

Present continuous (I am doing)

A Study this example situation:

Sarah is in her car. She is on her way to work.
She's **driving** to work. (= She **is driving** ...)

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

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

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



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

- Please don't make so much noise. **I'm trying** to work. (*not* I try)
- 'Where's Mark?' 'He's **having** a shower.' (*not* He has a shower)
- Let's go out now. It **isn't raining** any more. (*not* It doesn't rain)
- How's your new job? **Are you enjoying** it?
- What's all that noise? What's **going** on? *or* What's **happening**?

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

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



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

Steve says '**I'm reading** ...' but he is *not* reading the book at the time of speaking.

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

Some more examples:

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

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

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

D We use the present continuous when we talk about a change that has started to happen. We often use these verbs in this way:

getting, becoming
starting, beginning

changing, improving
increasing, rising, falling, growing

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

Present simple (I do)

A Study this example situation:



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

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

drive(s), work(s), do(es) etc. is the *present simple*:

I/we/you/they	drive/work/do etc.
he/she/it	drives/works/does etc.

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

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

We say:

I **work** but he **works** you **go** but it **goes**
 they **teach** but my sister **teaches** I **have** but he **has**

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

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

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

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

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

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

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

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

E I **promise** / I **apologise** etc.

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

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

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

Exercises

2.1 Complete the sentences using the following verbs:

cause(s) close(s) connect(s) go(es) live(s) speak(s) take(s)

- 1 Tanya speaks German very well.
- 2 Ben and Jack to the same school.
- 3 Bad driving many accidents.
- 4 The museum at 4 o'clock on Sundays.
- 5 My parents in a very small flat.
- 6 The Olympic Games place every four years.
- 7 The Panama Canal the Atlantic and Pacific oceans.

2.2 Put the verb into the correct form.

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

2.3 Complete the sentences using these verbs. Sometimes you need the negative.

believe eat flow go grow make rise tell translate

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

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

- 1 You know that Lisa plays tennis. You want to know how often. Ask her.
How often do you play tennis ?
- 2 Perhaps Lisa's sister plays tennis too. You want to know. Ask Lisa.
..... your sister
- 3 You know that Lisa goes to the cinema a lot. You want to know how often. Ask her.
..... ?
- 4 You know that Lisa's brother works. You want to know what he does. Ask Lisa.
..... ?
- 5 You're not sure whether Lisa speaks Spanish. You want to know. Ask her.
..... ?
- 6 You don't know where Lisa's grandparents live. You want to know. Ask Lisa.
..... ?

2.5 Complete using the following:

I agree I apologise I insist I promise I recommend I suggest

- 1 Mr Evans is not in the office today. I suggest you try calling him tomorrow.
- 2 I won't tell anybody what you said.
- 3 (in a restaurant) You must let me pay for the meal.
- 4 for what I said. I shouldn't have said it.
- 5 The new restaurant in Baker Street is very good. it.
- 6 I think you're absolutely right. with you.

Past simple (I did)

A Study this example:

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

lived/started/wrote/was/died are all *past simple*



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

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

For spelling (st**opped**, stud**ied** etc.), see Appendix 6.

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

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

For a list of irregular verbs, see Appendix 1.

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

I she they	enjoyed saw went	did	you she they	enjoy? see? go?	I she they	didn't	enjoy see go
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- I enjoyed the party a lot. **Did** you **enjoy** it?
- How many people **did** they **invite** to the wedding?
- I **didn't buy** anything because I **didn't have** any money.
- 'Did** you **go** out?' 'No, I **didn't**.'

Sometimes **do** is the main verb in the sentence (did you **do**?, I didn't **do**):

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

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

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

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

Exercises

5.1 Read what Laura says about a typical working day:



LAURA

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

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

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

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

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

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

5.3 You ask James about his holiday in the US. Write your questions.

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

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

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

Past continuous (I was doing)

A Study this example situation:



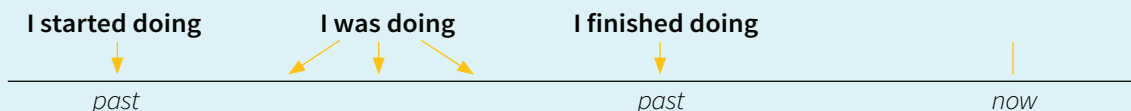
Yesterday Karen and Joe played tennis. They started at 10 o'clock and finished at 11.30.
So, at 10.30 they **were playing** tennis.

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

was/were + -ing is the past continuous:

he/she/it	was	playing doing working etc.
we/you/they	were	

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



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

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

I **was doing** (= in the middle of an action)

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

I **did** (= complete action)

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

D You can say that something **happened** (past simple) in the middle of something else (past continuous):

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

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

- I **was walking** along the road when I **saw** Dan. So I **stopped**, and we **talked** for a while.

Compare:

- | | |
|--|--|
| <input type="checkbox"/> When Karen arrived, we were having dinner. (= we had already started before she arrived) | <input type="checkbox"/> When Karen arrived, we had dinner. (= Karen arrived, and then we had dinner) |
|--|--|

E Some verbs (for example, **know** and **want**) are not normally used in continuous forms (**is + -ing**, **was + -ing** etc.). See Unit 4A for a list of these verbs.

