

## Present perfect 1 (I have done)

**A** Study this example situation:



Tom can't find his key.  
He's **lost** his key. (= He **has lost** ...)

he **has lost** his key =  
he lost it and he doesn't have it now

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

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

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

For a list of irregular verbs, see Appendix 1.

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

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

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

- ☐ Tom **has lost** his key. (= he doesn't have it *now*)
- ☐ He told me his name, but I've **forgotten** it. (= I can't remember it *now*)
- ☐ Sally is still here. She **hasn't gone** out. (= she is here *now*)
- ☐ I can't find my bag. **Have you seen** it? (= do you know where it is *now*?)

Compare **gone (to)** and **been (to)**:

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

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

**Just** = a short time ago:

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

**Already** = sooner than expected:

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

**Yet** = until now. We use **yet** to show that we are expecting something to happen.

We use **yet** in questions and negative sentences:

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

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

- ☐ Ben isn't here. He's **gone** out. or He **went** out.
- ☐ 'Are you hungry?' 'No, I've just **had** lunch.' or 'No, I just **had** lunch.'

## 7.1 Read the situations and complete the sentences using the present perfect. Choose from these verbs:

break disappear go up grow improve lose shrink stop

- |   |                              |
|---|------------------------------|
| 1 Tom is looking for his key. He can't find it.         | Tom <u>has lost his key.</u> |
| 2 Maria's English wasn't very good. Now it is better.   | Her English .....            |
| 3 My bag was here, but it isn't here any more.          | My bag .....                 |
| 4 Lisa can't walk and her leg is in plaster.            | Lisa .....                   |
| 5 Last week the bus fare was £1.80. Now it is £2.       | The bus fare .....           |
| 6 Dan didn't have a beard before. Now he has a beard.   | Dan .....                    |
| 7 It was raining ten minutes ago. It isn't raining now. | It .....                     |
| 8 I washed my sweater, and now it's too small for me.   | My sweater .....             |

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

- My parents are on holiday. They've gone to Italy.
- Hello! I've just ..... to the shops. I've bought lots of things.
- Tom has just ..... out. He'll be back in about an hour.
- Alice isn't here at the moment. I don't know where she's .....
- You're very late. Where have you .....?

## 7.3 Complete the sentences using the present perfect.

- Sally is still here. She hasn't gone (she / not / go) out.
- I can't find my bag. .... (you / see / it) anywhere?
- I can't log on to the website. .... (I / forget) my password.
- I sent Joe an email this morning, but ..... (he / not / reply).
- Is the meeting still going on, or ..... (it / finish)?
- ..... (the weather / change). It's colder now.
- ..... (you / not / sign) the form. Could you sign it now, please?
- Are your friends still here, or ..... (they / go) home?
- Paul doesn't know what he's going to do. .... (he / not / decide / yet).
- 'Do you know where Julia is?' 'Yes, ..... (I / just / see / her).'
- 'When is David going away?' '..... (he / already / go).'
- A: ..... (your course / start / yet)?  
B: Not yet. It starts next week.

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

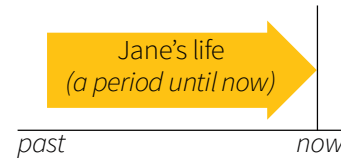
- After lunch you go to see a friend at her house. She says, 'Would you like something to eat?'  
You say: No thank you. I've just had lunch. (have lunch)
- Joe goes out. Five minutes later, the phone rings and the caller says, 'Can I speak to Joe?'  
You say: I'm afraid ..... (go out)
- You are eating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

## Present perfect 2 (I have done)

## A

Study this example conversation:

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



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

In the same way we say:

- ☐ **Have you ever eaten** caviar?
- ☐ We've never **had** a car.
- ☐ I don't know what the film is about. I **haven't seen** it.
- ☐ Susan really loves that book. She's **read** it three times. (She's = She **has**)
- ☐ It's a really boring movie. It's the most boring movie I've **ever seen**.

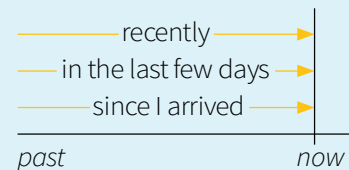
**been (to)** = visited:

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

## B

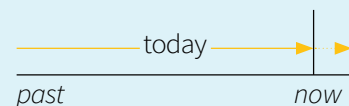
In the following examples too, the speakers are talking about a period that continues until now (**recently, in the last few days, so far, since I arrived** etc.):

- ☐ **Have you heard** anything from Ben **recently**?
- ☐ I've **met** a lot of people **in the last few days**.
- ☐ Everything is going well. There **haven't been** any problems **so far**.
- ☐ The weather is bad here. It's (= It **has**) **rained** every day **since I arrived**. (= from when I arrived until now)
- ☐ It's good to see you again. We **haven't seen** each other **for a long time**.



In the same way we use the present perfect with **today, this evening, this year** etc. when these periods are not finished at the time of speaking:

- ☐ I've **drunk** four cups of coffee **today**.
- ☐ **Have you had** a holiday **this year**?
- ☐ I **haven't seen** Tom **this morning**. **Have you**?



## C

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

Don is having a driving lesson. It's his first lesson.

We can say:

- ☐ It's the first time he **has driven** a car. (*not drives*)
- or He **hasn't driven** a car **before**.
- or He **has never driven** a car **before**.

In the same way we say:

- ☐ Sarah has lost her passport again. This is the second time this **has happened**. (*not happens*)
- ☐ Andy is phoning his girlfriend again. It's the third time he's **phoned** her **this evening**.



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

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

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

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

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

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

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

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

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

## 8.4 Read the situations and complete the sentences.

- 1 Jack is driving a car for the first time. He's very nervous and not sure what to do.  
It's the first time he's driven a car.
- 2 Some children at the zoo are looking at a giraffe. They've never seen one before.  
It's the first time ..... a giraffe.
- 3 Sue is riding a horse. She doesn't look very confident or comfortable.  
She ..... before.
- 4 Joe and Lisa are on holiday in Japan. They've been to Japan once before.  
This is the second time .....
- 5 Emily is staying at the Prince Hotel. She stayed there a few years ago.  
It's not the first ..... this hotel.
- 6 Ben is playing tennis for the first time. He's a complete beginner.  
..... before.

## Present perfect continuous (I have been doing)

## A It's been raining.

Study this example situation:



Is it raining?

No, but the ground is wet.

**It's been raining.** (= It **has** been ...)**have/has been + -ing** is the *present perfect continuous*:

I/we/they/you he/she/it	<b>have has</b>	(= I've etc.) (= he's etc.)	<b>been</b>	<b>doing working learning</b> etc.
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We use the present perfect continuous for an activity that has recently stopped or just stopped:

- ☐ Why are you out of breath? **Have you been running?**
- ☐ Paul is very tired. He's **been working** hard.
- ☐ Why are you so tired? What **have you been doing?**
- ☐ I've **been talking** to Amanda and she agrees with me.
- ☐ Where have you been? I've **been looking** for you.

**have/has been + -ing**  
*present perfect continuous*

now

## B It's been raining for two hours.

Study this example situation:



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

How long **has** it **been raining**?**It's been raining** for two hours. (= It **has** been ...)We use the present perfect continuous in this way, especially with **how long**, **for** ... and **since** ... . The activity is still happening (as in this example) or has just stopped.

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

You can use the present perfect continuous for repeated actions:

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

## C Compare I am doing and I have been doing:

**I am doing**  
*present continuous*

now

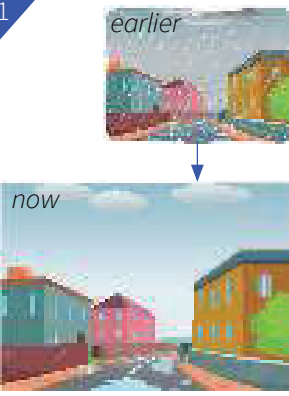
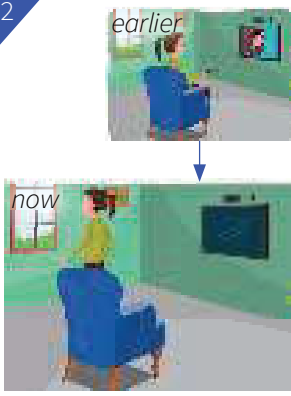
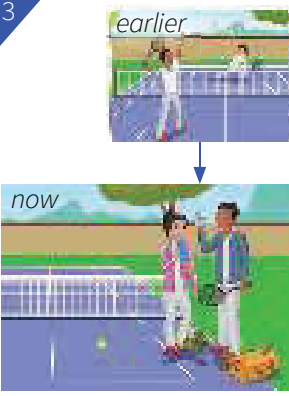
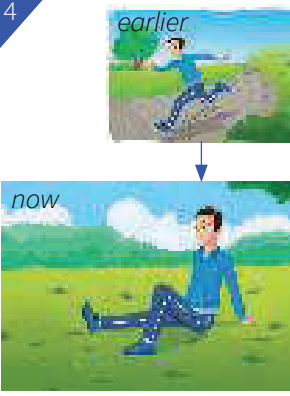
- ☐ Don't disturb me now. I'm **working**.
- ☐ We need an umbrella. It's **raining**.
- ☐ Hurry up! We're **waiting**.

**I have been doing**  
*present perfect continuous*

now

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

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

<p>1</p>  <p>earlier</p> <p>now</p> <p>It's been raining.</p>	<p>2</p>  <p>earlier</p> <p>now</p> <p>She .....</p>	<p>3</p>  <p>earlier</p> <p>now</p> <p>They .....</p>	<p>4</p>  <p>earlier</p> <p>now</p> <p>He .....</p>
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## 9.2 Write a question for each situation.

- You meet Kate as she is leaving the swimming pool. You say:  
Hi, Kate. (you / swim?) Have you been swimming?
- You have arrived a little late to meet Ben who is waiting for you. You say:  
I'm sorry I'm late, Ben. (you / wait / long?) .....
- Jane's little boy comes into the house with a very dirty face and dirty hands. His mother says:  
Why are you so dirty? (what / you / do?) .....
- You are in a shop and see Anna. You didn't know she worked there. You say:  
Hi, Anna. (how long / you / work / here?) .....
- A friend tells you about his job – he sells phones. You say:  
You sell phones? (how long / you / do / that?) .....

## 9.3 Read the situations and complete the sentences.

- It's raining. The rain started two hours ago.  
It 's been raining for two hours.
- We are waiting for the bus. We started waiting 20 minutes ago.  
We ..... for 20 minutes.
- I'm learning Japanese. I started classes in December.  
I ..... since December.
- Jessica is working in a hotel. She started working there on 18 January.  
..... since 18 January.
- Our friends always go to Italy for their holidays. The first time was years ago.  
..... for years.

## 9.4 Put the verb into the present continuous (am/is/are + -ing) or present perfect continuous (have/has been + -ing).

- Maria has been learning (Maria / learn) English for two years.
- Hi, Tom. .... (I / look) for you. I need to ask you something.
- Why ..... (you / look) at me like that? Stop it!
- Rachel is a teacher. .... (she / teach) for ten years.
- ..... (I / think) about what you said and I've decided to take your advice.
- 'Is Paul on holiday this week?' 'No, ..... (he / work).'
- Sarah is very tired. .... (she / work) very hard recently.
- It's dangerous to use your phone when ..... (you / drive).
- Laura ..... (travel) in South America for the last three months.

# Present perfect continuous and simple (I have been doing and I have done)

**A** Compare these two situations:



There is paint on Kate's clothes. She **has been painting** her bedroom.

**has been painting** is the *present perfect continuous*.

We are thinking of the activity. It does not matter whether it has been finished or not. In this example, the activity (painting the bedroom) has not been finished.



The bedroom was green. Now it is yellow. She **has painted** her bedroom.

**has painted** is the *present perfect simple*.

Here, the important thing is that something has been finished. 'She **has painted**' is a completed action. We are thinking about the *result* of the activity (the painted bedroom), not the activity itself.

**B** Compare these examples:

- ☐ My hands are very dirty. I **ve been repairing** my bike.
- ☐ Joe **has been eating** too much recently. He should eat less.
- ☐ It's nice to see you again. What **have you been doing** since we last met?
- ☐ Where have you been? **Have you been playing** tennis?

- ☐ My bike is OK again now. I **ve repaired it**. (= I've finished repairing it)
- ☐ Somebody **has eaten** all the chocolates. The box is empty.
- ☐ Where's the book I gave you? What **have you done** with it?
- ☐ **Have you ever played** tennis?

**C**

We use the continuous to say *how long* (for something that is still happening):

- ☐ How long **have you been reading** that book?
- ☐ Amy is writing emails. She **'s been writing** emails all morning.
- ☐ They **'ve been playing** tennis since 2 o'clock.
- ☐ I'm learning Arabic, but I **haven't been learning** it very long.

