indicate how much money any given jurisdiction will receive.

FREE RIDERS: Individuals who let others pay for goods they themselves consume.

FULLY FUNDED PENSION FUND: A pension fund that has the financial resources necessary to meet future retirement benefits.

"GARBAGE CAN" theory of organizational choice: A theory of organizational decision making applicable to organizations where goals are unclear, technologies are imperfectly understood, histories are difficult to interpret, and participants wander in and out; such "organized anarchies" operate under conditions of pervasive ambiguity, with so much uncertainty in the decision making process that traditional theories about coping with uncertainty do not apply.

GENERAL FUND: Fund that handles "unrestricted" funds of government.

GENERAL OBLIGATION BOND: A bond that guarantees that all taxpayers will be responsible for the bond's principal and interest payments.

GENERATIONAL ACCOUNTING: A method of recording long-term liabilities in order to measure their impact on future generations.

GIFT TAXES: Taxes imposed on the transfer of wealth while a taxpayer is living.

GOAL ARTICULATION: A process of defining and clearly expressing goals generally held by those in an organization or group; usually regarded as a function of organization or group leaders; a key step in developing support for official goals.

GOAL CONGRUENCE: Agreement on fundamental goals in the context of an organization, refers to agreement among leaders and followers in the organization on central objectives; in practice, its absence in many instances creates internal tension and difficulties in goal definition.

GOVERNMENT FAILURE: When a public policy results in an inefficient or inequitable outcome.

GOVERNMENT-SPONSORED ENTERPRISES (GSEs): Off-budget government agencies that reallocate resources in credit markets.

GRANTS: Transfers of money (and/or property) from one government to another.

GROSS FEDERAL DEBT: The debt held by federal government agencies plus that held by the public.

GROSS INCOME: Sum of all income sources subject to taxation.

HIERARCHY: A characteristic of formal bureaucratic organizations; a clear vertical "chain of command" in which each unit is subordinate to the one above it and superior to the one below it; one of the most common features of governmental and other bureaucratic organizations.

HOME RULE: Provision allowing cities greater autonomy over local activities.

HORIZONTAL EQUITY: All individuals with identical abilities to pay are assigned identical tax burdens.

HUMAN RELATIONS THEORIES OF ORGANIZATION: Theories stressing workers' non-economic needs and motivations on the job that seek to identify these needs and how to satisfy them; focused on working conditions and social interactions among workers.

IMPLICIT FEDERAL GUARANTEES: Unstated or indirectly stated promises by the federal government to cover any losses in cases of default by government-sponsored enterprises.

IMPOUNDMENT: Withholding of funds authorized and appropriated by law.

INCREMENTALISM: A model of decision making that stresses making decisions through limited successive comparisons, in contrast to the rational model; also focuses on simplifying choices rather than aspiring to complete problem analyses, on "satisfying" rather than "maximizing."

INDEPENDENT AGENCIES: Agencies intentionally created outside the normal cabinet organization.

IN-KIND INCOME: Income in the form of goods and services rather than cash.

INTEREST GROUP: A private organization representing a portion (usually small) of the general adult population; it exists in order to pursue particular public policy objectives and seeks to influence government activity so as to achieve its particular objectives.

INTERGOVERNMENTAL COMPETITION: A fiscal structure characterized by many competing governments.

INTERGOVERNMENTAL RELATIONS: All the activities and interactions occurring between or among governmental units of all types and levels within the American federal system.

INTERJURISDICTIONAL EXTERNALITIES: Arise when governments fail to fully account for costs and benefits imposed on citizens of other governments.

INTERNAL RATE OF DISCOUNT: Discount rate at which the present value of a project is zero.

INTERNALIZATION OF COSTS: The allocation of resources by private markets on the basis of full social costs.

INTERORGANIZATIONAL NETWORKS: Patterns of relationships within and among various groups and organizations working in a single policy area.

IRON TRIANGLE: Term given to a coalition of interest groups, agency personnel, and members of Congress created to exert influence on a particular policy issue.

ISSUE NETWORKS: Open and fluid groupings of various political actors (in and out of government) attempting to influence policy.

ITEM VETO: A constitutional power available to more than forty of America's governors, under which they may disapprove some provisions of a bill while approving the others.

JURIDICAL DEMOCRACY: The restoration of the rule of law and the requirements of administrative formality in which a corps of professional administrators would implement detailed legislative policies through formal administrative procedures instead of receiving broad delegations of power and developing governmental policy themselves in conjunction with special interest groups.

JURISDICTION: In bureaucratic politics, the area of programmatic responsibility assigned to an agency by the legislature or chief executive; also, a term used to describe the territory within the boundaries of a government entity (as a local jurisdiction).

LACK OF EXCLUSION: Characteristic of public goods making it difficult or impossible to restrict the enjoyment of benefits to any individual.

LEGISLATIVE INTENT: The purposes and objectives of a legislative body, given concrete form in its enactment (though actual intent may change over time); the bureaucracy is assumed to follow legislative intent in implementing laws.

LEGISLATIVE OVERSIGHT: The process by which a legislative body continually supervises the work of the bureaucracy in order to ensure its conformity with legislative intent.

LIBERAL DEMOCRACY: A fundamental form of political arrangement, founded on the concepts of popular sovereignty and limited government.

LIBERTY: The idea that individual citizens of a democracy should have a high degree of self-determination.

LIMITED GOVERNMENT: A central concept of American politics, holding that because government poses a fundamental threat to individual liberties, it must be carefully limited in its capacity to act arbitrarily; the Founders of American government believed it was to be achieved through separation of powers, checks and balances, federalism, and judicial review.

LINE-ITEM BUDGET: Budget format for listing categories of expenditures along with amounts allocated to each.

LOAN GUARANTEES: Loans guaranteed by the public sector.

LONG-LIVED RESOURCES: Assets with a useful life of one year or more.

LUMP SUM TAX: A tax that does not vary with units of goods purchased or sold.

MANAGEMENT BY OBJECTIVES (MBO): A management technique designed to facilitate goal- and priority-setting, development of plans, resource allocation, monitoring progress towards goals, evaluating results, and generating and implementing improvements in performance.

MANAGERIAL SUBSYSTEM: Concerned with providing necessary resources for accomplishing a technical task and mediating between the technical and institutional subsystems.

MANDATE: Order requiring a government to do something.

MANDATORY SPENDING: Disbursements not subject to annual review or budgeting.

MARGINAL TAX RATES: Rates that change at various thresholds of income.

MARKET FAILURE: When the private market fails to produce an efficient or equitable outcome.

MERIT PAY: Increases in salary and wages that are tied to actual quality of work performed.

MERIT PRINCIPLE: Concept that selections of government employees should be based on merit or competence rather than personal or political favoritism.

MERIT SYSTEM: A professional system of personnel administration, free from political interference, in which selection and progress in the service are based upon the performance, expertise, and technical qualifications of each employee, measured objectively, (often through open, competitive examinations), accompanied by the development of a position classification and salary standardization system and administered through offices of personnel administration and a central civil service commission.

MIXED SCANNING: A model of decision making that combines the rational-comprehensive model's emphasis on fundamental choices and long-term consequences with the incrementalists' emphasis on changing only what needs to be changed in the immediate situation.

MODERN ORGANIZATION THEORY: A body of theory emphasizing empirical examination of organizational behavior, interdisciplinary research employing varied approaches, and attempts to arrive at generalizations applicable to many different kinds of organizations.

MONOPOLY GOVERNMENT: A public sector characterized by a single government.

NATIONAL CONSUMPTION TAX: Federal taxes levied on the consumption of goods and services.

NATIONAL DEBT: The sum of all unpaid public debt.

NEGATIVE EXTERNALITIES: When private markets fail to allocate resources on the basis of full social costs.

NEGATIVE INCOME TAX POLICY: Provides a minimum amount of income for all members of society.

NET FEDERAL DEBT: Gross federal debt minus debt held by federal agencies.

NET INTEREST EXPENDITURES: Interest expenses from borrowing less the interest fees from lending.

NEW PUBLIC ADMINISTRATION: A general movement inspired mainly by younger scholars who challenged several tenets of public administration, primarily the emphasis upon value-neutrality in administrative research and practice, and appealed to scholars and practitioners to take a more proactive role, guided not only by the search for efficiency, but by a sensitivity to the forces of change, the needs of clients, and the problems of social equity in service delivery.

NEUTRAL COMPETENCE: The belief that a neutral public bureaucracy following the mandates of a legislative body will meet the requirements of democracy.

NONPROFIT ORGANIZATIONS: Organizations prohibited by law from distributing surplus revenues to individuals.

NONCASH TRANSFERS: Transfer policies that provide goods or services, such as housing or food, rather than money.

OFF-BUDGET POLICIES: Credit and insurance policies that do not directly show up on the government budget; versus **ON-BUDGET POLICIES** in which spending and tax policies show up directly on the government budget.

OFFICE OF MANAGEMENT AND BUDGET (OMB): An important entity in the Executive Office of the U.S. President that assists the president in assembling executive-branch budget requests, coordinating programs, developing executive talent, and supervising program management processes in national government agencies.

OFFICE OF PERSONNEL MANAGEMENT (OPM): A key administrative unit in the national government operating under presidential direction; it is responsible for managing the national government personnel system, consistent with presidential personnel policy.

OLIGARCHY: Government by the few.

OMBUDSMAN: Permanent office that receives complaints and acts on behalf of citizens to secure information, request services, or pursue grievances.

OPEN SYSTEMS THEORY: A theory of organization that views organizations not as simple, "closed" bureaucratic structures separate from their surroundings, but as highly complex, facing considerable uncertainty in their operations, and constantly interacting with their environment; assumes that organizational components will seek an "equilibrium" among the forces pressing on them and their own responses to those forces.

OPERATING GRANTS: Grants for use in development and operation of specific programs.

ORGANIZATION DEVELOPMENT: A theory of organization that concentrates on increasing the ability of an organization to solve internal problems of organizational behavior as one of its routine functions; concerned primarily with identification and analysis of such problems.

ORGANIZATIONAL CHANGE: A theory of organization that focuses on those characteristics of an organization that promote or hinder change; assumes that demands for change originate in the external environment, and that the organization should be in the best position to respond to them.

ORGANIZATIONAL CULTURE: Basic patterns of attitudes, beliefs, and values that underlie an organization's operation.

ORGANIZATIONAL HUMANISM: A set of organization theories stressing that work holds intrinsic interest for the worker, that workers seek satisfaction in their work, that they want to work rather than avoid it, and that they can be motivated through systems of positive incentives (such as participation in decision making).

PARTICIPATORY DEMOCRACY: A political and philosophical belief in direct involvement by affected citizens in the processes of governmental decision making; believed by some to be essential to the existence of democratic government; related term is citizen participation.

PERFORMANCE APPRAISAL: Specific evaluation with respect to an individual's progress in completing specified tasks.

PERFORMANCE AUDITING: Analysis and evaluation of the effective performance of agencies in carrying out their objectives.

PERFORMANCE BUDGET: Budget format organized around programs or activities (rather than the objects it purchases), including various performance measurements that indicate the relationship between work actually done and its cost.

PLANNING-PROGRAMMING-BUDGETING SYSTEM (PPBS): Effort to connect planning, systems analysis, and budgeting in a single exercise.

PLURALISM: A social and political concept stressing the appropriateness of group organization, and diversity of groups and their activities, as a means of protecting broad group interests in society; assumes that groups are good and that bargaining and competition among them will benefit the public interest.

POLICY: Statement of goals and intentions with respect to a particular problem or set of problems.

POLICY ANALYSIS: Process of researching or analyzing public problems to provide policy makers with specific information about the range of available policy options and advantages and disadvantages of different approaches.

POLICY ENTREPRENEUR: A person willing to invest person time, energy, and money in pursuit of particular policy changes.

POLICY IMPLEMENTATION: A general political and governmental process of carrying out programs in order to fulfill specified policy objectives; a responsibility chiefly of administrative agencies, under chief executive and/or legislative guidance; also the activities directed toward putting a policy into effect.

POLITICAL ECONOMY APPROACH: Focusing on politics and economics as categories for analyzing organizational behavior.

POLITICS/ADMINISTRATION DICHOTOMY: The belief, growing out of the early administrative reform movement and its reaction against the spoils system, which held that political interference in administration would erode the opportunity for administrative efficiency, that the policy making activities of government ought to be wholly separated from the administrative functions, and that administrators had to have an explicit assignment of objectives before they could begin to develop an efficient administrative system.

POLITICS OF THE BUDGETARY PROCESS: The requirement that administrators act as advocates for their own programs during the appropriation process by soliciting outside support, protecting their budgetary base, and inching ahead with new programs; a budgetary system that deals with complex problems by relying upon incremental methods of decision making, information drawn from past experience rather than analysis, and satisfactory rather than optimal standards of quality.

POSITION CLASSIFICATION: Analyzing and organizing jobs on the basis of duties, responsibilities, and the knowledge and skills required to perform them.

PREEMPTION: Federal government efforts to preempt an area traditionally associated with state government.

PRIVATIZATION: Use of nongovernmental agencies to provide goods and services previously provided by government, also known as "contracting out."

PROGRESSIVE TAX: One that taxes those with higher incomes at a higher rate.

PROPORTIONAL TAX: One that taxes everyone at the same rate.

PROPRIETARY FUNDS: Used to account for government activities that more closely resemble private business.

PUBLIC ADMINISTRATION: The management and administration of public programs.

PUBLIC-CHOICE ECONOMICS: An approach to public administration based on micro-economic theory which views the citizen as a consumer of government goods and services and would attempt to maximize administrative responsiveness to citizen demand by creating a market system for governmental activities in which public agencies would compete to provide citizens with goods and services. This would replace the current system under which administrative agencies in effect act as monopolies under the influence of organized pressure groups which, the public-choice economists argue, are institutionally incapable of representing the demands of individual citizens.

PUBLIC MANAGEMENT: A field of practice and study central to public administration, emphasizing internal operations of public agencies, focuses on managerial concerns related to

control and direction, such as planning, organizational maintenance, information systems, personnel management, and performance evaluation.

PUBLIC POLICY: 1. The organizing framework of purposes and rationales for government programs that deal with specified societal problems; 2. the complex of programs enacted and implemented by the government.

RATIONAL MODEL OF DECISION MAKING: Derived from economic theories of how to make the "best" decisions; involves efforts to move toward consciously-held goals in a way that requires the smallest input of scarce resources; assumes the ability to separate ends from means, rank all alternatives, gather all possible data, and objectively weigh alternatives; stresses rationality in the process of reaching decisions.

RECONCILIATION BILL: Legislative action that attempts to reconcile individual actions in taxes, authorizations, or appropriations with the totals.

REDISTRIBUTIVE POLICY: Policy designed to take taxes from certain groups and give them to another group.

REGRESSIVE TAX: One that taxes those with lower incomes at a proportionately higher rate than those with higher incomes.

REGULATION: Government activity designed to monitor and guide private economic competition; specific actions (characterized as economic regulation) have included placing limits on producers' prices and practices, and promoting commerce through grants or subsidies; other actions emerging more recently (termed social regulation) have included regulating conditions under which goods and services are produced and attempting to minimize product hazards and risks to consumers.

REGULATORY COMMISSION: Group formed to regulate a particular area of the economy: usually headed by a group of individuals appointed by the President and confirmed by the Senate.

REGULATORY POLICY: Policy designed to limit actions of persons or groups to protect all or parts of the general public.

REINVENTING GOVERNMENT: 1. The title of a book written by David Osborne and Ted Gaebler in 1992. 2. Term referring to ideas used in government that are entrepreneurial in nature whose purpose is to improve government services.

RESCISSION: Presidential decision to permanently withhold funds.

REVENUE SHARING: Grant pattern in which the money can be used in any way the recipient government chooses.

RULE MAKING: Administrative establishment of general guidelines for application to a class of people or a class of actions at some future time.

SATISFICING: The process of decision making that characterizes most governmental action; a limited search through familiar patterns of behavior for a course of action that meets pre-established, minimum standards of performance, rather than an exhaustive review of all alternatives in search of the optimal solution to a particular problem.

SCIENTIFIC MANAGEMENT: A formal theory of organization developed by Frederick Taylor in the early 1900s; concerned with achieving efficiency in production, rational work procedures, maximum productivity, and profit; focused on management's responsibilities and on "scientifically" developed work procedures, based on "time and motion" studies.

SENIOR EXECUTIVE SERVICE (SES): Established in the national Civil Service Reform Act of 1978; designed to foster professional growth, mobility, and versatility among senior career officials (and some "political" appointees); incorporated into national government personnel management broad emphasis on performance appraisal and merit pay concepts, as part of both the SES itself and broader merit system reform.

SPECIAL DISTRICTS: Local governments created for a specific purpose within a specific area.

SPAN OF CONTROL: One of the early principles of administration which states that there is an upper limit to the number of subordinates any administrator can directly supervise, generally set at twelve, and advises administrators to eliminate any violations of this principle by reducing the number of officials reporting to them by either merging certain offices or stretching out the hierarchy.

SPOILS SYSTEM: A system of hiring personnel based on political loyalty and connections; can also extend to government contracts and the like; usually takes the form of rewarding party supporters with government jobs.

STAKEHOLDERS: The many different persons or interest groups that are involved in a policy decision and are affected by the results.

STRATEGIC PLANNING: Matching organizational objectives and capabilities to the anticipated demands of the environment to produce a plan of action that will ensure achievement of objectives.

SUBGOVERNMENTS: The tendency of bureaucrats to seek political support for their programs by building informal alliances outside of the official hierarchy with groups that possess resources the bureaucrats lack, primarily with legislative committees and organized interest or pressure groups (also known as iron triangles).

SUNSET LAW: Provision that sets a specific termination date for a program.

SUNSHINE LAW: Provision that requires agencies to conduct business in public view.

SUPPLEMENTAL APPROPRIATION: Bill passed during the fiscal year, adding new money to an agency's budget for the same fiscal year.

SYSTEM: Set of regularized interactions configured or "bounded" in a way that differentiates and separates them from other actions that constitute the system's environment.

SYSTEMS THEORY: A theory of social organizations, holding that organizations--like other organisms--may behave according to inputs from their environment, outputs resulting from organizational activity, and feedback leading to further inputs; also, change in any one part of a group or organizational system that affects all other parts.

TASK FORCES: Groups brought together to work on specific organizational problems.

THEORY X and THEORY Y: Two opposing assumptions about people at work that lead to opposing styles of management. Theory X assumes that most people hate work, avoid responsibility, prefer to be directed, and have to be controlled and coerced to put out a fair day's work; Theory Y assumes that people will seek responsibility, demonstrate a high degree of imagination, and exercise self-direction if they have a creative, challenging job to which they can become committed.

WHISTLE-BLOWING: Making any disclosure of legal violations (especially within public organizations), mismanagement, a gross waste of funds, an abuse of authority, or a danger to public health or safety, whether the disclosure is made within or outside the formal chain of command.

ZERO-BASE BUDGETING: Budget format that presents information about the efficiency and effectiveness of existing programs and highlights possibilities for eliminating or reducing programs by assuming that the minimum funding level for the agency is zero, thereby requiring agency administrators to justify all expenditures by the same standard of review that normally are applied only to new programs or increments above the base.

Complete the sentences using the words from the box.

**ANYONE - ANYTHING - ANYWHERE - EVERYBODY - EVERYTHING - EVERYWHERE -
NOBODY - NOTHING - SOMEONE - SOMETHING - SOMEWHERE**

1. Do you have _____ in your coat pocket? – Let's see.
2. Jonathon is speaking to _____ on the phone.
3. Aimee didn't tell her secret to _____.
4. The headmaster is very popular at school. _____ likes him.
5. My boyfriend likes to be at home. He doesn't want to go _____ after dark.
6. The room was empty. There was _____ to talk to.
7. There was _____ the doctor could do for him.
8. Judy was hungry. She wanted to go _____ to have a burger.
9. There is _____ at the door. Could you go and check?
10. Dad gave me _____ for my graduation.
11. We stayed in London for a whole week and visited _____ in this marvellous city.
12. There is a bomb threat. _____ must leave the building at once.
13. There are bugs _____ in this room. It's disgusting.
14. I opened the door but there was _____ there.
15. I heard _____ coming down the stairs, but I couldn't see who it was.
16. What were you doing last evening? – I was at home. I wasn't doing _____.
17. Does _____ have a pen? – Yes, I've got one.
18. There was _____ on the bus. The last passenger had got off one stop earlier.
19. _____ made an anonymous phone call to the police.
20. I have got _____ in my right eye. Could you have a look?
21. His injury looked bad but fortunately _____ was broken.
22. Does _____ mind if I open the window?
23. You can sit _____ you want. There are no seat numbers.
24. She was still awake but _____ else had already gone to bed.
25. There's _____ wrong about the data. I checked it myself.

KEY

1. Do you have **anything** in your coat pocket? – Let's see.
2. Jonathon is speaking to **someone** on the phone.
3. Aimee didn't tell her secret to **anyone**.
4. The headmaster is very popular at school. **Everybody** likes him.
5. My boyfriend likes to be at home. He doesn't want to go **anywhere** after dark.
6. The room was empty. There was **nobody** to talk to.
7. There was **nothing** the doctor could do for him.
8. Judy was hungry. She wanted to go **somewhere** to have a burger.
9. There is **someone** at the door. Could you go and check?
10. Dad gave me **something** for my graduation.
11. We stayed in London for a whole week and visited **everything** in this marvellous city.
12. There is a bomb threat. **Everybody** must leave the building at once.
13. There are bugs **everywhere** in this room. It's disgusting.
14. I opened the door but there was **nobody** there.
15. I heard **someone** coming down the stairs, but I couldn't see who it was.
16. What were you doing last evening? – I was at home. I wasn't doing **anything**.
17. Does **someone** have a pen? – Yes, I've got one.
18. There was **nobody** on the bus. The last passenger had got off one stop earlier.
19. **Someone** made an anonymous phone call to the police.
20. I have got **something** in my right eye. Could you have a look?
21. His injury looked bad but fortunately **nothing** was broken.
22. Does **anyone** mind if I open the window?
23. You can sit **anywhere** you want. There are no seat numbers.
24. She was still awake but **everybody** else had already gone to bed.
25. There's **nothing** wrong about the data. I checked it myself.

Complete the sentences using the words from the box.

ANOTHER / EACH / EVERY / ONE / OTHER / OTHERS

1. The email has been sent to _____ member of the teaching staff.
2. _____ of his sisters lives in Australia, the _____ one in America.
3. Would you like _____ piece of cake?
4. I put _____ of the documents into a separate folder.
5. A train arrives _____ 10 minutes.
6. _____ of the students of my class came down with the flu yesterday.
7. Some people like politics, _____ aren't interested in it at all.
8. Is there _____ golf course around here?
9. There are two routes. _____ goes through the city, the _____ passes through the countryside.
10. I usually get up at 6.30 _____ morning.
11. There are five questions left. You must answer _____ of them.
12. Let's go to _____ restaurant today. We always go to the same _____.
13. We paid \$5 _____ for the reservations.
14. There are three parts in the test and _____ one lasts for 45 minutes.
15. The headmaster wants to speak to _____ teacher.
16. Could I ask you _____ question if you don't mind?
17. _____ player needs to wear a helmet. There are no exceptions.
18. All the British Airways flights to London are fully booked. We'll have to take _____ airline.
19. We have ballet practice _____ second Monday.
20. He always stays with _____ of his relatives when he's in town.

KEY

1. The email has been sent to **each/every** member of the teaching staff.
2. **One** of his sisters lives in Australia, the **other** one in America.
3. Would you like **another** piece of cake?
4. I put **each** of the documents into a separate folder.
5. A train arrives **every** 10 minutes.
6. **One** of the students of my class came down with the flu yesterday.
7. Some people like politics, **others** aren't interested in it at all.
8. Is there **another** golf course around here?
9. There are two routes. **One** goes through the city, the **other** passes through the countryside.
10. I usually get up at 6.30 **every** morning.
11. There are five questions left. You must answer **each** of them.
12. Let's go to **another** restaurant today. We always go to the same **one**.
13. We paid \$5 **each** for the reservations.
14. There are three parts in the test and **each** one lasts for 45 minutes.
15. The headmaster wants to speak to **every** teacher.
16. Could I ask you **another** question if you don't mind?
17. **Every** player needs to wear a helmet. There are no exceptions.
18. All the British Airways flights to London are fully booked. We'll have to take **another** airline.
19. We have ballet practice **every** second Monday.
20. He always stays with **one** of his relatives when he's in town.

Complete the sentences using SOME / ANY / SOMEONE / ANYONE / SOMETHING / ANYTHING / SOMEWHERE / ANYWHERE.

1. Mum, have we got _____ eggs in the fridge? – Of course, I bought _____ yesterday.
2. There's _____ at the door. – Are you expecting _____?
3. Did you go _____ last night?
4. You've got to do _____ about it. Otherwise the situation will get out of control.
5. Choose _____ number between 1 and 10. It doesn't matter which one.
6. I can't find my cell phone. I must have left it _____.
7. I need _____ tomatoes to make this salad. – Sorry, we haven't got _____ at home. – Well could you hop over to the greengrocer's and get _____, please.
8. I've got _____ banknotes, but I don't have _____ coins.
9. This party is so boring. – Let's go _____ else.
10. Is there _____ you need? – No, I'm just looking for _____.
11. Is there _____ in the classroom with a blue sweater?
12. John lives _____ in London, but I don't really know the exact address.
13. Does _____ in the audience have a mobile phone?
14. Could I have _____ more coffee please?
15. I would like to go _____ this summer, but not just _____. I'd like to travel abroad.
16. _____ can play this game. It's easy.
17. I went shopping yesterday. I bought _____ socks, but I didn't buy _____ shoes.
18. Have there been _____ phone calls for me while I was out? – Yes, _____ called an hour ago. There was _____ he had to tell you.
19. There isn't _____ sitting at the table, but there's _____ sitting at the bar.
20. Where is my notebook? – I can't find it _____.
21. There must be _____ you can add to our discussion. Just don't sit there without saying _____.
22. I don't want to go to the Jake's party. I don't know _____ there.
23. Can we go _____ else to talk? It's so loud here.
24. _____ bus will take you to the town centre.
25. There's _____ I want to introduce to you.

KEY

1. Mum, have we got **any** eggs in the fridge? – Of course, I bought **some** yesterday.
2. There's **someone** at the door. – Are you expecting **anyone**?
3. Did you go **anywhere** last night?
4. You've got to do **something** about it. Otherwise the situation will get out of control.
5. Choose **any** number between 1 and 10. It doesn't matter which one.
6. I can't find my cell phone. I must have left it **somewhere**.
7. I need **some** tomatoes to make this salad. – Sorry, we haven't got **any** at home. – Well could you hop over to the greengrocer's and get **some**, please.
8. I've got **some** banknotes, but I don't have **any** coins.
9. This party is so boring. – Let's go **somewhere** else.
10. Is there **anything** you need? – No, I'm just looking for **something**.
11. Is there **anyone** in the classroom with a blue sweater?
12. John lives **somewhere** in London, but I don't really know the exact address.
13. Does **anyone** in the audience have a mobile phone?
14. Could I **have** some more coffee please?
15. I would like to go **somewhere** this summer, but not just **anywhere**. I'd like to travel abroad.
16. **Anyone** can play this game. It's easy.
17. I went shopping yesterday. I bought **some** socks, but I didn't buy **any** shoes.
18. Have there been any phone calls for me while I was out? – Yes, **someone** called an hour ago. There was **something** he had to tell you.
19. There isn't **anyone** sitting at the table, but there's **someone** sitting at the bar.
20. Where is my notebook? – I can't find it **anywhere**.
21. There must be **something** you can add to our discussion. Just don't sit there without saying **anything**.
22. I don't want to go to the Jake's party. I don't know **anyone** there.
23. Can we go **somewhere** else to talk? It's so loud here.
24. **Any** bus will take you to the town centre.
25. There's **someone** I want to introduce to you.

Complete the sentences using the words from the box.

LITTLE / A LITTLE / FEW / A FEW

1. We have _____ time left. Let's try to get finished quickly.
2. You have _____ ideas left, so let's hear them.
3. I have got very _____ friends, so I'm alone most of the time.
4. Would you like _____ water?
5. What you need is _____ more self-confidence.
6. _____ is known about how the disease spreads.
7. I'm sorry, but I speak _____ Spanish. Can't we communicate in English?
8. Very _____ people went to see the movie.
9. Mary managed to get _____ piece of cake.
10. She saves _____ money every month because she wants to go on a cruise next summer.
11. There are _____ posts that are really worth reading. Most of them are rubbish.
12. I have drunk _____ water today, so I guess that's why I'm so thirsty.
13. There are _____ good books that I would recommend reading.
14. Have you got any money left in your bank account? Yes, I have _____, but not very much.
15. There are _____ cities in the world that have a multicultural society.
16. There was _____ time to finish the project, so we had to work on weekends.
17. We stayed in New York for _____ days before moving on to the Midwest.
18. I'd like to tell you _____ about my childhood.
19. I made very _____ mistakes, so I got a very good mark.
20. I see _____ reason for giving him _____ days off.

