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*A complementary resource to your online TELL ME MORE Training
Learning Language: English*

Mood, voice and auxiliaries B1

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Mood, voice and auxiliaries

Mood and tenses

Contraction of 'to be'

A - Construction

In the **present indicative**, the verb '**to be**' can be conjugated in two ways:

Non-contracted form	Contracted form
I am	I'm
you are	you're
he / she / it is	he's / she's / it's
we are	we're
you are	you're
they are	they're

B – Use

<p>➔ The non-contracted form is commonly used to emphasize 'to be' and to ask questions.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Yes, I am old. • My hair is very dark brown. • Are these your glasses? • Yes, they are. • I'm as old as you are.
<p>➔ The contracted form is used when 'to be' is not emphasized, and is more common with pronouns than with nouns.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Of course, I'm a man! • She's with our son and daughter. • You're not old, are you?

Note: '**To be**' has no contracted form in the preterite.

Contraction of 'to be' – Exercise – Fill in the blanks

_____ at these shirts.




I don't like _____. The _____ nice.

There's a _____ missing. They don't _____.

look - collar's - button - fit - short sleeves

Contraction of 'to be' – Exercise – Sentence practice

Rewrite as in the example:

The waiters here work hard.	The waiters here are working hard.
Fast-food customers eat lots of potatoes.	
He drinks orange juice with his muesli.	
I order the waffles.	



The present continuous

A – Construction

<p>➔ In the affirmative form, the present continuous is formed as follows:</p> <p style="text-align: center;">BE + verb in '-ing' form</p>	<p>Example:</p> <ul style="list-style-type: none"> I'm (I am) washing my hair.
<p>➔ The negative form is:</p> <p style="text-align: center;">BE + not + verb in '-ing' form</p>	<p>Example:</p> <ul style="list-style-type: none"> I know you aren't (are not) working.
<p>➔ In the interrogative form, the auxiliary goes before the subject.</p>	<p>Example:</p> <ul style="list-style-type: none"> What are you doing?

B – Use

<p>➔ The present continuous is used to describe an action that is currently taking place.</p>	<p>Example:</p> <ul style="list-style-type: none"> I think he's sleeping in his bedroom. I don't want to go out. It's raining. She's not crying, she's laughing.
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The present continuous – Exercise - Fill in the blanks

You _____ to have breakfast in a beautiful hotel.
 The waiter _____ up to you and _____ you. I'm hungry!
 Are you still _____ breakfast? Yes, of course.
 Please have a _____. I'll _____ you the breakfast menu. I don't _____ it.
 What would you _____ to have then? Do you _____ cream cheese or yogurt?
 I'm sorry, we don't have any.
 I'll have plain toast then.

greet - decide - come - need - seat - get - serve - like - have

The present continuous – Exercise – Sentence practice

Rewrite as in the example:

I (to be) ordering the prime rib.	I am ordering the prime rib.
He (to be) sitting next to the fireplace.	
They (to be) coming over for dinner.	
(To be) you eating lobster again?	



The simple present and the present continuous

<p>➡ The simple present is used to talk about facts more or less permanent and regular actions or events.</p>	<p>Example:</p> <ul style="list-style-type: none"> • She works every day from 9 a.m. to 6 p.m.
<p>➡ The present continuous is used to describe an action actually taking place at the moment when one is speaking.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I'm working on the computer right now.

The simple present and the present continuous – Exercise – Sentence practice

Rewrite as in the example:

The waiters here work hard.	The waiters here are working hard.
Fast-food customers eat lots of potatoes.	
He drinks orange juice with his muesli.	
I order the waffles.	

The simple present and the present continuous – Exercise – Text transformation

Put the following text into the present continuous:

Helen has a hearty breakfast. She prepares a full American breakfast with scrambled eggs and bacon. She warms blueberry muffins and bagels, and toasts bread. She also makes some pancakes with maple syrup. She drinks a glass of freshly squeezed grapefruit juice. She grinds some coffee beans and makes herself a cup of strong black coffee.