We use the simple to say *how much, how many or how many times* (for completed actions):

- ☐ How many pages of that book **have you read**?
- ☐ Amy **has sent** lots of emails this morning.
- ☐ They **'ve played** tennis three times this week.
- ☐ I'm learning Arabic, but I **haven't learnt** very much yet.

**D**

Some verbs (for example, **know**) are not normally used in continuous forms (**be + -ing**):

- ☐ I **ve known** about the problem for a long time. (*not I've been knowing*)
- ☐ How long **have you had** that camera? (*not have you been having*)

For a list of these verbs, see Unit 4A. For **have**, see Unit 17.

But note that you *can* use **want** and **mean** in the present perfect continuous (**have/has been + -ing**):

- ☐ I **ve been meaning** to phone Anna, but I keep forgetting.



## 10.1 Read the situation and complete the sentences. Use the verbs in brackets.

- Tom started reading a book two hours ago. He is still reading it and now he is on page 53.  
He has been reading for two hours. (read)  
He has read 53 pages so far. (read)
- Rachel is from Australia. She is travelling round Europe. She began her trip three months ago.  
She ..... for three months. (travel)  
..... six countries so far. (visit)
- Patrick is a tennis player. He began playing tennis when he was 10 years old. This year he won the national championship again – for the fourth time.  
..... the national championship four times. (win)  
..... since he was ten. (play)
- When they left college, Lisa and Sue started making films together. They still make films.  
They ..... films since they left college. (make)  
..... five films since they left college. (make)

## 10.2 Ask questions using the words in brackets. Use the present perfect simple (have/has done) or continuous (have/has been doing).

- You have a friend who is learning Arabic. You ask:  
(how long / learn / Arabic?) How long have you been learning Arabic?
- You have just arrived to meet a friend. She is waiting for you. You ask:  
(wait / long?) Have .....
- You see somebody fishing by the river. You ask:  
(catch / any fish?) .....
- Some friends of yours are having a party next week. You ask:  
(how many people / invite?) .....
- A friend of yours is a teacher. You ask:  
(how long / teach?) .....
- You meet somebody who is a writer. You ask:  
(how many books / write?) .....  
(how long / write / books?) .....
- A friend of yours is saving money to go on a world trip. You ask:  
(how long / save?) .....  
(how much money / save?) .....

## 10.3 Put the verb into the present perfect simple or continuous.

- Where have you been? Have you been playing (you / play) tennis?
- Look! ..... (somebody / break) that window.
- You look tired. .... (you / work) hard?
- '..... (you / ever / work) in a factory?' 'No, never.'
- Where's Lisa? Where ..... (she / go)?
- This is a very old book. .... (I / have) it since I was a child.
- 'Have you been busy?' 'No, ..... (I / watch) TV.'
- My brother is an actor. .... (he / appear) in several films.
- 'Sorry I'm late.' 'That's all right. .... (I / not / wait) long.'
- Are you OK? You look as if ..... (you / cry).
- 'Is it still raining?' 'No, ..... (it / stop).'
- The children are tired now. .... (they / play) in the garden.
- ..... (I / lose) my phone. .... (you / see) it?
- ..... (I / read) the book you lent me, but .....  
..... (I / not / finish) it yet. It's really interesting.
- ..... (I / read) the book you lent me, so you can have it back now.



## how long have you (been) ... ?

A Study this example situation:



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

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

We say: They **are** married. (*present*)

but How long have they **been** married?  
(*not* How long are they married?)  
They **have been** married **for 20 years**. (*present perfect*)  
(*not* They are married for 20 years)

We use the *present perfect* to talk about something that began in the past and still continues now.

Compare the *present* and *present perfect*:

- ☐ Paul is in hospital.
- but He's **been** in hospital **since Monday**. (= He **has** been ...)  
(*not* Paul is in hospital since Monday)
- ☐ We **know** each other very well.
- but We've **known** each other **for a long time**.  
(*not* We know)
- ☐ Do they **have** a car?
- but How long **have** they **had** their car?
- ☐ She's **waiting** for somebody.
- but She **hasn't been** waiting very long.

*present*  
he is  
we know  
do they have  
she is waiting

*present perfect*  
he has been  
we have known  
have they had  
she has been waiting

past

now

B I've known / I've had / I've lived etc. is the *present perfect simple*.  
I've been learning / I've been waiting etc. is the *present perfect continuous*.

When we ask or say 'how long', the continuous is more usual (see Unit 10):

- ☐ I've **been learning** English **since January**.
- ☐ It's **been raining** all morning.
- ☐ Richard **has been doing** the same job **for 20 years**.
- ☐ 'How long **have you been driving**?' 'Since I was 17.'

Some verbs (for example, **know** and **like**) are not normally used in the continuous:

- ☐ How long **have you known** Jane? (*not* have you been knowing)
- ☐ I've **had** these shoes for ages. (*not* I've been having)

See also Units 4A and 10C. For **have**, see Unit 17.

C You can use either the continuous or simple with **live** and **work**:

- ☐ Julia **has been living** in this house for a long time. or Julia **has lived** ...
- ☐ How long **have you been working** here? or How long **have you worked** here?

But we use the simple (**have lived** etc.) with **always**:

- ☐ I've **always lived** in the country. (*not* always been living)

D We say 'I haven't (done something) **since/for** ...' (*present perfect simple*):

- ☐ I **haven't seen** Tom since Monday. (= Monday was the last time I saw him)
- ☐ Sarah **hasn't phoned** for ages. (= the last time she phoned was ages ago)

## 11.1 Which is right?

- 1 Ben is a friend of mine. I know / I've known him very well. (*I know is correct*)
- 2 I like your house. How long do you live / have you lived here?
- 3 You'll need an umbrella if you go out now. It's raining / It's been raining.
- 4 The weather is / has been awful since I arrived here.
- 5 I'm sorry I'm late. Are you waiting / Have you been waiting long?
- 6 We've moved. We're living / We've been living in New Street now.
- 7 I met Maria only recently. I don't know / I haven't known her very long.
- 8 Lisa is in Germany. She's / She's been there on a business trip.
- 9 That's a very old bike. How long do you have / have you had it?
- 10 I'm not feeling good. I'm feeling / I've been feeling ill all day.

## 11.2 Read the situations and write questions using the words in brackets.

- 1 A friend tells you that Paul is in hospital. You ask him:  
(how long / Paul / hospital?) How long has Paul been in hospital?
- 2 You know that Jane is a good friend of Katherine's. You ask Jane:  
(how long / you / know / Katherine?) .....
- 3 Your friend's sister went to Australia some time ago and she's still there. You ask your friend:  
(how long / sister / in Australia?) .....
- 4 You meet a woman who tells you that she teaches English. You ask her:  
(how long / you / teach / English?) .....
- 5 Tom always wears the same jacket. It's very old. You ask him:  
(how long / you / have / that jacket?) .....
- 6 You are talking to a friend about Joe, who now works at the airport. You ask your friend:  
(how long / Joe / work / airport?) .....
- 7 You meet somebody on a plane. She says that she lives in Chicago. You ask her:  
(you / always / live / in Chicago?) .....

## 11.3 Complete B's answers to A's questions.

- | A  | B  |
|--|--|
| 1 Paul is in hospital, isn't he?             | Yes, he <u>has been</u> in hospital since Monday.              |
| 2 Do you see Lisa very often?                | No, I <u>haven't seen</u> her for three months.                |
| 3 Is Paul married?                           | Yes, he ..... married for ten years.                           |
| 4 Is Amy married?                            | Yes, she ..... married to a German guy.                        |
| 5 Do you still play tennis?                  | No, I ..... tennis for years.                                  |
| 6 Are you waiting for the bus?               | Yes, I ..... for about 20 minutes.                             |
| 7 You know Mel, don't you?                   | Yes, we ..... each other a long time.                          |
| 8 Jack is never ill, is he?                  | No, he ..... ill since I've known him.                         |
| 9 Martin lives in Italy, doesn't he?         | Yes, he ..... in Milan.  |
| 10 Sue lives in Berlin, doesn't she?         | Yes, she ..... in Berlin for many years.                       |
| 11 Is Joe watching TV?                       | Yes, he ..... TV all evening.                                  |
| 12 Do you watch TV a lot?                    | No, I ..... TV since last weekend.                             |
| 13 Do you have a headache?                   | Yes, I ..... a headache all morning.                           |
| 14 Do you go to the cinema a lot?            | No, I ..... to the cinema for ages.                            |
| 15 Would you like to go to New York one day? | Yes, I ..... to go to New York.<br>(use <b>always / want</b> ) |

# for and since when ... ? and how long ... ?

## A

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

We use **for** + a period of time:

- ☐ We've been waiting **for two hours**.



for		
two hours	a long time	a week
20 minutes	six months	ages
five days	50 years	years

- ☐ Sally has been working here **for six months**. (*not* since six months)  
☐ I haven't seen Tom **for three days**.

We use **since** + the start of a period:

- ☐ We've been waiting **since 8 o'clock**.



since		
8 o'clock	April	lunchtime
Monday	2001	we arrived
12 May	Christmas	I got up

- ☐ Sally has been working here **since April**. (= from April until now)  
☐ I haven't seen Tom **since Monday**.

## B

We often leave out **for** (but not usually in negative sentences):

- ☐ They've been married **for ten years**. or They've been married **ten years**.  
☐ They **haven't had** a holiday **for** ten years. (you need **for**)

You can use **in** instead of **for** in negative sentences (**I haven't ...** etc.):

- ☐ They **haven't had** a holiday **in ten years**. (= **for** ten years)

We do *not* use **for** + **all ...** (**all day** / **all my life** etc.):

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

## C

Compare **when ... ?** (+ *past simple*) and **how long ... ?** (+ *present perfect*):



A: **When** did it start raining?

B: It started raining **an hour ago** / **at 1 o'clock**.

A: **How long** has it been raining?

B: It's been raining **for an hour** / **since 1 o'clock**.



A: **When** did Joe and Kate first meet?

B: They first met { **a long time ago**.  
**when they were at school**.

A: **How long** have they known each other?

B: They've known each other { **for a long time**.  
**since they were at school**.

## D

We say:

<b>it's</b> (= it is)	a long time	since something happened
or <b>it's been</b> (= it has been)	six months (etc.)	

- ☐ **It's two years since** I last saw Joe. or **It's been two years since ...**  
 (= I **haven't seen** Joe for two years)  
☐ **It's ages since** we went to the cinema. or **It's been ages since ...**  
 (= We **haven't been** to the cinema for ages)  
☐ **How long is it since** Mrs Hill died? or **How long has it been since ...**  
 (= when did she die?)

## 12.1 Write **for** or **since**.

- 1 It's been raining since lunchtime.
- 2 Paul has lived in Brazil ..... ten years.
- 3 I'm tired of waiting. We've been sitting here ..... an hour.
- 4 Kevin has been looking for a job ..... he left school.
- 5 I haven't been to a party ..... ages.
- 6 I wonder where Joe is. I haven't seen him ..... last week.
- 7 Jane is away on holiday. She's been away ..... Friday.
- 8 The weather is dry. It hasn't rained ..... a few weeks.

## 12.2 Look at each answer and choose the right question.

- 1 

How long have they been married?  
When did they get married?

Ten years ago.

  
(When did they get married? *is correct*)
- 2 

How long have you had this car?  
When did you buy this car?

About five years.
- 3 

How long have you been waiting?  
When did you get here?

Only a few minutes.
- 4 

How long have you been doing your course?  
When did your course start?

September.
- 5 

How long has Anna been in London?  
When did Anna arrive in London?

Last week.
- 6 

How long have you known each other?  
When did you first meet each other?

A long time.

## 12.3 Read the situations and complete the sentences.

- 1 It's raining. It's been raining since lunchtime. It started raining at lunchtime.
- 2 Ann and Jess are friends. They first met years ago. They've known each other for ..... years.
- 3 Mark is unwell. He became ill on Sunday. He has ..... Sunday.
- 4 Sarah is married. She's been married for a year. She got ..... .
- 5 You have a headache. It started when you woke up.  
I've ..... I woke up.
- 6 Sue is in a meeting at work. It's been going on since 9 o'clock.  
The meeting ..... at 9 o'clock.
- 7 You're working in a hotel. You started working there six months ago.  
I've been ..... .
- 8 Kate is learning Japanese. She's been doing this for a long time.  
Kate started ..... .

## 12.4 Complete B's sentences.

- |  |   |
|--|---|
| <p><b>A</b></p> <ol style="list-style-type: none"> <li>1 Do you often go on holiday?</li> <li>2 Have you seen Lisa recently?</li> <li>3 Do you still go swimming regularly?</li> <li>4 Do you still ride a bike these days?</li> </ol> | <p><b>B</b></p> <ol style="list-style-type: none"> <li>1 No, I <u>haven't had a holiday for</u> ..... five years.</li> <li>2 No, I ..... about a month.</li> <li>3 No, I ..... a long time.</li> <li>4 No, I ..... ages.</li> </ol> |
|--|---|

Now write B's answers again. This time use **It's ... since ...**.