KEY

1. We have **little** time left. Let's try to get finished quickly.
2. You have **a few** ideas left, so let's hear them.
3. I have got very **few** friends, so I'm alone most of the time.
4. Would you like **a little** water?
5. What you need is **a little** more self-confidence.
6. **Little** is known about how the disease spreads.
7. I'm sorry, but I speak **little** Spanish. Can't we communicate in English?
8. Very **few** people went to see the movie.
9. Mary managed to get **a little** piece of cake.
10. She saves **a little** money every month because she wants to go on a cruise next summer.
11. There are **few** posts that are really worth reading. Most of them are rubbish.
12. I have drunk **little** water today, so I guess that's why I'm so thirsty.
13. There are **a few** good books that I would recommend reading.
14. Have you got any money left in your bank account? Yes, I have **a little**, but not very much.
15. There are **few / a few** cities in the world that have a multicultural society.
16. There was **little** time to finish the project, so we had to work on weekends.
17. We stayed in New York for **a few** days before moving on to the Midwest.
18. I'd like to tell you **a little** about my childhood.
19. I made very **few** mistakes, so I got a very good mark.
20. I see **little** reason for giving him **a few** days off.

Complete the sentences using the correct form of the present perfect tense.

1. I _____ several books about sailing and I am quite fascinated by the sport. **(READ)**
2. You look absolutely exhausted. What _____? **(YOU DO)**
3. He _____ that book for over two weeks and he _____ yet. He's such a slow reader. **(READ, NOT FINISH)**
4. My sister _____ in Norwich for two months. She seems to like it there and is not planning to leave. **(LIVE)**
5. My dad _____ a new job. **(JUST START)**
6. You should put some boots on. It _____ for several days now and the ground is pretty muddy. **(RAIN)**
7. _____ your homework yet? You _____ on it for hours. **(YOU FINISH, WORK)**
8. Maria _____ for a job since she left school last summer. She still _____ one. **(LOOK, NOT FIND)**
9. They _____ TV the whole evening. It's their favourite film and they _____ it several times. **(WATCH, SEE)**
10. I _____ him about his new girl friend twice this week. He doesn't seem to want to answer. **(ASK)**
11. I _____ my driving test. **(JUST PASS)**
12. Where _____? - At the doctor's. I _____ ill lately **(YOU BE, BE)**
13. We _____ the date for the marriage. It will be on May 26. **(SET)**
14. My sister _____ too many sweets lately. She must try to stop. **(EAT)**
15. I _____ him for ages. I wonder what he _____ up to. **(NOT SEE, BE)**
16. I _____ French for three years now but I don't seem to be making any progress. It's so difficult **(LEARN).**

KEY

1. I **have been reading / have read** several books about sailing and I am quite fascinated by the sport . **(READ)**
2. You look absolutely exhausted. What **have you been doing** ? **(YOU DO)**
3. He **has been reading** that book for over two weeks and he **hasn't finished** yet. He's such a slow reader . **(READ, NOT FINISH)**
4. My sister **has been living** in Norwich for two months. She seems to like it there and is not planning to leave. **(LIVE)**
5. My dad **has just started** a new job. **(JUST START)**
6. You should put some boots on. It **has been raining** for several days now and the ground is pretty muddy. **(RAIN)**
7. **Have you finished** your homework yet ? You **have been working** on it for hours . **(YOU FINISH , WORK)**
8. Maria **has been looking** for a job since she left school last summer. She still **hasn't found** one . **(LOOK, NOT FIND)**
9. They **have been watching** TV the whole evening. It's their favourite film and they **have seen** it several times. **(WATCH, SEE)**
10. I **have asked** him about his new girl friend twice this week. He doesn't seem to want to answer. **(ASK)**
11. I **have just passed** my driving test. **(JUST PASS)**
12. Where **have you been** ? - At the doctor's. I **have been** ill lately **(YOU BE , BE)**
13. We **have set** the date for the marriage. It will be on May 26. **(SET)**
14. My sister **has been eating** too many sweets lately . She must try to stop. **(EAT)**
15. I **haven't seen** him for ages. I wonder what he **has been** up to. **(NOT SEE, BE)**
16. I **have been learning** French for three years now but I don't seem to be making any progress. It's so difficult **(LEARN)**.

Complete the sentences using the correct form of the present tense.

1. You can't see Jimmy now. He _____ a bath. **(HAVE)**
2. He _____ to the theatre. **(NEVER GO)**
3. Anne _____ all her clothes herself. At the moment she _____ a dress for a fancy dress party **(MAKE, MAKE)**.
4. He usually _____ coffee for breakfast, but today he _____ tea **(HAVE, HAVE)**.
5. I can't go home now because it _____ , and I _____ an umbrella. **(RAIN, NOT HAVE)**.
6. In Britain women normally _____ hats. **(NOT WEAR)**
7. The sun _____ in the east and _____ in the west **(RISE, SET)**
8. Who _____ that terrible noise outside? – It's Dad. He _____ the lawn. **(MAKE, MOW)**
9. I _____ this weekend near the coast. I _____ there nearly every weekend. **(SPEND, GO)**
10. She _____ thirty cigarettes a day but at the moment she _____ to stop. **(SMOKE, TRY)**
11. We _____ breakfast together every Sunday morning. **(HAVE)**
12. What's that smell. – It's in the kitchen. Something _____. **(BURN)**
13. Who _____ to on the phone? – It's my friend Carry. **(YOU SPEAK)**
14. I _____ overtime this month because I _____ up some money to buy a new car. **(WORK, SAVE)**
15. The moon _____ around the earth **(GO)**
16. She usually _____ languages very quickly, but she _____ problems with Chinese **(LEARN, HAVE)**.
17. _____ TV every evening? **(YOU WATCH)**
18. He always _____ his bills on time. **(PAY)**
19. How long _____ you to get to the office? – It _____ me about half an hour **(IT TAKE, TAKE)**
20. The plane that _____ Heathrow at 9.15 is on schedule. **(LEAVE)**

KEY

1. You can't see Jimmy now. He **is having** a bath. **(HAVE)**
2. He **never goes** to the theatre. **(NEVER GO)**
3. Anne **makes** all her clothes herself. At the moment she **is making** a dress for a fancy dress party **(MAKE, MAKE)**.
4. He usually **has** coffee for breakfast, but today **he's having** tea **(HAVE, HAVE)**.
5. I can't go home now because **it's raining**, and I **don't have** an umbrella. **(RAIN, NOT HAVE)**.
6. In Britain women normally **don't wear** hats. **(NOT WEAR)**
7. The sun **rises** in the east and **sets** in the west **(RISE, SET)**
8. Who **is making** that terrible noise outside? – It's Dad. **He's mowing** the lawn. **(MAKE, MOW)**
9. **I'm spending** this weekend near the coast. I **go** there nearly every weekend. **(SPEND, GO)**
10. She **smokes** thirty cigarettes a day but at the moment she **is trying** to stop. **(SMOKE, TRY)**
11. We **have** breakfast together every Sunday morning. **(HAVE)**
12. What's that smell. – It's in the kitchen. Something **is burning**. **(BURN)**
13. Who **are you speaking** to on the phone? – It's my friend Carry. **(SPEAK)**
14. I **am working** overtime this month because **I'm saving** up some money to buy a new car. **(WORK, SAVE)**
15. The moon **goes** around the earth **(GO)**
16. She usually **learns** languages very quickly, but she **is having / has** problems with Chinese **(LEARN, HAVE)**.
17. **Do you watch** TV every evening **(YOU WATCH)**.
18. He always **pays** his bills on time. **(PAY)**
19. How long **does it take** you to get to the office? – It takes me about half an hour **(IT TAKE, TAKE)**
20. The plane that **leaves** Heathrow at 9.15 is on schedule. **(LEAVE)**

Complete the sentences using the correct form of the present tense.

1. _____ how old I am? **(YOU KNOW)**
2. How _____ to work? – I usually _____ by car, but today Jack _____ me up **(YOU GET, DRIVE, PICK)**
3. It often _____ in Ireland, but it never _____ for days on end. **(RAIN, RAIN)**
4. I usually _____ so quickly that he _____ me. **(SPEAK, NOT UNDERSTAND)**
5. Jane's husband _____. **(NOT SMOKE)**
6. Why _____ on your coat? – I _____ for a walk. – _____ to come with me? **(YOU PUT, GO, YOU WANT)**
7. I always _____ lottery tickets, but I never _____ anything. **(BUY, WIN)**
8. It _____ in Egypt. **(NOT OFTEN RAIN)**
9. _____ to him today? – Yes, I always _____ to him on his birthday. **(YOU WRITE, WRITE)**
10. Can you hear that? The car _____ such a strange noise. – It's OK. It always _____ like that. **(MAKE, SOUND)**
11. The plane that you _____ at right now _____ for Paris. **(LOOK, LEAVE)**
12. What _____ to his car? – I think he _____ it. **(HE DO, POLISH)**
13. Susan _____ to her parents every Sunday. In fact, she _____ to them today. **(WRITE, WRITE)**
14. Stop at once! You _____ the flowers every time the ball _____ in the garden! **(DESTROY, LAND)**
15. Where is Kevin? I can't find him anywhere. – He _____ with Sue in the garden **(PLAY)**.
16. She normally _____ in London, but this weekend she _____ with some friends in Liverpool. **(LIVE, STAY)**
17. Hurry up, the teacher _____ to begin! **(WAIT)**
18. I _____ a word he _____. **(NOT BELIEVE, SAY)**
19. What _____ for a living, Claire? – Well as a secretary, I _____ emails for my boss all the time. **(YOU DO, WRITE)**
20. Look over there! He _____ in a non-smoking area! **(SMOKE)**

KEY

1. **Do you know** how old I am? (**YOU KNOW**)
2. How **do you get** to work? – I usually **drive** by car, but today Jack **is picking** me up (**YOU GET, DRIVE, PICK**)
3. It often **rains** in Ireland, but it never **rains** for days on end. (**RAIN, RAIN**)
4. I usually **speak** so quickly that he **doesn't understand** me. (**SPEAK, NOT UNDERSTAND**)
5. Jane's husband **doesn't smoke**. (**NOT SMOKE**)
6. Why **are you putting** on your coat? – I **am going** for a walk. – **Do you want** to come with me? (**YOU PUT, GO, YOU WANT**)
7. I always **buy** lottery tickets, but I never **win** anything. (**BUY, WIN**)
8. It **doesn't often** rain in Egypt. (**NOT OFTEN RAIN**)
9. **Are you writing** to him today? – Yes, I always **write** to him on his birthday. (**YOU WRITE, WRITE**)
10. Can you hear that? The car **is making** such a strange noise? – It's OK. It always **sounds** like that. (**MAKE, SOUND**)
11. The plane that you **are looking** at right now **is leaving** for Paris. (**LOOK, LEAVE**)
12. What **is he doing** to his car? – I think he **is polishing** it. (**HE DO, POLISH**)
13. Susan **writes** to her parents every Sunday. In fact, she **is writing** to them today. (**WRITE, WRITE**)
14. Stop at once! You **destroy** the flowers every time the ball **lands** in the garden! (**DESTROY, LAND**)
15. Where is Kevin? I can't find him anywhere. – He **is playing** with Sue in the garden (**PLAY**).
16. She normally **lives** in London, but this weekend she **is staying** with some friends in Liverpool. (**LIVE, STAY**)
17. Hurry up, the teacher **is waiting** to begin! (**WAIT**)
18. I **don't believe** a word he **says / is saying**. (**NOT BELIEVE, SAY**)
19. What **do you do** for a living, Claire? – Well as a secretary, I **write** emails for my boss all the time. (**YOU DO, WRITE**)
20. Look over there! He **is smoking** in a non-smoking area! (**SMOKE**)

Complete the sentences using the correct form of the present tense.

1. We _____ our break now, Mr. Miller. **(TAKE)**
2. She _____ for Liverpool later in the day **(LEAVE)**.
3. The actor usually _____ a lot of fan mail, because he's so famous. **(GET)**
4. The car _____ oil. Can you repair it? **(LOSE)**
5. Dorothy _____ reading good books during her holidays. **(LOVE)**
6. My brother _____ Italy at the moment **(TOUR)**.
7. They _____ a game of cards right now. **(HAVE)**
8. I _____ a hat today because there's a very special event in town. **(WEAR)**
9. Such bad behaviour always _____ me mad. **(MAKE)**
10. Unpopular songs _____ very well. **(NOT SELL)**
11. She usually _____ out with her friends on Saturday evenings. **(GO)**
12. What _____, Mum? – It smells so good! **(YOU BAKE)**
13. _____ to the bridge club? **(YOU BELONG)**
14. The children _____ playing in the hut whenever we're at our weekend house. **(ENJOY)**
15. The headmaster rarely _____ a class. He normally _____ administrative work. **(TEACH, DO)**
16. _____ if I ask you a question? **(YOU MIND)**
17. I _____ some money because I want to travel to Spain next summer. **(CURRENTLY SAVE)**
18. What _____ ? **(THIS BOOK - COST)**
19. The boy and his father _____ a long conversation. – I wonder what they _____ about. **(HAVE, TALK)**
20. Robert _____ to catch the same bus every morning, but he _____ . **(TRY, NOT ALWAYS SUCCEED)**

KEY

1. We **are taking** our break now, Mr. Miller. **(TAKE)**
2. She **is leaving** for Liverpool later in the day **(LEAVE)**.
3. The actor usually **gets** a lot of fan mail, because he's so famous. **(GET)**
4. The car **is losing** oil. Can you repair it? **(LOSE)**
5. Dorothy **loves** reading good books during her holidays. **(LOVE)**
6. My brother **is touring** Italy at the moment **(TOUR)**.
7. They **are having** a game of cards right now. **(HAVE)**
8. I **am wearing** a hat today because there's a very special event in town. **(WEAR)**
9. Such bad behaviour always **makes** me mad. **(MAKE)**
10. Unpopular songs **do not sell** very well. **(NOT SELL)**
11. She usually **goes** out with her friends on Saturday evenings. **(GO)**
12. What **are you baking**, Mum? – It smells so good! **(YOU BAKE)**
13. **Do you belong** to the bridge club? **(YOU BELONG)**
14. The children **enjoy** playing in the hut whenever we're at our weekend house. **(ENJOY)**
15. The headmaster rarely **teaches** a class. He normally **does** administrative work.
(TEACH, DO)
16. **Do you mind** if I ask you a question? **(YOU MIND)**
17. I **am** currently **saving** some money because I want to travel to Spain next summer.
(SAVE)
18. What **does this book cost**? **(THIS BOOK – COST)**
19. The boy and his father **are having** a long conversation. – I wonder what they **are talking** about. **(HAVE, TALK)**
20. Robert **tries** to catch the same bus every morning, but he **doesn't always** succeed.
(TRY, NOT ALWAYS SUCCEED)

Complete the sentences with the correct form of the verbs in brackets.

1. I _____ the fire at 6 in the morning and when Peter came in it _____ brightly **(LIGHT, BURN)**.
2. My brother _____ with his model cars when suddenly the lights _____ out. **(PLAY, GO)**
3. After I _____ him to the zoo, we _____ for a walk in the park **(TAKE, GO)**.
4. _____ vodka? – Yes, I _____ it when I was in Moscow a few years ago. But I _____ any since then. **(YOU EVER DRINK, TRY, NOT DRINK)**.
5. What _____ about his last book? – I _____ it a lot. **(YOU THINK, LIKE)**
6. The boys _____ in the garden when they _____ their father's steps. **(WORK, HEAR)**.
7. What _____ yesterday afternoon? I _____ on my new novel. **(YOU DO, WORK)**
8. How _____ to work? – I normally _____ by car but this week I _____ the bus **(YOU USUALLY GET, GO, TAKE)**
9. Lucas _____ the guitar when someone _____ the window and _____ a bucket of water out. **(PLAY, OPEN, THROW)**.
10. Up to now, Mary _____ to the United States. **(NEVER BE)**
11. My sister _____ for me when I _____. **(ALREADY WAIT, ARRIVE)**
12. I _____ this championship every year since 2005, but I _____ it this year **(WIN, LOSE)**
13. I first _____ this film in 2006 and I _____ it a couple of times since then. **(SEE, SEE)**
14. My neighbour _____ her car since 2 o'clock. She still isn't finished. **(CLEAN)**
15. I _____ Italian for two years, but I still _____ very much. **(LEARN, NOT UNDERSTAND)**
16. She _____ in South Africa now. She _____ there shortly after the war. **(LIVE, MOVE)**

KEY

1. I **lit** the fire at 6 in the morning and when Peter came in it **was burning** brightly (**LIGHT, BURN**).
2. My brother **was playing** with his model cars when suddenly the lights **went** out. (**PLAY, GO**)
3. After I **had taken** him to the zoo, we **went** for a walk in the park (**TAKE, GO**).
4. **Have you ever drunk** vodka? – Yes, I **tried** it when I was in Moscow a few years ago. But I **haven't drunk** any since then. (**YOU EVER DRINK, TRY, NOT DRINK**).
5. What **do you think** about his last book? – I **liked/ like** it a lot. (**YOU THINK, LIKE**)
6. The boys **were working** in the garden when they **heard** their father's steps. (**WORK, HEAR**).
7. What **were you doing** yesterday afternoon? I **was working** on my new novel. (**YOU DO, WORK**)
8. How **do you usually get** to work? – I normally **go** by car but this week I **am taking** the bus (**YOU USUALLY GET, GO, TAKE**)
9. Lucas **was playing** the guitar when someone **opened** the window and **threw** a bucket of water out. (**PLAY, OPEN, THROW**).
10. Up to now, Mary **has never been** to the United States. (**NEVER BE**)
11. My sister **was already waiting** for me when I **arrived**. (**ALREADY WAIT, ARRIVE**)
12. I **have won** this championship every year since 2005, but I **have lost / lost** it this year (**WIN, LOSE**)
13. I first **saw** this film first in 2006 and I **have seen** it a couple of times since then. (**SEE, SEE**)
14. My neighbour **has been cleaning** her car since 2 o'clock. She still isn't finished. (**CLEAN**)
15. I **have been learning** Italian for two years, but I still **don't understand** very much. (**LEARN, NOT UNDERSTAND**)
16. She **lives / is living** in South Africa now. She **moved** there shortly after the war. (**LIVE, MOVE**)

Complete the sentences with the correct form of the verbs in brackets.

1. _____ a famous person in his life? **(PAUL EVER MEET)**
2. The teacher _____ something on the blackboard when suddenly the headmaster _____ into the classroom. **(WRITE, BURST)**
3. My mum _____ at the office lately. She has got a cold. **(NOT BE)**
4. The speaker _____ writing a letter to the chairman. Here it is. **(JUST FINISH)**
5. After they _____ the top of the hill, they _____ a break. **(REACH, TAKE)**
6. The Romans _____ roads some of which still exist today. **(BUILD)**
7. I _____ to the disco for ages. - Let's go tomorrow. **(NOT GO)**
8. _____ your holidays in Greece? It's a wonderful country. **(YOU EVER SPEND)**
9. I _____ my son to swimming practice every week. **(DRIVE)**
10. We _____ a fantastic film on TV last night, but I _____ its name. **(SEE, NOT REMEMBER)**
11. He told us that he _____ on a cruise trip before. **(NEVER BE)**
12. Most of the world's elephants _____ in Africa and Asia. **(LIVE)**
13. The boss _____ to the mayor at the moment. You can't interrupt him. **(TALK)**
14. While Frank _____ the newspaper, Jill _____ breakfast **(READ, PREPARE)**
15. You _____ tea, don't you? **(NORMALLY DRINK)**
16. I _____ him in the past two weeks. Where _____ all the time? **(NOT SEE, HE BE)**
17. The headmaster punished the pupils because they _____ trouble a few weeks before. **(CAUSE)**
18. I _____ in the garden the whole day yesterday. **(WORK)**
19. I _____ to call you last night, but you _____ up the phone. **(TRY, NOT PICK)**
20. I _____ for three hours now. There is still no sight of him. **(WAIT)**

KEY

1. **Has Paul ever** met a famous person in his life? (**PAUL EVER MEET**)
2. The teacher **was writing** something on the blackboard when suddenly the headmaster **burst** into the classroom. (**WRITE, BURST**)
3. My mum **hasn't been** at the office lately. She has got a cold. (**NOT BE**)
4. The speaker **has just finished** writing a letter to the chairman. Here it is. (**JUST FINISH**)
5. After they **had reached** the top of the hill, they **took** a break. (**REACH, TAKE**)
6. The Romans **built** roads some of which still exist today. (**BUILD**)
7. I **haven't gone** to the disco for ages. - Let's go tomorrow. (**NOT GO**)
8. **Have you ever spent** your holidays in Greece? It's a wonderful country. (**YOU EVER SPEND**)
9. I **drive** my son to swimming practice every week. (**DRIVE**)
10. We **saw** a fantastic film on TV last night, but I **don't remember** its name. (**SEE, NOT REMEMBER**)
11. He told us that he **had never been** on a cruise trip before. (**NEVER BE**)
12. Most of the world's elephants **live** in Africa and Asia. (**LIVE**)
13. The boss **is talking** to the mayor at the moment. You can't interrupt him. (**TALK**)
14. While Frank **was reading** the newspaper, Jill **was preparing** breakfast (**READ, PREPARE**)
15. You **normally drink** tea, don't you? (**NORMALLY DRINK**)
16. I **haven't seen** him in the past two weeks. Where **has he been** all the time? (**NOT SEE, HE BE**)
17. The headmaster punished the pupils because they **had caused / had been causing** trouble a few weeks before. (**CAUSE**)
18. I **was working** in the garden the whole day yesterday. (**WORK**)
19. I **tried** to call you last night, but you **didn't pick** up the phone. (**TRY, NOT PICK**)
20. I **have been waiting** for three hours now. There is still no sight of him. (**WAIT**)

Complete the sentences with the correct form of the verbs in brackets.

1. After they _____ home from their honeymoon, they _____ building their new house. **(COME, START)**
2. Two years ago, my brother _____ an accident and he _____ since then. **(HAVE, NOT RECOVER)**
3. When I _____ home last night, my children _____ chess. **(COME, PLAY)**
4. I would have come yesterday if I _____ anything to do. **(NOT HAVE)**
5. She _____ happy after he _____ her a bunch of roses. **(BE, GIVE)**
6. Last year _____ a good year, but this year _____ very successful up to now. **(BE, NOT BE)**
7. After Dick _____ his work, he _____ Harry. **(FINISH, CALL)**
8. Yesterday the phone _____ three times while we _____ dinner. **(RING, HAVE)**
9. After five years of travelling through Asia I _____ back to Europe next week. I _____ a flight. **(COME, ALREADY BOOK)**
10. Grass normally _____ best when it rains. **(GROW)**
11. When I _____ home, I saw that my wife _____ off our daughter's hair. **(COME, CUT)**
12. Who _____ the guitar upstairs? – It's Mary. She _____ for the concert tomorrow. **(PLAY, REHEARSE)**
13. After she _____ on holiday, she _____ much better. **(BE, FEEL)**
14. I _____ in this line for ages. It _____ at all in the last five minutes. **(STAND, NOT MOVE)**
15. How many games _____ so far this year? – Only 2. – And how many _____ last year? – About 10. **(YOU PLAY, YOU PLAY)**
16. We _____ married next June. **(GET)**
17. In yesterday's paper I _____ that a fire _____ out in my neighbourhood **(READ, BREAK)**.
18. While I _____ with a lovely girl, the whole crowd _____ us. **(DANCE, WATCH)**.

KEY

1. After they **had come** home from their honeymoon, they **started** building their new house. **(COME, START)**
2. Two years ago, my brother **had** an accident and he **hasn't recovered** since then. **(HAVE, NOT RECOVER)**
3. When I **came** home last night, my children **were playing** chess. **(COME, PLAY)**
4. I would have come yesterday if I **hadn't had** anything to do. **(NOT HAVE)**
5. She **was** happy after he **had given** her a bunch of roses. **(BE, GIVE)**
6. Last year **was** a good year, but this year **hasn't been** very successful up to now. **(BE, NOT BE)**
7. After Dick **had finished** his work, he **called** Harry. **(FINISH, CALL)**
8. Yesterday the phone **rang** three times while we **were having** dinner. **(RING, HAVE)**
9. After five years of travelling through Asia I **am coming / am going to come / will come** back to Europe next week. I **have already booked / already booked** a flight. **(COME, ALREADY BOOK)**
10. Grass normally **grows** best when it rains. **(GROW)**
11. When I **came** home, I saw that my wife **had cut / was cutting** off our daughter's hair. **(COME, CUT)**
12. Who **is playing** the guitar upstairs? – It's Mary. She **is rehearsing** for the concert tomorrow. **(PLAY, REHEARSE)**
13. After she **had been** on holiday, she **felt** much better. **(BE, FEEL)**
14. I **have been standing** in this line for ages. It **hasn't moved** at all in the last five minutes. **(STAND, NOT MOVE)**
15. How many games **have you played** so far this year? – Only 2. – And how many **did you play** last year? – About 10. **(YOU PLAY, YOU PLAY)**
16. We **are getting** married next June. **(GET)**
17. In yesterday's paper I **read** that a fire **had broken** out in my neighbourhood **(READ, BREAK)**.
18. While I **was dancing** with a lovely girl, the whole crowd **was watching** us. **(DANCE, WATCH)**.

Complete the sentences with the correct form of the present perfect tense.

1. I _____ the book you gave me, so you can have it back now. **(READ)**
2. You look tired. You _____ too hard lately. **(PROBABLY WORK)**
3. Rachel _____ around Europe for two months now. At the moment, she's in Barcelona. She _____ six countries so far. **(TRAVEL, VISIT)**
4. Is it still raining? – No, it _____ but the streets are still wet. **(ALREADY STOP)**
5. I _____ at your report for some time, but I must say I can't agree with you on a few things. **(LOOK)**
6. James _____ the new *Harry Potter* novel for hours now. He simply can't let it go. **(READ)**
7. I _____ this few times, but I'll say it again. **(ALREADY SAY)**
8. The two brothers _____ films since they left high school. **(MAKE)**
9. Look! Someone _____ that window! **(BREAK)**
10. I _____ to him, but he _____ me an answer yet. **(ALREADY WRITE, NOT GIVE)**
11. You are too late. The patient _____. **(JUST DIE)**
12. The manager isn't here. He's away on holiday. – Where _____ ? **(HE GO)**
13. They _____ from New York. **(JUST ARRIVE)**
14. _____ in the rain the whole time? Why _____ you in? **(YOU STAND, ANYONE NOT LET)**
15. Mr Benson _____ the whole morning. So far, he _____ three fish. **(FISH, CATCH)**
16. The company _____ money with this product for ages. It's time to stop producing it. **(LOSE)**
17. She _____ Charles since she was 17. They _____ in the same town for over 20 years. **(KNOW, LIVE)**
18. John _____ off his bike again. It's the third time now! **(FALL)**

KEY

1. I **have read** the book you gave me, so you can have it back now. **(READ)**
2. You look tired. You **have probably been working** too hard lately. **(PROBABLY WORK)**
3. Rachel **has been travelling** around Europe for two months now. At the moment, she's in Barcelona. She **has visited** six countries so far. **(TRAVEL, VISIT)**
4. Is it still raining? – No, it **has already stopped** but the streets are still wet. **(ALREADY STOP)**
5. I **have been looking** at your report for some time, but I must say I can't agree with you on a few things. **(LOOK)**
6. James **has been reading** the new *Harry Potter* novel for hours now. He simply can't let it go. **(READ)**
7. I **have already said** this few times, but I'll say it again. **(ALREADY SAY)**
8. The two brothers **have been making** films since they left high school. **(MAKE)**
9. Look! Someone **has broken** that window! **(BREAK)**
10. I **have already written** to him, but he **hasn't given** me an answer yet. **(ALREADY WRITE, NOT GIVE)**
11. You are too late. The patient **has just died**. **(JUST DIE)**
12. The manager isn't here. He's away on holiday. – Where **has he gone**? **(HE GO)**
13. They **have just arrived** from New York. **(JUST ARRIVE)**
14. **Have you been standing** in the rain the whole time? Why **hasn't anyone let** you in? **(YOU STAND, ANYONE NOT LET)**
15. Mr Benson **has been fishing** the whole morning. So far, he **has caught** three fish. **(FISH, CATCH)**
16. The company **has been losing** money with this product for ages. It's time to stop producing it. **(LOSE)**
17. She **has known** Charles since she was 17. They **have been living** in the same town for over 20 years. **(KNOW, LIVE)**
18. John **has fallen** off his bike again. It's the third time now! **(FALL)**

Complete the sentences using the simple form of the past or past perfect tense.