The verb 'to have'

A - Construction

- ➔ 'To have' is both an **auxiliary** and an ordinary **verb**, and is conjugated in the **present indicative** as follows:

'To have'
I have
You have
He / she / it has
We have
You have
They have



B - Use

<ul style="list-style-type: none"> ➔ The verb to have expressing possession is often followed by got (past participle of to get) in everyday speech. ➔ The auxiliary have disappears completely sometimes, which results in: I got, he got... 	<p>Example:</p> <ul style="list-style-type: none"> • You've got (or you got) a nice sweater.
<ul style="list-style-type: none"> ➔ In the interrogative and negative forms, to have (got) is conjugated with the auxiliary do, as with an ordinary verb. In these two forms, got is never used. <p>Note: The questions introduced by the interrogative pronoun 'who' are formed without 'do', but short answers and emphatic structures are formed with 'do'.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Do you have a car? • How many children do you have? • Did you have a good time? Yes, we did. • She doesn't have any pets. • I didn't have my credit card with me. <p>Example:</p> <ul style="list-style-type: none"> • 'Who has some paper?' 'I do.' • They do have nice daughters.




The verb 'to have' – Exercise – The right word

They _____ breakfast every day at 7.30.

having - are having - has - have

The verb 'to have' – Exercise – Sentence practice

Rewrite as in the example:

We have the Chef's salad today.	We don't have the Chef's salad today.
They have the best apple pie in Texas.	
He had the flounder with mixed vegetables yesterday.	
You have a gold credit card!	



The future

A - Construction

<p>➔ Will ('ll in the shortened form) is followed by a verb in the infinitive. It is invariable.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Tomorrow he will (he'll) play.
<p>➔ In the negative form, will not is shortened to won't.</p>	<p>Example:</p> <ul style="list-style-type: none"> • It's too cold outside, they won't go out.
<p>➔ The interrogative form is formed as with the other auxiliaries: will is placed before the subject.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Will you help me, please?

B - Use

- ➔ The future is expressed with the auxiliary '**will**'.
- ➔ '**Will**' also expresses the **tendency** of an event to take place on a repeated basis. In that case, repetitive **temporal adverbs** are used (often, sometimes, always...) with '**will**'.

Example: I **will often** have to take the train.

C - Polite Suggestions

- ➔ You can also use '**will**' to make polite offers or suggestions. When used to make polite offers, '**I'll**' is similar to the **more formal** expression '**allow me to**'.

Example:

- **We'll** be happy to take care of your reservations for you.
- Good morning, Ma'am. **I'll** take your coat.
- Hello, Mr. Littel. **Allow me to** get the door for you.

The future– Exercise – Fill in the blanks

What would you like to drink?

_____ like a _____ of milk and a _____ of coffee please.

And how about your friend?

_____ like the same please.

_____ you two like anything else? No thank you, that _____ be all.

glass - cup - she'd - would - will - I'd

The affirmative imperative

<p>➔ In the second persons of the singular and the plural, the affirmative imperative has the same form as the infinitive without 'to.'</p>	<p>Example: Take a seat. Follow me, please.</p>
<p>➔ In the first persons of the singular and the plural, as well as in the third persons of the singular and the plural, the affirmative imperative is formed as follows:</p> <p>let + personal pronoun complement + infinitive without 'to'</p> <p>let + noun phrase + infinitive without 'to'</p>	<p>Example: Let me check in the dictionary. Let Mark sit here. Let's (let us) go to the beach. Let them do what they want!</p>

The affirmative imperative – Exercise – Fill in the blanks

Make sure you _____ all your pills!
 Yes, I _____ forget them _____ a day or two!
 And don't forget to _____ for _____ three days.
 Thanks, doctor. I'm feeling _____ better _____. You're welcome.

already - rest - after - at least - take - usually – much

The affirmative imperative – Exercise – Word order

it's - take - the - to - let's - because - far - too - bus - walk.

Verbs: reactions and preferences

Some **verbs** express **thought reactions** and **preferences**. They are followed **only** by the **gerund (-ing)**. **Other** verbs, according to the meaning of the sentence, are followed by the **gerund** or the **infinitive**.

<p>➔ A few verbs are followed only by the gerund: to enjoy, to mind, to resent, to object to, to miss, and cannot stand.</p>	<p>Example:</p> <ul style="list-style-type: none"> • They enjoy dancing very much. • Would you mind holding my jacket for a second?
<p>➔ Some verbs are followed by the gerund or the infinitive: to like, to love, to dislike, to hate, to loathe, to prefer, and cannot bear.</p> <p>➔ They are followed by the gerund (-ing) when they express usual reactions or unchanging tastes.</p> <p>➔ They are followed by the infinitive when they express reactions to precise actions.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I love traveling. • She dislikes watching television. <p>Example:</p> <p>I prefer to stay and leave tomorrow.</p>

Verbs: reactions and preferences – Exercise – Fill in the blanks

We'd _____ to have some Riesling.
 You should try a _____. Yes, that's a good _____.
 We'll have that, yes, and _____ with the _____.
 You're _____ a _____, I see!

celebrating - champagne - prefer - Bordeaux - birthday - idea - dessert

'Will' - 'To be going to'

Will	
<p>➔ Will expresses an idea in the future but also a willingness (or refusal in the negative form) and the likelihood of an event happening repeatedly.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Will you help me, please? • I will often have to take the train.
<p>➔ One uses will rather than to be going to with verbs that describe a thought process such as to think, to know, to remember...</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • This is too hard. I won't remember it.