- 5 (1) No, it's five years since I last had a holiday.
- 6 (2) No, it's .....
- 7 (3) No, .....
- 8 (4) .....

Present perfect and past 1 (**I have done** and **I did**)

**A** Study this example situation:

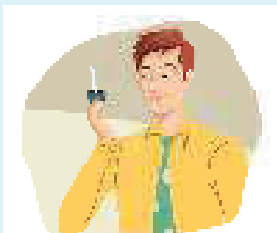


Tom is looking for his key. He can't find it.

He **has lost** his key. (*present perfect*)

This means that he doesn't have his key *now*.

Ten minutes later:



Now Tom **has found** his key. He has it now.

**Has** he **lost** his key? No, he **has found** it.

**Did** he **lose** his key? Yes, he **did**.

He **lost** his key (*past simple*)

but now he **has found** it. (*present perfect*)

The *present perfect* (something **has happened**) is a *present* tense. It tells us about the situation *now*.  
'Tom **has lost** his key' = he doesn't have his key *now* (see Unit 7).

The *past simple* (something **happened**) tells us only about the *past*. If somebody says 'Tom **lost** his key', we don't know whether he has the key now or not. We know only that he lost it at some time in the past.

Compare *present perfect* and *past simple*:

- ☐ They've **gone** away. They'll be back on Friday. (they are away *now*)
- ☐ They **went** away, but I think they're back at home now. (*not* They've gone away)
- ☐ It **has stopped** raining now, so we don't need the umbrella. (it isn't raining *now*)
- ☐ It **stopped** raining for a while, but now it's raining again. (*not* It has stopped)

**B** You can use the present perfect for new or recent happenings:

- ☐ I've **repaired** the washing machine. It's working OK now.
- ☐ 'Hannah **has had** a baby! It's a boy.' 'That's great news.'

Usually, you can also use the past simple:

- ☐ I **repaired** the washing machine. It's working OK now.

Use the past simple (*not* the present perfect) for things that are not recent or new:

- ☐ Mozart **was** a composer. He **wrote** more than 600 pieces of music.  
(*not* has been ... has written)
- ☐ My mother **grew** up in Italy. (*not* has grown)

Compare:

Somebody **has invented** a new type of washing machine.  
Who **invented** the telephone? (*not* has invented)

**C** We use the present perfect to give new information (see Unit 7). But if we continue to talk about it, we normally use the past simple:

- ☐ A: Ow! I've **burnt** myself.  
B: How **did** you **do** that? (*not* have you done)  
A: I **picked** up a hot dish. (*not* have picked)
- ☐ A: Look! Somebody **has spilt** something on the sofa.  
B: Well, it **wasn't** me. I **didn't do** it. (*not* hasn't been ... haven't done)

## 13.1 Complete the sentences. Use the present perfect where possible. Otherwise use the past simple.

1

I can't get in.  
I 've lost (lose) my key.

2

The office is empty now.  
Everybody ..... (go) home.

3

I meant to call you last night, but I ..... (forget).

4

Helen ..... (go) to New York for a holiday, but she's back home in London now.

5

Are you OK?

Yes, I ..... (have) a headache, but it's OK now.

6

Can you help us? Our car ..... (break) down.

## 13.2 Are the underlined parts of these sentences OK? Correct them where necessary.

- 1 Did you hear about Sophie? She's given up her job.
- 2 My mother has grown up in Italy.
- 3 How many plays has William Shakespeare written?
- 4 I've forgotten his name. Is it Joe or Jack?
- 5 Who has invented paper?
- 6 Drugs have become a big problem everywhere.
- 7 We've washed the car, but now it's dirty again.
- 8 Where have you been born?
- 9 Ellie has gone shopping. She'll be back in about an hour.
- 10 Albert Einstein has been the scientist who has developed the theory of relativity.

OK

My mother grew up

## 13.3 Put the verb into the correct form, present perfect or past simple.

- 1 It stopped raining for a while, but now it's raining again. (it / stop)
- 2 The town where I live is very different now. It has changed a lot. (it / change)
- 3 I studied German at school, but ..... most of it now. (I / forget)
- 4 The police ..... three people, but later they let them go. (arrest)
- 5 What do you think of my English? Do you think .....? (it / improve)
- 6 Are you ready to go? ..... your coffee? (you / finish)
- 7 ..... for a job as a tour guide, but I wasn't successful. (I / apply)
- 8 Where's my bike? ..... outside the house, but it's not there now. (it / be)
- 9 Quick! We need to call an ambulance. .... an accident. (there / be)
- 10 A: I've found my phone.  
B: Oh, good. Where ..... it? (you / find)  
A: ..... at the bottom of my bag. (it / be)
- 11 A: Ben won't be able to play tennis for a while. .... his arm. (He / break)  
B: Oh. How .....? (that / happen)  
A: ..... off a ladder. (He / fall)

Present perfect and past 2 (**I have done** and **I did**)

## A

We do not use the present perfect (**I have done**) when we talk about a *finished* time (for example, **yesterday** / **last year** / **ten minutes ago** etc.). We use a past tense:

- ☐ It **was** very cold **yesterday**. (*not* has been)
- ☐ Paul and Lucy **arrived ten minutes ago**. (*not* have arrived)
- ☐ **Did** you **eat** a lot of sweets **when you were a child**? (*not* have you eaten)
- ☐ I **got** home late **last night**. I **was** very tired and **went** straight to bed.

Use the past to ask **When ... ?** or **What time ... ?**:

- ☐ **When did** your friends **arrive**? (*not* have ... arrived)
- ☐ **What time did** you **finish** work?

Compare:

*Present perfect*

- ☐ Tom **has lost** his key. He can't get into the house.
- ☐ Is Carla here or **has** she **left**?

*Past simple*

- ☐ Tom **lost** his key **yesterday**. He couldn't get into the house.
- ☐ **When did** Carla **leave**?

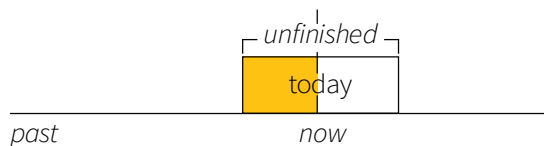
## B

Compare:

*Present perfect (have done)*

- ☐ I've **done** a lot of work **today**.

We use the present perfect for a period of time that continues *until now*. For example:  
**today** / **this week** / **since 2010**.

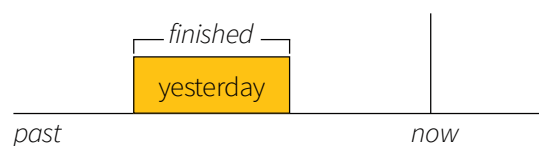


- ☐ It **hasn't** rained **this week**.
- ☐ **Have** you **seen** Anna **this morning**?  
(it is still morning now)
- ☐ **Have** you **seen** Ben **recently**?  
(in the last few days or weeks)
- ☐ I've **been working** here **since 2010**.  
(I still work here now)
- ☐ I don't know where Lisa is. I **haven't seen** her. (= I haven't seen her recently)
- ☐ We've **been waiting** for an hour.  
(we are still waiting now)
- ☐ Jack lives in Los Angeles. He **has lived** there for seven years.
- ☐ I've **never ridden** a horse. (in my life)
- ☐ It's the last day of your holiday. You say:  
It's **been** a really good holiday. I've really **enjoyed** it.

*Past simple (did)*

- ☐ I **did** a lot of work **yesterday**.

We use the past simple for a *finished* time in the past. For example:  
**yesterday** / **last week** / **from 2010 to 2014**.



- ☐ It **didn't** rain **last week**.
- ☐ **Did** you **see** Anna **this morning**?  
(it is now afternoon or evening)
- ☐ **Did** you **see** Ben **on Sunday**?
- ☐ I **worked** here **from 2010 to 2014**.  
(I don't work here now)
- ☐ A: **Was** Lisa at the party **on Sunday**?  
B: I don't think so. I **didn't see** her.
- ☐ We **waited** (*or were waiting*) for an hour. (we are no longer waiting)
- ☐ Jack **lived** in New York for ten years. Now he lives in Los Angeles.
- ☐ I **never rode** a bike **when I was a child**.
- ☐ After you come back from holiday you say:  
It **was** a really good holiday. I really **enjoyed** it.



## 14.1 Are the underlined parts of these sentences OK? Correct them where necessary.

- 1 I've lost my key. I can't find it anywhere. OK
- 2 Have you eaten a lot of sweets when you were a child? Did you eat
- 3 I've bought a new car. You must come and see it. .....
- 4 I've bought a new car last week. .....
- 5 Where have you been yesterday evening? .....
- 6 Maria has left school in 1999. .....
- 7 I'm looking for Mike. Have you seen him? .....
- 8 'Have you been to Paris?' 'Yes, many times.' .....
- 9 I'm very hungry. I haven't eaten much today. .....
- 10 When has this bridge been built? .....

## 14.2 Make sentences from the words in brackets. Use the present perfect or past simple.

- 1 (it / not / rain / this week) It hasn't rained this week.
- 2 (the weather / be / cold / recently) The weather .....
- 3 (it / cold / last week) It .....
- 4 (I / not / eat / any fruit yesterday) I .....
- 5 (I / not / eat / any fruit today) .....
- 6 (Emily / earn / a lot of money / this year) .....
- 7 (she / not / earn / so much / last year) .....
- 8 (you / have / a holiday recently?) .....

## 14.3 Put the verb into the correct form, present perfect or past simple.

- 1 I haven't been ..... (I / not / be) to Canada, but I'd like to go there.
- 2 Paul and Lucy arrived ..... (arrive) about ten minutes ago.
- 3 I'm tired. .... (I / not / sleep) well last night.
- 4 ..... (There / be) a bus drivers' strike last week, so  
..... (there / be) no buses.
- 5 Edward ..... (work) in a bank for 15 years. Then .....  
(he / give) it up. Now he works as a gardener.
- 6 Mary lives in Dublin. .... (She / live) there all her life.
- 7 My grandfather ..... (die) before I was born. ....  
(I / never / meet) him.
- 8 I don't know Karen's husband. .... (I / never / meet) him.
- 9 It's nearly lunchtime, and ..... (I / not / see) Martin all morning. I wonder  
where he is.
- 10 A: ..... (you / go) to the cinema last night?  
B: Yes, but the movie ..... (be) awful.
- 11 A: ..... (It / be) very warm here since we arrived.  
B: Yes, ..... (it / be) 35 degrees yesterday.
- 12 A: Where do you live? B: In Boston.  
A: How long ..... (you / live) there? B: Five years.  
A: Where ..... (you / live) before that? B: In Chicago.  
A: And how long ..... (you / live) in Chicago? B: Two years.

## 14.4 Write sentences about yourself using the ideas in brackets.

- 1 (something you haven't done today) I haven't eaten any fruit today.
- 2 (something you haven't done today) .....
- 3 (something you didn't do yesterday) .....
- 4 (something you did yesterday evening) .....
- 5 (something you haven't done recently) .....
- 6 (something you've done a lot recently) .....

## Past perfect (I had done)

A Study this example situation:



Sarah and Paul went to the same party last week, but they didn't see each other. Paul left the party at 10.30 and Sarah arrived at 11 o'clock.

So when Sarah arrived at the party, Paul wasn't there.

He **had gone** home.

**had gone** is the *past perfect*.

I/we/they/you he/she/it	<b>had</b>	(= I'd etc.) (= he'd etc.)	<b>gone</b> <b>seen</b> <b>finished</b> etc.
----------------------------	------------	-------------------------------	--

The past perfect (simple) is **had** + *past participle* (**gone/seen/finished** etc.).

Sometimes we talk about something that happened in the past:

- ☐ Sarah **arrived** at the party.

This is the starting point of the story. Then, if we want to talk about things that happened *before* this time, we use the past perfect (**had** ...):

- ☐ **When Sarah arrived** at the party, Paul **had** already **gone** home.

Some more examples:

- ☐ When we got home last night, we found that somebody **had broken** into the flat.
- ☐ Karen didn't come to the cinema with us. She'd already **seen** the movie.
- ☐ At first I thought I'd **done** the right thing, but I soon realised that I'd **made** a big mistake.
- ☐ The people sitting next to me on the plane were nervous. They **hadn't flown** before.  
or They'd never **flown** before.

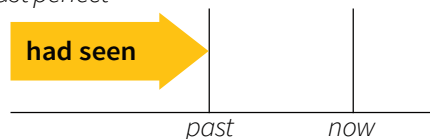
B Compare *present perfect* (**have seen** etc.) and *past perfect* (**had seen** etc.):

*Present perfect*



- ☐ Who is that woman? I've **seen** her before, but I can't remember where.
- ☐ We aren't hungry. We've just **had** lunch.
- ☐ The house is dirty. They **haven't cleaned** it for weeks.