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

Exercises

6.1 Complete the sentences. Choose from:

was looking ~~was wearing~~ wasn't listening weren't looking
was snowing was working were sitting were you going

- Today Helen is wearing a skirt. Yesterday she was wearing trousers.
- 'What did he say?' 'I don't know. I
- We at the back of the theatre. We couldn't hear very well.
- This time last year Steve on a farm.
- They didn't see me. They in my direction.
- The weather was bad. It was very cold and it
- I saw you in your car. Where ?
- I saw Kate a few minutes ago. She for you.

6.2 Which goes with which?

- When I got to the cafe
- We fell asleep
- Amy learnt Italian
- Tom didn't come out with us
- The car began to make a strange noise
- The TV was on
- When I first met Jessica

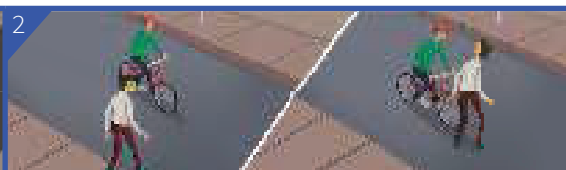
- when she was living in Rome.
- she was working in a clothes shop.
- when I was driving home.
- but nobody was watching it.
- while we were watching a film.
- ~~my friends were waiting for me.~~
- because he wasn't feeling well.

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-
-
-
-
-
-

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



I saw (see) Sue in town yesterday, but she (not/see) me. She (look) the other way.



I (cycle) home yesterday when a man (step) out into the road in front of me. I (go) quite fast, but luckily I (manage) to stop in time, and I (not/hit) him.

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

- Jenny was waiting (wait) for me when I arrived (arrive).
- 'What (you / do) at this time yesterday?' 'I was asleep.'
- '..... (you / go) out last night?' 'No, I was too tired.'
- How fast (you / drive) when the accident (happen)?
- Sam (take) a picture of me while I (not / look).
- We were in a very difficult position. We (not / know) what to do, so we (do) nothing.
- I haven't seen Alan for ages. When I last (see) him, he (try) to find a job.
- I (walk) along the street when suddenly I (hear) something behind me. Somebody (follow) me. I was scared and I (start) to run.
- When I was young, I (want) to be a pilot. Later I (change) my mind.
- Last night I (drop) a plate when I (do) the washing up. Fortunately it (not / break).

Present perfect 1 (I have done)

A Study this example situation:



Tom 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	have (= I've etc.)	finished lost
he/she/it	has (= he's etc.)	done been etc.

The present perfect simple is **have/has + past participle**. The past participle often ends in **-ed** (finished**ed**/decided**ed** 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.'

Exercises

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 <i>has lost his key.</i> |
| 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 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	have has	(= I've etc.) (= he's etc.)	been	doing working learning 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.

Exercises

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

1	2	3	4
 <p>earlier</p>	 <p>earlier</p>	 <p>earlier</p>	 <p>earlier</p>
 <p>now</p>	 <p>now</p>	 <p>now</p>	 <p>now</p>
<p>It's been raining.</p>	<p>She</p> <p>.....</p>	<p>They</p> <p>.....</p>	<p>He</p> <p>.....</p>

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.

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	had	(= I'd etc.) (= he'd etc.)	gone seen finished etc.
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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.

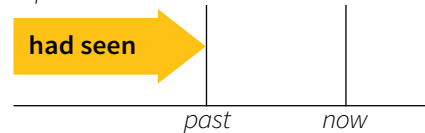
B Compare *present perfect* (**have seen** etc.) and *past perfect* (**had seen** etc.):

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.

Exercises

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

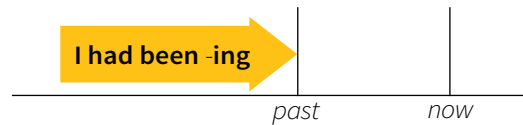
B Compare **have been -ing** (*present perfect continuous*) and **had been -ing** (*past perfect continuous*):

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**

Exercises

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.

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)

Exercises

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. +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?

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*)

Exercises

- 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.

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

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.

Exercises

25.1 Which is correct?

- 1 Don't forget to lock the door when you go out / ~~you'll go out~~. (you go out is correct)
- 2 As soon as we get any more information, we let / ~~we'll let~~ you know.
- 3 I want to get to the cinema before the film starts / ~~will start~~.
- 4 Don't drive through a red light. Wait until it changes / ~~it will change~~ to green.
- 5 Sarah will be here soon. I make / ~~I'll make~~ some coffee when she comes.
- 6 I'm 20 now. I wonder where I'll be when I'm 40 / ~~I'll be 40~~.
- 7 I wait / ~~I'll wait~~ for you until you're ready, but don't be long.
- 8 Oliver is five years old. He wants to be a TV presenter when he grows up / ~~he'll grow up~~.
- 9 We could meet for coffee tomorrow morning if you're / ~~you will be~~ free.
- 10 If the weather is / ~~will be~~ nice tomorrow, we're going to the beach.
- 11 Vicky is / ~~will be~~ very disappointed if she doesn't get a place at university.
- 12 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.).

- 1 When you are (you / be) here again, you must come and see us.
- 2 I want to see Sophie before (she / go) away next week.
- 3 Call me when (you / know) what time you're going to get here.
- 4 There's no need to hurry. (I / wait) for you until
..... (you / be) ready.
- 5 I'm going out for about an hour. (you / still / be) here when
..... (I / get) back?
- 6 I think everything will be fine, but if (there / be) any problems,
..... (I / let) you know, OK?
- 7 Kate looks completely different now. (you / not / recognise)
her when (you / see) her again.
- 8 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.

- 1 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
- 2 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
- 3 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
- 4 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?
- 5 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
- 6 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**.

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