1. By the time we _____ to the stadium, the performance _____, so we missed the first two songs. **(GET, ALREADY START)**
2. When we _____ in Spain the airport management told us that they _____ our luggage. **(ARRIVE, LOSE)**
3. After I _____ a large meal, I _____ to feel sick. **(HAVE, START)**
4. The shoes were very clean because I _____ hours cleaning them. **(SPEND)**
5. It _____ his first trip to India. He _____ there several times before. **(NOT BE, BE)**
6. My neighbour told me that she _____ a new car a month before. **(BUY)**
7. Yesterday I _____ downtown to see Peter. I _____ him for months. **(GO, NOT MEET)**
8. I _____ *Matrix* for the first time yesterday. I _____ it before. **(SEE, NEVER SEE)**
9. She _____ him for very long when she _____ to get married. **(NOT KNOW, DECIDE)**
10. When he _____, the party was over. Everyone _____. **(ARRIVE, ALREADY LEAVE)**
11. I was happy after I _____ my first lesson as an instructor. **(FINISH)**
12. I visited the hospital where the ambulance _____ my mother. **(TAKE)**
13. Everyone _____ the house by the time I _____ home. **(LEAVE, COME)**
14. As soon as he _____ the old clock on the wall it _____ again **(REPAIR, BREAK)**
15. I _____ a new car because my old one _____. **(BUY, BE STEAL)**
16. The teacher asked me why I _____ my homework. **(NOT DO)**

KEY

1. By the time we **got** to the stadium, the performance **had already started**, so we missed the first two songs. **(GET, ALREADY START)**
2. When we **arrived** in Spain the airport management told us that they **had lost** our luggage. **(ARRIVE, LOSE)**
3. After I **had had** a large meal, I **started** to feel sick. **(HAVE, START)**
4. The shoes were very clean because I **had spent** hours cleaning them. **(SPEND)**
5. It **was not** his first trip to India. He **had been** there several times before. **(NOT BE, BE)**
6. My neighbour told me that she **had bought** a new car a month before. **(BUY)**
7. Yesterday I **went** downtown to see Peter. I **hadn't met** him for months. **(GO, NOT MEET)**
8. I saw *Matrix* for the first time yesterday. I **had never seen** it before. **(SEE, NEVER SEE)**
9. She **hadn't known** him for very long when she **decided** to get married. **(NOT KNOW, DECIDE)**
10. When he **arrived**, the party was over. Everyone **had already left**. **(ARRIVE, ALREADY LEAVE)**
11. I was happy after I **had finished** my first lesson as an instructor. **(FINISH)**
12. I visited the hospital where the ambulance **had taken** my mother. **(TAKE)**
13. Everyone **had left** the house by the time I **came** home. **(LEAVE, COME)**
14. As soon as he **had repaired** the old clock on the wall it **broke** again **(REPAIR, BREAK)**
15. I **bought** a new car because my old one **had been stolen** **(BUY, BE STEAL)**
16. The teacher asked me why I **had not done** my homework. **(NOT DO)**

Write sentences, using the tense given.

1. I - read - book (**present perfect progressive**)

2. I - go - the doctor - next Monday (**present progressive**)

3. They - have - an accident (**past perfect simple**)

4. We - can - climb - top of the mountain (**past simple**)

5. What - you - think - of England? (**present simple**)

6. We - study- the whole evening (**present perfect progressive**)

7. I- walk - down - street (**past progressive**)

8. My sister - never - read - books (**present simple**)

9. We - wander - two hours (**past perfect progressive**)

10. When - she - get - married? (**present progressive**)

11. Jane - cannot - walk - after the accident (**past simple**)

12. I - never - be - to India (**present perfect simple**)

13. I - think - I - go to bed - now (**future**)

14. He - not feel - well - yesterday (**past simple**)

15. My dad - work - as an accountant (**present simple**)

16. We - play - basketball - yesterday afternoon (**past progressive**)

KEY

1. I – read – book (**present perfect progressive**)
I have been reading a book.
2. I – go – the doctor – next Monday (**present progressive**)
I am going to the doctor next Monday.
3. They – have – an accident (**past perfect simple**)
They had had an accident.
4. We – can – climb – top of the mountain (**past simple**)
We could / were able to climb to the top of the mountain.
5. What – you – think – of England? (**present simple**)
What do you think of England?
6. We – study- the whole evening (**present perfect progressive**)
We have been studying the whole evening.
7. I- walk – down – street (**past progressive**)
I was walking down the street.
8. My sister – never – read – books (**present simple**)
My sister never reads books.
9. We – wander – two hours (**past perfect progressive**)
We had been wandering for two hours.
10. When – she – get – married? (**present progressive**)
When is she getting married?
11. Jane – cannot – walk – after the accident (**past simple**)
Jane could not / was not able to walk after the accident.
12. I – never – be – to India (**present perfect simple**)
I have never been to India.
13. I – think -I – go to bed – now (**future**)
I think I'll go to bed now.
14. He – not feel – well – yesterday (**past simple**)
He didn't feel well yesterday.
15. My dad – work – as an accountant (**present simple**)
My dad works as an accountant.
16. We – play – basketball – yesterday afternoon (**past progressive**)
We were playing basketball yesterday afternoon.

Complete the sentences using the correct form of the verb in brackets.

1. I _____ since nine in the morning, but I _____ yet. **(WORK, NOT FINISH)**
2. _____ to my sister yesterday? – No, I _____ her for a long time. **(YOU SPEAK, NOT SEE)**
3. I couldn't come to the party on Friday because I _____ ill the whole week. **(BE)**
4. They _____ a game of cards when the headmaster entered the classroom. **(PLAY)**
5. He usually _____ to see me every day, but he _____ yet today. **(COME, NOT COME)**
6. What _____ since the last time I saw you? **(YOU DO)**
7. It _____ so cold last night that the water in the lake _____. **(BE, FREEZE)**
8. Jack and Jill _____ married next October. **(GET)**
9. After they _____ building the bridge, they started constructing a new road. **(FINISH)**
10. Mary _____ a new hat when suddenly the wind _____ it away. **(WEAR, BLOW)**
11. She normally _____ the bus to work but today her dad _____ her. **(TAKE, DRIVE)**
12. He _____ his keys. He _____ for them since yesterday, but he _____ them yet. **(LOSE, LOOK, NOT FIND)**
13. Where is Jean? – She _____ her homework. **(STILL DO)**
14. I am not English. I _____ from Australia. **(COME)**
15. They _____ for four hours when they finally reached the village. **(HIKE)**
16. Since when _____ that new car? – When _____ it? **(YOU HAVE, YOU BUY)**
17. When I _____ a child, I _____ to know a lot of fairy tales. **(BE, USE)**
18. I think I _____ a drink now. I'm so nervous. **(HAVE)**
19. It _____ her for the past five weeks **(NOT RAIN)**
20. _____ to China? – Yes, I _____ there on a business trip a few months ago. **(YOU EVER BE, BE)**

Key

1. I **have been working** since nine in the morning, but I **haven't finished** yet. (**WORK, NOT FINISH**)
2. **Did you speak** to my sister yesterday? – No, I **haven't seen** her for a long time. (**YOU SPEAK, NOT SEE**)
3. I couldn't come to the party on Friday because I **had been** ill the whole week. (**BE**)
4. They **were playing** a game of cards when the headmaster entered the classroom. (**PLAY**)
5. He usually **comes** to see me every day, but he **hasn't come** yet today. (**COME, NOT COME**)
6. What **have you been doing** since the last time I saw you? (**YOU DO**)
7. It **was** so cold last night that the water in the lake **froze**. (**BE, FREEZE**)
8. Jack and Jill **are getting** married next October. (**GET**)
9. After they **had finished** building the bridge, they started constructing a new road. (**FINISH**)
10. Mary **was wearing** a new hat when suddenly the wind **blew** it away. (**WEAR, BLOW**)
11. She normally **takes** the bus to work but today her dad **is driving** her. (**TAKE, DRIVE**)
12. He **has lost** his keys. He **has been looking** for them since yesterday, but he **hasn't found** them yet. (**LOSE, LOOK, NOT FIND**)
13. Where is Jean? – She **is still doing** her homework. (**STILL DO**)
14. I am not English. I **come** from Australia. (**COME**)
15. They **had been hiking** for four hours when they finally reached the village. (**HIKE**)
16. Since when **have you had** that new car? – When **did you buy** it? (**YOU HAVE, YOU BUY**)
17. When I **was** a child, I **used** to know a lot of fairy tales. (**BE, USE**)
18. I think **I'll have** a drink now. I'm so nervous. (**HAVE**)
19. It **hasn't rained** her for the past five weeks (**NOT RAIN**)
20. **Have you ever been** to China? – Yes, I **was** there on a business trip a few months ago. (**YOU EVER BE, BE**)

Fill in the correct form of the verbs in brackets. Use past or present perfect tense - simple or progressive.

Dear Janet

I hope you're OK. Unfortunately, I'm not. The doctor _____ (**COME**) yesterday. He _____ (**NOT LIKE**) my cough. I _____ (**LIE**) in bed since Tuesday, and I can't stand it anymore. I _____ (**NEVER BE**) ill like this before - don't know what's the matter with me.

And the weather's terrible, too. It _____ (**RAIN**) the whole week and I can't even have a cup of tea in the morning to cheer myself up, because the milkman _____ (**NOT COME**) this morning. Don't know why - I'm pretty sure I _____ (**PAY**) his bill.

Alice _____ (**GET**) married last week, so now all Mary's kids _____ (**LEAVE**) home. She won't know what to do with herself, will she?

Lucy Millmann is moving to Doncaster next month. Since Fred _____ (**DIE**) of a heart attack she _____ (**BE**) all alone. I'm sorry she's going. We _____ (**BE**) neighbours for over twenty years and she _____ (**ALWAYS , BE**) friendly and helpful to me.

Jessica, my cleaning lady, _____ (**LEAVE**) a few days ago. I'm glad. I _____ (**NOT TRUST**) her since she _____ (**BREAK**) all those plates and _____ (**SAY**) it _____ (**BE**) the cat.

The village _____ (**NOT CHANGE**) very much. A new family _____ (**TAKE**) over the grocery store recently. They seem quite nice. I hope they are more efficient than the last shopkeeper.

So that's about it. Please write to me when there's something new.

Love, Patricia

KEY

Dear Janet

I hope you're OK. Unfortunately, I'm not. The doctor **came (COME)** yesterday. He **didn't like (NOT LIKE)** my cough. I **have been lying (LIE)** in bed since Tuesday, and I can't stand it anymore. I **have never been (NEVER BE)** ill like this before - don't know what's the matter with me.

And the weather's terrible, too. It **has been raining (RAIN)** the whole week and I can't even have a cup of tea in the morning to cheer myself up, because the milkman **hasn't come (NOT COME)** this morning. Don't know why - I'm pretty sure I **have paid (PAY)** his bill.

Alice **got (GET)** married last week, so now all Mary's kids **have left (LEAVE)** home. She won't know what to do with herself, will she?

Lucy Millmann is moving to Doncaster next month. Since Fred **died (DIE)** of a heart attack she **has been (BE)** all alone. I'm sorry she's going. We **have been (BE)** neighbours for over twenty years and she **has always been (ALWAYS , BE)** friendly and helpful to me.

Jessica, my cleaning lady, **left (LEAVE)** a few days ago. I'm glad. I **haven't trusted (NOT TRUST)** her since she **broke (BREAK)** all those plates and **said (SAY)** it **was (BE)** the cat.

The village **hasn't changed (NOT CHANGE)** very much. A new family **has taken (TAKE)** over the grocery store recently. They seem quite nice. I hope they are more efficient than the last shopkeeper.

So that's about it. Please write to me when there's something new.

Love, Patricia

Complete the sentences using the correct form of the verb in brackets.

1. While I _____ in the garden I fell and _____ by back. **(WORK, INJURE)**
2. He _____ the same suits. It's pretty boring to see him in the same clothes all the time. **(ALWAYS WEAR)**
3. He usually _____ the newspaper in the morning but when I _____ him yesterday, he _____ a book. **(READ, SEE, READ)**
4. When I was in school during my youth, I _____ a few good maths teachers. **(HAVE)**
5. During the Middle Ages, they often _____ down witches and _____ them at the stake. **(HUNT, BURN)**
6. I _____ better than I do now. **(NEVER FEEL)**
7. When I spoke to him, the rumour _____ throughout the village. **(ALREADY SPREAD)**
8. I normally _____ my tea without milk. **(HAVE)**
9. When mum _____ into the living room, she saw that her son _____ with his friends. **(COME, SMOKE)**
10. Who _____ to? – He _____ to his sister, who is in Australia at the moment. **(HE WRITE, WRITE)**
11. I have to hurry. My producer _____ for me for two hours. He _____ furious! **(WAIT, BE)**
12. Before he _____ for the US, he _____ all his belongings to a second-hand shop. **(LEAVE, SELL)**
13. Who _____ when I came in? – I _____ my dad whom I _____ to for over two weeks. **(YOU CALL, CALL, NOT TALK)**
14. I hope I _____ the project by the end of September, but I'm not so sure. **(FINISH)**
15. You can't see him now. He _____ at the moment and I can't wake him up. **(SLEEP)**
16. He _____ hard on his performance recently. **(WORK)**
17. The results were better than I _____. **(EXPECT)**
18. There was nobody in the car, even though the engine _____. **(RUN)**
19. As soon as I get more information, I _____ you **(CALL)**
20. Look at your fingers. You _____ too much. **(SMOKE)**

KEY

1. While I **was working** in the garden I fell and **injured** by back. **(WORK, INJURE)**
2. He **always wears** the same suits. It's pretty boring to see him in the same clothes all the time. **(ALWAYS WEAR)**
3. He usually **reads** the newspaper in the morning but when I **saw** him yesterday, he **was reading** a book. **(READ, SEE, READ)**
4. When I was in school during my youth, I **had** a few good maths teachers. **(HAVE)**
5. During the Middle Ages, they often **hunted** down witches and **burned** them at the stake. **(HUNT, BURN)**
6. I **have never felt** better than I do now. **(NEVER FEEL)**
7. When I spoke to him, the rumour **had already spread** throughout the village. **(ALREADY SPREAD)**
8. I normally **have** my tea without milk. **(HAVE)**
9. When mum **came** into the living room, she saw that her son **was smoking** with his friends. **(COME, SMOKE)**
10. Who **is he writing** to? – He **is writing** to his sister, who is in Australia at the moment. **(HE WRITE, WRITE)**
11. I have to hurry. My producer **has been waiting** for me for two hours. He **'ll** be furious! **(WAIT, BE)**
12. Before he **left/leaves** for the US, he **had sold/ will sell** all his belongings to a second-hand shop. **(LEAVE, SELL)**
13. Who **were you calling** when I came in? – I **was calling** my dad whom I **haven't talked** to for over two weeks. **(YOU CALL, CALL, NOT TALK)**
14. I hope I **will finish** the project by the end of September, but I'm not so sure. **(FINISH)**
15. You can't see him now. He **is sleeping** at the moment and I can't wake him up. **(SLEEP)**
16. He **has been working** hard on his performance recently. **(WORK)**
17. The results were better than I **had expected**. **(EXPECT)**
18. There was nobody in the car, even though the engine **was running**. **(RUN)**
19. As soon as I get more information, I **will call** you **(CALL)**
20. Look at your fingers. You **smoke/ have been smoking** too much. **(SMOKE)**

Complete the sentences using the correct form of the verb in brackets.

1. When I saw him last, he _____ married for so long **(NOT BE)**.
2. I _____ that Thomas is in Australia at the moment. **(JUST HEAR)**
3. What _____ between 9 and 12 yesterday morning? – I _____ the house the whole morning. **(YOU DO, CLEAN)**
4. _____ all morning? – I _____ the doorbell for over 20 minutes. **(YOU SLEEP, RING)**
5. After he _____ the letter, he _____ it. **(READ, BURN)**
6. How long _____ Henry? **(YOU KNOW)**
7. You look pretty worried. – What _____? **(HAPPEN)**
8. When we arrived at the stadium, the game _____. **(ALREADY, START)**
9. When _____? – It _____ at 9.15 from Waterloo. **(YOUR TRAIN LEAVE, LEAVE)**
10. We wanted to stay longer, but we _____ any money left. **(NOT HAVE)**
11. The Howards _____ and _____ TV when suddenly the masked men _____ in. **(SIT, WATCH, COME)**
12. He _____ the guitar for over two hours. When _____? **(PLAY, HE STOP)**
13. _____ up smoking? – Yes, I _____ it once a few years ago, but I _____ on so much weight that I _____ again. **(YOU EVER GIVE, TRY, PUT, START)**
14. _____ the good news? Ann and Peter _____ married next summer. **(YOU HEAR, GET)**
15. After he _____ the documentary about Wales, he _____ to go there. **(SEE, WANT)**
16. We _____ into our new house next Tuesday. **(MOVE)**
17. I expect that everyone I invited _____ there **(BE)**
18. Henry _____ in London right now. He _____ architecture at a famous university. **(LIVE, STUDY)**
19. Can _____ chess? – Well, I can _____ a little but I _____ any real matches since I left school. **(YOU PLAY, PLAY, NOT PLAY)**
20. I _____ for my club for the past 15 years. I _____ my first championship game back in 2009. **(PLAY, WIN)**

KEY

1. When I saw him last, he **hadn't been** married for so long **(NOT BE)**.
2. I **have just heard** that Thomas is in Australia at the moment. **(JUST HEAR)**
3. What **were you doing** between 9 and 12 yesterday morning? – I **was cleaning** the house the whole morning. **(YOU DO, CLEAN)**
4. **Have you been sleeping** all morning? – I **have been ringing** the doorbell for over 20 minutes. **(YOU SLEEP, RING)**
5. After he **had read** the letter, he **burned** it. **(READ, BURN)**
6. How long **have you known** Henry? **(YOU KNOW)**
7. You look pretty worried. – What **happened/ has happened?** **(HAPPEN)**
8. When we arrived at the stadium, the game **had already started**. **(ALREADY, START)**
9. When **is your train leaving/ does your train leave?** – It **leaves** at 9.15 from Waterloo. **(YOUR TRAIN LEAVE, LEAVE)**
10. We wanted to stay longer, but we **didn't have** any money left. **(NOT HAVE)**
11. The Howards **were sitting** and **watching** TV when suddenly the masked men **came** in. **(SIT, WATCH, COME)**
12. He **has been playing** the guitar for over two hours. When **is he going to stop/ will he stop?** **(PLAY, STOP)**
13. **Have you ever given** up smoking? – Yes, I **tried** it once a few years ago, but I **put** on so much weight that I **started** again. **(YOU EVER GIVE UP, TRY, PUT, START)**
14. **Have you heard** the good news? Ann and Peter **are getting** married next summer. **(YOU HEAR, GET)**
15. After he **had seen** the documentary about Wales, he **wanted** to go there. **(SEE, WANT)**
16. We **are moving** into our new house next Tuesday. **(MOVE)**
17. I expect that everyone I invited **will be/ are going to be** there **(BE)**
18. Henry **is living** in London right now. He's **studying** architecture at a famous university. **(LIVE, STUDY)**
19. Can **you play** chess? – Well, I can **play** a little but I **haven't played** any real matches since I left school. **(YOU PLAY, PLAY, NOT PLAY)**
20. I **have been playing** for my club for the past 15 years. I **won** my first championship game back in 2009. **(PLAY, WIN)**

Complete the sentences using the correct form of the verb in brackets.

1. After I _____ my old house, I _____ looking for a new one to buy. **(SELL, START)**
2. Ann _____ at the airport. I'll go and meet her. **(JUST ARRIVE)**
3. Where _____ your holidays this summer? **(YOU SPEND)**
4. I _____ the weekend in New York. - _____ to come with me? **(SPEND, YOU WANT)**
5. They usually _____ golf on Saturday afternoon, but this weekend they _____ up north to their relatives. **(PLAY, TRAVEL)**
6. My daughter _____ me where she is, so I _____ her whereabouts. **(NEVER TELL, NOT KNOW)**
7. What _____ yesterday afternoon? - I _____ the car while my wife _____ the house. **(YOU DO, REPAIR, CLEAN)**
8. Have you got a driving licence? - Yes, I do, but I _____ a car for ages. **(NOT DRIVE)**
9. Why _____ so fast today? You normally _____ much slower. **(YOU WALK, WALK)**
10. _____ by plane? - Yes, I _____ to America a few years ago. **(EVER TRAVEL, FLY)**
11. He wasn't able to play because he _____ an ankle injury the week before. **(SUFFER)**
12. When I saw him, he _____ a picture of his wife. **(TAKE)**
13. After he _____ to church with his family, he _____ them to a marvellous Chinese restaurant. **(GO, TAKE)**
14. She _____ in this neighbourhood since April. She _____ here after her husband _____. **(LIVE, MOVE, DIE)**
15. _____ the documentary about 9/11 on TV yesterday evening? **(YOU SEE)**
16. I _____ for 15 years. I _____ 16 when I _____. **(SMOKE, BE, START)**
17. I _____ you a book last week. _____ it yet? **(GIVE, YOU READ)**
18. John _____ a shower when the doorbell _____, so he couldn't answer it. **(HAVE, RING)**
19. The match _____ at 7.30 and the two teams _____ for two hours now. **(START, PLAY)**
20. The new outlet _____ on Monday. **(OPEN)**

KEY

1. After I **had sold** my old house, I **started** looking for a new one to buy. (**SELL, START**)
2. Ann **has just arrived** at the airport. I'll go and meet her. (**JUST ARRIVE**)
3. Where **are you spending/ are you going to spend** your holidays this summer? (**YOU SPEND**)
4. I'm **spending** the weekend in New York. - **Do you want** to come with me? (**SPEND, YOU WANT**)
5. They usually **play** golf on Saturday afternoon, but this weekend they **are travelling** up north to their relatives. (**PLAY, TRAVEL**)
6. My daughter **never tells** me where she is, so I **don't know** her whereabouts. (**NEVER TELL, NOT KNOW**)
7. What **were you doing** yesterday afternoon? - I **was repairing** the car while my wife **was cleaning** the house. (**YOU DO, REPAIR, CLEAN**)
8. Have you got a driving licence? - Yes, I do, but I **haven't driven** a car for ages. (**NOT DRIVE**)
9. Why **are you walking** so fast today? You normally **walk** much slower. (**YOU WALK, WALK**)
10. **Have you ever travelled** by plane? - Yes, I **flew** to America a few years ago. (**EVER TRAVEL, FLY**)
11. He wasn't able to play because he **had suffered** an ankle injury the week before. (**SUFFER**)
12. When I saw him, he **was talking** a picture of his wife. (**TAKE**)
13. After he **had gone** to church with his family, he **took** them to a marvellous Chinese restaurant. (**GO, TAKE**)
14. She **has been living** in this neighbourhood since April. She **moved** here after her husband **had died**. (**LIVE, MOVE, DIE**)
15. **Did you see** the documentary about 9/11 on TV yesterday evening? (**YOU SEE**)
16. I **have been smoking** for 15 years. I **was** 16 when I **started**. (**SMOKE, BE, START**)
17. I **gave** you a book last week. **Have you read** it yet? (**GIVE, YOU READ**)
18. John **was having** a shower when the doorbell **rang**, so he couldn't answer it. (**HAVE, RING**)
19. The match **started** at 7.30 and the two teams **have been playing** for two hours now. (**START, PLAY**)
20. The new outlet **opens/is opening/ will open** on Monday. (**OPEN**)

Complete the sentences using the correct form of the present tense.

1. It often _____ in Ireland. That's why they call it the "Green Island". But it _____ there at the moment. **(RAIN, NOT RAIN)**
2. Such behaviour normally _____ me furious **(MAKE)**.
3. I _____ a word he says. **(NOT BELIEVE)**
4. I _____ a hat today because it's such a special event. **(WEAR)**
5. Susan _____ an email to her parents nearly every Saturday evening. **(WRITE)**
6. Stop right now! You _____ the flowers every time the ball _____ in the flower bed. **(BREAK, LAND)**
7. Where is Jimmy? – I don't know. I _____ he _____ tennis with his younger brother, Mark. **(THINK, PLAY)**
8. My mum _____ a party for her best friends once a year. **(ORGANISE)**
9. She _____ in London, but she _____ with friends up in Scotland. **(LIVE, CURRENTLY STAY)**
10. Our headmaster rarely _____ a class. He _____ a lot of administrative work to do. **(TEACH, HAVE)**
11. As the private secretary of the boss I _____ up to a hundred emails every day. **(READ)**
12. Look at her! – She _____ in a non-smoking area. **(SMOKE)**
13. _____ to a tennis club? **(YOU BELONG)**
14. Dana _____ reading a good novel **(LOVE)**.
15. Songs that are not very popular _____ very well. **(NOT SELL)**
16. My brother isn't here. He _____ Spain at the moment. **(TOUR)**
17. Tom always _____ the strangest questions in class. **(ASK)**
18. I _____ lottery tickets every week, but I _____ anything **(BUY, NEVER WIN)**
19. You can't disturb them. They _____ a game of cards. **(PLAY)**
20. Can't you see that I _____ on my thesis? – I _____ you to disturb me. **(WORK, NOT WANT)**
21. Our children _____ going skiing with us. **(ENJOY)**
22. The plane _____ the runway now. You are too late. **(LEAVE)**
23. I _____ websites for a living. What _____? **(CREATE, YOU DO)**
24. She _____ of leaving home and going to Australia for a year. **(THINK)**
25. I told you that I _____ with you any more. You're simply not a team player. **(NOT WORK)**

KEY

1. It often **rains** in Ireland. That's why they call it the "*Green Island*". But **it's not raining** there at the moment. **(RAIN, NOT RAIN)**
2. Such behaviour normally **makes** me furious **(MAKE)**.
3. I **don't believe** a word he says. **(NOT BELIEVE)**
4. I **am wearing** a hat today because it's such a special event. **(WEAR)**
5. Susan **writes** an email to her parents nearly every Saturday evening. **(WRITE)**
6. Stop right now! You **break** the flowers every time the ball **lands** in the flower bed. **(BREAK, LAND)**
7. Where is Jimmy? – I don't know. I **think he's playing** tennis with his younger brother, Mark. **(THINK, PLAY)**
8. My mum **organises** a party for her best friends once a year. **(ORGANISE)**
9. She **lives** in London, but she **is** currently **staying** with friends up in Scotland. **(LIVE, STAY)**
10. Our headmaster rarely **teaches** a class. He **has** a lot of administrative work to do. **(TEACH, HAVE)**
11. As the private secretary of the boss I **read** up to a hundred emails every day. **(READ)**
12. Look at her! – She **is smoking** in a non-smoking area. **(SMOKE)**
13. **Do you belong** to a tennis club? **(YOU BELONG)**
14. Dana **loves** reading a good novel **(LOVE)**.
15. Songs that are not very popular **do not sell** very well. **(NOT SELL)**
16. My brother isn't here. **He's touring** Spain at the moment. **(TOUR)**
17. Tom always **asks** the strangest questions in class. **(ASK)**
18. I **buy** lottery tickets every week, but I **never win** anything **(BUY, NEVER WIN)**
19. You can't disturb them. They **are playing** a game of cards. **(PLAY)**
20. Can't you see that **I'm working** on my thesis? – I **don't want** you to disturb me. **(WORK, NOT WANT)**
21. Our children **enjoy** going skiing with us. **(ENJOY)**
22. The plane **is leaving** the runway now. You are too late. **(LEAVE)**
23. I **create** websites for a living. What **do you do** ? **(CREATE, YOU DO)**
24. She **is thinking** of leaving home and going to Australia for a year. **(THINK)**
25. I told you that I **am not working/don't work** with you any more. You're simply not a team player. **(NOT WORK)**

Complete the sentences using the form of the verb in brackets.