*Past perfect*



- ☐ I wasn't sure who she was. I'd **seen** her before, but I couldn't remember where.
- ☐ We weren't hungry. We'd just **had** lunch.
- ☐ The house was dirty. They **hadn't cleaned** it for weeks.

C Compare *past simple* (**left, was** etc.) and *past perfect* (**had left, had been** etc.):

*Past simple*

- ☐ A: Was Tom there when you arrived?  
B: Yes, but he **left** soon afterwards.
- ☐ Kate **wasn't** at home when I phoned.  
She **was** at her mother's house.

*Past perfect*

- ☐ A: Was Tom there when you arrived?  
B: No, he'd already **left**.
- ☐ Kate **had** just **got** home when I phoned.  
She'd **been** at her mother's house.

## 15.1 Read the situations and write sentences using the words in brackets.

- 1 There was a picture lying on the floor.  
(It / fall / off the wall) It had fallen off the wall.
- 2 The people sitting next to you on the plane were nervous. It was their first flight.  
(They / not / fly / before) They hadn't flown before.
- 3 You went back to your home town recently after many years. It wasn't the same as before.  
(It / change / a lot) It .....
- 4 Somebody sang a song. You didn't know it.  
(I / not / hear / it / before) I .....
- 5 I invited Rachel to the party, but she couldn't come.  
(She / arrange / to do something else) .....
- 6 You went to the cinema last night. You got to the cinema late.  
(The film / already / start) .....
- 7 Last year we went to Mexico. It was our first time there.  
(We / not / be / there / before) We .....
- 8 I met Daniel last week. It was good to see him again after such a long time.  
(I / not / see / him for five years) .....
- 9 I offered my friends something to eat, but they weren't hungry.  
(They / just / have / lunch) .....
- 10 Sam played tennis yesterday. He wasn't very good at it because it was his first game ever.  
(He / never / play / before) .....

## 15.2 Use the sentences on the left to complete the paragraphs on the right. These sentences are in the order in which they happened – so (a) happened before (b), (b) before (c) etc. But your paragraph begins with the underlined sentence, so sometimes you need the past perfect.

- |   |   |  |
|---|---|--|
| <ol style="list-style-type: none"> <li>1 (a) Somebody broke into the office during the night.</li> <li>(b) <u>We arrived at work in the morning.</u></li> <li>(c) We called the police.</li> </ol>                        | } | <p>We arrived at work in the morning and found that <u>somebody had broken</u> into the office during the night. So <u>we called</u> the police.</p> |
| <ol style="list-style-type: none"> <li>2 (a) Laura went out this morning.</li> <li>(b) <u>I rang her doorbell.</u></li> <li>(c) There was no answer.</li> </ol>   | } | <p>I went to Laura's house this morning and rang her doorbell, but ..... no answer.<br/>..... out.</p>   |
| <ol style="list-style-type: none"> <li>3 (a) Joe came back from holiday a few days ago.</li> <li>(b) <u>I met him the same day.</u></li> <li>(c) He looked very well.</li> </ol>  | } | <p>I met Joe a few days ago. .... just<br/>..... holiday.<br/>..... very well.</p>   |
| <ol style="list-style-type: none"> <li>4 (a) James sent Amy lots of emails.</li> <li>(b) She never replied to them.</li> <li>(c) <u>Yesterday he got a phone call from her.</u></li> <li>(d) He was surprised.</li> </ol> | } | <p>Yesterday James .....<br/>from Amy. .... surprised.<br/>..... lots of emails,<br/>but .....</p>   |

## 15.3 Put the verb into the correct form, past perfect (I had done) or past simple (I did).

- 1 Paul wasn't at the party when I arrived. He'd gone (He / go) home.
- 2 I felt very tired when I got home, so ..... (I / go) straight to bed.
- 3 The house was very quiet when I got home. Everybody ..... (go) to bed.
- 4 Mark travels a lot. When I first met him, ..... (he / already / travel) round the world.
- 5 Sorry I'm late. The car ..... (break) down on my way here.
- 6 We were driving along the road when ..... (we / see) a car which .....  
(break) down, so ..... (we / stop) to help.

Past perfect continuous (**I had been doing**)

A Study this example situation:

yesterday morning



Yesterday morning I got up and looked out of the window.  
The sun was shining, but the ground was very wet.

It **had been raining**.

It was *not* raining when I looked out of the window.  
The sun was shining. But it **had been raining** before.

**had been -ing** is the *past perfect continuous*:

I/we/you/they he/she/it	<b>had</b>	(= I'd etc.) (= he'd etc.)	<b>been</b>	doing working playing etc.
----------------------------	------------	-------------------------------	-------------	----------------------------------

Some more examples:

- ☐ My hands were dirty because I'd **been repairing** my bike.
- ☐ Tom was tired when he got home. He'd **been working** hard all day.
- ☐ I went to Madrid a few years ago and stayed with a friend of mine. **She hadn't been living** there very long, but she knew the city very well.

You can say that something **had been happening** before something else happened:

- ☐ We'd **been playing** tennis for about half an hour when it **started** to rain heavily.

B Compare **have been -ing** (*present perfect continuous*) and **had been -ing** (*past perfect continuous*):

Present perfect continuous



- ☐ I hope the bus comes soon. I've **been waiting** for 20 minutes. (*before now*)
- ☐ James **is** out of breath. He's **been running**. (= he **has** been ...)

Past perfect continuous



- ☐ At last the bus came. I'd **been waiting** for 20 minutes. (*before the bus came*)
- ☐ James **was** out of breath. He'd **been running**. (= he **had** been ...)

C Compare **was -ing** (*past continuous*) and **had been -ing**:

- ☐ It **wasn't raining** when we went out. The sun **was shining**. But it **had been raining**, so the ground was wet.
- ☐ Katherine **was lying** on the sofa. She was tired because she'd **been working** hard.

D Some verbs (for example, **know**) are not normally used in *continuous* forms (**be + -ing**):

- ☐ We were good friends. We **had known** each other for years. (*not had been knowing*)
- ☐ A few years ago Lisa cut her hair really short. I was surprised because she'd **always had** long hair. (*not she'd been having*)

For a list of these verbs, see **Unit 4A**. For **have**, see **Unit 17**

## 16.1 Read the situations and make sentences using the words in brackets.

- Tom was very tired when he got home.  
(He / work / hard all day) He'd been working hard all day.
- The children came into the house. They had a football and they were both very tired.  
(They / play / football) .....
- I was disappointed when I had to cancel my holiday.  
(I / look / forward to it) .....
- Anna woke up in the middle of the night. She was frightened and didn't know where she was.  
(She / have / a bad dream) .....
- When I got home, Mark was sitting in front of the TV. He had just turned it off.  
(He / watch / a film) .....
- The people waiting at the bus stop were getting impatient. The bus was very late.  
(They / wait / a long time) .....

## 16.2 Read the situations and complete the sentences.

- We played tennis yesterday. We didn't finish our game.  
We'd been playing (We / play) for half an hour when it started (it / start) to rain.
- I had arranged to meet Tom in a restaurant. I arrived and waited for him to come.  
..... (I / wait) for 20 minutes when .....  
(I / realise) that ..... (I / be) in the wrong restaurant.
- Sarah worked in a company for a long time. The company no longer exists.  
At the time the company ..... (go) out of business, Sarah  
..... (work) there for twelve years.
- I went to a concert. Soon after the orchestra began playing, something strange happened.  
The orchestra ..... (play) for about ten minutes when a man in  
the audience suddenly ..... (start) shouting.

### Now make your own sentence:

- I began walking along the road. I .....  
when .....

## 16.3 Which is right?

- It was noisy next door last night. Our neighbours were having / ~~had been having~~ a party.  
(were having is correct)
- At the end of our journey we were extremely tired. We were travelling / We'd been travelling for more than 24 hours.
- James was on his hands and knees on the floor. He was looking / He'd been looking for his contact lens.
- Sue was sitting on the ground. She was out of breath. She was running / She'd been running.
- John and I went for a walk. He was walking / He'd been walking very fast and I had difficulty keeping up with him.
- I was sad when I sold my car. I've had it / I'd had it for a very long time.
- I was sad when my local cafe closed. I was going / I'd been going there for many years.
- I'm running a marathon next month. I've been training / I'd been training for it every day.
- I had arranged to meet Kate, but I was late. When I finally arrived, she was waiting / she'd been waiting for me. She was annoyed because she was waiting / she'd been waiting such a long time.
- 10a Joe and I work for the same company. He joined the company before me. When I started a few years ago, he was already working / he'd already been working there.
- 10b I started working at the company a few years ago. At the time I started, Joe was already working / had already been working there for two years.
- 10c Joe still works for the company. He's been working / He'd been working there a long time now.

## have and have got

**A** have and have got (= for possession, relationships, illnesses, appointments etc.)

You can use **have** or **have got**. There is no difference in meaning. You can say:

- ☐ They **have** a new car. or They **'ve got** a new car.
- ☐ Lisa **has** two brothers. or Lisa **has got** two brothers.
- ☐ I **have** a headache. or I **'ve got** a headache.
- ☐ Our house **has** a small garden. or Our house **has got** a small garden.
- ☐ He **has** a few problems. or He **'s got** a few problems.
- ☐ I **have** a driving lesson tomorrow. or I **'ve got** a driving lesson tomorrow.

With these meanings (possession etc.), we do not use continuous forms (**I'm having** etc.):

- ☐ We're enjoying our holiday. We **have** / We **'ve got** a nice room in the hotel.  
(*not* We're having a nice room)

For the past we use **had** (usually without **got**):

- ☐ Lisa **had** long hair when she was a child. (*not* Lisa had got)

**B** In questions and negative sentences there are three possible forms:

<b>Do you have</b> any questions?	I <b>don't have</b> any questions.
or <b>Have you got</b> any questions?	or I <b>haven't got</b> any questions.
or <b>Have you</b> any questions? ( <i>less usual</i> )	or I <b>haven't</b> any questions. ( <i>less usual</i> )
<b>Does she have</b> a car?	She <b>doesn't have</b> a car.
or <b>Has she got</b> a car?	or She <b>hasn't got</b> a car.
or <b>Has she</b> a car? ( <i>less usual</i> )	or She <b>hasn't</b> a car. ( <i>less usual</i> )

In past questions and negative sentences, we use **did/didn't**:

- ☐ **Did** you **have** a car when you were living in Paris?
- ☐ I **didn't have** my phone, so I couldn't call you.
- ☐ Lisa **had** long hair, **didn't** she?

**C** have breakfast / have a shower / have a good time etc.

We also use **have** (*but not have got*) for things we do or experience. For example:

have	<b>breakfast / dinner / a cup of coffee / something to eat</b> etc.
	<b>a bath / a shower / a swim / a break / a rest / a party / a holiday</b>
	<b>an accident / an experience / a dream</b>
	<b>a look</b> (at something)
	<b>a chat / a discussion / a conversation</b> (with somebody)
	<b>trouble / difficulty / fun / a good time</b> etc.
	<b>a baby</b> (= give birth to a baby)

**Have got** is *not* possible in these expressions. Compare:

- ☐ Sometimes I **have** (= eat) a sandwich for my lunch. (*not* I've got)
- but I **'ve got** / I **have** some sandwiches. Would you like one?

You can use continuous forms (**I'm having** etc.) with these expressions:

- ☐ We're enjoying our holiday. We **'re having** a great time.
- ☐ 'Where's Mark?' 'He **'s having** a shower.'

In questions and negative sentences we use **do/does/did**:

- ☐ I **don't** usually **have** a big breakfast. (*not* I usually haven't)
- ☐ Where **does** Chris usually **have** lunch?
- ☐ **Did** you **have** trouble finding somewhere to stay? (*not* Had you)

## 17.1 Which goes with which?

- 1 I'm not free tomorrow morning.
- 2 Rachel is an only child.
- 3 We've got plenty of time.
- 4 You've got a really good voice.
- 5 I don't feel very well this morning.
- 6 Laura studied at university.
- 7 I've got a question.
- 8 James has got a lot of experience.

- a She's got a degree in physics.
- b I've got a sore throat.
- c There's no need to hurry.
- d ~~I've got a driving lesson.~~
- e Maybe you can answer it.
- f I think he should get the job.
- g I wish I could sing as well as you.
- h She's got no brothers or sisters.

- 1 d
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....

17.2 Complete the sentences using **have**.

- 1 She couldn't get into the house. She didn't have a key.
- 2 Is there anything you'd like to ask? Do you have any questions?
- 3 They can't pay their bills. They ..... any money.
- 4 We got wet in the rain yesterday. We ..... an umbrella.
- 5 Jack ..... a car. He can't afford one and he can't drive anyway.
- 6 'Excuse me, ..... a pen I could borrow?' 'Yes, sure. Here you are.'
- 7 I was very busy yesterday. I ..... time to go shopping.
- 8 'Tell me about Jack. .... a job?' 'Yes, he works at the hospital.'
- 9 When you worked in your last job, ..... your own office?
- 10 'Where's the remote control?' 'I don't know. I ..... it.'
- 11 'Tom ..... a motorbike, ..... he?' 'Yes, that's right. A long time ago.'