To be going to	
<p>➔ To be going to, followed by the infinitive, expresses a notion of foreseeable future, an intention, or a conviction.</p> <p>➔ The notions of intention and immediate future are expressed more clearly by to be going to than by will.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • I'm at the station. Are you going to pick me up? • Will you pick me up at the station next Tuesday?
<p>➔ To be going to is used to express a conviction while will only expresses a prediction, a fact.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • There are lots of clouds. • I'm afraid it's going to rain today. (Speaker's conviction) • On Sunday it will rain on the south coast. (Weather forecast)

Irregular verbs

- **Reminder:** A **regular verb's simple preterite** and **past participle** are formed by adding '-ed' or '-d' to the verb's infinitive. If the verb ends with a consonant + '-y,' its **past participle** will end in '-ied'. When it ends in a vowel + consonant and the last syllable is stressed, the consonant is often doubled before adding '-ed.'

Example:

- To look => looked
- To love => loved
- To try => tried
- To stop => stopped

- However, there are also **irregular verbs** whose formations follow no such rules. Irregular verbs' various forms must be memorized.

Infinitive	Preterite	Past participle
To arise	Arose	Arisen
To be	Was/were	Been
To bear	Bore	Borne
To beat	Beat	beaten
To become	Became	Become
To begin	Began	begun
To bend	Bent	Bent
To bet	Bet/betted	Bet/betted
To bind	Bound	Bound
To bite	Bit	Bitten
To bleed	Bled	Bled
To blow	Blew	Blown
To break	Broke	Broken
To breed	Bred	Bred
To bring	Brought	Brought
To build	Built	Built
To burst	Burst	Burst
To buy	Bought	Bought
To cast	Cast	Cast
To catch	Caught	Caught

Moods, voice and auxiliaries – B1 level

Infinitive	Preterite	Past participle
To choose	Chose	Chosen
To cling	Clung	Clung
To come	Came	Come
To cost	Cost	Cost
To have a price of – not to be confused with 'to cost' ('costed'/'costed'), to establish the price of		
To creep	Crept	Crept
To cut	Cut	Cut
TO deal	Dealt	Dealt
To dig	Dug	Dug
To dive	Dove/dived	Dived
To do	Did	Done
To draw	Drew	Drawn
To drink	Drank	Drunk
To drive	Drove	Driven
To eat	Ate	Eaten
To fall	Fell	Fallen
To feed	Fed	Fed
To feel	Felt	Felt
To overcome	Overcame	Overcome
To overtake	overtook	overtaken
To pay	Paid	Paid
To plead	Pled/pleaded	Pled/pleaded
To prove	Proved	Proven/proved
To put	Put	Put
To quit	Quit/quitted	Quit/quitted
To read	Read	Read
To ride	Rode	Ridden
To ring	Rang	rung
to (cause to) sound out — not to be confused with 'to ring' ('/ringed'/'ringed'), to encircle		

Moods, voice and auxiliaries – B1 level

Infinitive	Preterite	Past participle
To rise	Rose	Rosen
To run	Ran	Run
To say	Said	Said
To see	Saw	Seen
To seek	Sought	Sought
To sell	Sold	Sold
To send	Sent	Sent
To set	Set	Set
To sew	Sewed	Sewn/sewed
To shake	Shook	Shaken
To shine	Shone/shined	Shone/shined
to shine shone/shined shone/shined to give off or reflect light — not to be confused with 'to shine' ('shined'/'shined'), to polish		
To withdraw	Withdrew	Withdrawn
To write	Wrote	written

Note:

The past participle of '**to get**' is '**gotten**' in various idioms and whenever '**to get**' expresses obtainment or transformation.

Example:

- Have you **gotten** my e-mail?
- She's **gotten** fat.
- At last you've **gotten over** the first hurdle.
- He's **gotten used to** it.