1. My dad _____ three languages. – How many languages _____?
(SPEAK, YOUR DAD SPEAK)
2. He _____ from me when I entered the room. (HIDE)
3. A few weeks ago, I _____ in the newspaper that our parliamentary representative _____ to visit France. (READ, WANT)
4. I told the doctor that she _____ ill a few days before. (FALL)
5. Mr Morgan _____ classes for almost two decades. He is one of the best teachers in school. (TEACH)
6. The leak in the water pipe _____ great damage. We must do something about it. (CAUSE)
7. Most people _____ at work when the fire _____. (BE, START)
8. As soon as I left the house, I _____ him. He _____ at the corner and _____ for a bus. (SEE, STAND, WAIT)
9. You look so dirty. What _____ all day? (YOU DO)
10. The manager _____ her report yet, but he _____ it this afternoon. (NOT SEE, PROBABLY READ)
11. Aunt Judith _____ yesterday evening, but I _____ her yet today. (ARRIVE, NOT SEE)
12. I _____ fishing this afternoon. _____ with me? (GO, YOU COME)
13. The museum _____ in the past year. It _____ next month. (RENOVATE, REOPEN)
14. We usually _____ at the *Holiday Inn* when we travel to New York. (STAY)
15. I asked him if he _____ to Australia. (EVER BE)
16. He _____ very strangely since his accident last month. (BEHAVE)
17. I _____ in a café and _____ a cappuccino yesterday afternoon. (SIT, HAVE)
18. Someone _____ into our garage door. (JUST CRASH)
19. After she _____ writing her emails, she _____ the dog for a walk. (FINISH, TAKE)
20. Why _____ your last job? – Well they _____ me the pay rise I _____. (YOU LEAVE, NOT GIVE, EXPECT)

KEY

1. My dad **speaks** three languages. – How many languages **does your dad speak?** (**SPEAK, YOUR DAD SPEAK**)
2. He **was hiding** from me when I entered the room. (**HIDE**)
3. A few weeks ago, I **read** in the newspaper that our parliamentary representative **wanted** to visit France. (**READ, WANT**)
4. I told the doctor that she **had fallen** ill a few days before. (**FALL**)
5. Mr Morgan **has been teaching** classes for almost two decades. He is one of the best teachers in school. (**TEACH**)
6. The leak in the water pipe **has been causing/is causing** great damage. We must do something about it. (**CAUSE**)
7. Most people **were** at work when the fire **started**. (**BE, START**)
8. As soon as I left the house, I **saw** him. He **was standing** at the corner and **waiting** for a bus. (**SEE, STAND, WAIT**)
9. You look so dirty. What **have you been doing** all day? (**YOU DO**)
10. The manager **hasn't seen** her report yet, but he **will probably read** it this afternoon. (**NOT SEE, PROBABLY READ**)
11. Aunt Judith **arrived** yesterday evening, but I **haven't seen** her yet today. (**ARRIVE, NOT SEE**)
12. I **am going / am going to go** fishing this afternoon. **Are you coming** with me? (**GO, COME**)
13. The museum **has been renovated** in the past year. It **is reopening/ will reopen** next month. (**RENOVATE, REOPEN**)
14. We usually **stay** at the *Holiday Inn* when we travel to New York. (**STAY**)
15. I asked him if he **had ever been** to Australia. (**EVER BE**)
16. He **has been behaving** very strangely since his accident last month. (**BEHAVE**)
17. I **was sitting/ sat** in a café and **having/ had** a cappuccino yesterday afternoon. (**SIT, HAVE**)
18. Someone **has just crashed** into our garage door. (**JUST CRASH**)
19. After she **had finished** writing her emails, she **took** the dog for a walk. (**FINISH, TAKE**)
20. Why **did you leave** your last job? – Well they **didn't give** me the pay rise I **was expecting/ had expected / had been expecting**. (**YOU LEAVE, NOT GIVE, EXPECT**)

Complete the sentences using the past or past perfect tense simple. Use the past perfect progressive if necessary.

1. We were all happy because we _____ in our homework in time. **(HAND)**
2. Mrs Shilton _____ a primary school teacher for twenty years before she became headmaster of the school. **(BE)**
3. When we got there, we saw that they _____ for over 20 minutes. **(REST)**
4. We _____ dance moves for over two hours, so you can imagine we were very tired. **(PRACTICE)**
5. The film _____ when we finally got to the cinema. **(ALREADY START)**
6. By the time I _____ to school the lesson had already started. **(GET)**
7. I _____ up for a few minutes when the doorbell rang and our friends arrived. **(ONLY WASH)**
8. He _____ about the accident before he saw it on TV. **(HEAR)**
9. I _____ the office after I had finished writing my last email. **(LEAVE)**
10. The car _____ down shortly after we had got on the motorway. **(BREAK)**
11. We _____ for an hour when we finally arrived at the remote village. **(WALK)**
12. I saw the film after I _____ the book. **(READ)**
13. I had already thought of that before you _____ it up. **(BRING)**
14. She was so tired because she _____ football the whole afternoon. **(PLAY)**
15. As soon as the girls had cleaned the house the visitors _____. **(ARRIVE)**
16. By the time I was 16 I _____ to become a scientist. **(ALREADY DECIDE)**
17. Suddenly I realised that I _____ at the wrong person. He was absolutely innocent. **(SHOUT)**
18. I _____ from my job because I had received an offer from another company. **(RESIGN)**
19. The teacher gave us a break because we _____ on the project for several hours. **(WORK)**
20. After dad had finished mowing the lawn, he _____ repairing the car. **(START)**

KEY

1. We were all happy because we **had handed** in our homework in time. **(HAND)**
2. Mrs Shilton **had been** a primary school teacher for twenty years before she became headmaster of the school. **(BE)**
3. When we got there, we saw that they **had been resting** for over 20 minutes. **(REST)**
4. We **had been practicing** dance moves for over two hours, so you can imagine we were very tired. **(PRACTICE)**
5. The film **had already started** when we finally got to the cinema. **(ALREADY START)**
6. By the time I **got** to school the lesson had already started. **(GET)**
7. I **had only been washing** up for a few minutes when the doorbell rang and our friends arrived. **(ONLY WASH)**
8. He **had heard** about the accident before he saw it on TV. **(HEAR)**
9. I **left** the office after I had finished writing my last email. **(LEAVE)**
10. The car **broke** down shortly after we had got on the motorway. **(BREAK)**
11. We **had been walking** for an hour when we finally arrived at the remote village. **(WALK)**
12. I saw the film after I **had read** the book. **(READ)**
13. I had already thought of that before you **brought** it up. **(BRING)**
14. She was so tired because she **had been playing** football the whole afternoon. **(PLAY)**
15. As soon as the girls had cleaned the house the visitors **arrived**. **(ARRIVE)**
16. By the time I was 16 I **had already decided** to become a scientist. **(ALREADY DECIDE)**
17. Suddenly I realised that I **had been shouting** at the wrong person. He was absolutely innocent. **(SHOUT)**
18. I **resigned** from my job because I had received an offer from another company. **(RESIGN)**
19. The teacher gave us a break because we **had been working** on the project for several hours. **(WORK)**
20. After dad had finished mowing the lawn, he **started** repairing the car. **(START)**

Complete the sentences using a form of the future, future progressive or future perfect.

1. We _____ the room by the time you get back. **(FINISH)**
2. The phone is ringing. - I _____ and answer it. **(GO)**
3. I _____ tomorrow so we can go to the beach. **(NOT WORK)**
4. If you touch the stove, you _____ yourself. **(BURN)**
5. She _____ for the job that was advertised in the newspaper.
(APPLY)
6. Next week at this time we _____ in the sun in Spain **(LIE)**
7. My sister _____ in the USA next year. **(STUDY)**
8. The Pope _____ Turkey in November. **(VISIT)**
9. I _____ lunch with Mary at 12. **(HAVE)**
10. I don't think the exam _____ very difficult. **(BE)**
11. Jane _____ on her thesis for the next three months. **(WORK)**
12. By the time I arrive home, the workers _____ repairing my TV set.
(FINISH)
13. During the next century the climate _____ **(GET)**
14. The guided tour _____ the hotel at 8.25 tomorrow morning.
(LEAVE)
15. I think I _____ to bed early tonight. - I'm tired. **(GO)**
16. At this time next year, we _____ in our new house **(LIVE)**
17. What _____ if the firm gets reorganised? **(HAPPEN)**
18. We _____ to her whenever we get a chance **(SPEAK)**.
19. They _____ married in June. **(GET)**
20. The headmaster _____ a new classroom next term. **(OPEN)**

KEY

1. We **will have finished** the room by the time you get back. **(FINISH)**
2. The phone is ringing. – **I'll go** and answer it. **(GO)**
3. I **am not working** tomorrow so we can go to the beach. **(NOT WORK)**
4. If you touch the stove, you **will burn** yourself. **(BURN)**
5. She **is going to apply** for the job that was advertised in the newspaper. **(APPLY)**
6. Next week at this time we **will be lying** in the sun in Spain **(LIE)**
7. My sister **is going to study** in the USA next year. **(STUDY)**
8. The Pope **is visiting** Turkey in November. **(VISIT)**
9. I **am having** lunch with Mary at 12. **(HAVE)**
10. I don't think the exam **will be** very difficult. **(BE)**
11. Jane **is going to be working/will be working** on her thesis for the next three months. **(WORK)**
12. By the time I arrive home, the workers **will have finished** repairing my TV set. **(FINISH)**
13. During the next century the climate **will get / will be getting warmer** **(GET)**
14. The guided tour **is leaving** the hotel at 8.25 tomorrow morning. **(LEAVE)**
15. I think I **will go** to bed early tonight. - I'm tired. **(GO)**
16. At this time next year, we **will be living** in our new house **(LIVE)**
17. What **will happen** if the firm gets reorganised? **(HAPPEN)**
18. We **are going to speak** to her whenever we get a chance **(SPEAK)**.
19. They **are getting** married in June. **(GET)**
20. The headmaster **is going to open** a new classroom next term. **(OPEN)**

Fill in the correct form of the verb given.

1. He _____ his first championship in 2012. Since then he _____ everything and _____ only once. **(WIN, WIN, LOSE)**
2. When we finally _____ at the camp it _____ heavily. **(ARRIVE, RAIN)**
3. Dad _____ a walk with the dog every afternoon. **(TAKE)**
4. I can't reach my manager. He _____ in North America at the moment. **(TRAVEL)**
5. I _____ to the meeting yesterday because I _____ about it. **(NOT GO, NOT INFORM)**
6. I _____ your uncle for ages. I don't know where he _____ right now. **(NOT SEE, BE)**
7. The family usually _____ breakfast together during the week, but on weekends everyone _____ breakfast on their own. **(HAVE, HAVE)**
8. I _____ this school for the last two years. Before that I _____ to Jackson High School for a year. **(ATTEND, GO)**
9. What _____ when the headmaster _____ the room yesterday afternoon? **(YOU DO, ENTER)**
10. I _____ at the door for ages. Where _____? **(KNOCK, YOU BE)**
11. He _____ noise for a whole hour before the neighbours finally _____ the police. **(MAKE, CALL)**
12. I'd like to introduce my new girlfriend. She _____ from Australia. **(COME)**
13. She _____ well yesterday, probably because she _____ too much. **(NOT FEEL, EAT)**
14. It was a wonderful morning and the sun _____ brightly when I _____ up. **(SHINE, GET)**
15. They _____ this church in the 19th century and since then it _____ renovated. **(BUILD, NEVER BE)**
16. The president _____ to Virginia for a campaign speech next Sunday. **(COME)**

KEY

1. He **won** his first championship in 2012. Since then he **has won** everything and **has lost** only once. **(WIN, WIN, LOSE)**
2. When we finally **arrived** at the camp it **was raining** heavily. **(ARRIVE, RAIN)**
3. Dad **takes** a walk with the dog every afternoon. **(TAKE)**
4. I can't reach my manager. He **is travelling** in North America at the moment. **(TRAVEL)**
5. I **didn't go** to the meeting yesterday because I **had not been informed** about it. **(NOT GO, NOT INFORM)**
6. I **haven't seen** your uncle for ages. I don't know where he **is** right now. **(NOT SEE, BE)**
7. The family usually **have** breakfast together during the week, but on weekends everyone **has** breakfast on their own. **(HAVE, HAVE)**
8. I **have been attending** this school for the last two years. Before that I **went** to Jackson High School for a year. **(ATTEND, GO)**
9. What **were you doing** when the headmaster **entered** the room yesterday afternoon? **(YOU DO, ENTER)**
10. I **have been knocking** at the door for ages. Where **have you been**? **(KNOCK, BE)**
11. He **had been making** noise for a whole hour before the neighbours finally **called** the police. **(MAKE, CALL)**
12. I'd like to introduce my new girlfriend. She **comes** from Australia. **(COME)**
13. She **didn't feel** well yesterday, probably because she **had eaten** too much. **(NOT FEEL, EAT)**
14. It was a wonderful morning and the sun **was shining** brightly when I **got** up. **(SHINE, GET)**
15. They **built** this church in the 19th century and since then it **has never been** renovated. **(BUILD, NEVER BE)**
16. The president **is coming** to Virginia for a campaign speech next Sunday. **(COME)**

Fill in the correct form of the present perfect tense.

1. I'm so tired because I _____ so hard lately. **(WORK)**
2. The new midfielder _____ 5 goals so far this season, and we're only halfway through it. **(SCORE)**
3. There's no wine left in the fridge. I _____ both bottles. **(DRINK)**
4. Jennifer is getting fatter and fatter all the time. She _____ too much. **(PROBABLY EAT)**
5. I _____ a new pair of shoes. How do you like them? **(JUST BUY)**
6. _____ reading the newspaper? Could you give it to me then? **(YOU FINISH)**
7. I'm writing a new novel at the moment. So far, I _____ the introduction. **(ONLY WRITE)**
8. Look at how she's sweating. She _____ for hours. **(PROBABLY RUN)**
9. How long _____ Russian? **(YOU LEARN)**
10. I am not surprised your eyes are hurting. You _____ computer games ever since you got up. **(PLAY)**
11. My sister _____ with her roommate for 5 years. **(LIVE)**
12. Where is my new watch? I _____ for it for hours and _____ it yet. **(LOOK, NOT FIND)**
13. There's nothing on your exam paper. You started an hour ago. What _____ up to now? **(YOU DO)**
14. I _____ a new job and I can start next Wednesday. **(FIND)**
15. I _____ Patricia since we were in kindergarten together. What _____ all these years? **(NOT SEE, SHE DO)**
16. I _____ all my passwords recently, but I forgot to write them down. **(CHANGE)**
17. I _____ the new Schwarzenegger film. I don't want to go to the cinema again. **(ALREADY SEE)**
18. Dad _____ since he was in high school. **(NOT DANCE)**

KEY

1. I'm so tired because I **have been working** so hard lately. **(WORK)**
2. The new midfielder **has scored** 5 goals so far this season, and we're only halfway through it. **(SCORE)**
3. There's no wine left in the fridge. I **have drunken** both bottles. **(DRINK)**
4. Jennifer is getting fatter and fatter all the time. She **has probably been eating** too much. **(PROBABLY EAT)**
5. I **have just bought** a new pair of shoes. How do you like them? **(JUST BUY)**
6. **Have you finished** reading the newspaper? Could you give it to me then? **(YOU FINISH)**
7. I'm writing a new novel at the moment. So far, I **have only written** the introduction. **(ONLY WRITE)**
8. Look at how she's sweating. She **has probably been running** for hours. **(PROBABLY RUN)**
9. How long **have you been learning** Russian? **(YOU LEARN)**
10. I am not surprised your eyes are hurting. You **have been playing** computer games ever since you got up. **(PLAY)**
11. My sister **has been living** with her roommate for 5 years. **(LIVE)**
12. Where is my new watch? I **have been looking** for it for hours and **haven't found** it yet. **(LOOK, NOT FIND)**
13. There's nothing on your exam paper. You started an hour ago. What **have you been doing** up to now? **(YOU DO)**
14. I **have found** a new job and I can start next Wednesday. **(FIND)**
15. I **haven't seen Patricia** since we were in kindergarten together. What **has she been doing** all these years? **(NOT SEE, SHE DO)**
16. I **have changed** all my passwords recently, but I forgot to write them down. **(CHANGE)**
17. I **have already seen** the new Schwarzenegger film. I don't want to go to the cinema again. **(ALREADY SEE)**
18. Dad **hasn't danced** since he was in high school. **(NOT DANCE)**

Fill in the correct form of the present tense.

1. They normally _____ a coffee break at ten, but today there's a lot of work to do so they _____ one. **(HAVE, NOT HAVE)**
2. Why _____ my coat? - I'm sorry. - It _____ just like mine. **(YOU WEAR, LOOK)**
3. _____ the men in black suits over there? - They _____ at us in a strange way. **(YOU SEE, LOOK)**
4. The food _____ chemicals that make it last longer. **(CONTAIN)**
5. It _____ the moon about 28 days to travel around the earth. **(TAKE)**
6. Everything in this box _____ to my grandfather. He _____ it to me instead of my brother. **(BELONG, GIVE)**
7. Mary _____ through a very difficult period at university this year. **(GO)**
8. Dad _____ everything about airplanes. He always _____ books about aviation. **(KNOW, READ)**
9. I used to play football in school but now I _____ rugby. **(PREFER)**
10. Hi Dan! - What _____ to do this evening? - Well, I _____ to a concert with a few friends and after that we _____ a good meal at a fine restaurant. **(YOU PLAN, GO, HAVE)**
11. What _____ for a living? - Well, he's a lawyer but he quit his old job and at the moment he _____ for a new one. **(YOUR DAD DO, LOOK)**
12. You _____ shopping every Saturday. - Why _____ that? **(GO, YOU DO)**
13. I _____ absolutely no idea what this movie is about. **(HAVE)**
14. The two department managers _____ lunch at the moment. We shouldn't disturb them. **(HAVE)**
15. Teachers _____ us homework every day, but this weekend they _____ us any because of the mid-term break. **(GIVE, NOT GIVE)**
16. Where _____ from? I think they _____ from Jamaica, but I'm not sure. **(NEW NEIGHBOURS COME, BE)**
17. The air _____ strange. There must be something going on in the factory. **(SMELL)**
18. I can't listen to what you _____ to tell me because I'm so nervous at the moment. **(TRY)**

KEY

1. They normally **have** a coffee break at ten, but today there's a lot of work to do so they **aren't having** one. **(HAVE, NOT HAVE)**
2. Why **are you wearing** my coat? – I'm sorry. – It **looks** just like mine. **(YOU WEAR, LOOK)**
3. **Do you see** the men in black suits over there? – They **are looking** at us in a strange way. **(YOU SEE, LOOK)**
4. The food **contains** chemicals that make it last longer. **(CONTAIN)**
5. It **takes** the moon about 28 days to travel around the earth. **(TAKE)**
6. Everything in this box **belongs** to my grandfather. He **is giving** it to me instead of my brother. **(BELONG, GIVE)**
7. Mary **is going** through a very difficult period at university this year. **(GO)**
8. Dad **knows** everything about airplanes. He always **reads** books about aviation. **(KNOW, READ)**
9. I used to play football in school but now I **prefer** rugby. **(PREFER)**
10. Hi Dan! – What **are you planning** to do this evening? – Well, **I'm going** to a concert with a few friends and after that **we're having** a good meal at a fine restaurant. **(YOU PLAN, GO, HAVE)**
11. What **does your dad do** for a living? – Well, he's a lawyer but he quit his old job and at the moment he **is looking** for a new one. **(YOUR DAD DO, LOOK)**
12. You **go** shopping every Saturday. – Why **do you do** that? **(GO, YOU DO)**
13. I **have** absolutely no idea what this movie is about. **(HAVE)**
14. The two department managers **are having** lunch at the moment. We shouldn't disturb them. **(HAVE)**
15. Teachers **give** us homework every day, but this weekend they **aren't giving** us any because of the mid-term break. **(GIVE, NOT GIVE)**
16. Where **do our new neighbours come** from? I think they're from Jamaica, but I'm not sure. **(NEW NEIGHBOURS COME, BE)**
17. The air **smells** strange. There must be something going on in the factory. **(SMELL)**
18. I can't listen to what you **are trying** to tell me because I'm so nervous at the moment. **(TRY)**

Fill in the correct form of the past tense.

1. My friend Harry _____ off the ladder while he _____ the ceiling of his room. **(FALL, PAINT)**
2. We _____ the house in 2003. At that time it _____ £ 150,000. **(BUY, COST)**
3. Dad _____ interested in buying a new car. **(NOT BE)**
4. My sister _____ for me at the airport terminal when I _____. **(WAIT, ARRIVE)**
5. A few nights ago, I _____ a book when suddenly I _____ a noise outside. A few teenagers _____ loud music. **(READ, HEAR, PLAY)**
6. The fire _____ when the first firefighters _____ at the scene. **(STILL BURN, ARRIVE)**
7. My brother _____ for a job when he _____ across an interesting ad in the newspaper. **(LOOK, COME)**
8. I _____ someone call my name. I _____ around and _____ my dad standing at the back of the queue. I _____ so surprised. **(HEAR, TURN, SAW, BE)**
9. My sister _____ a bright summer dress when I _____ her at the performance. **(WEAR, SEE)**
10. I _____ preparing dinner at 4.p.m and I _____ still at it when my wife _____ home. **(START, BE, COME)**
11. Our housekeeper _____ the vase. As she _____ up the pieces, she _____ her middle finger. **(BREAK, PICK, CUT)**
12. We suddenly _____ that we _____ in the wrong direction. **(REALISE, DRIVE)**
13. She _____ a great skier when she was young. **(BE)**
14. I _____ an old friend in town while I _____ the shopping. **(MEET, DO)**
15. While the children _____ with others my husband and I _____ to have a cup of coffee. **(PLAY, DECIDE)**
16. Magellan _____ around the world for the first time 500 years ago. **(SAIL)**
17. I _____ my dog for a walk in the park when suddenly another dog _____ him. **(TAKE, ATTACK)**
18. When I _____ back from town everyone was at home. Mum _____ homework. Dad _____ the car and my sister Julia _____ on her school project. **(COME, CORRECT, WASH, WORK)**

KEY

1. My friend Harry **fell** off the ladder while he **was painting** the ceiling of his room. **(FALL, PAINT)**
2. We **bought** the house in 2003. At that time it **cost** £ 150,000. **(BUY, COST)**
3. Dad **was not** interested in buying a new car. **(NOT BE)**
4. My sister **was waiting** for me at the airport terminal when I **arrived**. **(WAIT, ARRIVE)**
5. A few nights ago, I **was reading** a book when suddenly I **heard** a noise outside. A few teenagers **were playing** loud music. **(READ, HEAR, PLAY)**
6. The fire **was still burning** when the first firefighters **arrived** at the scene. **(STILL BURN, ARRIVE)**
7. My brother **was looking** for a job when he **came** across an interesting ad in the newspaper. **(LOOK, COME)**
8. I **heard** someone call my name. I **turned** around and **saw** my dad standing at the back of the queue. I **was** so surprised. **(HEAR, TURN, SAW, BE)**
9. My sister **was wearing** a bright summer dress when I **saw** her at the performance. **(WEAR, SEE)**
10. I **started** preparing dinner at 4.p.m and I **was** still at it when my wife **came** home. **(START, BE, COME)**
11. Our housekeeper **broke** the vase. As she **was picking** up the pieces, she **cut** her middle finger. **(BREAK, PICK, CUT)**
12. We suddenly **realised** that we **were driving** in the wrong direction. **(REALISE, DRIVE)**
13. She **was** a great skier when she was young. **(BE)**
14. I **met** an old friend in town while I **was doing** the shopping. **(MEET, DO)**
15. While the children **were playing** with others my husband and I **decided** to have a cup of coffee. **(PLAY, DECIDE)**
16. Magellan **sailed** around the world for the first time 500 years ago. **(SAIL)**
17. I **was taking** my dog for a walk in the park when suddenly another dog **attacked** him. **(TAKE, ATTACK)**
18. When I **came** back from town everyone was at home. Mum **was correcting** homework. Dad **was washing** the car and my sister Julia **was working** on her school project. **(COME, CORRECT, WASH, WORK)**

Fill in the correct form of the past tense.

1. I _____ my old friend in town the other day. He _____ to ignore me and _____ somewhere else. **(SEE, SEEM, LOOK)**
2. The teacher _____ a photo of us while we _____ up the tree. **(TAKE, CLIMB)**
3. We _____ Martha at the airport last week. She _____ for the arrival of her sister while we _____ to New York. **(MEET, WAIT, TRAVEL)**
4. "What _____ to him? - He _____ totally surprised when I _____ him." - **(YOU SAY, LOOK, SEE)**
5. He _____ exam papers when I _____ him. **(CORRECT, VISIT)**
6. A man _____ on the road while I _____ my bike. Luckily, I _____ not to crash into him. **(FALL, RIDE, MANAGE)**
7. We _____ a few miles off the coast when a horrible thunderstorm _____ up. We _____ to get to safety as soon as possible. **(SAIL, COME, HAVE)**
8. I haven't seen him for ages. When I last _____ him, he _____ for a new job. **(SEE, LOOK)**
9. While the two teams _____ up everyone _____ a flag. It _____ a very emotional moment. **(WARM, WAVE, BE)**
10. "What _____ when I _____ to your place yesterday evening?" - "I _____ the baby". **(YOU DO, COME, FEED)**
11. I _____ down a dark alley when suddenly I _____ footsteps. I _____ around and _____ that an old woman with a dog _____ me. **(WALK, HEAR, TURN, SEE, FOLLOW)**
12. "Why _____ out last night?" - "I _____ too tired and _____ to stay at home." **(YOU NOT GO, BE, DECIDE)**
13. The policeman asked me, " How fast _____ when you _____ the old lady in front of you?" **(YOU DRIVE, SEE)**
14. Mom _____ dinner when we _____ home from football practice. **(PREPARE, GET)**
15. When I _____ young, I always _____ to be a pilot. **(BE, WANT)**
16. Las Sunday afternoon I _____ for a walk in the park and _____ a cup of coffee at a local restaurant. **(GO, HAVE)**
17. When they _____ to the airport the plane _____ off. **(GET, JUST TAKE)**
18. I _____ on a bench in the park when a man _____ up to me and _____ to know what time it _____. **(SIT, COME, WANT, BE)**

KEY

1. I **saw** my old friend in town the other day. He **seemed** to ignore me and **looked / was looking** somewhere else. (**SEE, SEEM, LOOK**)
2. The teacher **took** a photo of us while we **were climbing** up the tree. (**TAKE, CLIMB**)
3. We **met** Martha at the airport last week. She **was waiting** for the arrival of her sister while we **were traveling** to New York. (**MEET, WAIT, TRAVEL**)
4. "What **did you say** to him? – He **looked** totally surprised when I **saw** him. " – (**YOU SAY, LOOK, SEE**)
5. He **was correcting** exam papers when I **visited** him. (**CORRECT, VISIT**)
6. A man **fell** on the road while I **was riding** my bike. Luckily, I **managed** not to crash into him. (**FALL, RIDE, MANAGE**)
7. We **were sailing** a few miles off the coast when a horrible thunderstorm **came** up. We had to get to safety as soon as possible. (**SAIL, COME, HAVE**)
8. I haven't seen him for ages. When I last **saw** him, he **was looking** for a new job. (**SEE, LOOK**)
9. While the two teams **were warming** up everyone **was waving** a flag. It **was** a very emotional moment. (**WARM, WAVE, BE**)
10. "What **were you doing** when I **came** to your place yesterday evening?" – "I **was feeding** the baby". (**YOU DO, COME, FEED**)
11. I **was walking** down a dark alley when suddenly I **heard** footsteps. I turned around and **saw** that an old woman with a dog **was following** me. (**WALK, HEAR, TURN, SEE, FOLLOW**)
12. "Why **didn't you go** out last night?" – "I **was** too tired and **decided** to stay at home." (**YOU NOT GO, BE, DECIDE**)
13. The policeman asked me, " How fast **were you driving** when you **saw** the old lady in front of you?" (**YOU DRIVE, SEE**)
14. Mom **was preparing** dinner when we **got** home from football practice. (**PREPARE, GET**)
15. When I **was** young, I always **wanted** to be a pilot. (**BE, WANT**)
16. Last Sunday afternoon I **went** for a walk in the park and **had** a cup of coffee at a local restaurant. (**GO, HAVE**)
17. When they **got** to the airport the plane **was just taking** off. (**GET, JUST TAKE**)
18. I **was sitting** on a bench in the park when a man **came** up to me and **wanted** to know what time it **was**. (**SIT, COME, WANT, BE**)

Fill in the correct form of the present perfect tense.