## 17.3 Are the underlined words OK? Change them where necessary.

- 1 I'm not free tomorrow morning. I've got a driving lesson.
- 2 Lisa had got long hair when she was a child.
- 3 I couldn't contact you because I hadn't my phone.
- 4 'Are you feeling OK?' 'No, I'm having a cold.'
- 5 I'm not working right now. I'm having a break.
- 6 I felt really tired. I hadn't any energy.
- 7 It's a small town. It doesn't have many shops.
- 8 Was your trip OK? Had you any problems?
- 9 My friend called me when I was having breakfast.
- 10 The last time I saw Steve, he was having a beard.
- 11 We don't need to hurry. We have plenty of time.
- 12 How often have you a shower?

OK

Lisa had long hair17.4 Complete the sentences. Use an expression with **have** in the correct form. Choose from:

**have a baby**  
**have a look**

**have a break**  
~~**have lunch**~~

**have a chat**  
**have a party**

**have trouble**  
**have a nice time**

**have a shower**  
**have a holiday**

- 1 I don't eat much during the day. I never have lunch.
- 2 David starts work at 8 o'clock and ..... at 10.30.
- 3 We ..... last week. We invited lots of people.
- 4 There's something wrong with my bike. Can you ..... at it for me?
- 5 Joe is away on holiday at the moment. I hope he .....
- 6 I met some friends in the supermarket yesterday. We stopped and .....
- 7 '..... finding the book you wanted?' 'No, I found it OK.'
- 8 Suzanne ..... a few weeks ago. It's her second child.
- 9 I ..... when the light went out suddenly.
- 10 I'd like to go away somewhere. I ..... for a long time.



## used to (do)

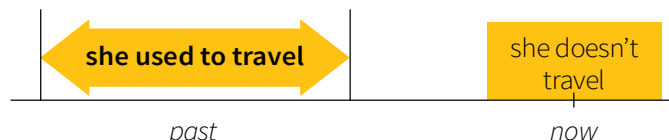
A Study this example situation:

*a few years ago**these days*

Nicola doesn't travel much these days.  
She prefers to stay at home.

But she **used to travel** a lot.  
She **used to go** away two or three times a year.

She **used to travel** a lot = she travelled often in the past, but she doesn't do this any more.

B I **used to** do something = I did it often in the past, but not any more:

- ☐ I **used to play** tennis a lot, but I don't play very much now.
- ☐ David **used to spend** a lot of money on clothes. These days he can't afford it.
- ☐ 'Do you go to the cinema much?' 'Not now, but I **used to**.' (= I used to go)

We also use **used to** ... for things that were true, but are not true any more:

- ☐ This building is now a furniture shop. It **used to be** a cinema.
- ☐ I **used to think** Mark was unfriendly, but now I realise he's a very nice person.
- ☐ I've started drinking coffee recently. I never **used to like** it before.
- ☐ Lisa **used to have** very long hair when she was a child.

C 'I **used to** do something' is past. There is no present. You cannot say 'I use to do'. To talk about the present, we use the present simple (**I do**).

Compare:

<i>past</i>	he <b>used to play</b>	we <b>used to live</b>	there <b>used to be</b>
<i>present</i>	he <b>plays</b>	we <b>live</b>	there <b>is</b>

- ☐ We **used to live** in a small village, but now we **live** in a city.
- ☐ There **used to be** four cinemas in the town. Now there **is** only one.

D The normal question form is **did** (you) **use to** ... ? :

- ☐ **Did** you **use to eat** a lot of sweets when you were a child? (= did you do this often?)

The negative form is **didn't use to** ... (**used not to** ... is also possible):

- ☐ I **didn't use to like** him. (or I **used not to like** him.)

E Compare **I used to do** and **I was doing**:

- ☐ I **used to watch** TV a lot. (= I watched TV often in the past, but I don't do this any more)
- ☐ I **was watching** TV when Rob called. (= I was in the middle of watching TV)

F Do not confuse **I used to do** and **I am used to doing** (see Unit 61). The structures and meanings are different:

- ☐ I **used to live** alone. (= I lived alone in the past, but I no longer live alone.)
- ☐ I **am used to living** alone. (= I live alone, and it's not a problem for me because I've lived alone for some time.)

## 18.1 Complete the sentences with **used to** + a suitable verb.

- Nicola used to travel a lot, but she doesn't go away much these days.
- Sophie ..... a motorbike, but last year she sold it and bought a car.
- Our friends moved to Spain a few years ago. They ..... in Paris.
- Jackie ..... my best friend, but we aren't friends any more.
- I rarely eat ice cream now, but I ..... it when I was a child.
- It only takes me about 40 minutes to get to work now that the new road is open.  
It ..... more than an hour.
- There ..... a hotel near the airport, but it closed a long time ago.
- I ..... in a factory. It wasn't my favourite job.

## 18.2 Complete the sentences. Choose from the box.

- Lisa used to have very long hair when she was a child.
- We ..... to watch TV a lot, but we don't have a TV any more.
- Lisa works in a shop now. She ..... a receptionist in a hotel.
- What games ..... you use to play when you were a child?
- I ..... like big cities, but now I prefer the countryside.
- In your last job, how many hours a day did you ..... to work?
- I don't travel very much these days, but I used .....
- I used to ..... to run ten kilometres, but I can't run that far now.
- These days I eat more than before. I ..... use to eat as much.

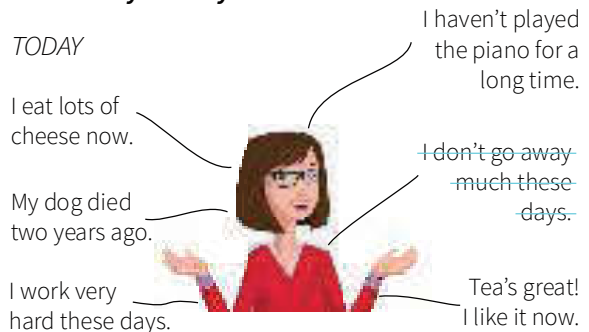
did  
didn't  
to  
use  
used  
used to  
used to be  
used to have  
be able

## 18.3 Compare what Karen said ten years ago and what she says today:

TEN YEARS AGO



TODAY



Now write about how Karen has changed. Use **used to** / **didn't use to** / **never used to** in the first part of your sentence.

- She used to travel a lot, but she doesn't go away much these days.
- She used ..... but .....
- ..... but .....
- ..... but .....
- ..... but .....
- ..... but .....

## 18.4 Write sentences about yourself. Begin **I used to ...** (**I used to be/work/like/play** etc.)

- I used to live in a small village, but now I live in a city.
- I used to play tennis a lot, but I don't play any more.
- I used ....., but .....
- I .....
- .....

Now begin with **I didn't use to ...**

- I didn't use to read a lot, but I do now.
- I didn't .....
- .....

Present tenses (**I am doing / I do**) for the future**A** Present continuous (**I am doing**) with a future meaning

This is Ben's diary for next week.

He **is playing** tennis on Monday afternoon.

He **is going** to the dentist on Tuesday morning.

He **is meeting** Kate on Friday.

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

**I'm doing** something (tomorrow etc.) = I have already decided and arranged to do it:

- ☐ A: What **are** you **doing** on Saturday evening? (*not* What do you do)
- ☐ B: I'm **going** to the cinema. (*not* I go)
- ☐ A: What time **is** Katherine **arriving** tomorrow?
- ☐ B: Half past ten. We're **meeting** her at the station.
- ☐ I'm **not working** tomorrow, so we can go out somewhere.
- ☐ Steve **isn't playing** football next Saturday. He's hurt his leg.

We do not normally use **will** to talk about what we have arranged to do:

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

We also use the present continuous for an action *just before you start to do it*. This happens especially with verbs of movement (**go/come/leave** etc.):

- ☐ I'm tired. I'm **going** to bed now. Goodnight. (*not* I go to bed now)
- ☐ 'Tina, are you ready yet?' 'Yes, I'm **coming**.' (*not* I come)

**B** Present simple (**I do**) with a future meaning

We use the present simple when we talk about timetables and programmes (for example, transport or cinema times):

- ☐ I have to go. My train **leaves** at 11.30.
- ☐ What time **does** the film **start** tonight?
- ☐ The meeting **is** at nine o'clock tomorrow.

You can use the present simple to talk about people if their plans are fixed like a timetable:

- ☐ I **start** my new job on Monday.
- ☐ What time **do** you **finish** work tomorrow?

But the continuous is more usual for other personal arrangements:

- ☐ What time **are** you **meeting** Kate tomorrow? (*not* do you meet)

Compare:

*Present continuous*

- ☐ What time **are** you **arriving**?
- ☐ I'm **going** to the cinema this evening.

*Present simple*

- ☐ What time **does** the train **arrive**?
- ☐ The film **starts** at 8.15.

When you talk about appointments, lessons, exams etc., you can use **I have** or **I've got**:

- ☐ I **have** an exam next week. or I've **got** an exam next week.

## 19.1 Ask Anna about her holiday plans.



ANNA

- 1 (where / go?) *Where are you going?*
- 2 (how long / go for?) .....
- 3 (when / leave?) .....
- 4 (go / alone?) .....
- 5 (travel / by car?) .....
- 6 (where / stay?) .....

Scotland.  
Ten days.  
Next Friday.  
No, with a friend.  
No, by train.  
In a hotel.

## 19.2 Complete the sentences.

- 1 Steve *isn't playing* (not / play) football on Saturday. He's hurt his leg.
- 2 ..... (We / have) a party next week. We've invited all our friends.
- 3 ..... (I / not / work) tomorrow. It's a public holiday.
- 4 ..... (I / leave) now. I've come to say goodbye.
- 5 'What time ..... (you / go) out this evening?' 'Seven o'clock.'
- 6 ..... (Laura / not / come) to the party tomorrow. She isn't well.
- 7 I love New York. .... (I / go) there soon.
- 8 Ben can't meet us on Monday. .... (He / work) late.

## 19.3 Have you arranged to do anything at these times? Write sentences about yourself.

- 1 (this evening) *I'm not doing anything this evening.*
- 2 (tomorrow morning) I .....
- 3 (tomorrow evening) I .....
- 4 (next Sunday) I .....
- 5 (another day or time) .....

## 19.4 Complete the sentences. Use the present continuous or present simple.

- 1 A: Tina, are you ready yet?  
B: Yes, *I'm coming* (I / come).
- 2 A: ..... (you / go) to Sam's party on Saturday?  
B: No, I haven't been invited.
- 3 A: Has Jack moved into his new apartment yet?  
B: Not yet, but ..... (he / move) soon – probably at the end of the month.
- 4 A: ..... (I / go) to a concert tonight.  
B: That's nice. What time ..... (it / start)?
- 5 A: Have you seen Chris recently?  
B: No, but ..... (we / meet) for lunch next week.
- 6 A: ..... (you / do) anything tomorrow morning?  
B: No, I'm free. Why?
- 7 A: When ..... (this term / end)?  
B: Next Friday. And next term ..... (start) four weeks after that.
- 8 A: ..... (We / go) to a wedding at the weekend.  
B: Really? ..... (Who / get) married?
- 9 A: There's football on TV later tonight. .... (you / watch) it?  
B: No, I'm not interested.
- 10 A: What time is your train tomorrow?  
B: It ..... (leave) at 9.35 and ..... (arrive) at 12.47.
- 11 A: I'd like to go and see the exhibition at the museum. How long is it on for?  
B: ..... (It / finish) next week.
- 12 A: Do you need the car this evening?  
B: No, you can have it. .... (I / not / use) it.

## I'm going to (do)

## A

I **am going to do** something = I have already decided to do it, I intend to do it:

- ☐ 'Are you **going to eat** anything?' 'No, I'm not hungry.'
- ☐ A: I hear Sarah won the lottery. What **is** she **going to do** with the money?  
B: She's **going to buy** a new car.
- ☐ I'm just **going to make** a quick phone call. Can you wait for me?
- ☐ This cheese smells horrible. I'm **not going to eat** it.

## B

I **am doing** and I **am going to do**

I **am doing** = it is *already fixed or arranged*. For example, you have arranged to go somewhere or meet somebody:

- ☐ I'm **leaving** next week. I've booked my flight.
- ☐ What time **are** you **meeting** Emily this evening?

I **am going to do** something = I've decided to do it. Maybe I've arranged to do it, maybe not.

- ☐ A: Your shoes are dirty.  
B: Yes, I know. I'm **going to clean** them.  
(= I've *decided* to clean them, but I haven't arranged this with anybody)
- ☐ I don't want to stay here. Tomorrow I'm **going to look** for somewhere else to stay.