Irregular verbs – Exercise – The right word

They hope they _____ a pay raise next year.

have been getting - got - get - did getting - were given

Irregular verbs – Exercise – Fill in the blanks

Have you _____ anything _____?

I did _____ some funny _____ cheesecake.

It's probably food _____.

It's not dangerous if you _____ this, and _____ a lot of water.

take - unusual - eaten - eat - poisoning - tasting - drink



Construction of the preterite

<p>➔ The preterite of regular verbs is constructed by adding -ed or -d to the verb in the infinitive.</p> <p>➔ The verbs that end with -y have a preterite ending of -ied.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Yesterday I watched a movie. • The baby cried a lot last night.
<p>➔ The construction of irregular verbs in the preterite does not have a precise rule. They must therefore be learned by heart.</p>	<p>Example:</p> <ul style="list-style-type: none"> • When did (t do) you first meet him? • I first met (to meet) him yesterday. • I went (to go) to Spain 15 years ago.

Construction of the preterite – Exercise – Grammar practice

Give the preterite of the following verbs:

To go	Went
To pay	
To watch	
To do	
To meet	
To drink	
To fall	

Construction of the preterite – Exercise – The right word

But I _____ enjoy last night's meal!

do - did - doing - don't - done - does

Use of the preterite

The **preterite** is used when:

<p>➔ Talking about actions or completely finished events that have no link to the present.</p>	<p>Example:</p> <ul style="list-style-type: none"> • We spent three years in Switzerland.
<p>➔ Talking about a specific action in the past. With expressions describing moments in the past such as yesterday, last month, ago..., the preterite is necessary.</p>	<p>Example:</p> <ul style="list-style-type: none"> • They married two years ago. • He died in 1964.
<p>➔ Talking about past habits.</p>	<p>Example:</p> <ul style="list-style-type: none"> • My grandfather worked on a farm.

Use of the preterite – Exercise – The right word

The wine the waiter _____ was superb!

suggest - will suggest - recommendation - order - will recommend - recommended

Use of the preterite – Exercise – Sentence practice

Answer the question as in the example:

Did you go to the restaurant? (yes)	Yes, I went to the restaurant.
Did he pay with cash? (no)	
Did she eat an appetizer? (yes)	
Did they enjoy the banana delight? (no)	

Use of the preterite – Exercise – Text transformation

Put the following text into the simple preterite:

The restaurant receives many phone calls from people wanting to reserve tables. Guests were browsing the wine menu and the day's specials. They were choosing which house wine to sample. They were speaking to the busboy who was clearing the tables. The waiter was writing down their order. Other guests were paying the check at the bar.



Use of the present perfect

The **present perfect** always expresses a **link** between the **past** and the **present**.

One uses the **present perfect** to express:

<p>➔ A life experience</p>	<p>Example:</p> <ul style="list-style-type: none"> • I have been to China before. • I've never smoked. <p>Note: The present perfect is often used with expressions such as 'already', 'yet', 'before' and 'never'.</p>
<p>➔ A consequence in the present of a state or an action in the past.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I've tried to learn Chinese but I haven't succeeded.
<p>➔ A state or an action that has begun in the past and continues until the present.</p>	<p>Example:</p> <ul style="list-style-type: none"> • He's always won until now.
<p>➔ A state or an action, of a definite beginning and end, that has begun in the past and that continues into the present. In that case, 'since,' 'for,' 'how long' or 'since when' are used.</p> <p>Note: When since (sense of time) is followed by a clause, the verb of the clause is in the preterite.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I haven't slept since Tuesday!
<p>➔ A state or an action that has just been accomplished.</p> <p>Note: The present perfect is never used with expressions such as 'ago' or 'yesterday' which describe a specific moment in the past. With such terms, the preterite is used instead.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I've just finished an excellent book.

Moods, voice and auxiliaries – B1 level

The **present perfect** can be used to express that an action in the **future** takes place before another one. It is frequently used when **describing a process**, and is often introduced by words such as **once, the minute, as soon as, after, before, and when**.

Example:

- **As soon as we've received** the brochures, we proofread them for accuracy.
- **When you've found out** what the customer needs, we'll meet to discuss deadlines.
- **Once we've measured** the space, we can start designing the lab.
- We can't plan our campaign **before we've agreed on** a budget.

Use of the present perfect – Exercise - The right word

Stamps have cost 30 cents _____ the beginning of the year.

while - occasionally - since - in - for - at

Use of the present perfect – Exercise - Fill in the blanks

Have you _____?

My meat isn't _____ enough.

Let me _____ it _____ to the kitchen then. Would you care for some _____ now?