1. The solar system _____ for billions of years. **(EXIST)**
2. They _____ in California for the last 20 years and _____ moving there. **(LIVE, NOT REGRET)**
3. I'm so tired and miserable. I _____ well in the last few days. **(NOT FEEL)**
4. The eastern European countries _____ members of the EU for the last 15 years. **(BE)**
5. _____ on an interesting project lately? **(YOU WORK)**
6. She _____ to a few specialists, but they can't help her. **(GO)**
7. I _____ problems with my car recently, but the mechanic _____ the faulty part yet. **(HAVE, NOT FIND)**
8. We _____ cards for the last few hours and we are still enjoying it. **(PLAY)**
9. _____ an important title? **(THE TEAM, EVER, WIN)**
10. It _____ hard for the last three hours and some of the roads _____ impassable. **(RAIN, BECOME)**
11. My parents _____ me, and I am very thankful for that. **(ALWAYS UNDERSTAND)**
12. Politicians around the world _____ about the situation for a long time. **(WORRY)**
13. Where _____ the money? Give it to me now! **(YOU HIDE)**
14. A big earthquake _____ the area since the beginning of the century. **(NOT HIT)**
15. We _____ for a few weeks and feel very sympathetic towards each other. **(DATE)**
16. I _____ four emails this morning, but nobody _____. **(WRITE, REPLY)**
17. The bank is still closed. It _____ yet. **(NOT OPEN)**
18. Mary _____ a number of jobs in the last three years. **(HAVE)**
19. I _____ from a severe cold in the last few days. It _____ better yet. **(SUFFER, NOT GET)**
20. I _____ the baby twice already but it's still hungry. **(FEED)**

KEY

1. The solar system **has existed** for billions of years. **(EXIST)**
2. They **have been living** in California for the last 20 years and **have not regretted** moving there. **(LIVE, NOT REGRET)**
3. I'm so tired and miserable. I **haven't been feeling** well in the last few days. **(NOT FEEL)**
4. The eastern European countries **have been** members of the EU for the last 15 years. **(BE)**
5. **Have you been working** on an interesting project lately? **(YOU WORK)**
6. She **has gone** to a few specialists, but they can't help her. **(GO)**
7. I **have been having** problems with my car recently, but the mechanic **hasn't found** the faulty part yet. **(HAVE, NOT FIND)**
8. We **have been playing** cards for the last few hours and we are still enjoying it. **(PLAY)**
9. **Has/Have the team ever won** an important title? **(THE TEAM, EVER, WIN)**
10. It **has been raining** hard for the last three hours and some of the roads **have become** impassable. **(RAIN, BECOME)**
11. My parents **have always understood** me, and I am very thankful for that. **(ALWAYS UNDERSTAND)**
12. Politicians around the world **have been worrying** about the situation for a long time. **(WORRY)**
13. Where **have you hidden** the money? Give it to me now! **(YOU HIDE)**
14. A big earthquake **hasn't hit** the area since the beginning of the century. **(NOT HIT)**
15. We **have been dating** for a few weeks and feel very sympathetic towards each other. **(DATE)**
16. I **have written** four emails this morning, but nobody **has replied**. **(WRITE, REPLY)**
17. The bank is still closed. It **hasn't opened** yet. **(NOT OPEN)**
18. Mary **has had** a number of jobs in the last three years. **(HAVE)**
19. I **have been suffering** from a severe cold in the last few days. It **hasn't got** better yet. **(SUFFER, NOT GET)**
20. I **have fed** the baby twice already but it's still hungry. **(FEED)**

Fill in the correct form of the present perfect tense.

1. I _____ an interesting article in the *New York Times*. **(JUST READ)**
2. _____ by a dog? – No, but a bee _____ me recently.
(YOU EVER BITE, STING)
3. You _____ hard enough. That's why you _____ a few mistakes in the last few days. **(NOT WORK, MAKE)**
4. The Johnsons _____ in Park Street for over a decade. They _____ about leaving. **(LIVE, NEVER THINK)**
5. We _____ a lot about climate change since I came here. **(LEARN)**
6. I _____ 3 great days with my new boyfriend. **(SPEND)**
7. Temperatures _____ very moderate so far this month. **(BE)**
8. They _____ in San Francisco since they came to California three years ago. **(LIVE)**
9. Who _____ after the children recently? **(LOOK)**
10. How long _____ each other? – Well, we met at a party a few months ago and _____ since then. **(YOU KNOW, DATE)**
11. I _____ anything since I had breakfast this morning. I'm starving! **(NOT EAT)**
12. We _____ any difficulty with the software up to now. **(NOT HAVE)**
13. What _____ in the last half hour? – I _____ the garage, but I _____ yet. **(YOU DO, CLEAN, NOT FINISH)**
14. He _____ to me for some time. I wonder what he _____ up to. **(NOT SPEAK, BE)**
15. Our daughter _____ in Los Angeles for two years. She loves it there. **(STUDY)**
16. The crowd _____ since the home team scored the first goal. **(CHEER)**
17. _____ in front of such a great audience? – No. I _____ the country for over a week and I _____ such fantastic fans. **(YOU EVER PERFORM, TOUR, NEVER HAVE)**
18. I _____ about going abroad lately. Maybe I'll go to America for a gap year. **(THINK)**

KEY

1. I **have just read** an interesting article in the *New York Times*. **(JUST READ)**
2. **Have you ever been bitten** by a dog? – No, but a bee **has stung** me recently. **(YOU EVER BITE, STING)**
3. You **haven't worked/ haven't been working** hard enough. That's why you have made a few mistakes in the last few days. **(NOT WORK, MAKE)**
4. The Johnsons **have been living** in Park Street for over a decade. They **have never thought** about leaving. **(LIVE, NEVER THINK)**
5. We **have learned** a lot about climate change since I came here. **(LEARN)**
6. I **have spent** 3 great days with my new boyfriend. **(SPEND)**
7. Temperatures **have been** very moderate so far this month. **(BE)**
8. They **have been living** in San Francisco since they came to California three years ago. **(LIVE)**
9. Who **has been looking** after the children recently? **(LOOK)**
10. How long **have you known** each other? – Well, we met at a party a few months ago and **have been dating** since then. **(YOU KNOW, DATE)**
11. I **haven't eaten** anything since I had breakfast this morning. I'm starving! **(NOT EAT)**
12. We **haven't had / haven't been having** any difficulty with the software up to now. **(NOT HAVE)**
13. What **have you been doing** in the last half hour? – I **have been cleaning** the garage, but I **haven't finished** yet. **(YOU DO, CLEAN, NOT FINISH)**
14. He **hasn't spoken** to me for some time. I wonder what **he's been** up to. **(NOT SPEAK, BE)**
15. Our daughter **has been studying** in Los Angeles for two years. She loves it there. **(STUDY)**
16. The crowd **has been cheering** since the home team scored the first goal. **(CHEER)**
17. **Have you ever performed** in front of such a great audience? - No. I **have been touring** the country for over a week and I **have never had** such fantastic fans. **(YOU EVER PERFORM, TOUR, NEVER HAVE)**
18. I **have been thinking** about going abroad lately. Maybe I'll go to America for a gap year. **(THINK)**

Fill in the correct form of the verb in brackets: Past Simple or Present Perfect Simple

1. The weather around here _____ terrible in the last few weeks. **(BE)**
2. Maria _____ her suitcase last night. **(PACK)**
3. I _____ volleyball since I was a teenager. **(NOT PLAY)**
4. We _____ wash the dishes. They're all clean now **(HELP)**
5. They _____ the factory. – Really? When _____? **(CLOSE, THAT HAPPEN)**
6. _____ yet? **(YOUR BUSINESS COURSE – START)**
7. How long _____ that camera? – About a month. I _____ it because it was on sale just before Christmas. **(YOU HAVE, BUY)**
8. _____ last week's magazine? – It must be here because I _____ it on Monday. **(YOU SEE, BUY)**
9. The books you ordered _____. The delivery service _____ them an hour ago. **(ARRIVE, BRING)**
10. The Queen _____ her two-week tour through Australia yesterday. **(START)**
11. The plane from New York _____. The passengers are getting out. **(JUST LAND)**
12. We _____ a party at school for ages. **(NOT HAVE)**
13. I _____ a cold in school a few days ago and _____ ill ever since. **(CATCH, BE)**
14. Dinosaurs _____ around the earth millions of years ago. **(WANDER)**
15. Prices _____ up last year, but they _____ by 8% already this year. **(NOT GO, INCREASE)**
16. I'm so tired. I _____ all the way to the underground station. **(WALK)**
17. We _____ home from our holidays and getting ready to settle in. **(JUST COME)**
18. She _____ in London for three years. However, when her mom _____, she _____ to Leeds and _____ there ever since. **(LIVE, DIE, MOVE, LIVE)**
19. Dusty _____ a match so far this year. He is more successful than last year, when he _____ the first three matches. **(NEVER LOSE, LOSE)**
20. He _____ off the ladder and _____ his ankle. That's why he _____ in school for a while. **(FALL, BREAK, NOT BE)**

KEY

1. The weather around here **has been** terrible in the last few weeks. **(BE)**
2. Maria **packed** her suitcase last night. **(PACK)**
3. I **haven't played** volleyball since I was a teenager. **(NOT PLAY)**
4. We **have helped** wash the dishes. They're all clean now **(HELP)**
5. They **have closed** the factory. – Really? When **did that happen?** **(CLOSE, THAT HAPPEN)**
6. **Has your business course started** yet? **(YOUR BUSINESS COURSE – START)**
7. How long **have you had** that camera? – About a month. I **bought** it because it was on sale just before Christmas. **(YOU HAVE, BUY)**
8. **Have you seen** last week's magazine? – It must be here because I **bought** it on Monday. **(YOU SEE, BUY)**
9. The books you ordered **have arrived**. The delivery service **brought** them an hour ago. **(ARRIVE, BRING)**
10. The Queen **started** her two-week tour through Australia yesterday. **(START)**
11. The plane from New York **has just landed**. The passengers are getting out. **(JUST LAND)**
12. We **haven't had** a party at school for ages. **(NOT HAVE)**
13. I **caught** a cold in school a few days ago and **have been** ill ever since. **(CATCH, BE)**
14. Dinosaurs **wandered** around the earth millions of years ago. **(WANDER)**
15. Prices **didn't go** up last year, but they **have increased** by 8% already this year. **(NOT GO, INCREASE)**
16. I'm so tired. I **have walked** all the way to the underground station. **(WALK)**
17. We **have just come** home from our holidays and getting ready to settle in. **(JUST COME)**
18. She **lived** in London for three years. However, when her mom **died**, she **moved** to Leeds and **has lived** there ever since. **(LIVE, DIE, MOVE, LIVE)**
19. Dusty **has never lost** a match so far this year. He is more successful than last year, when he **lost** the first three matches. **(NEVER LOSE, LOSE)**
20. He **fell** off the ladder and **broke** his ankle. That's why he **hasn't been** in school for a while. **(FALL, BREAK, NOT BE)**

Fill in the correct form of the verb in brackets: Past or Past Perfect Tense /Simple or Progressive)

1. After I _____ the letter, I _____ that I _____ the wrong address on it. **(POST, REALISE, WRITE)**
2. John asked me where I _____ the day before. **(BE)**
3. At this time yesterday, we _____ for 6 km. **(ALREADY WALK)**
4. When I _____ through the streets of Madrid, I _____ about the magnificent time I _____ there as a student. **(WALK, THINK, SPEND)**
5. It was the first time that she _____ me to dinner. **(INVITE)**
6. As soon as the maid _____ scrubbing the kitchen floor, she _____ working in the garden. **(FINISH, START)**
7. We started to worry about Jimmy because we _____ him all afternoon. **(CALL)**
8. They _____ their way out of town before the sun _____. **(ALREADY MAKE, RISE)**
9. We _____ for two hours when we finally got to our hotel. **(DRIVE)**
10. When I _____ home, I saw that the children _____. **(ARRIVE, LEAVE)**
11. While I _____ in the garden it _____ me that I _____ off the oven. **(WORK, STRIKE, NOT TURN)**
12. I _____ my best friend to the party, but he couldn't come because he _____ other plans. **(INVITE, ALREADY MAKE)**
13. I _____ out of the window because I _____ I _____ some noises. **(LOOK, THINK, HEAR)**
14. We _____ TV when we saw that a devastating earthquake _____ California. **(WATCH, HIT)**
15. The police told me that someone _____ into our neighbour's house. **(BREAK)**
16. When I finally _____ at the airport, he told me that he _____ for half an hour. **(ARRIVE, WAIT)**
17. Patricia _____ English for three years when she _____ and _____ a job. **(STUDY, QUIT, GET)**
18. We _____ to China because our flight _____ on short notice. **(NOT GO, CANCEL)**

KEY

1. After I **had posted** the letter, I **realised** that I **had written** the wrong address on it. **(POST, REALISE, WRITE)**
2. John asked me where I **had been** the day before. **(BE)**
3. At this time yesterday, we **had already been walking** for 6 km. **(ALREADY WALK)**
4. When I **was walking** through the streets of Madrid, I **thought** about the magnificent time I **had spent** there as a student. **(WALK, THINK, SPEND)**
5. It was the first time that she **had invited** me to dinner. **(INVITE)**
6. As soon as the maid **had finished** scrubbing the kitchen floor, she **started** working in the garden. **(FINISH, START)**
7. We started to worry about Jimmy because we **had been calling** him all afternoon. **(CALL)**
8. They **had already made** their way out of town before the sun **rose**. **(ALREADY MAKE, RISE)**
9. We **had been driving** for two hours when we finally got to our hotel. **(DRIVE)**
10. When I **arrived** home, I saw that the children **had already left**. **(ARRIVE, LEAVE)**
11. While I **was working** in the garden it **struck** me that I **hadn't turned** off the oven. **(WORK, STRIKE, NOT TURN)**
12. I **invited** my best friend to the party, but he couldn't come because he **had already made** other plans. **(INVITE, ALREADY MAKE)**
13. I **looked** out of the window because I **thought** I **had heard** some noises. **(LOOK, THINK, HEAR)**
14. We **were watching** TV when we saw that a devastating earthquake **had hit** California. **(WATCH, HIT)**
15. The police told me that someone **had broken** into our neighbour's house. **(BREAK)**
16. When I **finally** arrived at the airport, he told me that he **had been waiting** for half an hour. **(ARRIVE, WAIT)**
17. Patricia **had been studying** English for three years when she **quit** and **got** a job. **(STUDY, QUIT, GET)**
18. We **didn't go** to China because our flight **had been cancelled** on short notice. **(NOT GO, CANCEL)**

Fill in the correct form of the verb given.

1. Who _____ to? – He _____ to his sister Maria, who _____ usually in England at this time of the year. **(HE WRITE, WRITE, BE)**
2. Marty _____ just when his mother _____ into his room. **(SMOKE, COME)**
3. She _____ an hour ago and _____ back yet. **(LEAVE, NOT COME)**
4. I usually _____ tea with milk, but I _____ to have my coffee black. **(DRINK, LIKE)**
5. When I was in school, I _____ a student who _____ a test in his whole life. **(KNOW, NOT FAIL)**
6. You can't go into her room. She _____ and you shouldn't wake her. **(SLEEP)**
7. I _____ better in my life. I hope it _____ that way. **(NEVER FEEL, STAY)**
8. We _____ outside yesterday because it _____ the whole day. Maybe we _____ tomorrow. **(NOT GO, RAIN, GO)**
9. While Mom _____ in the garden, she _____ her back. She _____ to the doctor who told her that she _____ have to rest for a few days. **(WORK, HURT, GO, WILL)**
10. My sister _____ hard for school recently. She's got a few tests coming up next week. **(WORK)**
11. The results were better than I _____. **(EXPECT)**
12. Nobody was in the car, even though the engine _____. **(RUN)**
13. I went into the garden to see what the boys _____. **(DO)**
14. All your fingers are brown. You _____ too much. **(SMOKE)**
15. When I saw him last, he _____ married for so long. **(NOT BE)**
16. I _____ that his brother _____ around in Australia. **(JUST HEAR, TRAVEL)**
17. _____ the whole morning? – I _____ to call you for over an hour. **(YOU SLEEP, TRY)**
18. After he _____ the letter, he _____ it away. **(READ, THROW)**
19. I _____ today's newspaper. – _____ it anywhere? **(NOT READ, YOU SEE)**
20. Jake _____ my sister for over a year. She _____ some very good results lately. **(COACH, HAVE)**

KEY

1. Who **is he writing** to? – **He's writing** to his sister Maria, who **is** usually in England at this time of the year. **(HE WRITE, WRITE, BE)**
2. Marty **was smoking** just when his mother **came** into his room. **(SMOKE, COME)**
3. She **left** an hour ago and **hasn't come** back yet. **(LEAVE, NOT COME)**
4. I usually **drink** tea with milk, but I **like** to have my coffee black. **(DRINK, LIKE)**
5. When I was in school, I **knew** a student who **had not failed** a test in his whole life. **(KNOW, NOT FAIL)**
6. You can't go into her room. **She's sleeping** and you shouldn't wake her. **(SLEEP)**
7. I **have never felt** better in my life. I hope it **stays** that way. **(NEVER FEEL, STAY)**
8. We **didn't go** outside yesterday because it **was raining** the whole day. Maybe **we'll go** tomorrow. **(NOT GO, RAIN, GO)**
9. While Mom **was working** in the garden, she **hurt** her back. She **went** to the doctor who told her that she **would** have to rest for a few days. **(WORK, HURT, GO, WILL)**
10. My sister **has been working** hard for school recently. She's got a few tests coming up next week. **(WORK)**
11. The results were better than I **had expected**. **(EXPECT)**
12. Nobody was in the car, even though the engine was running. **(RUN)**
13. I went into the garden to see what the boys **were doing**. **(DO)**
14. All your fingers are brown. You **smoke/ are smoking** too much. **(SMOKE)**
15. When I saw him last, he **hadn't been** married for so long. **(NOT BE)**
16. I **have just heard** that his brother **has been travelling/is travelling/ will be travelling** around in Australia. **(JUST HEAR, TRAVEL)**
17. **Do you sleep** the whole morning? – I **have been trying** to call you for over an hour. **(YOU SLEEP, TRY)**
18. After he **had read** the letter, he **threw** it away. **(READ, THROW)**
19. I **haven't read** today's newspaper. – **Have you seen** it anywhere? **(NOT READ, YOU SEE)**
20. Jake **has been coaching** my sister for over a year. **She's had** some very good results lately. **(COACH, HAVE)**

Write sentences, using the tense given. Add any words you need.

1. The boys – can – climb – the mountain (**past simple**)

2. You – ever – visit – your cousin – in Scotland? (**present perfect simple**)

3. I – go – doctor – if -I – be – you (**conditional 1**)

4. She – learn – English – two years (**present perfect progressive**)

5. What – you – think – of the weather – in Spain? (**present simple**)

6. What – he – do – now? (**present progressive**)

7. We walk – down the street – when – police car – pass – by (**past**)

8. We – talk – a lot (**past perfect simple**)

9. We – never – read – any books – by this author (**present perfect simple**)

10. He – be – interesting man – when – he – be – young (**past simple**)

11. I – think – I – have – a drink (**future**)

12. The shop – open – at 9 a.m. – next Monday (**present progressive**)

13. America – discover – by Columbus (**past simple**)

14. I – go – to – the dentist (**conditional 2**)

15. We – discuss – topic – for many hours. (**present perfect progressive**)

16. I – work – for 12 hours – when – I – finally – go – home (**past perfect progressive, past simple**)

17. You – go – France – next year? (**going to future**)

18. They – finish – their homework – when – I – come (**past**)

KEY

1. The boys – can – climb – the mountain (**past simple**)
The boys could/were able to climb the mountain.
2. You – ever – visit – your cousin – in Scotland? (**present perfect simple**)
Have you ever visited your cousin in Scotland?
3. I – go – doctor – if -I – be – you (**conditional 1**)
I would go to the doctor if I were/was you.
4. She – learn – English – two years (**present perfect progressive**)
She has been learning English for two years.
5. What – you – think – of the weather – in Spain? (**present simple**)
What do you think of the weather in Spain?
6. What – he – do – now? (**present progressive**)
What is he doing now?
7. We walk – down the street – when – police car – pass – by (**past**)
We were walking down the street when a police car passed by.
8. We – talk – a lot (**past perfect simple**)
We had talked a lot.
9. We – never – read – any books – by this author (**present perfect simple**)
We have never read any books by this author.
10. He – be – interesting man – when – he – be – young (**past simple**)
He was an interesting man when he was young.
11. I – think – I – have – a drink (**future**)
I think I'll have a drink.
12. The shop – open – at 9 a.m. – next Monday (**present progressive**)
The shop is opening at 5 next Monday.
13. America – discover – by Columbus (**past simple**)
America was discovered by Columbus.
14. I – go – to – the dentist (**conditional 2**)
I would have gone to the dentist.
15. We – discuss – topic – for many hours. (**present perfect progressive**)
We have been discussing the topic for many hours.
16. I – work – for 12 hours – when – I – finally – go – home (**past perfect progressive, past simple**)
I had been working for 12 hours when I finally went home.
17. You – go – France – next year? (**going to future**)
Are you going to go to France next year?
18. They – finish – their homework – when – I – come (**past**)
They were finishing their homework when I came.

Write sentences, using the tense given. Add any words you need.

1. She - often - shop - at Macy's (**present simple**)

2. We - watch TV - when - we - hear - bad news (**past**)

3. I - not go - out - in the rain (**conditional 2**)

4. I - find - my briefcase - this morning (**present perfect simple**)

5. My sister - get married - next Sunday (**present progressive**)

6. I - never - think - about it - before (**past perfect simple**)

7. I - prepare - for the test - since Monday (**present perfect progressive**)

8. You - ride - a camel - in Egypt? (**past simple**)

9. I - think - I - stay - at home. (**future**)

10. I - not apologise - to him (**conditional 1**)

11. After - I - hear - noise - I - go - out (**past simple, past perfect simple**)

12. Where - he - go? (**present perfect simple**)

13. I - cannot - visit you - last week (**past simple**)

14. How often - you go - to the dentist - last year? (**past simple**)

15. Breakfast - not serve - after 11 o'clock (**present simple**)

16. She - play - this game - over an hour (**present perfect progressive**)

17. You - know - where - my shoes - be? (**present simple**)

18. I - work - in the garden - whole afternoon (**past progressive**)

KEY

1. She – often – shop – at Macy's (**present simple**)
She often shops at Macy's.
2. We – watch TV – when – we – hear – bad news (**past**)
We were watching TV when we heard the bad news.
3. I – not go – out - in the rain (**conditional 2**)
I wouldn't have gone out in the rain.
4. I – find – my briefcase – this morning (**present perfect simple**)
I have found my briefcase this morning.
5. My sister – get married – next Sunday (**present progressive**)
My sister is getting married next Monday.
6. I – never – think – about it – before (**past perfect simple**)
I had never thought about it before.
7. I – prepare – for the test – since Monday (**present perfect progressive**)
I have been preparing for the test since Monday.
8. You – ride – a camel – in Egypt? (**past simple**)
Did you ride a camel in Egypt?
9. I – think – I – stay – at home. (**future**)
I think I'll stay at home.
10. I – not apologise – to him (**conditional 1**)
I wouldn't apologise to him.
11. After – I – hear – noise – I – go – out (**past simple, past perfect simple**)
After I had heard the noise I went out.
12. Where – he – go? (**present perfect simple**)
Where has he gone?
13. I – cannot – visit you – last week (**past simple**)
I couldn't/ wasn't able to visit you last week.
14. How often – you go – to the dentist – last year? (**past simple**)
How often did you go to the dentist last year?
15. Breakfast – not serve – after 11 o'clock (**present simple**)
Breakfast is not served after 11 o'clock.
16. She – play – this game – over an hour (**present perfect progressive**)
She has been playing this game for over an hour?
17. You – know – where – my shoes – be? (**present simple**)
Do you know where my shoes are?
18. I – work - in the garden – whole afternoon (**past progressive**)
I was working in the garden the whole afternoon.

Fill in the missing forms of the irregular verbs.

Base Form	Past Tense	Past Participle
arise		
		begun
	bought	
catch		
		fed
	found	
	forgave	
		got/gotten
		hung
hide		
	kept	
		laid
		let
	made	
pay		
	put	
		run
		seen
	shook	
		sunk
smell		
speak		
	swore	
		swung
	taught	
tell		
	threw	
		won
write		

KEY

Base Form	Past Tense	Past Participle
arise	arose	arisen
begin	began	begun
buy	bought	bought
catch	caught	caught
feed	fed	fed
find	found	found
forgive	forgave	forgiven
get	got	got/gotten
hang	hung	hung
hide	hid	hidden
keep	kept	kept
lay	laid	laid
let	let	let
make	made	made
pay	paid	paid
put	put	put
run	ran	run
see	saw	seen
shake	shook	shaken
sink	sank	sunk
smell	smelled/smelt	smelled/smelt
speak	spoke	spoken
swear	swore	sworn
swing	swung	swung
teach	taught	taught
tell	told	told
throw	threw	thrown
win	won	won
write	wrote	written

Fill in the missing forms of the irregular verbs.

Base Form	Past Tense	Past Participle
bite		
	bled	
		blown
		broken
	built	
	came	
cost		
draw		
	dreamed/dreamt	
		eaten
fall		
	flew	
		forgot/forgotten
		given
	grew	
hear		
hide		
	knew	
lead		
		lent
		lain
	met	
	read	
say		
	sold	
		shone
shoot		
		sung
	spent	
steal		

KEY

Base Form	Past Tense	Past Participle
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
build	built	built
come	came	come
cost	cost	cost
draw	drew	drawn
dream	dreamed/dreamt	dreamed/dreamt
eat	ate	eaten
fall	fell	fallen
fly	flew	flown
forget	forgot	forgot/forgotten
give	gave	given
grow	grew	grown
hear	heard	heard
hide	hid	hidden
know	knew	known
lead	led	led
lend	lent	lent
lie	lay	lain
meet	met	met
read	read	read
say	said	said
sell	sold	sold
shine	shone	shone
shoot	shot	shot
sing	sang	sung
spend	spent	spent
steal	stole	stolen

Fill in the correct form of the verb given.

1. After we _____ dinner we went to bed. **(EAT)**
2. I _____ several matches this season, but I _____ to a single game last season. **(SEE, NOT GO)**
3. What _____ when the headmaster _____ the classroom yesterday? **(YOU DO, ENTER)**
4. My granddad doesn't _____ well so he always _____ up the volume on the radio. **(NOT HEAR, TURN)**
5. We _____ hard since 7 o'clock in the morning. **(WORK)**
6. She _____ in such cold water before. **(NEVER SWIM)**
7. When we _____ at the stadium thousands of spectators _____ in front of the gates. **(ARRIVE, WAIT)**
8. We _____ for over an hour when we found out that we were in the wrong village. **(TRAVEL)**
9. The district attorney's office _____ before next Monday. **(NOT OPEN)**
10. Here are your shoes Jimmy. I _____ them **(JUST CLEAN).**
11. She _____ well yesterday because she _____ too much. **(NOT FEEL, EAT)**
12. Look at those fans! They're so excited because their team _____ the winning goal. **(JUST SCORE)**
13. Last Saturday Susan _____ an accident. She _____ off the ladder and _____ her knee while she _____ to pick some apples. **(HAVE, FALL, CUT, TRY)**
14. We _____ to Chris's party next Tuesday because nobody _____ us. **(NOT GO, INVITE)**
15. Whenever Kevin is in England, he _____ to his parents back in Australia every weekend. **(WRITE)**
16. When I was at school, I often _____ adventure stories written by Jack London **(READ).** – _____ any of his books yet? **(YOU READ)**
17. Who _____ that terrible noise outside? – It's a group of hooligans. They _____ around with flags in their hands. **(CAUSE, WANDER)**
18. How _____ to school, Marvin? – I _____ the bus but today my dad _____ me a lift. **(YOU USUALLY GET, USUALLY TAKE, GIVE)**

KEY

1. After we **had eaten** dinner we went to bed. **(EAT)**
2. I **have seen** several matches this season, but I **didn't go** to a single game last season. **(SEE, NOT GO)**
3. What **were you doing** when the headmaster **entered** the classroom yesterday? **(YOU DO, ENTER)**
4. My granddad **doesn't hear** well so he always **turns** up the volume on the radio. **(NOT HEAR, TURN)**
5. We **have been working** hard since 7 o'clock in the morning. **(WORK)**
6. She **has never swum** in such cold water before. **(NEVER SWIM)**
7. When we **arrived** at the stadium thousands of spectators **were waiting** in front of the gates. **(ARRIVE, WAIT)**
8. We **had been travelling/ had travelled** for over an hour when we found out that we were in the wrong village. **(TRAVEL)**
9. The district attorney's office **is not opening/won't open** before next Monday. **(NOT OPEN)**
10. Here are your shoes Jimmy. I **have just cleaned** them **(JUST CLEAN)**.
11. She **didn't feel** well yesterday because she **had eaten** too much. **(NOT FEEL, EAT)**
12. Look at those fans! They're so excited because their team **have/has just scored** the winning goal. **(JUST SCORE)**
13. Last Saturday Susan **had** an accident. She **fell** off the ladder and **cut** her knee while she **was trying** to pick some apples. **(HAVE, FALL, CUT, TRY)**
14. We **won't/aren't going** to Chris's party next Tuesday because nobody **has invited/invited** us. **(NOT GO, INVITE)**
15. Whenever Kevin is in England, he **writes** to his parents back in Australia every weekend. **(WRITE)**
16. When I was at school, I often **read** adventure stories written by Jack London **(READ)**. – **Have you read** any of his books yet? **(YOU READ)**
17. Who **is causing** that terrible noise outside? – It's a group of hooligans. They **are wandering** around with flags in their hands. **(CAUSE, WANDER)**
18. How **do you usually get** to school, Marvin? – I **usually take** the bus but today my dad **is giving** me a lift. **(YOU USUALLY GET, USUALLY TAKE, GIVE)**

Fill in the correct form of the verb given.