Compare:

- ☐ I don't know what I'm **doing** tomorrow. (= I don't know my schedule or plans)
- ☐ I don't know what I'm **going to do** about the problem. (= I haven't decided what to do)

Often the difference is small and either form is possible.

## C

You can also say that 'something **is going to happen**' in the future. For example:



The man isn't looking where he is going.

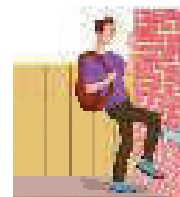
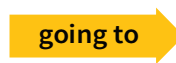
He **is going to walk** into the wall.

When we say that 'something **is going to happen**', the situation *now* makes this clear.

The man is walking towards the wall now, so we can see that he **is going to walk** into it.



now



future

Some more examples:

- ☐ Look at those black clouds! It's **going to rain**. (we can see the clouds *now*)
- ☐ I feel terrible. I think I'm **going to be sick**. (I feel terrible *now*)
- ☐ The economic situation is bad now and things **are going to get** worse.

## D

I **was going to** do something = I intended to do it, but didn't do it:

- ☐ We **were going to travel** by train, but then we decided to drive instead.
- ☐ I **was just going to cross** the road when somebody shouted 'Stop!'

You can say that 'something **was going to happen**' (but didn't happen):

- ☐ I thought it **was going to rain**, but it didn't.

## 20.1 Write questions with **going to**.

- 1 Your friend has won some money. You ask:  
(what / do?) What are you going to do with it?
- 2 Your friend is going to a wedding next week. You ask:  
(what / wear?) .....
- 3 Your friend has just bought a new table. You ask:  
(where / put?) .....
- 4 Your friend has decided to have a party. You ask:  
(who / invite?) .....
- 5 Your friend has bought some fish for dinner. You ask:  
(how / cook?) .....

## 20.2 Complete the sentences using **I'm going to ... / I'm not going to ...**. Choose from:

complain    learn    run    say    try    wash    not/accept    not/eat    not/tell

- 1 This cheese smells horrible. I'm not going to eat it.
- 2 I haven't been trying hard enough. From now on ..... harder.
- 3 I have to make a speech tomorrow, but I don't know what ..... it.'
- 4 'The car is very dirty.' 'I know. .... it.'
- 5 I've been offered a job, but ..... it. The pay is too low.
- 6 ..... a language, but I haven't decided yet which one.
- 7 One day ..... in a marathon. It's my ambition.
- 8 The food in this restaurant is awful. ....
- 9 Ben doesn't need to know what happened, so ..... him.

## 20.3 What is going to happen in these situations? Use the words in brackets.

- 1 There are a lot of black clouds in the sky.  
(rain) It's going to rain.
- 2 It is 8.30. Tom is leaving home. He has to be at work at 8.45, but the journey takes 30 minutes.  
(late) He .....
- 3 There is a hole in the bottom of the boat. A lot of water is coming in through the hole.  
(sink) The boat .....
- 4 Amy and Ben are driving. The tank is nearly empty. It's a long way to the nearest petrol station.  
(run out) They .....
- 5 Sarah's car was badly damaged in an accident. Now it has to be repaired.  
(cost a lot) It ..... to repair the car.

## 20.4 Complete the sentences with **was/were going to**. Choose from:

be    buy    give up    phone    play    say    ~~travel~~

- 1 We were going to travel by train, but then we decided to go by car instead.
- 2 I ..... some new clothes yesterday, but I didn't have time to go to the shops.
- 3 Tom and I ..... tennis last week, but he'd hurt his knee and had to cancel.
- 4 I ..... Jane, but I sent her an email instead.
- 5 I thought the exam ..... hard, but it was easier than I expected.
- 6 Peter ..... his job, but in the end he decided to stay where he was.
- 7 I'm sorry I interrupted you. What ..... you ..... ?

## will and shall 1

**A** We use **I'll ... (= I will)** when we've just decided to do something. When we say '**I'll** do something,' we announce our decision:

- ☐ Oh, I left the door open. **I'll go** and shut it.
- ☐ 'What would you like to drink?' '**I'll have** orange juice, please.'
- ☐ 'Did you call Max?' 'Oh no, I forgot. **I'll call** him now.'

We do not use the *present simple* (**I do / I go** etc.) in these sentences:

- ☐ **I'll phone** him now. (*not* I phone him now)

We often use **I think I'll ... / I don't think I'll ...**:

- ☐ I'm a little hungry. **I think I'll have** something to eat.
- ☐ **I don't think I'll go** out tonight. I'm too tired.

In spoken English **will not** is usually **won't**:

- ☐ I can see you're busy, so **I won't stay** long. (= I will not stay long)

**B** We often use **I'll** in these situations:

*Offering to do something*

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

*Agreeing to do something*

- ☐ A: Can you give Tom this book?  
B: Sure, **I'll give** it to him when I see him this afternoon.

*Promising to do something*

- ☐ Thanks for lending me the money. **I'll pay** you back on Friday.
- ☐ I **won't tell** anyone what happened. I promise.



We use **won't** to say that somebody refuses to do something:

- ☐ I've tried to give her advice, but she **won't listen**.
- ☐ The car **won't start**. (= the car 'refuses' to start)

**Will you** (do something)? = please do it:

- ☐ **Will you** please turn the music down? It's too loud.

The car won't start.



**C** We do *not* use **will** to talk about what has been decided or arranged before:

- ☐ **I'm going** on holiday next Saturday. (*not* I'll go)

Compare:

- ☐ **I'm meeting** Kate tomorrow morning. (decided before)
- ☐ A: **I'll meet** you at half past ten, OK?  
B: Fine. See you then. (decided now)

**D** We use **shall** mostly in the questions **shall I ... ? / shall we ... ?**

We use **shall I ... ? / shall we ... ?** to ask if it's OK to do something or to ask for a suggestion:

- ☐ **Shall I** open the window? (= do you want me to open it?)
- ☐ I've got no money. What **shall I** do? (= what do you suggest?)
- ☐ '**Shall we** go?' 'Just a minute. I'm not ready yet.'
- ☐ 'Where **shall we** have lunch?' 'Let's go to Marino's.'

Compare **shall I ... ?** and **will you ... ?**:

- ☐ **Shall I** shut the door? (= do you want me to shut it?)
- ☐ **Will you** shut the door? (= I want you to shut it)



## 21.1 Complete the sentences with I'll + a suitable verb.

- 1 'How are you going to get home?' 'I think I'll take a taxi.'
- 2 'It's cold in this room.' 'Is it? ..... on the heating then.'
- 3 'Are you free next Friday?' 'Let me see. .... my diary.'
- 4 'Shall I do the washing-up?' 'No, it's all right. .... it later.'
- 5 'I don't know how to use this phone.' 'OK, ..... you.'
- 6 'Would you like tea or coffee?' '..... coffee, please.'
- 7 'Are you coming with us?' 'No, I think ..... here.'
- 8 'Can you finish this report today?' 'Well, ....., but I can't promise.'

## 21.2 Read the situations and write sentences with I think I'll ... or I don't think I'll ... .

- 1 It's a bit cold. The window is open and you decide to close it. You say:  
It's cold with the window open. I think I'll close it.
- 2 You are feeling tired and it's getting late. You decide to go to bed. You say:  
I'm tired, so ..... Goodnight!
- 3 The weather is nice and you need some exercise. You decide to go for a walk. You say:  
It's a lovely morning. .... Do you want to come too?
- 4 You were going to have lunch. Now you decide you don't want to eat anything. You say:  
I don't feel hungry any more. .... lunch.
- 5 You planned to go swimming today. Now you decide not to go. You say:  
I've got a lot to do, so ..... today.

## 21.3 Which is correct?

- 1 'Did you call Max?' 'Oh no, I forgot. I call / I'll call him now.' (I'll call is correct)
- 2 I can't meet you tomorrow morning. I'm playing / I'll play tennis. (I'm playing is correct)
- 3 'I meet / I'll meet you outside the hotel at 10.30, OK?' 'Yes, that's fine.'
- 4 'Please don't go yet.' 'OK, I'm staying / I'll stay a little longer, but I have to go soon.'
- 5 I'm having / I'll have a party next Saturday. I hope you can come.
- 6 'Remember to lock the door when you go out.' 'OK. I don't forget / I won't forget.'
- 7 'Do you have any plans for the weekend?' 'Yes, we're going / we'll go to a wedding.'
- 8 'Are you doing / Will you do anything tomorrow evening?' 'No, I'm free. Why?'
- 9 'Do you do / Will you do something for me?' 'It depends. What do you want me to do?'
- 10 'Do you go / Will you go to work by car?' 'Not usually. I prefer to walk.'
- 11 I asked Sue what happened, but she doesn't tell / won't tell me.
- 12 I don't know if I can win the race tomorrow, but I'm doing / I'll do my best.

## 21.4 What do you say in these situations? Write sentences with shall I ... ? or shall we ... ?

- 1 You and a friend want to do something this evening, but you don't know what.  
You say: What shall we do this evening? Do you want to go somewhere?
- 2 You and a friend are going on holiday together, but you have to decide where.  
You ask your friend: .....?
- 3 You try on a jacket in a shop. You are not sure whether to buy it or not.  
You ask a friend for advice: .....? What do you think?
- 4 You and a friend are going out. You have to decide whether to get a taxi or to walk.  
You ask your friend: ..... or .....?
- 5 It's Helen's birthday soon. You want to give her a present, but what?  
You ask a friend: What .....? Any ideas?
- 6 You're meeting a friend tomorrow, but you have to decide what time.  
You say: .....? Is 10.30 OK for you?

## A

We do *not* use **will** to say what somebody has *already arranged* or *decided* to do:

- ☐ Lisa **is working** next week. (*not* Lisa will work)
- ☐ **Are you going to watch** TV this evening? (*not* will you watch)

See Units 19–20.

We use **will** to say what we know or believe about the future (not what someone has already decided).  
For example:

Kate has her driving test next week.  
Chris and Joe are talking about it.

Do you think  
Kate **will pass**?

CHRIS

Yes, she's a good driver.  
She'll **pass** easily.

JOE

Joe believes that Kate **will pass**  
the driving test.  
He is *predicting* the future.

When we predict a future  
happening or situation, we use  
**will/won't**.

Some more examples:

- ☐ They've been away a long time. When they return, they'll **find** a lot of changes here.
- ☐ 'Where **will** you **be** this time next year?' 'I'll **be** in Japan.'
- ☐ That plate is hot. If you touch it, you'll **burn** yourself.
- ☐ Anna looks completely different now. You **won't recognise** her.
- ☐ When **will** you **get** your exam results?

Compare:

- ☐ I think James **is going** to the party on Friday. (= I think he has already decided to go)
- ☐ I think James **will go** to the party on Friday. (= I think he will decide to go)

## B

We often use **will ('ll)** with:

- |                      |  |
|----------------------|--|
| <b>probably</b>      | <input type="checkbox"/> I'll <b>probably</b> be home late tonight.                            |
| <b>I'm sure</b>      | <input type="checkbox"/> Don't worry about the exam. <b>I'm sure</b> you'll pass.              |
| <b>I think</b>       | <input type="checkbox"/> Do you <b>think</b> Sarah <b>will</b> like the present we bought her? |
| <b>I don't think</b> | <input type="checkbox"/> I <b>don't think</b> the exam <b>will</b> be very difficult.          |
| <b>I wonder</b>      | <input type="checkbox"/> I <b>wonder</b> what <b>will</b> happen.                              |

After **I hope**, we generally use the present:

- ☐ I hope Kate **passes** the driving test.
- ☐ I hope it **doesn't rain** tomorrow.

## C

Generally we use **will** to talk about *the future*, but sometimes we use **will** to talk about *now*:

- ☐ Don't phone Amy now. She'll **be** busy. (= she'll be busy *now*)

## D

Normally we use **shall** only with **I** and **we**. You can say:

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

- ☐ **I shall** be late this evening. (*or I will be*)
- ☐ **We shall** probably go to France in June. (*or We will probably go*)

In spoken English we normally use **I'll** and **we'll**:

- ☐ **We'll** probably go to France.

The negative of **shall** is **shall not** or **shan't**:

- ☐ I **shan't** be here tomorrow. (*or I won't be*)

We do not normally use **shall** with **he/she/it/you/they**:

- ☐ She **will** be very angry. (*not* She shall be)

## 22.1 Put in **will** ('ll) or **won't**.

- Can you wait for me? I won't be long.
- There's no point in asking Amanda for advice. She ..... know what to do.
- I'm glad I'm meeting Emma tomorrow. It ..... be good to see her again.
- I'm sorry about what happened yesterday. It ..... happen again.
- You don't need to take an umbrella with you. I don't think it ..... rain.
- I've got some incredible news! You ..... believe it.