If you have some Italian _____, yes. I'll bring the cheese _____.

take - cheese - back - Gorgonzola - cooked - tray - finished

Use of the present perfect – Exercises – Word order

your - finished - almost - You - eating - have - breakfast

Construction of the present perfect continuous

The **present perfect continuous** is formed as follows:

have (conjugated) + **been** + **-ing**

Example:

- She's (has) **been reading** a book for two hours.
- I've (have) **been living** in Canada for five years.

Construction of the present perfect continuous – Exercise – Grammar practice

Conjugate as in the example:

I (to call)	I have been calling
he (to take)	
they (to hurt)	
it (to grow)	
we (to rest)	
she (to bleed)	
John (to wait)	

Construction of the present perfect continuous – Exercise – The right word

The cut _____ for two hours now.

has been bled - has been bleeding - is bleeding - have been bleeding - has bled - been bleeding

Construction of the present perfect continuous – Exercise – Text transformation

Put the following text into the present perfect continuous:

I waited to see the doctor for half an hour. I read the leaflets and brochures in the waiting room. I sat next to the other patients. I looked at the posters warning against smoking. I intended to ask the doctor some questions. I had agonizingly painful stomach cramps. I meant to go and see the doctor for a long time.



Use of the present perfect continuous

The **present perfect continuous** is used especially when talking about events or actions:

<p>▶ That begin in the past and continue in the present.</p>	<p>Example:</p> <ul style="list-style-type: none"> • They've been living together for a long time. • I've been working in this company for three months and I find it interesting.
<p>▶ That have just finished.</p>	<p>Example:</p> <ul style="list-style-type: none"> • We are very tired because we've been working for hours.

Use of the present perfect continuous – Exercise – The right word

They have _____ to be doctors for five years.

studying - be study - been studying - been studied - studies – study

Use of the present perfect continuous – Exercise – Sentence practice

Answer the question as in the example:

Do they charge tax? (since 1996)	They've been charging tax since 1996.
Do you take antibiotics? (since I got a cold)	
Does it hurt a lot? (for three days)	
Do they wait long? (for five minutes)	

'Would like': expressing wishes

<ul style="list-style-type: none"> ➔ The conditional 'would like' may express a wish or desire. ➔ 'Would like' is contracted '-d like'. ➔ 'Would like' precedes an infinitive or a noun or noun phrase. 	<p>Example:</p> <ul style="list-style-type: none"> • I'd like to go to the movies. • I would like more details.
<ul style="list-style-type: none"> ➔ Used as an interrogative, 'would like' is a more polite synonym of '(do) want'. 	<p>Example:</p> <ul style="list-style-type: none"> • What kind of gas would you like? • Would you like to have a drink? • Would you like to see the backyard?

'Would like': expressing wishes – Exercise – Sentence practice

Answer the question as in the example:

Would you like a hot chocolate?	I'd like a hot chocolate.
Would he like croissants?	
Would you like the check now?	
Would she like whole-wheat toast?	

'Would like': expressing wishes – Exercise – Word order

you - like - would - what - to - have - ?

'To go' and 'to come' + infinitive

- ➡ When the verbs **to go** and **to come** are followed by the **infinitive**, they are not preceded by **to** and the coordinating conjunction **and** can be omitted.

Example:

- **Go** (and) **get** the mail.
- **Come** (and) **eat** with us.

'To go' and 'to come' + infinitive – Exercise – Fill in the blanks

Could you _____ and see what he wants?

He'd _____ to change some foreign _____. Tell him to come and _____ me himself.

He doesn't _____ English.

Well, go and tell him _____ it then!

like - to learn - ask - currency - speak - go



Anaphoric 'to'

In order to avoid repetition, an **infinitive** can be replaced by the particle **'to'** (in such cases called an **anaphoric 'to'**) in one of the following forms.

<p>➔ auxiliary 'used to,' 'ought to' or 'have to'</p>	<p>Example: You don't eat as much as you used to. You don't behave as you ought to. I don't want to go. You'll have to.</p>
<p>➔ an ordinary verb + an infinitive</p>	<p>Example: I hope he'll get through his exam; he deserves to.</p>
<p>➔ an infinitive clause</p>	<p>Example: Would you like him to call you back? Yes, I'd like him to.</p>

Note: When serving as a **passive auxiliary**, 'to be' cannot be replaced by 'to'.

Example:

- You'll be punished as you **deserve to be**.

Anaphoric 'to' – Exercise – Fill in the blanks

I _____ write straight, anyway.