1. Jeff _____ our bank manager at the moment. He _____ here for three years. **(BE, BE)**
2. I _____ when the alarm _____ off at 5.30 this morning. **(STILL SLEEP, GO)**
3. If everyone donates \$5, we _____ enough to buy a new machine. **(HAVE)**
4. There _____ a great documentary on TV yesterday evening. _____ it? – No, I didn't. I _____ to take my television set back to the store to have it repaired. **(BE, YOU SEE, HAVE)**
5. When I _____ to the car park I didn't know where I _____ my car. **(RETURN, PARK)**
6. My uncle _____ the same pullover the whole winter. I guess he _____ it. **(WEAR, LOVE)**
7. Mum _____ dinner when the doctor _____. **(PREPARE, ARRIVE)**
8. He _____ around with a limp since he _____ his accident a few weeks ago. **(WALK, HAVE)**
9. You look pretty worried. – What _____? **(HAPPEN)**
10. When we _____ at the theatre the play _____. **(ARRIVE, ALREADY START)**
11. When she _____ home, she _____ that her husband _____ for some time. **(COME, SEE, DRINK)**
12. _____ the good news? – Stan and Margie _____ married! – That's not new. – I _____ about it for a few weeks. **(YOU HEAR, GET, KNOW)**
13. I _____ to call you the whole week! – Where _____? **(TRY, YOU BE)**
14. The manager _____ to an important customer at the moment, but he _____ you in a few minutes. **(SPEAK, SEE)**
15. Do you realize that you _____ on my toes? – It hurts! **(STAND)**
16. I think I _____ a break. I surely deserve one. **(TAKE)**
17. I wonder if he _____ my number. I _____ for him to call for the last two hours. **(FORGET, EXPECT)**
18. The novel is about a man who _____ home from the war and _____ a new life. **(COME, START)**
19. When I _____ for my passport a few days ago, I _____ across this old photo of our family reunion. **(LOOK, COME)**
20. I am sorry that I _____ to leave your party so early last night. I _____ myself. **(HAVE, REALLY ENJOY)**

KEY

1. Jeff **is** our bank manager at the moment. He **has been** here for three years. **(BE, BE)**
2. I **was still sleeping** when the alarm **went** off at 5.30 this morning. **(STILL SLEEP, GO)**
3. If everyone donates \$5, we **will have** enough to buy a new machine. **(HAVE)**
4. There **was** a great documentary on TV yesterday evening. **Did you see** it? – No, I didn't. I **had** to take my television set back to the store to have it repaired. **(BE, YOU SEE, HAVE)**
5. When I **returned** to the car park I didn't know where I **had parked** my car. **(RETURN, PARK)**
6. My uncle **has been wearing** the same pullover the whole winter. I guess he **loves** it. **(WEAR, LOVE)**
7. Mum **was preparing** dinner when the doctor **arrived**. **(PREPARE, ARRIVE)**
8. He **has been walking** around with a limp since he **had** his accident a few weeks ago. **(WALK, HAVE)**
9. You look pretty worried. – What **happened/ has happened?** **(HAPPEN)**
10. When we **arrived** at the theatre the play **had already started**. **(ARRIVE, ALREADY START)**
11. When she **came** home, she **saw** that her husband **had been drinking** for some time. **(COME, SEE, DRINK)**
12. **Have you heard** the good news? – Stan and Margie **are getting** married! – That's not new. – I **have known** about it for a few weeks. **(YOU HEAR, GET, KNOW)**
13. I **have been trying** to call you the whole week! – Where **have you been?** **(TRY, YOU BE)**
14. The manager **is speaking** to an important customer at the moment, but **he will see** you in a few minutes. **(SPEAK, SEE)**
15. Do you realize that you **are standing** on my toes? – It hurts! **(STAND)**
16. I think I **will take** a break. I surely deserve one. **(TAKE)**
17. I wonder if he **has forgotten/forgot** my number. I **have been expecting** for him to call for the last two hours. **(FORGET, EXPECT)**
18. The novel is about a man who **came** home from the war and **started** a new life. **(COME, START)**
19. When I **was looking** for my passport a few days ago, I **came** across this old photo of our family reunion. **(LOOK, COME)**
20. I am sorry that I **had** to leave your party so early last night. I **was really enjoying** myself. **(HAVE, REALLY ENJOY)**

Fill in the correct form of the verb given: Past or Present Perfect Simple

1. So far, Jill _____ almost half of the book. **(READ)**
2. Do you know who _____ the telephone? – It _____ Alexander Graham Bell. **(INVENT, BE)**
3. On her trip across Asia, Mum _____ three countries up to now. **(VISIT)**
4. How many books _____ in the last few years? **(HE WRITE)**
5. Martha lives in Dublin. She's _____ there her whole life, ever since her dad _____ a few years ago. **(LIVE, DIE)**
6. Paul and Gina _____ an hour ago. They _____ problems with their flight. **(ARRIVE, HAVE)**
7. Drugs _____ a huge problem in the United States. **(BECOME)**
8. Granddad _____ in hospital since Monday. He _____ in hospital before. **(BE, NEVER BE)**
9. _____ the Queen in person? No, but I _____ Prince Andrew at a concert a few months ago. **(YOU EVER SEE, SEE)**
10. Mozart _____ over 600 pieces of music during his lifetime. **(WRITE)**
11. They _____ to Spain on holiday last summer **(GO)**
12. I'm hungry. I _____ anything for hours. **(NOT EAT)**
13. I _____ my key and can't find it anywhere. **(LOSE)**
14. He _____ as a war correspondent during the second Iraq war. **(WORK)**
15. I _____ a huge meal for lunch and simply can't eat anything at the moment. **(HAVE)**
16. It _____ yet this week, but last week it really _____ a lot. **(NOT RAIN, RAIN)**
17. According to her statement, she _____ at the Crown Hotel from last Monday to Thursday. **(STAY)**
18. Who _____ at the cinema last night? **(YOU MEET)**
19. I don't need any new driving lessons. I _____ the test. **(ALREADY PASS)**
20. Fortunately, I _____ any bones. **(NEVER BREAK)**
21. My cousins _____ in Dublin since their childhood. Marvin _____ to America when he was 16 but only _____ there for a few years. Then he _____ back to Ireland. **(BE, GO, STAY, COME)**
22. I _____ the car. Now it looks great! **(WASH)**
23. She _____ smoking a few months ago. **(STOP)**
24. Back in March, I _____ enough money to buy a new car. Now, I can afford one. **(NOT HAVE)**
25. Scientist _____ a major discovery in medicine. **(JUST MAKE)**

KEY

1. So far, Jill **has read** almost half of the book. **(READ)**
2. Do you know who **invented** the telephone? – It **was** Alexander Graham Bell. **(INVENT, BE)**
3. On her trip across Asia, Mum **has visited** three countries up to now. **(VISIT)**
4. How many books **has he written** in the last few years? **(HE WRITE)**
5. Martha lives in Dublin. **She's lived** there her whole life, ever since her dad **died** a few years ago. **(LIVE, DIE)**
6. Paul and Gina **arrived** an hour ago. They **had** problems with their flight. **(ARRIVE, HAVE)**
7. Drugs **have become** a huge problem in the United States. **(BECOME)**
8. Granddad **has been** in hospital since Monday. He's **never been** in hospital before. **(BE, NEVER BE)**
9. **Have you ever seen** the Queen in person? No, but I **saw** Prince Andrew at a concert a few months ago. **(YOU EVER SEE, SEE)**
10. Mozart **wrote** over 600 pieces of music during his lifetime. **(WRITE)**
11. They **went** to Spain on holiday last summer **(GO)**
12. I'm hungry. I **haven't eaten** anything for hours. **(NOT EAT)**
13. I have **lost** my key and can't find it anywhere. **(LOSE)**
14. He **worked** as a war correspondent during the second Iraq war. **(WORK)**
15. I **had** a huge meal for lunch and simply can't eat anything at the moment. **(HAVE)**
16. It **hasn't rained** yet this week, but last week it really **rained** a lot. **(NOT RAIN, RAIN)**
17. According to her statement, she **stayed** at the Crown Hotel from last Monday to Thursday. **(STAY)**
18. Who **did you meet** at the cinema last night? **(YOU MEET)**
19. I don't need any new driving lessons. I **have already passed** the test. **(ALREADY PASS)**
20. Fortunately, I **have never broken** any bones. **(NEVER BREAK)**
21. My cousins **have been** in Dublin since their childhood. Marvin **went** to America when he was 16 but only **stayed** there for a few years. Then he **came** back to Ireland. **(BE, GO, STAY, COME)**
22. I **have washed** the car. Now it looks great! **(WASH)**
23. She **stopped** smoking a few months ago. **(STOP)**
24. Back in March, I **didn't have** enough money to buy a new car. Now, I can afford one. **(NOT HAVE)**
25. Scientist **have just made** a major discovery in medicine. **(JUST MAKE)**

Fill in the correct form of the verb given: Present Perfect Simple or Progressive

1. I _____ on redecorating the house for the last few days and I'm still not finished. **(WORK)**
2. She _____ his phone number, so she can't call him. **(FORGET)**
3. It _____ all day. It seems as if it will never stop. **(RAIN)**
4. I _____ a lot of work this morning, and it's only nine. **(DO)**
5. She _____ the tasks her teacher provided her with. **(JUST FINISH)**
6. We _____ for our exams since October. I hope we're well prepared for them. **(STUDY)**
7. You look so tired. What's happened? - I _____ after the children the whole morning. They're really a nuisance. **(LOOK)**
8. We _____ this film before, so there's no need to watch it again. **(SEE)**
9. I _____ for you all morning. - Where _____?
(WAIT, YOU BE)
10. Mike _____ an airplane before, but I think he won't be able to manage such a large one. **(FLY)**
11. I _____ up my mind not to accept the job offer. **(MAKE)**
12. I _____ to India twice and each time it was a remarkable experience. **(BE)**
13. Jack _____ his driving test twice. He should be better prepared. **(FAIL)**
14. I _____ to a party since Christmas. I really think I should socialize more. **(NOT BE)**
15. People _____: all morning about slow internet services. **(COMPLAIN)**
16. My brother _____ for this company for the last forty years and _____ any trouble. **(WORK, NEVER CAUSE)**
17. Someone _____ my computer. The battery is dead. **(USE)**
18. Why _____ your monthly fee yet? You're always late. **(YOU NOT PAY)**
19. He _____ golf with us since he moved here. **(PLAY)**
20. My mother _____ the bus, so she won't be here on time. **(MISS)**
21. I _____ three letters so far this morning, and I'm tired already. **(TYPE)**
22. The baby _____. That's why her eyes are so red. **(CRY)**
23. I am really excited about going to the new restaurant because I _____ Indian food before. **(NEVER EAT)**
24. We _____ through the accounts since Monday, but we _____ any irregularities yet. **(LOOK, NOT FIND)**
25. My cousin _____ this house since the end of the war. **(OWN)**

KEY

1. I **have been working** on redecorating the house for the last few days and I'm still not finished. **(WORK)**
2. **She's forgotten** his phone number, so she can't call him. **(FORGET)**
3. It **has been raining** all day. It seems as if it will never stop. **(RAIN)**
4. I **have done** a lot of work this morning, and it's only nine. **(DO)**
5. She **has just finished** the tasks her teacher provided her with. **(JUST FINISH)**
6. We **have been studying** for our exams since October. I hope we're well prepared for them. **(STUDY)**
7. You look so tired. What's happened? – I **have been looking** after the children the whole morning. They're really a nuisance. **(LOOK)**
8. We **have seen** this film before, so there's no need to watch it again. **(SEE)**
9. I **have been waiting** for you all morning. - Where **have you been?** **(WAIT, YOU BE)**
10. Mike **has flown** an airplane before, but I think he won't be able to manage such a large one. **(FLY)**
11. I **have made** up my mind not to accept the job offer. **(MAKE)**
12. I **have been** to India twice and each time it was a remarkable experience. **(BE)**
13. Jack **has failed** his driving test twice. He should be better prepared. **(FAIL)**
14. I **haven't been** to a party since Christmas. I really think I should socialize more. **(NOT BE)**
15. People **have been complaining** all morning about slow internet services. **(COMPLAIN)**
16. My brother **has been working** for this company for the last forty years and **has never caused** any trouble. **(WORK, NEVER CAUSE)**
17. Someone **has been using** my computer. The battery is dead. **(USE)**
18. Why **haven't you paid** your monthly fee yet? You're always late. **(YOU NOT PAY)**
19. He **has been playing** golf with us since he moved here. **(PLAY)**
20. My mother **has missed** the bus, so she won't be here on time. **(MISS)**
21. I **have typed** three letters so far this morning, and I'm tired already. **(TYPE)**
22. The baby **has been crying**. That's why her eyes are so red. **(CRY)**
23. I am really excited about going to the new restaurant because I **have never eaten** Indian food before. **(NEVER EAT)**
24. We **have been looking** through the accounts since Monday, but we **haven't found** any irregularities yet. **(LOOK, NOT FIND)**
25. My cousin **has owned** this house since the end of the war. **(OWN)**

Fill in the correct form of the verb given: Present Tense Simple or Progressive

1. Dad _____ us to school every morning. **(DRIVE)**
2. Max _____ at an Internet café this summer. **(WORK)**
3. We _____ abroad this year because of the pandemic. **(NOT GO)**
4. It never _____ in the Atacama Desert in Chile. **(RAIN)**
5. Marty _____ to the fitness centre on Mondays. **(NOT USUALLY GO)**
6. What is that? - I _____ sounds that are not there. **(HEAR)**
7. We _____ of leaving Britain next year. We might go to America. **(THINK)**
8. I _____ my ex-husband next Monday. **(SEE)**
9. This box _____ a lot. What is in it? **(WEIGH)**
10. What _____ under the table? - Is there anything wrong? **(YOU DO)**
11. She never _____ to anyone about her problems. **(TALK)**
12. Mary _____ very sad. What's happened to her? **(LOOK)**
13. They _____ a few days in Stockholm next month. **(SPEND)**
14. You can't go in. They _____ a meeting. **(HAVE)**
15. I _____ I'll have a cup of coffee. I'm so tired. **(THINK)**
16. _____ fishing with me on Sunday? - I don't know. I'll think about it.
(YOU GO)
17. I _____ here as a waiter on weekends. **(WORK)**
18. Max _____ to be a nice student. Let's see how he _____ in class.
(APPEAR, HE DO)
19. I _____ what this letter means. It _____ no sense. **(NOT UNDERSTAND, MAKE)**
20. I _____ the dog for a walk because it's so sunny outside. **(TAKE)**
21. _____ at night? **(YOU EVER DREAM)**
22. I _____ on you to help me organise the meeting. **(COUNT)**
23. My sister _____ a video conference in her company next week. **(HOLD)**
24. Why _____ to what he has to say. **(YOU NOT EVER LISTEN)**
25. I _____ meat. I'm a vegetarian. **(NOT EAT)**

KEY

1. Dad **drives** us to school every morning. **(DRIVE)**
2. Max **is working** at an Internet café this summer. **(WORK)**
3. We **are not going** abroad this year because of the pandemic. **(NOT GO)**
4. It never **rains** in the Atacama Desert in Chile. **(RAIN)**
5. Marty **does not usually go** to the fitness centre on Mondays. **(NOT USUALLY GO)**
6. What is that? – I **am hearing** sounds that are not there. **(HEAR)**
7. We **are thinking** of leaving Britain next year. We might go to America. **(THINK)**
8. I **am seeing** my ex-husband next Monday. **(SEE)**
9. This box **weighs** a lot. What is in it? **(WEIGH)**
10. What **are you doing** under the table? – Is there anything wrong? **(YOU DO)**
11. She never **talks** to anyone about her problems. **(TALK)**
12. Mary **looks** very sad. What's happened to her? **(LOOK)**
13. They **are spending** a few days in Stockholm next month. **(SPEND)**
14. You can't go in. **They're having** a meeting. **(HAVE)**
15. I **think** I'll have a cup of coffee. I'm so tired. **(THINK)**
16. **Are you going** fishing with me on Sunday? – I don't know. I'll think about it. **(YOU GO)**
17. I **work** here as a waiter on weekends. **(WORK)**
18. Max **appears** to be a nice student. Let's see how he **does** in class. **(APPEAR, HE DO)**
19. I **don't understand** what this letter means. It **makes** no sense. **(NOT UNDERSTAND, MAKE)**
20. I **am taking** the dog for a walk because it 's so sunny outside. **(TAKE)**
21. **Do you ever dream** at night? **(YOU EVER DREAM)**
22. I **am counting** on you to help me organise the meeting. **(COUNT)**
23. My sister **is holding** a video conference in her company next week. **(HOLD)**
24. Why **don't you ever listen** to what he has to say. **(YOU NOT EVER LISTEN)**
25. I **don't eat** meat. I'm a vegetarian. **(NOT EAT)**

Fill in the correct form of the Future Tense. In some sentences several forms are possible.

1. They _____ driving to New York tomorrow evening. **(DRIVE)**
2. I offered him a job last week and I think he _____ it. **(TAKE)**
3. I hope the weather _____ nice when you get to Sardinia. **(BE)**
4. We _____ married on June 25th. **(GET)**
5. I suppose real estate prices _____ up again next year. **(GO)**
6. What _____ when you grow up? – I _____ a pilot. **(YOU DO, BE)**
7. I am _____ football this afternoon so I can't make it to the party. **(PLAY)**
8. Put your wallet away. I _____ for the tickets. **(PAY)**
9. I _____ John at the airport tomorrow at 5.30. **(MEET)**
10. Take the umbrella with you. I think it _____ in the afternoon. **(RAIN)**
11. I think I _____ a cup of tea after all. **(HAVE)**
12. Ask Mary. She _____ the answer **(PROBABLY KNOW)**
13. Which car _____ to buy? **(YOU PLAN)**
14. Jack missed the train. He _____ late again. **(BE)**
15. All our stores _____ next Monday at 10.00 a.m. **(OPEN)**
16. We _____ our holidays in France next year. **(SPEND)**
17. What do you want to eat? – I think I _____ a sandwich. **(HAVE)**
18. We have to go now. It _____ late. **(GET)**
19. I can't talk about it now, but I _____ you a mail next week. **(SEND)**
20. The Jacksons _____ a party tomorrow afternoon, but they haven't invited us. **(HAVE)**

KEY

1. They **are driving/are going to drive/will be** driving to New York tomorrow evening. **(DRIVE)**
2. I offered him a job last week and I think he **will take/is going to take** it. **(TAKE)**
3. I hope the weather **will be** nice when you get to Sardinia. **(BE)**
4. We **are getting** married on June 25th. **(GET)**
5. I suppose real estate prices **will go** up again next year. **(GO)**
6. What **are you going to do** when you grow up? – I **am going to be** a pilot. **(YOU DO, BE)**
7. I am **going to play/ am playing/will be playing** football this afternoon so I can't make it to the party. **(PLAY)**
8. Put your wallet away. I **will pay** for the tickets. **(PAY)**
9. I **am meeting/ am going to meet/ will be meeting** John at the airport tomorrow at 5.30. **(MEET)**
10. Take the umbrella with you. I think it **will rain/ is going to rain** in the afternoon. **(RAIN)**
11. I think I **will have** a cup of tea after all. **(HAVE)**
12. Ask Mary. She **will probably know** the answer **(PROBABLY KNOW)**
13. Which car **are you planning** to buy? **(YOU PLAN)**
14. Jack missed the train. He **is going to be** late again. **(BE)**
15. All our stores **are opening/will open** next Monday at 10.00 a.m. **(OPEN)**
16. We **are going to spend** our holidays in France next year. **(SPEND)**
17. What do you want to eat? – I think I **will have** a sandwich. **(HAVE)**
18. We have to go now. It **is getting** late. **(GET)**
19. I can't talk about it now, but I **will send** you a mail next week. **(SEND)**
20. The Jacksons **are having** a party tomorrow afternoon, but they haven't invited us. **(HAVE)**

Complete the narrative below using the correct tense.

Mary was one of 185 passengers on a British Airways flight to Warsaw. She _____ **(FEEL)** very excited when she _____ **(GET)** on the plane at Gatwick Airport. She _____ **(WAIT)** a long time for this day. She _____ **(FINALLY LEAVE)** England to start her new job in the eastern European capital.



Mary was an experienced traveller. When she was younger, she _____ **(FLY)** around a lot. In those days her father _____ **(BE)** a diplomat and every few years the whole family _____ **(HAVE TO)** move to a different country.

Not long after the plane _____ **(TAKE)** off the captain _____ **(TELL)** the passengers that they _____ **(HAVE)** to return to the airport. For the first time Mary _____ **(START)** to worry. A few minutes later she _____ **(SEE)** the lights of the airport and _____ **(WONDER)** why there were fire engines and ambulances standing nearby. At that time, she _____ **(NOT KNOW)** that the plane's front wheel _____ **(FALL)** off during take-off.

Suddenly, Mary _____ **(FEEL)** a strange bump and when the plane _____ **(COME)** to a stop some passengers _____ **(CRY)**. Fortunately, the pilot _____ **(MAKE)** a perfect landing and nobody _____ **(BE)** injured. Mary was a little shaken but she still _____ **(HOPE)** she would be able to catch the next flight to Warsaw.

KEY

Mary was one of 185 passengers on a British Airways flight to Warsaw. She **was feeling (FEEL)** very excited when she **got (GET)** on the plane at Gatwick Airport. She **had been waiting/ had waited (WAIT)** a long time for this day. She **would finally leave/finally left/was finally going to leave (FINALLY LEAVE)** England to start her new job in the eastern European capital.

Mary was an experienced traveller. When she was younger, she **flew (FLY)** around a lot. In those days her father **had been/ was (BE)** a diplomat and every few years the whole family **had to/ would have to (HAVE TO)** move to a different country.

Not long after the plane **had taken (TAKE)** off the captain **told (TELL)** the passengers that they **had / would have (HAVE)** to return to the airport. For the first time Mary **started/was starting (START)** to worry. A few minutes later she **saw (SEE)** the lights of the airport and **wondered/ was wondering (WONDER)** why there were fire engines and ambulances standing nearby. At that time, she **didn't know (NOT KNOW)** that the plane's front wheel **had fallen (FALL)** off during take-off.

Suddenly, Mary **felt (FEEL)** a strange bump and when the plane **came (COME)** to a stop some passengers **cried/were crying (CRY)**. Fortunately, the pilot **made / had made (MAKE)** a perfect landing and nobody **was/had been (BE)** injured. Mary was a little shaken but she still **hoped (HOPE)** she would be able to catch the next flight to Warsaw.

Complete the sentences with the correct form of the Present Perfect Tense !

1. I _____ a new pair of shoes **(JUST BUY)**.
2. _____ that book yet? **(YOU FINISH)**
3. They _____ cookies all afternoon, ever since they came home from school. **(EAT)**
4. I _____ this book now, so you can have it back. **(READ)**
5. The novelist _____ eight pages of his new book. **(ALREADY WRITE)**
6. Your exam paper is completely blank! What _____ in the past hour? **(YOU DO)**
7. There's nothing left to eat. My sister _____ everything I left in the kitchen. **(EAT)**
8. No wonder your eyes hurt. You _____ computer games ever since you had your breakfast. **(PLAY)**
9. I _____ you for ages ! You look fantastic! **(NOT SEE)**
10. Lukaku _____ another goal for Manchester United. **(JUST SCORE)**
11. They _____ for over an hour now. I wonder when they'll stop. **(DANCE)**
12. We _____ for you for ages. Where have you been? **(WAIT)**
13. I _____ my work, so I'm ready to go. **(FINISH)**
14. She _____ emails for over an hour. I wonder when she'll stop **(WRITE)**
15. We _____ ten museums since we arrived here in Rome. **(VISIT)**
16. I am very tired, because I _____ around the city all day long. **(TRAVEL)**
17. She _____ for a good job for over a week. Now she _____ one. **(LOOK , FINALLY FIND)**
18. Jane _____ English at university for over a decade. And she's still enjoying it. **(TEACH)**

KEY

1. I **have just bought** a new pair of shoes **(JUST BUY)**.
2. **Have you finished** that book yet? **(YOU FINISH)**
3. They **have been eating** cookies all afternoon, ever since they came home from school. **(EAT)**
4. I **have read** this book now, so you can have it back. **(READ)**
5. The novelist **has already written** eight pages of his new book. **(ALREADY WRITE)**
6. Your exam paper is completely blank! What **have you been doing** in the past hour ? **(YOU DO)**
7. There's nothing left to eat. My sister **has eaten** everything I left in the kitchen. **(EAT)**
8. No wonder your eyes hurt. You **have been playing** computer games ever since you had your breakfast. **(PLAY)**
9. I **haven't seen** you for ages ! You look fantastic! **(NOT SEE)**
10. Lukaku **has just scored** another goal for Manchester United. **(JUST SCORE)**
11. They **have been dancing** for over an hour now. I wonder when they'll stop. **(DANCE)**
12. We **have been waiting** for you for ages. Where have you been? **(WAIT)**
13. I **have finished** my work, so I'm ready to go. **(FINISH)**
14. She **has been writing** emails for over an hour. I wonder when she'll stop **(WRITE)**
15. We **have visited** ten museums since we arrived here in Rome. **(VISIT)**
16. I am very tired, because I **have been travelling** around the city all day long. **(TRAVEL)**
17. She **has been looking** for a good job for over a week. Now she **has finally found** one. **(LOOK , FINALLY FIND)**
18. Jane **has been teaching** English at university for over a decade. And she's still enjoying it. **(TEACH)**

Complete the sentences with the correct form of the Present Tense.

1. Jeremy usually _____ to school by bus but today his dad _____ him.
(GO, DRIVE)
2. How often _____ to the park for a picnic? **(YOU GO)**
3. Northern California _____ a lot of rain during the wintertime but this winter it _____ at all. **(GET, NOT RAIN)**
4. My sister often _____ in bed but today she is so tired that she _____ anything at all. **(READ, NOT READ)**
5. Look to your right! Mary _____ her little sister to school. How sweet!
(BRING)
6. Mom can't help you right now because she _____ dinner. **(PREPARE)**
7. The neighbours' boys always _____ to school late. **(COME)**
8. My parents never _____ cigarettes in front of us. **(SMOKE)**
9. I can't understand him because I _____ any French. **(NOT KNOW)**
10. Mary _____ eating sweets. Every morning she _____ coffee with lots of sweets. **(LIKE, HAVE)**
11. What _____? – I think they _____ to be fed by the tourists.
(THE DUCKS DO, WAIT)
12. It _____ very hard at the moment. **(RAIN)**
13. They normally _____ TV on Sundays but today they _____ a nap. **(WATCH, TAKE)**
14. Dad _____ TV when he _____ home from the office. **(NOT USUALLY WATCH, COME)**
15. Every Monday my dad _____ to work by train because my mom _____ the car. **(GO, NEED)**
16. Our teacher often _____ at us when she's in a bad mood. **(SHOUT)**
17. I _____ for a new car which I want to buy as soon as possible. **(SAVE)**
18. What _____ right now? – He _____ in the river. **(TOM DO, SWIM)**

KEY

1. Jeremy usually **goes** to school by bus but today his dad **is driving** him. (**GO, DRIVE**)
2. How often **do you go** to the park for a picnic? (**YOU GO**)
3. Northern California **gets** a lot of rain during the wintertime but this winter it **isn't raining** at all. (**GET, NOT RAIN**)
4. My sister often **reads** in bed but today she is so tired that she **isn't reading** anything at all. (**READ, NOT READ**)
5. Look to your right! Mary **is bringing** her little sister to school. How sweet! (**BRING**)
6. Mom can't help you right now because she **is preparing** dinner. (**PREPARE**)
7. The neighbours' boys always **come** to school late. (**COME**)
8. My parents never **smoke** cigarettes in front of us. (**SMOKE**)
9. I can't understand him because I **don't know** any French. (**NOT KNOW**)
10. Mary **likes** eating sweets. Every morning she **has** coffee with lots of sweets. (**LIKE, HAVE**)
11. What **are the ducks doing**? – I think they **are waiting** to be fed by the tourists. (**THE DUCKS DO, WAIT**)
12. It **is raining** very hard at the moment. (**RAIN**)
13. They normally **watch** TV on Sundays but today they **are taking** a nap. (**WATCH, TAKE**)
14. Dad **doesn't usually watch** TV when he **comes** home from the office. (**NOT USUALLY WATCH, COME**)
15. Every Monday my dad **goes** to work by train because my mom **needs** the car. (**GO, NEED**)
16. Our teacher often **shouts** at us when she's in a bad mood. (**SHOUT**)
17. I **am saving** for a new car which I want to buy as soon as possible. (**SAVE**)
18. What **is Tom doing** right now? – He **is swimming** in the river. (**TOM DO, SWIM**)

Complete the sentences with the correct form of the Past Tense. Use simple and progressive forms in each of the sentences.