## 22.2 Complete the sentences using **will** ('ll). Choose from the following:

it/be people/live      she/come it/look      you/get we/meet      you/like you/pass      you/enjoy she/mind

- Don't worry about your exam. I'm sure you'll pass.
- Why don't you try on this jacket? ..... nice on you.
- You must meet Max sometime. I think ..... him.
- It's a very nice hotel. .... your stay there.
- It's raining hard. Don't go out. .... very wet.
- Do you think ..... longer in the future?
- Goodbye! I'm sure ..... again before long.
- I've invited Anna to the party, but I don't think .....
- You can borrow Amy's umbrella. I don't think .....
- It takes me an hour to get to work at the moment. When the new road is finished, ..... much quicker.

## 22.3 Write questions using **do you think ... will ... ?** + the following:

be back      cost      end      get married      happen      like      rain

- I've bought this picture for Karen. Do you think she'll like it ?
- The weather doesn't look very good. Do you ..... ?
- The meeting is still going on. When do you ..... ?
- My car needs to be repaired. How much ..... ?
- Sally and David are in love. Do ..... ?
- 'I'm going out now.' 'OK. What time ..... ?'
- The future situation is uncertain. What ..... ?

## 22.4 Where do you think you will be at these times? Write sentences about yourself. Use:

**I'll be ... or I'll probably be ... or I don't know where ...**

- (next Monday evening at 7.45) I'll probably be at home.
- (at 3 am tomorrow) .....
- (at 10.30 tomorrow morning) .....
- (next Friday afternoon at 4.15) .....
- (this time next year) .....

## 22.5 Which is better in these sentences?

- Lisa isn't free on Saturday. She'll work / She's working. (She's working is correct)
- It was an amazing experience. I never forget it. / I'll never forget it.
- Something very funny happened. You're laughing / You'll laugh when I tell you about it.
- I'll go / I'm going to a party tomorrow night. Would you like to come too?
- Who do you think will win / is winning the game tomorrow?
- I can't meet you this evening. A friend of mine will come / is coming to see me.
- Don't be afraid of the dog. It won't hurt / It isn't hurting you.
- What's happening / What will happen if I press this button?
- A: Have you decided where to go for your holidays?  
B: Yes, we'll go / we're going to Italy.

## I will and I'm going to

## A Future actions

Compare **will** and **(be) going to**:

Sarah is talking to Helen:

Let's have a party.



SARAH

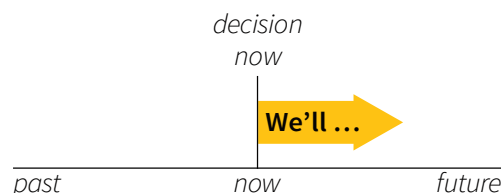
That's a great idea.  
We'll invite lots of people.



HELEN

**will** (We'll invite ...)

We use **will** (We'll invite ...) to announce a new decision. The party is a new idea.



Later that day, Helen meets Max:

Sarah and I have decided to have a party.  
We're going to invite lots of people.



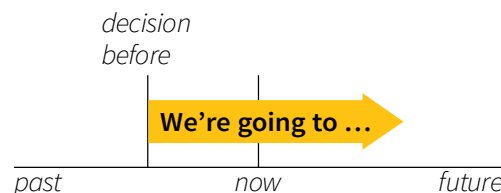
HELEN



MAX

**(be) going to** (We're going to invite ...)

We use **(be) going to** when we have *already decided* to do something. Helen had already decided to invite lots of people *before* she spoke to Max.



Compare:

- ☐ 'Gary has been trying to contact you.' 'Has he? OK, I'll call him.'
- ☐ 'Gary has been trying to contact you.' 'Yes, I know. I'm going to call him.'
- ☐ 'Anna is in hospital.' 'Really? I didn't know. I'll go and visit her.'
- ☐ 'Anna is in hospital.' 'Yes, I know. I'm going to visit her this evening.'

## B Future happenings and situations (predicting the future)

We use both **will** and **going to** for future happenings and situations. So you can say:

- ☐ I think the weather **will be** nice later. *or*  
I think the weather **is going to be** nice later.
- ☐ Those shoes are well-made. They'll last a long time. *or*  
Those shoes are well-made. They're going to last a long time.

When we say something **is going to** happen, we believe this because of the situation *now*. What is happening *now* shows that something **is going to** happen in the future. For example:

- ☐ Look at those black clouds. **It's going to rain.** (*not* it will rain)  
(we can see that it **is going to rain** – the black clouds are in the sky *now*)

Compare:

- ☐ We're going to be late. The meeting starts in five minutes and it takes 15 minutes to get there.  
(it is clear *now* that we don't have enough time to get there)
- ☐ Jane **will be** late for the meeting. She's always late.  
(I believe this because I know what Jane is like)

## 23.1 Complete the sentences using **will ('ll)** or **(be) going to**.

- 1 A: Why are you turning on the TV?  
B: I'm going to watch the news. (I / watch)
- 2 A: I forgot my wallet. I don't have any money.  
B: Not to worry. .... you some. (I / lend)
- 3 A: Why are you filling that bucket with water?  
B: ..... the car. (I / wash)
- 4 A: I don't know how to use the washing machine.  
B: It's easy. .... you. (I / show)
- 5 A: I've decided to paint this room.  
B: That's nice. What colour ..... it? (you / paint)
- 6 A: Where are you going? Are you going shopping?  
B: Yes, ..... some things for dinner tonight. (I / buy)
- 7 A: What would you like to eat?  
B: ..... a pizza, please. (I / have)
- 8 A: This food doesn't taste very good, does it?  
B: No, it's horrible. .... it. (I / not / finish)
- 9 A: Tom is starting an evening class next month.  
B: Is he? What ..... ? (he / study)
- 10 A: Did you call Lisa?  
B: Oh, no. I completely forgot. .... her now. (I / call)
- 11 A: Has Dan decided what to do when he leaves school?  
B: Yes. Everything is planned.  
First ..... a holiday for a few weeks. (he / have)  
Then ..... a management training course. (he / do)

## 23.2 Read the situations and complete the sentences using **will ('ll)** or **(be) going to**.

- 1 You want some coffee. You go to the kitchen to make some.  
You say (to your friend): I'm going to make some coffee. Would you like some?
- 2 You're speaking to a friend and arranging to meet. You suggest a time and place.  
You say: ..... you at 10.30 in the hotel lobby, OK? (I/see)
- 3 You have decided to sell your car. You tell a friend of yours.  
You say: I don't need my car any more. .... it. (I/sell)
- 4 Your friend is worried because she has lost her driving licence.  
You say: Don't worry. I'm sure ..... it. (you/find)
- 5a You have an old camera that is broken. You have decided to throw it away. You tell your friend.  
You say: This camera is broken. .... it away. (I/throw)
- 5b Your friend loves and collects old cameras. He doesn't want you to throw it away.  
He says: Don't throw it away! ..... it. (I/have)
- 6a Joe has to go to the airport tomorrow. He doesn't know how to get there. Amy offers to take him.  
Amy says: Don't worry about getting to the airport, Joe. .... you. (I/take)
- 6b Later that day, Paul offers to take Joe to the airport. Joe tells him that it's not necessary.  
Joe says: Thanks, Paul, but ..... me. (Amy/take)

## 23.3 Which goes with which?

- 1 Why don't you come to the party with us?
- 2 That ceiling looks dangerous.
- 3 He's looking very tired.
- 4 This table is too big.
- 5 The weather forecast is good.
- 6 Jack is very determined.
- 7 They are building a new skyscraper here.
- 8 I haven't seen Ben for ages.

- a He'll get what he wants.
- b He probably won't remember me.
- c It's going to be a nice day.
- d It looks as if it's going to fall down.
- e It's going to be 200 metres high.
- f ~~You'll enjoy it.~~
- g I don't think it will fit in the room.
- h I think he's going to fall asleep.

- 1 f .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....

## will be doing and will have done

## A Study this example situation:

These people are standing in a queue to get into the cinema.



now

Half an hour from now, the cinema will be full. Everyone **will be watching** the film.



half an hour from now

Three hours from now, the cinema will be empty. The film **will have finished**. Everyone **will have gone** home.



three hours from now

B I **will be doing** something (*future continuous*) = I will be in the middle of doing it:

- ☐ This time next week I'll be on holiday. I'll **be lying** on the beach or **swimming** in the sea.
- ☐ You have no chance of getting the job. You'll **be wasting** your time if you apply.

Compare **will be (do)ing** and **will (do)**:

- ☐ Don't phone between 7 and 8. We'll **be eating**.
- ☐ Let's wait for Liz to arrive and then we'll **eat**.

Compare:

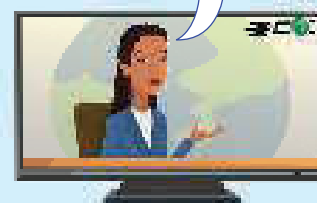
- ☐ At 10 o'clock yesterday, Tina **was** in her office. She **was working**. (*past continuous*)
- It's 10 o'clock now. She **is** in her office. She **is working**. (*present continuous*)
- At 10 o'clock tomorrow, she **will be** in her office. She **will be working**. (*future continuous*)

C We also use **will be -ing** to talk about complete actions in the future. For example:

- ☐ The government **will be making** a statement about the crisis later today.
- ☐ Later in the programme, I'll **be talking** to the Minister of Education.
- ☐ The team's star player is injured and **won't be playing** in the game on Saturday.

When we use it in this way, **will be (doing)** is similar to **will (do)** and **going to (do)**.

Later in the programme,  
I'll be talking to ...

D I **will have done** something (*future perfect*) = it will be complete before a time in the future. For example:







- ☐ Sally always leaves for work at 8.30 in the morning. She won't be at home at 9 o'clock – she'll **have gone** to work.
- ☐ We're late. The film **will already have started** by the time we get to the cinema.

Compare:

- ☐ Ted and Amy **have been** married for 24 years. (*present perfect*)
- Next year they **will have been** married for 25 years. (*future perfect*)
- When their son was born, they **had been** married for three years. (*past perfect*)

## 24.1 Read about Andy. Then tick (✓) the sentences which are true. In each group of sentences at least one is true.

Andy goes to work every day. He leaves home at 8 o'clock and arrives at work at about 8.45. He starts work immediately and continues until 12.30 when he has lunch (which takes about half an hour). He starts work again at 1.15 and goes home at exactly 4.30. Every day he follows the same routine and tomorrow will be no exception.

- |   |   |  |  |
|---|---|--|--|
| <p>1 </p>  | <p><b>At 7.45</b><br/> a he'll be leaving the house<br/> b he'll have left the house<br/> c he'll be at home ✓<br/> d he'll be having breakfast ✓</p>       | <p>4 </p>  | <p><b>At 12.45</b><br/> a he'll have lunch<br/> b he'll be having lunch<br/> c he'll have finished his lunch<br/> d he'll have started his lunch</p> |
| <p>2 </p>  | <p><b>At 8.15</b><br/> a he'll be leaving the house<br/> b he'll have left the house<br/> c he'll have arrived at work<br/> d he'll be arriving at work</p> | <p>5 </p>  | <p><b>At 4 o'clock</b><br/> a he'll have finished work<br/> b he'll finish work<br/> c he'll be working<br/> d he won't have finished work</p>       |
| <p>3 </p> | <p><b>At 9.15</b><br/> a he'll be working<br/> b he'll start work<br/> c he'll have started work<br/> d he'll be arriving at work</p>                       | <p>6 </p> | <p><b>At 4.45</b><br/> a he'll leave work<br/> b he'll be leaving work<br/> c he'll have left work<br/> d he'll have arrived home</p>                |

## 24.2 Complete the sentences. Choose from the box.

- There's an election next week. Who will you be voting for?
- I'll ..... shopping later. Can I get you anything?
- Emily is not well, so she ..... volleyball tomorrow.
- Little Emma ..... school soon. She's growing up fast.
- The match is on TV tonight. Will you ..... it?
- What ..... in your new job? The same as before?
- I ..... to the wedding. I'll be away on holiday.
- Please fasten your seat belts. The plane ..... in ten minutes.

be watching  
will be landing  
won't be playing  
will be starting  
~~will you be voting~~  
won't be going  
be going  
will you be doing

## 24.3 Put the verb into the correct form, **will be (do)ing** or **will have (done)**.

- Don't phone between 7 and 8. We'll be eating then. (we / eat)
- Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, ..... tennis. (we / play)
- Sarah will meet you at the station. .... for you when you arrive. (she / wait)
- The meeting starts at 9.30 and won't last longer than an hour. You can be sure that ..... by 11 o'clock. (it / finish)
- Do you think ..... in the same place in ten years' time? (you / still / live)
- Lisa is travelling in Europe and so far she has travelled about 1,000 miles. By the end of the trip, ..... more than 3,000 miles. (she / travel)
- If you need to contact me, ..... at the Lion Hotel until Friday. (I / stay)
- Ben is on holiday and is spending his money very quickly. If he continues like this, ..... all his money before the end of his holiday. (he / spend)
- I'm fed up with my job. I hope ..... it much longer. (I / not / do)



## when I do and when I've done if and when

## A

Study this example:

Amy is on a train. She's calling a friend.