Do you _____ write letters?

Only when I _____ have to.

Do you have _____ envelopes?

I must have a _____ left.

few - often - really - never - enough

Construction of the present conditional

<p>➔ The present conditional is formed with:</p> <p style="text-align: center;">would + infinitive without to</p> <p>➔ Would is invariable. It is shortened to 'd.</p>	<p>Example:</p> <ul style="list-style-type: none"> • It would be more difficult if you explained it this way. • I'd like to go on holiday.
<p>➔ In the negative form, would and not are usually shortened to wouldn't.</p>	<p>Example:</p> <ul style="list-style-type: none"> • We wouldn't go sailing in such weather conditions.
<p>➔ The present conditional is used to talk about theoretical situations or actions. You may use this form when you wish to talk about what could be or could happen. Compare the theoretical and real situations in the examples below.</p>	<p>Example:</p> <ul style="list-style-type: none"> • It would be a mistake to cut the budget. (theoretical action) • It's a mistake to cut the budget. (real present action) • We would improve our company's performance. (theoretical situation) • We are improving our company's performance. (real present situation)

Construction of the present conditional – Exercise – Grammar practice

Conjugate as in the example:

You (to go)	You'd go
I (to get)	
They (to need)	
He (to like)	
We (to withdraw)	
She (to change)	
Shawn (to do)	

Use of the present conditional

The **present conditional** is used:

<p>➔ In a principal clause of which the dependent (often understood) is introduced by if + preterite and expresses a condition or an assumption.</p>	<p>Example:</p> <ul style="list-style-type: none"> • If I had time, I'd (would) do many things.
<p>➔ To express the idea of future in the past.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I thought she wouldn't come.
<p>➔ To offer, ask for or state something with politeness.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Would you like a drink? • I'd (would) like to go swimming. • We should say he didn't fit the job.

Use of the present conditional – Exercise – The right word

If I had money, _____ buy hundreds of shoes!

wood - I shall - I would - I will - would – will

Use of the present conditional – Exercise – Sentence practice

Answer the question as in the example:

How much would he want to spend? (fifty dollars)	He'd want to spend fifty dollars.
How would you prefer payment? (by bank transfer)	
How would you find out the balance? (by checking my account)	
Where would he look to determine the validity? (at the bottom of the card)	

The present subjunctive

A - Construction

➡ The form of the **present subjunctive** corresponds to the **infinitive** form **without to**.

Example:

- I suggest that you **try** this beer.
- He ordered I **be** there at ten o'clock.

B - Use

- ➡ The **present subjunctive** is used in formal speech to express:
- An **order** (after 'to order', 'to command', 'the order'...)
 - A **suggestion** (after 'to suggest', 'to insist', 'to ask', 'the suggestion'...)
 - A **necessity** (after 'it is necessary that', 'it is imperative that', 'it is important that'...) and sometimes after 'on the condition (that)').

Example:

- The judge gave the **order** he not **be** penalized.
- The lawyer **asks** the session **be** closed.
- **It is imperative that** you **participate** in this project.

The present subjunctive – Exercise – Word order

suggests - Someone - try - you - next - you - to - again

'Shall'

<p>➔ The auxiliary 'shall' is rarer in American than in British English; its meaning is most often conveyed, in speech as well as in writing, by the future auxiliary 'will.' Nevertheless, many speakers use 'shall' in first-person questions that ask opinions or imply suggestions.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Shall we go? • What shall we do about them? • Shall we say Wednesday? • Shall I help you?
<p>➔ Shall can express obligation. This usage is common in legal texts and official rules.</p> <p>Note: In the above examples, shall is a modal of obligation similar to must or have to. However, shall is generally considered to be stronger and more formal than other modals of obligation. Also note that shall not is used in negative constructions.</p>	<p>Example:</p> <ul style="list-style-type: none"> • The insurance holder shall pay back the full loan amount within three years. • Students shall not play loud music after ten p.m.
<p>➔ Imperative sentences with let's (let us) can seem overly forceful in business contexts. To achieve a softer tone, you can use shall we as a question tag.</p> <p>Note: In affirmative sentences with I'll (I will), shall I may be used as a question tag. However, this construction is primarily British.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Let's work on the project this afternoon, shall we? • Let's finish this today, shall we? <p>Example:</p> <ul style="list-style-type: none"> • I'll give them a call, shall I? • I'll stop by your office at 10:00, shall I?