1. Angela _____ herself while she _____ up a tree. **(HURT, CLIMB)**
2. The police car _____ the robbers when they _____ a lamppost.
(CHASE, HIT)
3. I _____ when there _____ a knock at the door. **(STUDY, BE)**
4. My brother _____ on the ice while he _____. **(FALL, SKATE)**
5. Margie _____ dinner when the fire alarm _____. **(HAVE, RING)**
6. Mom _____ herself while she _____ onions. **(INJURE, CUT)**
7. Dad _____ the car when a storm suddenly _____ up. **(REPAIR, COME)**
8. Mona _____ asleep while she _____ a book. **(FALL, READ)**
9. I _____ an old friend while I _____ home from the shop.
(MEET, WALK)
10. She _____ at the ceiling when the door _____. **(STARE, OPEN)**
11. I _____ myself while I _____ milk on the stove. **(BURN, PUT)**
12. While the children _____ the weather _____ to clear up.
(REST, START)
13. When I _____ at the station a car _____ to take me home.
(ARRIVE, WAIT)
14. I _____ my cousin while I _____ in Paris. **(VISIT, STAY)**
15. While the pilot _____ to stabilize the plane the master alarm
_____ off. **(TRY, GO)**
16. I _____ an ambulance while I _____ out of the window. **(SEE, LOOK)**
17. The children _____ a movie when their aunt _____. **(WATCH, ARRIVE)**
18. We _____ about our jobs when the phone _____. **(TALK, RING)**

KEY

1. Angela **hurt** herself while she **was climbing** up a tree. (HURT, CLIMB)
2. The police car **was chasing** the robbers when they **hit** a lamppost. (CHASE, HIT)
3. I **was studying** when there **was** a knock at the door. (STUDY, BE)
4. My brother **fell** on the ice while he **was skating**. (FALL, SKATE)
5. Margie **was having** dinner when the fire alarm **rang**. (HAVE, RING)
6. Mom **injured** herself while she **was cutting** onions. (INJURE, CUT)
7. Dad **was repairing** the car when a storm suddenly **came** up. (REPAIR, COME)
8. Mona **fell** asleep while she **was reading** a book. (FALL, READ)
9. I **met** an old friend while I **was walking** home from the shop. (MEET, WALK)
10. She **was staring** at the ceiling when the door **opened**. (STARE, OPEN)
11. I **burned** myself while I **was putting** milk on the stove. (BURN, PUT)
12. While the children **were resting** the weather **started/ was starting** to clear up. (REST, START)
13. When I **arrived** at the station a car **was waiting** to take me home. (ARRIVE, WAIT)
14. I **visited** my cousin while I **was staying** in Paris. (VISIT, STAY)
15. While the pilot **was trying** to stabilize the plane the master alarm **went** off. (TRY, GO)
16. I **saw** an ambulance while I **was looking** out of the window. (SEE, LOOK)
17. The children **were watching** a movie when their aunt **arrived**. (WATCH, ARRIVE)
18. We **were talking** about our jobs when the phone **rang**. (TALK, RING)

Complete the sentences with the correct form of the tense in brackets. Use past simple or present perfect (simple and progressive).

1. What _____ since you came to this school? I hope you _____ many friends in the past year. **(YOU LEARN, MAKE)**
2. She _____ tired when she _____ home last night, so she _____ straight to bed. **(BE, GET, GO)**
3. I _____ her husband. I don't even know what he looks like. **(NEVER MEET)**
4. It _____ the whole week. I wonder when it's going to stop. **(SNOW)**
5. Who _____ *The Taming of the Shrew*? – I think it was Henry James. **(WRITE)**
6. The weather _____ great when we _____ in Sicily last August. **(BE, BE)**
7. I _____ to study for the past hour, but I simply can't concentrate. **(TRY)**
8. World War I _____ in 1914 and _____ four years later. **(START, END)**
9. I _____ lunch, but I _____ coffee yet. **(JUST HAVE, NOT HAVE).**
10. I _____ a nice girl recently. – How long _____ on? – Oh, for about a month. **(SEE, IT GO)**
11. Last night I _____ some spare time, so I _____ to the cinema to see the latest Bond movie. **(HAVE, GO)**
12. I _____ my room recently. That's why it looks so nice and fresh. **(PAINT)**
13. How many matches _____ so far this season? Well, I _____ almost all games last season, but I _____ any this year. **(YOU WIN, WIN, NOT WIN)**
14. Mom _____ thank you notes the whole morning. She _____ about 20 so far. **(WRITE, ALREADY WRITE)**
15. Dad _____ as a consultant for over 20 years. Then he _____. **(WORK, RETIRE)**
16. _____ Max at the staff meeting last Tuesday? No, I _____ him for ages. **(YOU SEE, NOT SEE)**

KEY

1. What **have you learned** since you came to this school? I hope you **have made** many friends in the past year. **(YOU LEARN, MAKE)**
2. She **was** tired when she **got** home last night, so she **went** straight to bed. **(BE, GET, GO)**
3. I **have never met** her husband. I don't even know what he looks like. **(NEVER MEET)**
4. It **has been snowing** the whole week. I wonder when it's going to stop. **(SNOW)**
5. Who **wrote** *The Taming of the Shrew*? – I think it was Henry James. **(WRITE)**
6. The weather **was** great when we **were** in Sicily last August. **(BE, BE)**
7. I **have been trying** to study for the past hour but I simply can't concentrate. **(TRY)**
8. World War I **started** in 1914 and **ended** four years later. **(START, END)**
9. I **have just had** lunch, but I **haven't had** coffee yet. **(JUST HAVE, NOT HAVE).**
10. I **have been seeing** a nice girl recently. – How long **has it been going** on? – Oh, for about a month. **(SEE, IT GO)**
11. Last night I **had** some spare time, so I **went** to the cinema to see the latest Bond movie. **(HAVE, GO)**
12. I **have painted** my room recently. That's why it looks so nice and fresh. **(PAINT)**
13. How many matches **have you won** so far this season? Well, I **won** almost all games last season, but I **haven't won** any this year. **(YOU WIN, WIN, NOT WIN)**
14. Mom **has been writing** thank you notes the whole morning. She **has already written** about 20 so far. **(WRITE, ALREADY WRITE)**
15. Dad **worked** as a consultant for over 20 years. Then he **retired**. **(WORK, RETIRE)**
16. **Did you see** Max at the staff meeting last Tuesday? No, I **haven't seen** him for ages. **(YOU SEE, NOT SEE)**

Complete the sentences with the correct form of the present perfect tense.

1. The post office is not far from here. I _____ there many times before. **(BE)**
2. You can go home now. You _____ emails for over three hours. You must be very tired. **(WRITE)**
3. I _____ him at least four times but he _____ the phone. **(CALL, NOT ANSWER)**
4. Bobby is so dirty because he _____ outside the whole afternoon. **(PLAY)**
5. The president _____ for his speech the whole morning. He still isn't finished. **(PREPARE)**
6. We _____ for over an hour now and _____ at the village yet. **(WALK, NOT ARRIVE)**
7. She _____ for a good job for over a month, but now she finally _____ one. **(LOOK, FIND)**
8. The phone _____ for half a minute. Why doesn't someone answer it. **(RING)**
9. The maid _____ windows the whole morning. So far, she _____ the ones on the ground floor. **(CLEAN, CLEAN)**
10. Is Jack at home? No, He _____ out. **(JUST GO)**
11. Dr Jacobs _____ at this university for almost twenty years, but he _____ such brilliant students. **(TEACH, NEVER HAVE)**
12. It _____ for over an hour. Some students are excited because they _____ snow before. **(SNOW, NEVER SEE)**
13. There's no more beer in the fridge. You _____ all of it. **(DRINK)**
14. Look at you! You must have gained over 10 pounds because you _____ too much. **(EAT)**
15. My sister _____ to me for three days. **(NOT SPEAK)**
16. George entered politics over a decade ago and _____ a major party speaker for over three years. **(BE)**

KEY

1. The post office is not far from here. **I've been** there many times before. **(BE)**
2. You can go home now. You **have been writing** emails for over three hours. You must be very tired. **(WRITE)**
3. I **have called** him at least four times but he **hasn't answered** the phone. **(CALL, NOT ANSWER)**
4. Bobby is so dirty because he **has been playing** outside the whole afternoon. **(PLAY)**
5. The president **has been preparing** for his speech the whole morning. He still isn't finished. **(PREPARE)**
6. We **have been walking** for over an hour now and **haven't arrived** at the village yet. **(WALK, NOT ARRIVE)**
7. She **has been looking** for a good job for over a month, but now she finally **has found** one. **(LOOK, FIND)**
8. The phone **has been ringing** for half a minute. Why doesn't someone answer it. **(RING)**
9. The maid **has been cleaning windows** the whole morning. So far, she **has cleaned** the ones on the ground floor. **(CLEAN, CLEAN)**
10. Is Jack at home? No, He has **just gone out**. **(JUST GO)**
11. Dr Jacobs **has been teaching** at this university for almost twenty years, but he **has never had** such brilliant students. **(TEACH, NEVER HAVE)**
12. It **has been snowing** for over an hour. Some students are excited because **they have never seen** snow before. **(SNOW, NEVER SEE)**
13. There's no more beer in the fridge. You **have drunken** all of it. **(DRINK)**
14. Look at you! You must have gained over 10 pounds because you **have been eating** too much. **(EAT)**
15. My sister **hasn't spoken** to me for three days. **(NOT SPEAK)**
16. George entered politics over a decade ago and **has been** a major party speaker for over three years. **(BE)**

Fill in the correct form of the verb given.

1. After Howard _____ his studies he intends to work in his father's company. **(FINISH)**
2. I _____ the instructions on the test sheet when the headmaster came in and wished all of us good luck. **(READ)**
3. By the time I finish my thesis I _____ on it for over three years. **(WORK)**
4. Ancient Greek athletes received a wreath of olives after they _____ a race. **(WIN)**
5. The last time I went to the library I _____ three books on painting. **(BORROW)**
6. I _____ when I looked down and saw a snake at my feet. **(SCREAM)**
7. By the time I get to bed I _____ for 8 hours. **(WORK)**
8. Jane _____ yet. I _____ since noon, but there's no sign of her. **(NOT ARRIVE, WAIT)**
9. Yesterday, while I _____ in class, I had nosebleed. The boy who _____ next to me gave me a paper handkerchief. **(SIT, SIT)**
10. All the passengers _____ their seat belts by the time the pilot made his announcement. **(FASTEN)**
11. I'll return his wallet the next time I _____ him. **(SEE)**
12. A small stone struck the windshield while we _____ down the gravel road. **(DRIVE)**
13. My grandfather _____ in an airplane before and he doesn't plan to do so. **(NEVER FLY)**
14. At the moment we _____ a long spell of rain. It _____ constantly for the last three days. **(HAVE, RAIN)**
15. When I got to the party last night, the other guests _____. **(ALREADY ARRIVE)**
16. We _____ to go on vacation next week. First, we _____ to New York for a few days, then we _____ at the Super Bowl finals in Washington. **(PLAN, GO, BE)**

KEY

1. After Howard **finishes** his studies he intends to work in his father's company. **(FINISH)**
2. I **was reading** the instructions on the test sheet when the headmaster came in and wished all of us good luck. **(READ)**
3. By the time I finish my thesis I **will have worked/will have been working** on it for over three years. **(WORK)**
4. Ancient Greek athletes received a wreath of olives after they **had won** a race. **(WIN)**
5. The last time I went to the library I **borrowed** three books on painting. **(BORROW)**
6. I **screamed** when I looked down and saw a snake at my feet. **(SCREAM)**
7. By the time I get to bed I **will have worked** for 8 hours. **(WORK)**
8. Jane **hasn't arrived** yet. I **have been waiting** since noon, but there's no sign of her. **(NOT ARRIVE, WAIT)**
9. Yesterday, while I **was sitting** in class, I had nosebleed. The boy who **was sitting** next to me gave me a paper handkerchief. **(SIT, SIT)**
10. All the passengers **had fastened** their seat belts by the time the pilot made his announcement. **(FASTEN)**
11. I'll return his wallet the next time I **see** him. **(SEE)**
12. A small stone struck the windshield while we **were driving** down the gravel road. **(DRIVE)**
13. My grandfather **has never flown** in an airplane before and he doesn't plan to do so. **(NEVER FLY)**
14. At the moment we **are having** a long spell of rain. It **has been raining** constantly for the last three days. **(HAVE, RAIN)**
15. When I got to the party last night, the other guests **had already arrived**. **(ALREADY ARRIVE)**
16. We **plan/are planning** to go on vacation next week. First, we **are going/ are going to go** to New York for a few days, then **we'll be/we're going to be** at the Super Bowl finals in Washington. **(PLAN, GO, BE)**

Fill in the correct form of the verb given.

1. Mario can't answer the door because he _____ his hair **(WASH)**.
2. I _____ to the park yesterday, but I _____ there today. **(GO, NOT BE)**
3. He _____ when we arrived at 8. **(ALREADY SHOWER)**
4. I _____ anyone interesting since I moved into this apartment. **(NOT MEET)**
5. I _____ on this island for two years now. **(LIVE)**
6. Peter _____ the gym when I got there **(ALREADY LEAVE)**.
7. Paul usually _____ his meals in the firm's canteen but today he _____ out with his sister. **(HAVE, GO)**
8. Jeff is a basketball player, but he _____ right now because it's off-season. **(NOT PLAY)**
9. The weather was perfect for our picnic yesterday. The sun _____ and the birds _____. **(SHINE, SING)**
10. Yesterday, I _____ into an old high school friend whom I _____ for ages. **(RUN, NOT SEE)**
11. My dad _____ to many conferences since the end of the month. **(BE)**
12. While dad _____ him good night stories, he _____ asleep and _____ up until three hours later. **(TELL, FALL, NOT WAKE)**
13. I _____ such a violent storm in my whole life **(NEVER SEE)**
14. The new shop around the corner _____ next Wednesday **(OPEN)**.
15. When David _____ on the couch, he suddenly _____ an explosion outside. **(SLEEP, HEAR)**
16. I _____ a few days off next week. I think I _____ a few days in Berlin. **(TAKE, SPEND)**
17. The city council _____ a new shopping centre in town next year. **(BUILD)**
18. I _____ in Cyprus at the moment. I _____ a great time. The weather _____ great and the food _____ delicious here. **(BE, HAVE, BE, BE)**
19. Ben is a very quick writer. He _____ his third book. **(JUST FINISH)**
20. The last time I _____ to Brighton was in August. **(GO)**

KEY

1. Mario can't answer the door because he **is washing** his hair **(WASH)**.
2. I **went** to the park yesterday, but I **haven't been** there today. **(GO, NOT BE)**
3. He **had already showered** when we arrived at 8. **(ALREADY SHOWER)**
4. I **haven't met** anyone interesting since I moved into this apartment. **(NOT MEET)**
5. I **have been living** on this island for two years now. **(LIVE)**
6. Peter **had already left** the gym when I got there **(ALREADY LEAVE)**.
7. Paul usually **has** his meals in the firm's canteen but today **he is going/has gone** out with his sister. **(HAVE, GO)**
8. Jeff is a basketball player, but he **isn't playing** right now because it's off-season. **(NOT PLAY)**
9. The weather was perfect for our picnic yesterday. The sun **was shining** and the birds **were singing** . **(SHINE, SING)**
10. Yesterday, I **ran** into an old high school friend whom I **hadn't seen** for ages. **(RUN, NOT SEE)**
11. My dad **has been** to many conferences since the end of the month. **(BE)**
12. While dad **was telling** him good night stories, he **fell** asleep and **didn't wake** up until three hours later. **(TELL, FALL, NOT WAKE)**
13. I **have never seen** such a violent storm in my whole life **(NEVER SEE)**
14. The new shop around the corner **is opening/ is going to open/ opens** next Wednesday **(OPEN)**.
15. When David **was sleeping** on the couch, he suddenly **heard** an explosion outside. **(SLEEP, HEAR)**
16. I **am taking** a few days off next week. I think **I will spend** a few days in Berlin. **(TAKE, SPEND)**
17. The city council **is building/ is going to build / will build** a new shopping centre in town next year. **(BUILD)**
18. I **am** in Cyprus at the moment. I **am having** a great time. The weather **is** great and the food **is** delicious here. **(BE, HAVE, BE, BE)**
19. Ben is a very quick writer. He **has just finished** his third book. **(JUST FINISH)**
20. The last time I **went** to Brighton was in August. **(GO)**

Fill in the correct form of the past tense: simple or progressive.

1. Mrs Smith _____ past the house in Sunset Street when she _____ fire on the ground floor. **(DRIVE, SEE)**
2. While he _____ off the coast the pilot _____ sharks approaching the swimmers. **(FLY, SEE)**
3. Alice _____ herself while she _____ football. **(HURT, PLAY)**
4. She _____ while she _____ after the bus. **(FALL, RUN)**
5. I _____ my wallet while I _____ my bike. **(LOSE, RIDE)**
6. We _____ dinner when the lights _____ out. **(HAVE, GO)**
7. She _____ of something else while you _____ to her. **(THINK, TALK)**
8. The fireman _____ the fire on the balcony below when he suddenly _____ someone shouting. **(FIGHT, HEAR)**
9. I _____ her while I _____ out of the window. **(SEE, LOOK)**
10. While the teacher _____ instructions, the students _____ at a spider climbing up the wall. **(GIVE, LOOK)**
11. Sally _____ dinner last night when someone _____ at the door. **(HAVE, KNOCK)**
12. I _____ to study at seven last night. Fred _____ at 7.30. So I _____ when Fred _____ **(BEGIN, COME, STUDY, ARRIVE).**
13. My roommate's parents _____ him last night while _____ watching TV. **(CALL, WATCH)**
14. When my husband _____ home, I _____ the laundry. **(COME, DO)**
15. While they _____ home it _____ to rain, so they _____ at a small cafe and _____ a cup of coffee. **(WALK, BEGIN, STOP, HAVE)**
16. When I _____ home at around 2 o'clock, Mum _____ in her garden. She _____ some flowers and dad _____ the oil of the car in the garage. **(GET, BE, PLANT, CHANGE)**

KEY

1. Mrs Smith **was driving** past the house in Sunset Street when she saw fire on the ground floor. **(DRIVE, SEE)**
2. While he **was flying** off the coast the pilot **saw** sharks approaching the swimmers. **(FLY, SEE)**
3. Alice **hurt** herself while she **was playing** football. **(HURT, PLAY)**
4. She **fell** while she **was running** after the bus. **(FALL, RUN)**
5. I **lost** my wallet while I **was riding** my bike. **(LOSE, RIDE)**
6. We **were having** dinner when the lights **went** out. **(HAVE, GO)**
7. She **was thinking** of something else while you **were talking** to her. **(THINK, TALK)**
8. The fireman **was fighting** the fire on the balcony below when he suddenly **heard** someone shouting. **(FIGHT, HEAR)**
9. I **saw** her while I **was looking** out of the window. **(SEE, LOOK)**
10. While the teacher **was giving** instructions, the students **were looking** at a spider climbing up the wall. **(GIVE, LOOK)**
11. Sally **was having** dinner last night when someone **knocked** at the door. **(HAVE, KNOCK)**
12. I **began** to study at seven last night. Fred **came** at 7.30. So I **was studying** when Fred **arrived** **(BEGIN, COME, STUDY, ARRIVE)**.
13. My roommate's parents **called** him last night while we **were watching** TV. **(CALL, WATCH)**
14. When my husband **came** home, I **was doing** the laundry. **(COME, DO)**
15. While they **were walking** home it **began** to rain, so they **stopped** at a small cafe and **had** a cup of coffee. **(WALK, BEGIN, STOP, HAVE)**
16. When I **got** home at around 2 o'clock, Mum **was** in her garden. She **was planting** some flowers and dad **was changing** the oil of the car in the garage. **(GET, BE, PLANT, CHANGE)**

Put each verb into their correct past form.

Last summer I _____ (**CYCLE**) in the rain along a country road in France with my best friend Tom. We _____ (**DECIDE**) to go on a cycling holiday in northern France. Neither of us _____ (**BE**) to France before, but we _____ (**LEARN**) a little bit of French at school and we _____ (**MANAGE**) to brush up on the basics.



Now we _____ (**WONDER**) if we _____ (**MAKE**) the right decision. We _____ (**PLAN**) our route carefully for months, but we _____ (**FORGET**) one important factor: the weather. It _____ (**RAIN**) heavily since our arrival and that night we _____ (**END UP**) sleeping in the waiting room at a railway station.

When we _____ (**RIDE**) down a steep hill the next morning my bike _____ (**SKID**) on the wet road and I _____ (**FALL**) off. I _____ (**REALISE**) immediately that I _____ (**BREAK**) my left arm and after a visit to the hospital I _____ (**CATCH**) the next train to Calais for the ferry home.

Unfortunately, my parents _____ (**NOT EXPECT**) me home for a fortnight, and _____ (**GO**) away on holiday. So, I _____ (**SPEND**) a miserable couple of weeks alone, reading books about cycling in bad weather.

KEY

Last summer I **was cycling (CYCLE)** in the rain along a country road in France with my best friend Tom. We **decided (DECIDE)** to go on a cycling holiday in northern France. Neither of us **had been (BE)** to France before, but we **learned (LEARN)** a little bit of French at school and we **managed (MANAGE)** to brush up on the basics.

Now we **were wondering (WONDER)** if we **had made (MAKE)** the right decision. We **planned / had planned/had been planning (PLAN)** our route carefully for months, but we **forgot (FORGET)** one important factor: the weather. It **had been raining (RAIN)** heavily since our arrival and that night we **ended up (END UP)** sleeping in the waiting room at a railway station.

When we **were riding (RIDE)** down a steep hill the next morning my bike **skidded (SKID)** on the wet road and I **fell (FALL)** off. I **realised (REALISE)** immediately that I **had broken (BREAK)** my left arm and after a visit to the hospital I **caught (CATCH)** the next train to Calais for the ferry home.

Unfortunately, my parents **had not expected/had not been expecting/ were not expecting (NOT EXPECT)** me home for a fortnight, and **had gone (GO)** away on holiday. So I **spent (SPEND)** a miserable couple of weeks alone, reading books about cycling in bad weather.

Fill in the correct form of the verb given.

1. After Maria _____ her studies, she plans to work in her father's firm **(FINISH)**.
2. By the time I go to bed I _____ the work for the day. **(COMPLETE)**
3. When Jane saw the snake at her feet she _____. **(SCREAM)**
4. I _____ to the library four times this month, but I _____ a single book. **(BE, NOT BORROW)**
5. While I _____ in class yesterday I got the hiccups. **(SIT)**
6. Before I started the car, all passengers _____ their seatbelts. **(FASTEN)**
7. After they _____ the race they started to celebrate. **(WIN)**
8. A small stone struck the window while we _____ down the road. **(DRIVE)**
9. I _____ all the questions since the officers started their interrogation. **(ANSWER)**
10. My grandfather _____ in such an airplane before. **(NEVER FLY)**
11. Jane isn't here yet. I _____ for her since noon but she _____. **(WAIT, NOT COME)**
12. At the moment we _____ an extreme heat wave. The temperatures _____ up for over a week. **(HAVE, GO)**
13. At 3 o'clock yesterday, Jessica _____ in bed. She _____ a book when suddenly the wind _____ to blow. **(LIE, READ, BEGIN)**
14. The weather _____ terrible lately. **(BE)**
15. Next week there _____ a full moon. **(BE)**
16. The phone _____ constantly since Jack announced that he was running for mayor. **(RING)**
17. On July 20th 1969 Neil Armstrong _____ his foot on the moon. Nobody _____ that before. **(SET, EVER DO)**
18. My high school _____ the championship before. It's about time they did. **(NEVER WIN)**
19. May I speak to the doctor? - I'm sorry. He _____ a patient at the moment. **(SEE)**
20. Normally people _____ around about 20 to 30 times every night. **(TURN)**

KEY

1. After Maria **finishes** her studies, she plans to work in her father's firm (**FINISH**).
2. By the time I go to bed I **will have completed** the work for the day. (**COMPLETE**)
3. When Jane saw the snake at her feet she **screamed** . (**SCREAM**)
4. I **have been** to the library four times this month, but I **haven't borrowed** a single book. (**BE, NOT BORROW**)
5. While I **was sitting** in class yesterday I got the hiccups. (**SIT**)
6. Before I started the car all passengers **had fastened** their seatbelts. (**FASTEN**)
7. After they **had won** the race they started to celebrate. (**WIN**)
8. A small stone struck the window while we **were driving** down the road. (**DRIVE**)
9. I **have answered** all the questions since the officers started their interrogation. (**ANSWER**)
10. My grandfather **has never flown** in such an airplane before. (**NEVER FLY**)
11. Jane isn't here yet. I **have been waiting** for her since noon but she **hasn't come** . (**WAIT, NOT COME**)
12. At the moment we **are having** an extreme heat wave. The temperatures **have been going** up for over a week. (**HAVE, GO**)
13. At 3 o'clock yesterday, Jessica **was lying** in bed. She **was reading** a book when suddenly the wind **began** to blow. (**LIE, READ, BEGIN**)
14. The weather **has been** terrible lately. (**BE**)
15. Next week there **will be** a full moon. (**BE**)
16. The phone **has been ringing** constantly since Jack announced that he was running for mayor. (**RING**)
17. On July 20th 1969 Neil Armstrong set his foot on the moon . Nobody **had ever done** that before. (**SET, EVER DO**)
18. My high school **has never won** the championship before. It's about time they did. (**NEVER WIN**)
19. May I speak to the doctor? - I'm sorry. He **is seeing** a patient at the moment. (**SEE**)
20. Normally people **turn** around about 20 to 30 times every night. (**TURN**)

Write sentences, using the tense given. Add any words you need.

1. We – have – accident (**past perfect simple**)

2. My parents – wait – for me – over an hour (**present perfect progressive**)

3. When – we – get – married? (**present progressive**)

4. What – you – think? (**present simple**)

5. I – take – children – zoo (**conditional 1**)

6. Next week – I – climb – mountains – Switzerland (**future progressive**)

7. Howard – not able to – play hockey – after the accident (**past simple**)

8. The children – run – down – street (**past progressive**)

9. They – can – not see – far – because – fog (**past simple**)

10. I – read – a book (**present perfect progressive**)

11. Joseph – not be – to a party – Easter (**present perfect simple**)

12. My sister – go -dentist – next Monday (**present progressive**)

13. She – ever be – cruise ship? (**present perfect simple**)

14. My friend and I – learn – whole night (**past perfect progressive**)

15. When – you – be – at home? (**future simple**)

16. The building – catch – fire (**conditional 2**)

17. Dad – not feel well – yesterday (**past progressive**)

18. My team – not win – a competition – for five years (**present perfect simple**)

KEY

1. We – have – accident (**past perfect simple**)
We had had an accident.
2. My parents – wait – for me – over an hour (**present perfect progressive**)
My parents have been waiting for me for over an hour.
3. When – we – get – married? (**present progressive**)
When are we getting married?
4. What – you – think? (**present simple**)
What do you think?
5. I – take – children – zoo (**conditional 1**)
I would take the children to the zoo.
6. Next week – I – climb – mountains – Switzerland (**future progressive**)
Next week I will be climbing mountains in Switzerland.
7. Howard – not able to – play hockey – after the accident (**past simple**)
Howard was not able to play hockey after the accident.
8. The children – run – down – street (**past progressive**)
The children were running down the street.
9. They – can – not see – far – because – fog (**past simple**)
They could not see far because of the fog.
10. I – read – a book (**present perfect progressive**)
I have been reading a book.
11. Joseph – not be – to a party – Easter (**present perfect simple**)
Joseph has not been to a party since Easter.
12. My sister – go -dentist – next Monday (**present progressive**)
My sister is going to the dentist next Monday.
13. She – ever be – cruise ship? (**present perfect simple**)
Has she ever been on a cruise ship?
14. My friend and I – learn – whole night (**past perfect progressive**)
My friend and I had been learning the whole night.
15. When – you – be – at home? (**future simple**)
When will you be at home.
16. The building – catch – fire (**conditional 2**)
The building would have caught fire.
17. Dad – not feel well – yesterday (**past progressive**)
Dad wasn't feeling well yesterday.
18. My team – not win – a competition – for five years (**present perfect simple**)
My team haven't won a competition for five years.