I'll call you again later **when I arrive**.

'I'll call you again later when I arrive' is a sentence with two parts:

the main part: I'll call you again later  
and **when** ...: when I arrive

The time is *future* ('later'), but Amy says:... **when I arrive** (*not* when I will arrive)

We say

**when I do** something (*not* will do)**when** something **happens** (*not* will happen)

Some more examples:

- ☐ We'll go out **when it stops** raining. (*not* when it will stop)
- ☐ **When you are** here again, you must come and see us. (*not* When you will be)
- ☐ Don't forget to lock the door **when you go** out. (*not* will go)

The same thing happens after **while** / **before** / **after** / **as soon as** / **until**:

- ☐ What are you going to do **while I'm** away? (*not* while I will be)
- ☐ **Before you go**, there's something I want to ask you.
- ☐ Wait here **until I come** back. or ... **till I come** back.

## B

You can also use the *present perfect* (**have done**) after **when** / **after** / **until** / **as soon as**:

- ☐ Can I have the newspaper **when you've finished** with it?
- ☐ Don't say anything while Ian is here. Wait **until he has gone**.

We use the present perfect to show that one thing is complete *before* the other. The two things do *not* happen together:

- ☐ **When I've phoned** Kate, we can go out.  
(= first I'll phone Kate and *after that* we can go out)

Do not use the present perfect if the two things happen together:

- ☐ **When I phone** Kate, I'll ask her about the party. (*not* when I've phoned)

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

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

## C

**if and when**After **if**, we normally use the present (**if I do** / **if I see** etc.) for the future:

- ☐ I'll be angry **if it happens** again. (*not* if it will happen)
- ☐ Hurry up! **If we don't** hurry, we'll be late.

We use **if** (*not* when) for things that will *possibly* happen (or not happen):

- ☐ **If** it is raining this evening, I won't go out. (*not* when it is raining)
- ☐ Don't worry **if** I'm late tonight. (*not* when I'm late)
- ☐ **If** they don't come soon, I'm not going to wait for them.

We use **when** for things which are *sure* to happen. Compare:

- ☐ I might go out later. (*it's possible*) **If** I go out, I'll get some bread.
- ☐ I'm going out later. (*for sure*) **When** I go out, I'll get some bread.

## 25.1 Which is correct?

- Don't forget to lock the door when you go out / ~~you'll go out~~. (you go out is correct)
- As soon as we get any more information, we let / we'll let you know.
- I want to get to the cinema before the film starts / will start.
- Don't drive through a red light. Wait until it changes / it will change to green.
- Sarah will be here soon. I make / I'll make some coffee when she comes.
- I'm 20 now. I wonder where I'll be when I'm 40 / I'll be 40.
- I wait / I'll wait for you until you're ready, but don't be long.
- Oliver is five years old. He wants to be a TV presenter when he grows up / he'll grow up.
- We could meet for coffee tomorrow morning if you're / you will be free.
- If the weather is / will be nice tomorrow, we're going to the beach.
- Vicky is / will be very disappointed if she doesn't get a place at university.
- You'll feel better after you've had / you'll have something to eat.

## 25.2 Complete the sentences using the verbs in brackets. Use **will/won't** or the present (**see/plays/are** etc.).

- When you are (you / be) here again, you must come and see us.
- I want to see Sophie before ..... (she / go) away next week.
- Call me when ..... (you / know) what time you're going to get here.
- There's no need to hurry. .... (I / wait) for you until  
..... (you / be) ready.
- I'm going out for about an hour. .... (you / still / be) here when  
..... (I / get) back?
- I think everything will be fine, but if ..... (there / be) any problems,  
..... (I / let) you know, OK?
- Kate looks completely different now. .... (you / not / recognise)  
her when ..... (you / see) her again.
- I'm going to be away for a few days. If ..... (you / need) to contact me  
while ..... (I / be) away, you can call me.

## 25.3 Read the situations and complete the sentences.

- You and a friend want to go out, but it's raining hard. You don't want to get wet.  
You say: Let's wait until it stops raining .....
- You're visiting a friend. It's going to get dark soon, and you want to leave before that.  
You ask: I'd better go now before .....
- You want to sell your car. Mark is interested in buying it, but he hasn't decided yet.  
You ask: Let me know as soon as .....
- Your friends are going to Hong Kong soon. You want to know where they're going to stay.  
You ask: Where are you going to stay when ..... ?
- The traffic is bad in your town, but they are going to build a new road.  
You say: I think things will be better when they .....
- Someone you know has been very rude to you. You want her to apologise.  
You say (to someone else): I won't speak to her until .....

## 25.4 Put in **when** or **if**.

- Don't worry if I'm late tonight.
- Be careful. You'll hurt yourself ..... you fall.
- I'm going shopping. .... you want anything, I can get it for you.
- I'm going away for a few days. I'll call you ..... I get back.
- ..... I don't see you tomorrow, when will I see you again?
- I'm watching a programme on TV right now. .... it finishes, I'm going to bed.
- We can eat at home or, ..... you prefer, we can go to a restaurant.
- I hope Sarah can come to the party. It will be a shame ..... she can't come.

## can, could and (be) able to

## A

We use **can** to say that something is possible or allowed, or that somebody has the ability to do something. We use **can + infinitive** (**can do / can see** etc.):

- ☐ We **can see** the lake from our hotel.
- ☐ 'I don't have a pen.' 'You **can use** mine.'
- ☐ **Can you speak** any foreign languages?
- ☐ I **can come** and see you tomorrow if you like.
- ☐ The word 'dream' **can be** a noun or a verb.

The negative is **can't** (= **cannot**):

- ☐ I'm afraid I **can't come** to the party on Friday.

## B

You can say that somebody **is able to** do something, but **can** is more usual:

- ☐ We **are able to see** the lake from our hotel.

But **can** has only two forms: **can** (*present*) and **could** (*past*). So sometimes it is necessary to use **(be) able to**. Compare:

- ☐ I **can't** sleep.
- ☐ Tom **can** come tomorrow.
- ☐ Maria **can** speak French, Spanish and English.

- ☐ I **haven't been able to** sleep recently.
- ☐ Tom **might be able to** come tomorrow.
- ☐ Applicants for the job **must be able to** speak two foreign languages.

## C

Sometimes **could** is the past of **can**. We use **could** especially with:

**see    hear    smell    taste    feel    remember    understand**

- ☐ We had a lovely room in the hotel. We **could see** the lake.
- ☐ As soon as I walked into the room, I **could smell** gas.
- ☐ I was sitting at the back of the theatre and **couldn't hear** very well.

We also use **could** to say that somebody had the ability to do something, or was allowed to do something:

- ☐ My grandfather **could speak** five languages.
- ☐ We were totally free. We **could do** what we wanted. (= we were allowed to do)

## D

**could** and **was able to**

We use **could** for *general* ability and with **see, hear** etc. :

- ☐ My grandfather **could speak** five languages.
- ☐ I **could see** them, but not very clearly.

But to say that somebody succeeded in doing something in a specific situation, we normally use **was/were able to** or **managed to** (*not could*):

- ☐ The fire spread quickly, but everybody **was able to escape**. (*not could escape*)
- ☐ I didn't know where Max was, but I **managed to find** him in the end. (*not could find*)

Compare:

- ☐ Jack was an excellent tennis player when he was younger. He **could beat** anybody.  
(= he was good enough to beat anybody, he had the ability)

but Jack and Andy played a match yesterday. Andy played well, but Jack **managed to beat** him.  
(= he succeeded in beating him this time)

The negative **couldn't** (**could not**) is possible in all situations:

- ☐ My grandfather **couldn't swim**.
- ☐ I looked for Max everywhere, but I **couldn't find** him.
- ☐ Andy played well, but he **couldn't beat** Jack.

## 26.1 Complete the sentences using **can** or **(be) able to**. If **can** is not possible, use **(be) able to**.

- Gary has travelled a lot. He can speak five languages.
- I haven't been able to sleep very well recently.
- Nicole ..... drive, but she doesn't have a car.
- I used to ..... stand on my head, but I can't do it any more.
- I can't understand Mark. I've never ..... understand him.
- I can't see you on Friday, but I ..... meet you on Saturday morning.
- Ask Katherine about your problem. She might ..... help you.
- You have to be careful in this part of the city. It ..... be dangerous.
- Michael has lived in Italy a long time, so he should ..... speak Italian.

## 26.2 Write sentences about yourself using the ideas in brackets.

- (something you used to be able to do)  
I used to be able to sing well.
- (something you used to be able to do)  
I used .....
- (something you would like to be able to do)  
I'd .....
- (something you have never been able to do)  
I've .....

## 26.3 Complete the sentences with **can/can't/could/couldn't** + the following:

**believe   come   hear   run   sleep   wait**

- I'm afraid I can't come to your party next week.
- When Dan was 16, he ..... 100 metres in 11 seconds.
- 'Are you in a hurry?' 'No, I've got plenty of time. I .....'
- I don't feel good this morning. I ..... last night.
- Can you speak a little louder? I ..... you very well.
- I was amazed when I heard the news. I ..... it.

## 26.4 Complete the answers to the questions with **was/were able to** ...

- A: Did everybody escape from the fire?  
B: Yes. The fire spread quickly, but everybody was able to escape.
- A: Did you finish your work this afternoon?  
B: Yes, there was nobody to disturb me, so I .....
- A: Did you solve the problem?  
B: Yes, we did. It wasn't easy, but we .....
- A: Did the thief get away?  
B: Yes. No-one realised what was happening and the thief .....

## 26.5 Complete the sentences using **could, couldn't** or **managed to**.

- My grandfather travelled a lot. He could speak five languages.
- I looked everywhere for the book, but I couldn't find it.
- They didn't want to come with us at first, but we managed to persuade them.
- Jessica had hurt her foot and ..... walk very well.
- There was a small fire in the kitchen, but fortunately I ..... put it out.
- The walls were thin and I ..... hear people talking in the next room.
- I ran my first marathon recently. It was very hard, but I ..... finish.
- My grandmother loved music. She ..... play the piano very well.
- We wanted to go to the concert, but we ..... get tickets.
- A girl fell into the river, but some people ..... pull her out. She's all right now.

## could (do) and could have (done)

## A

Sometimes **could** is the past of **can** (see Unit 26):

- ☐ Listen. I **can hear** something. (*now*)
- ☐ I listened. I **could hear** something. (*past*)

But **could** is not always past. We also use **could** for possible actions now or in the future, especially to make suggestions. For example:

- ☐ A: What shall we do tonight?  
B: We **could go** to the cinema.
- ☐ A: When you go to Paris next month,  
you **could stay** with Sarah.  
B: Yes, I suppose I **could**.

**Can** is also possible in these sentences ('We can go to the cinema.' etc.). **Could** is less sure than **can**.

What shall we  
do tonight?

We **could go** to the cinema.



## B

We also use **could** (*not can*) for actions that are not realistic. For example:

- ☐ I'm so tired, I **could sleep** for a week. (*not I can sleep for a week*)

Compare **can** and **could**:

- ☐ I **can stay** with Sarah when I go to Paris. (*realistic*)
- ☐ Maybe I **could stay** with Sarah when I go to Paris. (*possible, but less sure*)
- ☐ This is a wonderful place. I **could stay** here for ever. (*unrealistic*)

## C

We also use **could** (*not can*) to say that something is possible now or in the future:

- ☐ The story **could be** true, but I don't think it is. (*not can be true*)
- ☐ I don't know what time Lisa is coming. She **could get** here at any time.

Compare **can** and **could**:

- ☐ The weather **can** change very quickly in the mountains. (*in general*)
- ☐ The weather is nice now, but it **could** change later. (*the weather now, not in general*)

## D

We use **could have** (done) to talk about the past. Compare:

- ☐ I'm so tired, I **could sleep** for a week. (*now*)  
I was so tired, I **could have slept** for a week. (*past*)
- ☐ The situation is bad, but it **could be** worse. (*now*)  
The situation was bad, but it **could have been** worse. (*past*)

Something **could have** happened = it was possible, but did *not* happen:

- ☐ Why did you stay at a hotel? You **could have stayed** with me.
- ☐ David was lucky. He **could have hurt** himself when he fell, but he's all right.

## E

I **couldn't do** something = it would not be possible:

- ☐ I **couldn't live** in a big city. I'd hate it. (= it wouldn't be possible for me)
- ☐ Everything is fine right now. Things **couldn't be** better.

For the past we use **couldn't have** ... (= would not have been possible):

- ☐ We had a really good holiday. It **couldn't have been** better.

Note that 'I **couldn't do** something' has two meanings:

- (1) I **couldn't** = it would not be possible now, I would not be able:
  - ☐ I **couldn't run** ten kilometres now. I'm not fit enough. (= I would not be able)
- (2) I **couldn't** = I was not able (past)
  - ☐ I **couldn't run** yesterday because I'd hurt my leg. (= I was not able)