The perfect conditional

A – Construction

The **perfect conditional** is formed as follows:

would + have + past participle

Example:

- I **would have been** on time if the bus hadn't been late.
- They **wouldn't have come** anyway.

B - Use

<p>➔ The perfect conditional is used in a main clause in which the dependent clause is introduced by if + past perfect expressing a condition or an assumption.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • If you had listened to me, you wouldn't have failed. • If I had been you, I would have done the same.
<p>➔ If it hadn't been for + noun/pronoun (+ gerund) is a more complex form of the perfect conditional.</p> <p>➔ This structure is used to talk about results that would not have been possible without an action, event, or person.</p> <p>➔ It may be preceded or followed by a main clause using would.</p> <p>Note: If it hadn't been for may be followed by a possessive noun or pronoun.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • If it hadn't been for the sudden upswing in the market, we wouldn't be performing so well. • I would have never been able to master this technique if it hadn't been for your help. <p><u>Example:</u></p> <ul style="list-style-type: none"> • If it hadn't been for Marianne's insight, we wouldn't have been able to manage the crisis. • Also note that several nouns and pronouns may follow the expression. <p><u>Example:</u></p> <ul style="list-style-type: none"> • If it hadn't been for our dedication, long hours, and rigor, the results would be less impressive.

<p>➔ If it weren't for + noun/pronoun (+ gerund) may be used interchangeably with if it hadn't been for. It is constructed with the past subjunctive form of the verb to be.</p> <p>➔ The construction of the main clause is the same as in the constructions above.</p>	<p>Example:</p> <ul style="list-style-type: none"> The plans would have never come to fruition if it weren't for the team working so hard. If it weren't for the economic recovery, the company probably wouldn't have survived.
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The perfect conditional – Exercise – Grammar practice

Conjugate as in the example:

I (to eat)	I'd have eaten
he (to come)	
you (to enjoy)	
it (to taste)	
we (to order)	
she (to wait)	
Tony (to prepare)	

The perfect conditional – Exercise – Text transformation

Rewrite the text using the appropriate tense and mood:

If the restaurant had had a cancellation, they (to call) us. If the steak had not been so good, I (to order) the fish. If zucchini had been on the menu, I (to choose) that. If the desserts hadn't been so fattening, I (to order) one. If the house wines had been of good quality, I (to not hesitate) to taste them.

Verbs without a continuous form

Some verbs are **often** used in the **simple form**.

These include:

- ➔ The **verbs of involuntary perception: to feel, to hear, to see.**
- ➔ The verbs expressing **appearances, preferences, beliefs...** For example: **to be, to believe, to know, to like, to love, to mean, to prefer, to think, to understand, to want.**
- ➔ **To have and have to.**

Example:

- She **wants** chocolate.
- I **think** you're right about that.

Note: Some of these verbs may be used in the continuous form but their meaning changes.

Verbs without a continuous form – Exercise – Fill in the blanks

You are _____ at your desk, looking very serious.

I haven't _____ enough _____. Do you _____ some?

Have you got _____ ?

any - want - got - sitting - stationery

Verbs without a continuous form: exceptions

Some **verbs** that **normally** take the **simple form** can be used in the **continuous form** in certain cases.

<p>➔ When the verb to think is used in the continuous form, it has a different meaning with respect to the simple form.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • I'm thinking of my friend who's taking an exam. • We're thinking of going to the cinema tonight. (continuous form) • What do you think of this movie? (simple form)
<p>➔ Verbs of perception can be used in the continuous form when they express a voluntary action.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • To see if he has a fever, the mother is feeling the child's head.
<p>➔ The verb to want is often used in the continuous form in the present perfect.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • I've been wanting to take dance lessons for ages.
<p>➔ The verb to like is used in the continuous form in everyday language: How are you liking... ? with the meaning: 'Are you enjoying... ?'</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • How are you liking your stay?
<p>➔ The verb to have can be used in the continuous form in the expression to have something done (in the passive), and in expressions such as to have dinner.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • They're having a chimney built. • My friend's having dinner in a nice restaurant tonight.
<p>➔ The verb to be can be used in the continuous form either as an auxiliary in the passive voice or followed by an adjective to insist on the fact that it refers to the present moment.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • The building is being renovated. • Usually you're quite serious, but right now you're being crazy!

Verbs without a continuous form - exceptions – Exercise – Grammar practice

Conjugate as in the example:

I (to not buy)	I haven't been buying
you (to not heal)	
they (to not feel)	
we (to not see)	
Sally (to not cough)	
it (to not charge)	
she (to not tickle)	

Verbs without a continuous form - exceptions – Exercise – Word order

fainted - because - very - feeling - not - I - I was - well.