Fill in the correct form of the verb in brackets: Past or Past Perfect Tense /Simple or Progressive)

1. My friend Tim _____ well yesterday because he _____ too many sweets. **(NOT FEEL / EAT)**
2. After she _____, she _____ much better. **(REST, FEEL)**
3. She _____ him for a year before they finally _____ on holidays together. **(KNOW, GO)**
4. I asked him what _____ because I _____ noise the whole morning. **(HAPPEN, HEAR)**
5. The next morning, I realised that someone _____ my new bike. **(STEAL)**
6. I _____ to the meeting last Monday because nobody _____ me. **(NOT GO, INVITE)**
7. Dan was so excited because he _____ €1,000 in the lottery. **(JUST WIN)**
8. After she _____ her first major tournament, she _____ from a series of injuries. **(WIN, SUFFER)**
9. Our manager told us that the company _____ bankrupt. **(GO)**
10. I _____ to pass the test because I _____ hard for a whole week. **(MANAGE, STUDY)**
11. When we finally _____ at the stadium the match _____ on for half an hour. **(ARRIVE, GO)**
12. Before we _____ for Spain, I _____ to teach her some Spanish. **(LEAVE, OFFER)**
13. We _____ for 10 minutes when we finally _____ the train station. **(WALK, SEE)**
14. The suspect _____ the house when the police _____. **(JUST LEAVE, ARRIVE)**
15. Sampson _____ his report by the time father _____ home **(FINISH, COME)**
16. She wasn't hungry because she _____ lunch. **(JUST HAVE)**
17. We _____ for a while before we _____ some fish. **(FISH, CATCH)**
18. I told the police that I _____ the man in the photo before. **(NOT SEE)**

KEY

1. My friend Tim **didn't feel** well yesterday because he **had eaten** too many sweets. **(NOT FEEL / EAT)**
2. After she **had rested**, she **felt** much better. **(REST, FEEL)**
3. She **had known** him for a year before they finally **went** on holidays together. **(KNOW, GO)**
4. I asked him what **had happened** because I **had been hearing** noise the whole morning. **(HAPPEN, HEAR)**
5. The next morning, I realised that someone **had stolen** my new bike. **(STEAL)**
6. I **didn't go** to the meeting last Monday because nobody **had invited** me. **(NOT GO, INVITE)**
7. Dan was so excited because he **had just won** €1,000 in the lottery. **(JUST WIN)**
8. After she **had won** her first major tournament, she **suffered** from a series of injuries. **(WIN, SUFFER)**
9. Our manager told us that the company **had gone** bankrupt. **(GO)**
10. I **managed** to pass the test because I **had been studying** hard for a whole week. **(MANAGE, STUDY)**
11. When we finally **arrived** at the stadium the match **had been going** on for half an hour. **(ARRIVE, GO)**
12. Before we **left** for Spain, I **had offered** to teach her some Spanish. **(LEAVE, OFFER)**
13. We **had been walking** for 10 minutes when we finally **saw** the train station. **(WALK, SEE)**
14. The suspect **had just left** the house when the police **arrived**. **(JUST LEAVE, ARRIVE)**
15. Sampson **had finished** his report by the time father **came** home **(FINISH, COME)**
16. She wasn't hungry because she **had just had** lunch. **(JUST HAVE)**
17. We **had been fishing** for a while before we **caught** some fish. **(FISH, CATCH)**
18. I told the police that I **hadn't seen** the man in the photo before. **(NOT SEE)**

Fill in the correct form of the verb given.

1. _____ the latest news? – The president _____ that he _____ to resign next summer. – That's not new. I _____ that for ages! **(YOU HEAR, JUST ANNOUNCE, PLAN, KNOW)**
2. When she came home her two boys _____ football in the backyard. **(PLAY)**
3. He _____ in hospital for a few days and the doctor said he _____ come home on Monday. **(BE, BE ABLE TO)**
4. The whole family _____ a few days ago and _____ with us until next Monday. **(ARRIVE, STAY)**
5. I _____ to call you all morning. Where _____? **(TRY, YOU BE)**
6. We _____ enough money if everyone gives us €5. **(HAVE)**
7. There _____ a very good documentary on TV last night. – _____ it? No, I _____ for my exam all night. **(BE, YOU SEE, STUDY)**
8. When I came back to the office, I saw that someone _____ through my belongings. **(SEARCH)**
9. I'm so sorry that I _____ to leave your party so early because I _____ myself. **(HAVE, REALLY ENJOY)**
10. You're finally here. I _____ in your office for over 15 minutes. **(WAIT)**
11. We _____ in Spain while our friends _____ across Europe. **(BACKPACK, CYCLE)**
12. John Grisham is a famous author who _____ several thrillers. His latest book _____ out a few months ago. **(WRITE, COME)**
13. After she _____ holiday impressions of Scotland, she _____ to go there immediately. **(SEE, WANT)**
14. At the moment she _____ a hard time dealing with the children. They _____ so difficult to handle recently. **(HAVE, BECOME)**
15. You look worried. _____? **(ANYTHING HAPPEN)**
16. Do you realise that you _____ on my toe. It hurts. **(STAND)**

KEY

1. **Have you heard** the latest news? – The president **has just announced** that he **is planning** to resign next summer. – That's not new. I **have known** that for ages! (**YOU HEAR, JUST ANNOUNCE, PLAN, KNOW**)
2. When she came home her two boys **were playing** football in the backyard. (**PLAY**)
3. He **has been** in hospital for a few days and the doctor said he **would be able to** come home on Monday. (**BE, BE ABLE TO**)
4. The whole family **arrived** a few days ago and **are staying/will be staying/are going to stay/will stay** with us until next Monday. (**ARRIVE, STAY**)
5. I **have been trying** to call you all morning. Where **have you been**? (**TRY, YOU BE**)
6. We **will have** enough money if everyone gives us €5. (**HAVE**)
7. There **was** a very good documentary on TV last night. – **Did you see** it? No, I **was studying** for my exam all night. (**BE, YOU SEE, STUDY**)
8. When I came back to the office, I saw that someone **had been searching(had searched)** through my belongings. (**SEARCH**)
9. I'm so sorry that I **had** to leave your party so early because I **was really enjoying** myself. (**HAVE, ENJOY**)
10. You're finally here. I **have been waiting** in your office for over 15 minutes. (**WAIT**)
11. We **were backpacking** in Spain while our friends **were cycling** across Europe. (**BACKPACK, CYCLE**)
12. John Grisham is a famous author who **has written** several thrillers. His latest book **came** out a few months ago. (**WRITE, COME**)
13. After she **had seen** holiday impressions of Scotland, she **wanted** to go there immediately. (**SEE, WANT**)
14. At the moment **she's having** a hard time dealing with the children. They **have become** so difficult to handle recently. (**HAVE, BECOME**)
15. You look worried. **Has anything happened**? (**ANYTHING HAPPEN**)
16. Do you realise that you **are standing** on my toe. It hurts. (**STAND**)

Fill in the correct form of the verb given.

1. Last night, when I _____ dinner, my mom _____. I totally _____ about the roast in the oven, and I _____ everything. **(MAKE, CALL, FORGET, BURN)**
2. Most police officers _____ uniforms to work. Only detectives in higher positions _____ their street clothes. **(WEAR, WEAR)**
3. His family _____ to Singapore when he was three, then they _____ back again when he started high school. **(MOVE, MOVE)**
4. Your car is fine now. There was a problem with the gears, but we _____ it. **(FIX)**
5. After Claire _____ for half an hour, she suddenly _____ to check her watch. **(RUN, STOP)**
6. I _____ smoking three years ago. Before that, I _____ for over a decade. **(STOP, SMOKE)**
7. Look, Mary _____ the windows. Nobody _____ them for over a month. **(CLEAN, CLEAN)**
8. Tina _____ her emails for the last two hours. **(CHECK)**
9. Living in a foreign country was strange at first, but we _____ used to it. **(GET)**
10. I _____ I want any dessert. I _____ too much to eat already. **(NOT THINK, HAVE)**
11. In our history lesson yesterday my friend and I _____ to each other and we _____ attention. Suddenly, our history teacher _____ right next to us. **(TALK, NOT PAY, STAND)**
12. Wendy _____ her boyfriend every afternoon. **(PHONE)**
13. I saw him sitting on the sofa. He _____ very tired because he _____ too much. **(BE, WORK)**
14. John _____ our flight this morning, but he _____ hotel arrangements yet. **(BOOK, NOT MAKE)**
15. I _____ the cup finals when you arrived. **(WATCH)**
16. We normally _____ together every second Sunday, but this month everyone _____ on holiday, so we _____ any meetings. **(GET, BE, NOT HAVE)**

KEY

1. Last night, when I **was making** dinner, my mom **called**. I totally **forgot / had totally forgot** about the roast in the oven, and I **burned** everything. **(MAKE, CALL, FORGET, BURN)**
2. Most police officers **wear** uniforms to work. Only detectives in higher positions **wear** their street clothes. **(WEAR, WEAR)**
3. His family **moved/ had moved** to Singapore when he was three, then they **moved** back again when he started high school. **(MOVE, MOVE)**
4. Your car is fine now. There was a problem with the gears, but we **have fixed/ fixed** it. **(FIX)**
5. After Claire **had been running** for half an hour, she suddenly **stopped** to check her watch. **(RUN, STOP)**
6. I **stopped** smoking three years ago. Before that, I **had been smoking** for over a decade. **(STOP, SMOKE)**
7. Look, Mary **is cleaning** the windows. Nobody **has cleaned** them for over a month. **(CLEAN)**
8. Tina **has been checking** her emails for the last two hours. **(CHECK)**
9. Living in a foreign country was strange at first, but we **got** used to it. **(GET)**
10. I **don't think** I want any dessert. I **have had** too much to eat already. **(NOT THINK, HAVE)**
11. In our history lesson yesterday my friend and I **were talking** to each other and we **were not paying** attention. Suddenly, our history teacher **was standing** right next to us. **(TALK, NOT PAY, STAND).**
12. Wendy **phones** her boyfriend every afternoon. **(PHONE)**
13. I saw him sitting on the sofa. He **was** very tired because he **had been working** too much. **(BE, WORK)**
14. John **booked/ has booked** our flight this morning, but he **hasn't made** hotel arrangements yet. **(BOOK, NOT MAKE)**
15. I **was watching/ had been watching** the cup finals when you arrived. **(WATCH)**
16. We normally **get** together every second Sunday, but this month everyone **is** on holiday, so we **aren't having/ don't have** any meetings. **(GET, BE, NOT HAVE)**

Fill in the correct form of the past tense: simple or progressive.

1. While I _____ whether to buy the CD player, a woman _____ in and _____ it. **(WONDER, COME, SNATCH)**
2. The teacher asked me, "What _____ all afternoon yesterday?" **(YOU, DO)**
3. Our neighbour's dog _____ the postman while he _____ a letter. **(ATTACK, DELIVER)**
4. The chairman _____ the conference room and _____ that everyone _____ nervously with their neighbour. **(ENTER, REALISE, CHAT)**
5. We _____ last night because our neighbours _____ loud music. **(CAN NOT SLEEP, PLAY)**
6. Why _____ the crime? **(YOU, NOT REPORT)**
7. When they _____ home, they _____ the burglars as they _____ the house. **(GET, SEE, LEAVE)**
8. The match official _____ the game because it _____. **(POSTPONE, RAIN)**
9. I _____ on the report the whole afternoon yesterday. **(WORK)**
10. I _____ to the police office to report the break-in. **(HURRY)**
11. While Mom _____ the tree, the children _____ their favourite Christmas TV show. **(DECORATE, WATCH)**
12. As we _____ on the motorway to Cardiff, I suddenly _____ that I had left the cellar door open. **(DRIVE, REMEMBER)**
13. When I _____ Mary at the dinner party last night, she _____ a wonderful dress. **(SEE, WEAR)**
14. He _____ his leg when he _____ off the horse. **(BREAK, FALL)**
15. We _____ outside the café when, all of a sudden, we _____ an explosion. Everyone _____ what they _____ and _____ towards the crossing. **(SIT, HEAR, STOP, DO, LOOK)**
16. When I _____ up this morning, I _____ out of the window and _____ that it _____. It _____ me so happy. **(WAKE, LOOK, SEE, SNOW, MAKE)**

KEY

1. While I **was wondering** whether to buy the CD player, a woman **came** in and **snatched** it. (**WONDER, COME, SNATCH**)
2. The teacher asked me, "What **were you doing** all afternoon yesterday?" (**YOU, DO**)
3. Our neighbour's dog **attacked** the postman while he **was delivering** a letter. (**ATTACK, DELIVER**)
4. The chairman **entered** the conference room and **realised** that everyone **was chatting** nervously with their neighbour. (**ENTER, REALISE, CHAT**)
5. We **could not sleep** last night because our neighbours **were playing** loud music. (**CAN NOT SLEEP, PLAY**)
6. Why **didn't you report** the crime? (**YOU, NOT REPORT**)
7. When they **got** home, they **saw** the burglars as they **were leaving** the house. (**GET, SEE, LEAVE**)
8. The match official **postponed** the game because it **was raining** . (**POSTPONE, RAIN**)
9. I **was working** on the report the whole afternoon yesterday. (**WORK**)
10. I **hurried** to the police office to report the break-in. (**HURRY**)
11. While Mom **was decorating** the tree, the children **were watching** their favourite Christmas TV show. (**DECORATE, WATCH**)
12. As we **were driving** on the motorway to Cardiff, I suddenly **remembered** that I had left the cellar door open. (**DRIVE, REMEMBER**)
13. When I **saw** Mary at the dinner party last night, she **was wearing** a wonderful dress. (**SEE, WEAR**)
14. He **broke** his leg when he **fell** off the horse. (**BREAK, FALL**)
15. We **were sitting** outside the café when, all of a sudden, we **heard** an explosion. Everyone **stopped** what they **were doing** and **looked/ were looking** towards the crossing. (**SIT, HEAR, STOP, DO, LOOK**)
16. When I **woke** up this morning, I **looked** out of the window and saw that it **was snowing**. It **made** me so happy. (**WAKE, LOOK, SEE, SNOW, MAKE**)

Fill in the correct form of the past tense: simple or progressive.

1. While the policeman _____ out of the window, he _____ that a blue SUV _____ down the road. **(LOOK, NOTICE, PARK)**
2. I _____ on my report when the phone _____. My wife _____ to know when I _____ home. **(WORK, RING, WANT, COME)**
3. He _____ down the street when he _____ his old schoolteacher on the other side. **(WALK, SEE)**
4. During the time I _____ in South Africa I never _____ a serious crime. **(SPEND, SEE)**
5. While they _____ lunch at the new restaurant, a journalist _____ up to them and _____ to ask a few questions. **(HAVE, COME, WANT)**
6. The farmer _____ the whole neighbourhood with fruit and vegetables. **(SUPPLY)**
7. The hairdresser _____ up her shop, _____ into the car and _____ home. **(LOCK, GET, DRIVE)**
8. My brother _____ to contact me at the office, but he _____ me because I _____ lunch with a customer. **(TRY, CANNOT REACH, HAVE)**
9. Jack _____ over the carpet because he _____ attention to where he _____. **(TRIP, NOT PAY, GO)**
10. Where _____ when I _____ across you yesterday? **(YOU GO, COME)**
11. I _____ him off at the airport when the police _____ and _____ him. **(SEE, COME, ARREST)**
12. The old man _____ on the pavement, so James _____ to help him. **(FALL, STOP)**
13. How _____ your leg? – Well, I _____ on the ladder when, suddenly, I _____ my balance and _____. **(YOU BREAK, STAND, LOSE, FALL)**
14. She _____ in France at the time she _____ the bad news. **(LIVE, RECEIVE)**
15. I _____ the new Prime Minister while I _____ the press conference. **(MEET, ATTEND)**
16. While I _____ on the motorway, more and more police cars _____ in my direction. **(DRIVE, COME)**

KEY

1. While the policeman **was looking** out of the window, he **noticed** that a blue SUV **was parking** down the road. (**LOOK, NOTICE, PARK**)
2. I **was working** on my report when the phone **rang**. My wife **wanted** to know when **I was coming** home. (**WORK, RING, WANT, COME**)
3. He **was walking** down the street when he **saw** his old schoolteacher on the other side. (**WALK, SEE**)
4. During the time I **was spending** in South Africa I never **saw** a serious crime. (**SPEND, SEE**)
5. While they **were having** lunch at the new restaurant, a journalist **came** up to them and **wanted** to ask a few questions. (**HAVE, COME, WANT**)
6. The farmer **supplied** the whole neighbourhood with fruit and vegetables. (**SUPPLY**)
7. The hairdresser **locked** up her shop, **got** into the car and **drove** home. (**LOCK, GET, DRIVE**)
8. My brother **tried** to contact me at the office, but he **couldn't reach** me because I **was having** lunch with a customer. (**TRY, CANNOT REACH, HAVE**)
9. Jack **tripped** over the carpet because he **wasn't paying/ didn't pay** attention to where he **was going**. (**TRIP, NOT PAY, GO**)
10. Where **were you going** when I **came** across you yesterday? (**YOU GO, COME**)
11. I **was seeing** him off at the airport when the police **came** and **arrested** him. (**SEE, COME, ARREST**)
12. The old man **fell** on the pavement, so James **stopped** to help him. (**FALL, STOP**)
13. How **did you break** your leg? – Well, I **was standing** on the ladder when, suddenly, I **lost** my balance and **fell**. (**YOU BREAK, STAND, LOSE, FALL**)
14. She **was living** in France at the time she **received** the bad news. (**LIVE, RECEIVE**)
15. I **met** the new Prime Minister while I **was attending** the press conference. (**MEET, ATTEND**)
16. While I **was driving** on the motorway, more and more police cars **were coming** in my direction. (**DRIVE, COME**)

Use the word in brackets at the end of each sentence to form a new adjective that fits in each blank.

1. He never has anything _____ to say when he gets up to speak **(CONSTRUCT)**.
2. Going by plane is _____ to travelling by car. **(PREFER)**
3. The lesson was so _____ , we almost fell asleep. **(BORE)**
4. _____ people never talk about the money they have. **(WEALTH)**
5. City authorities are cutting down trees for _____ parking space **(ADDITION)** .
6. It's _____ to go out in the wild all on your own. **(DANGER)**
7. A new _____ centre is planned on the far end of the city. **(INDUSTRY)**
8. _____ jobs are very rare in this part of the country. **(ATTRACT)**
9. The scenery is so _____ around here. It's lovely. **(BEAUTY)**
10. I felt that the performance was quite _____. **(AMUSE)**
11. I hope it will stay dry for the match, but I am rather _____. **(DOUBT)**
12. Children are very _____ when they are young. **(CREATE)**
13. The town is facing serious _____ problems. That's why they need help from the government **(FINANCE)**
14. Come on, be _____. You can never win against him. **(REASON)**
15. He is so _____. He always breaks things and never picks them up. **(CARE)**
16. His behaviour was very _____ , so the police arrested him. **(SUSPECT)**
17. Nordic walking is a very _____ way of exercising. **(EFFECT)**
18. Many African colonies became _____ after World War II **(DEPEND)**
19. We are very _____ and enjoy playing strong teams. **(COMPETE)**
20. The film was very _____. We didn't like it **(DISAPPONT)**

KEY

1. He never has anything **constructive** to say when he gets up to speak **(CONSTRUCT)**.
2. Going by plane is **preferable** to travelling by car. **(PREFER)**
3. The lesson was so **boring** , we almost fell asleep. **(BORE)**
4. **Wealthy** people never talk about the money they have. **(WEALTH)**
5. City authorities are cutting down trees for **additional** parking space **(ADDITION)** .
6. It's **dangerous** to go out in the wild all on your own. **(DANGER)**
7. A new **industrial** centre is planned on the far end of the city. **(INDUSTRY)**
8. **Attractive** jobs are very rare in this part of the country. **(ATTRACT)**
9. The scenery is so **beautiful** around here. It's lovely. **(BEAUTY)**
10. I felt that the performance was quite **amusing** **(AMUSE)**
11. I hope it will stay dry for the match, but I am rather **doubtful** **(DOUBT)**
12. Children are very **creative** when they are young **(CREATE)**
13. The town is facing serious **financial** problems. That's why they need help from the government **(FINANCE)**
14. Come on, be **reasonable** You can never win against him. **(REASON)**
15. He is so **careless**. He always breaks things and never picks them up. **(CARE)**
16. His behaviour was very **suspicious**, so the police arrested him. **(SUSPECT)**
17. Nordic walking is a very **effective** way of exercising. **(EFFECT)**
18. Many African colonies became **independent** after World War II **(DEPEND)**
19. We are very **competitive** and enjoy playing strong teams. **(COMPETE)**
20. The film was very **disappointing**. We didn't like it **(DISAPPONT)**

Add negative prefixes to these adjectives and put them into the right column.

able - certain - clear - comfortable - complete - connected - correct - definite -
dependent - direct - employed - expensive - fair - fit - formal - friendly - healthy -
honest - kind - known - legal - logical - lucky - moral - patient - perfect - polite -
possible - probable - tidy - true - visible

DIS-	IL-	IM-	IN-	UN-

KEY

DIS-	IL-	IM-	IN-	UN-
disconnected	illegal	immoral	incomplete	unable
dishonest	illogical	impatient	incorrect	uncertain
		imperfect	indefinite	unclear
		impolite	independent	uncomfortable
		impossible	indirect	unemployed
		improbable	inexpensive	unfair
			informal	unfit
			invisible	unfriendly
				unhealthy
				unkind
				unknown
				unlucky
				untidy
				untrue

Use the words in capitals to form a new word that fits into each blank!

1. You must _____ your account before you can write posts. **(ACTIVE)**
2. The _____ of the film brought all his favourite actors together. **(DIRECT)**
3. I had an _____ visit from a colleague who normally avoids me. **(EXPECT)**
4. The doctor _____ my dad to stay at home and rest for a few days. **(ADVICE)**
5. The internet _____ became weaker and weaker and, suddenly, there was no signal at all. **(CONNECT)**
6. The treatment the patient got was completely _____. **(PAIN)**
7. It was an _____ sound that came from the forest. I had never heard anything like it before. **(FAMILIAR)**
8. It was their first _____ of the season. **(LOSE)**
9. Some machines and tools we have in our house are totally _____. Nobody needs them. **(USE)**
10. Every witness in court must tell the _____ and not lie. **(TRUE)**
11. The passengers in the car escaped with only minor _____. **(INJURE)**
12. Singapore became _____ from Great Britain after World War II. **(DEPEND)**
13. In her _____ she dropped a glass. **(EXCITE)**
14. Soldiers were blocking the _____ to the building and let nobody in. **(ENTER)**
15. Everyone has a right to _____ of speech. **(FREE)**
16. Trains in the country are very _____. They are never on time. **(RELY)**
17. Almost 30% of the population live below the _____ line. **(POOR)**
18. My first _____ was that he seemed to be a very serious person. **(IMPRESS)**
19. Students of all _____ come to the prestigious university. **(NATION)**
20. Although he was only a few pounds _____, the doctor told him to exercise more. **(WEIGHT)**
21. The _____ document was 22 pages long. **(ORIGIN)**
22. We were driving along the motorway when a sportscar _____ us. **(TAKE)**
23. Bringing me such nice flowers was very _____ of you. **(THINK)**
24. What Harry said to his boss left him _____. He didn't know what to say. **(SPEECH)**
25. Parents should raise their children to become valuable members of _____. **(SOCIAL)**

KEY

1. You must **activate** your account before you can write posts. **(ACTIVE)**
2. The **director** of the film brought all his favourite actors together. **(DIRECT)**
3. I had an **unexpected** visit from a colleague who normally avoids me. **(EXPECT)**
4. The doctor **advised** my dad to stay at home and rest for a few days. **(ADVICE)**
5. The internet **connection** became weaker and weaker and, suddenly, there was no signal at all. **(CONNECT)**
6. The treatment the patient got was completely **painless**. **(PAIN)**
7. It was an **unfamiliar** sound that came from the forest. I had never heard anything like it before. **(FAMILIAR)**
8. It was their first **loss** of the season. **(LOSE)**
9. Some machines and tools we have in our house are totally **useless**. Nobody needs them. **(USE)**
10. Every witness in court must tell the **truth** and not lie. **(TRUE)**
11. The passengers in the car escaped with only minor **injuries**. **(INJURE)**
12. Singapore became **independent** from Great Britain after World War II. **(DEPEND)**
13. In her **excitement** she dropped a glass. **(EXCITE)**
14. Soldiers were blocking the **entrance** to the building and let nobody in. **(ENTER)**
15. Everyone has a right to **freedom** of speech. **(FREE)**
16. Trains in the country are very **unreliable**. They are never on time. **(RELY)**
17. Almost 30% of the population live below the **poverty** line. **(POOR)**
18. My first **impression** was that he seemed to be a very serious person. **(IMPRESS)**
19. Students of all **nationalities** come to the prestigious university. **(NATION)**
20. Although he was only a few pounds **overweight**, the doctor told him to exercise more. **(WEIGHT)**
21. The **original** document was 22 pages long. **(ORIGIN)**
22. We were driving along the motorway when a sportscar **overtook** us. **(TAKE)**
23. Bringing me such nice flowers was very **thoughtful** of you. **(THINK)**
24. What Harry said to his boss left him **speechless**. He didn't know what to say. **(SPEECH)**
25. Parents should raise their children to become valuable members of **society**. **(SOCIAL)**

Write affirmative sentences in the correct word order.

1. only / in / the village / it / restaurant / is / the

_____ .

2. surprised / very / yesterday / see / I / to / him / was

_____ .

3. so / it / didn't / a / day / I / was / very / much / sunny / work.

_____ .

4. badly / the / by the police / treated / prisoner / was

_____ .

5. whenever / terrible / match / I / I / a / lose / feel

_____ .

6. more / than / a / is / a / tiger / dangerous / lion

_____ .

7. in the city / shops / close / some / late / very

_____ .

8. was / the / cheaper / I / thought / than / bike

_____ .

9. ages / teaching / Mr Roberts / has / for / been / the / class

_____ .

10. at work / the fire / people / were / most / started / when

_____ .

11. next / reopening / Monday / is / the museum

_____ .

12. in Spain / for / Jane / has / at least / living / been / a year

_____ .

13. because / are / in the garden / dirty / she / her / hands / worked

_____ .

14. of the year / month / is / coldest / January / usually / the

_____ .

15. try / should / I / you / to / think / more / relax

_____ .

KEY

1. only / in / the village / it / restaurant / is / the
It is the only restaurant in the village.
2. surprised / very / yesterday / see / I / to / him / was
I was very surprised to see him yesterday.
3. so / it / didn't / a / day / I / was / very / much / sunny / work.
It was a sunny day, so I didn't work very much.
4. badly / the / by the police / treated / prisoner / was
The prisoner was treated badly by the police.
5. whenever / terrible / match / I / I / a / lose / feel
I feel terrible whenever I lose a match.
Whenever I lose a match I feel terrible.
6. more / than / a / is / a / tiger / dangerous / lion
A tiger is more dangerous than a lion.
A lion is more dangerous than a tiger.
7. in the city / shops / close / some / late / very
Some shops in the city close very late.
8. was / the / cheaper / I / thought / than / bike
The bike was cheaper than I thought.
9. ages / teaching / Mr Roberts / has / for / been / the / class
Mr Roberts has been teaching the class for ages.
10. at work / the fire / people / were / most / started / when
Most people were at work when the fire started.
11. next / reopening / Monday / is / the museum
The museum is reopening next Monday.
12. in Spain / for / Jane / has / at least / living / been / a year
Jane has been living in Spain for at least a year.
13. because / are / in the garden / dirty / she / her / hands / worked
Her hands are dirty because she worked in the garden.
14. of the year / month / is / coldest / January / usually / the
January is usually the coldest month of the year.
15. try / should / I / you / to / think / more / relax
I think you should try to relax more.

Useful phrases - letters and emails

Opening paragraph:

It's nice to hear from you...

I'm glad to read your email...

I'm sorry to hear that...

Thank you very much for your email...

I hope this email finds you well.

How are you?

I hope your week is going smoothly.

Thanks for getting in touch.

Introducing your points:

By the way

Did you hear about

Did you see

Have you seen

Tell me about

Oh, another thing

Referring to the letter and questions:

You talked about

You asked about ...

You mentioned...

Referring to ...

Speaking of ...

In answer to your question...

About the ...

Closing paragraph

It's time to go.

It's time to say goodbye.

Give my love /regards to...

We must try and meet up soon...

Anyway, I must go and get on with my work.

Goodbye

Best wishes,

Best,

Sincerely,

Love,

Regards