'To be' and 'to have': preterite

➔ In the **preterite**, 'to be' is conjugated as follows:

I was	we were
you were	you were
he / she / it was	they were

Example:

- It **was** probably a forum on environmental issues.
- We **were** lucky to get these seats.

➔ In the **preterite**, 'to have' is conjugated as follows:

I had	we had
you had	you had
he / she / it had	they had

Example:

- We **had** a very good meal.
- The American pension funds **had** a major effect on prices.

'To be' and 'to have': preterite – Exercise – The right word

The bank _____ by the criminals.

be held up - holds up - were held up - has held up - was held up

'To be' and 'to have': preterite – Exercise – Fill in the blanks

I've _____ my _____!

I don't even know _____ I did it!

_____ it with your pocket _____?

_____ you trying to _____ a _____?

_____ you fall on something sharp?

tin - finger - did - open - was - cut - knife - were - how

Past perfect

A – Formation

The **past perfect** is formed using 'had' + **past participle**.

Example:

- She met someone she **had** already **seen** before.
- When we opened the door, we realized a thief **had stolen** the TV.

B – Use

The **past perfect** may express:

<p>➔ An action completed before a given time in the past</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • When they arrived, we had already finished eating. • She told me she had tried to reach me. • I had never seen this movie before then.
<p>➔ A state or action beginning in the past and continuing until some later time in the past</p> <p><u>Note:</u> In such cases, actions are expressed using the continuous past perfect.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • They had been friends for ten years when he left. <p><u>Example:</u></p> <ul style="list-style-type: none"> • How long had you been waiting for me when I called you yesterday?
<p>➔ A recent action or state, in which case 'just' is used with the simple past perfect</p> <p><u>Note:</u> The continuous form may also express a recent action.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • I had just finished writing a letter when you knocked at the door. <p><u>Example:</u> You could tell he had been sleeping.</p>
<p>➔ In order to respect the sequence of tenses in indirect discourse, a state or action that was originally (in direct discourse) expressed in the preterite or present perfect</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • She told me she had won. (Direct discourse: I won.) • They said they had been walking all day long. (Direct discourse: We have been walking all day long.)

Past perfect – Exercise – The right word

When I looked in my bag, I discovered _____.

I have been robbed - I had been robbed - I would be robbed - I robbed - I'd robbed

Expressions with the present perfect

- ➔ To refer to a **period** of time that is **not yet over** ('today', 'this week', 'this year', etc.) or **ends at present**, ('already', 'lately', 'in the last two months', 'all my life', 'so far', etc.), a verb in the **present perfect** is used.

Example:

- He's **been** in a bad mood **all day**.
- **This is the first time I've met** Jenny.
- I **haven't heard** about it **so far**.

Note: 'So far' is at times omitted in questions like: **How many times have you met?**

Expressions with the present perfect – Exercise – Word order

here - been - an - I've - for - already - half - hour!



The past subjunctive

➔ Formation

The **past subjunctive** of all verbs except **'to be'** is identical to the **indicative**.

The verb **'to be'** is conjugated as **'were'** in **all** persons.

In **speech**, **'was'** is often used in the first and third persons singular (e.g. **'I was'**, **'he was'**).

➔ Use

The **past subjunctive** follows **'if'**, **'if only'**, **'as though / as if'**, **'even if'** (as a hypothesis), **'wish'**, **'suppose'**, **'imagine'**, other expressions of desire, appearance, and hypothesis; and, at times, **'unless'**.

Example:

- If I **were** (or I **was**) you, I would tell him the truth.
- I **suppose** you **were** not at the bus station, then.
- She left **even though** she **seemed** to be happy.

The past subjunctive – Exercise – The right word

_____, I wouldn't spend so much money!

If I were you - If I were a dog - If you were him - If you were me - If I was a bearded woman - If I were a carny

The past subjunctive – Exercise – Sentence practice

Rewrite as in the example:

If she overdraws her account, we'll contact her.	If she overdrew her account, we'd contact her.
If they transfer the money, the form will show it.	
If they charge interest, I won't pay.	
If he is late, the boss will be angry.	

Verbs expressing a wish to act

Certain **verbs** expressing the **will to act** may be followed by **infinitives** and **gerunds**:

<p>➔ 'To intend' and 'to propose' may be used with both infinitives and gerunds.</p>	<p>Example:</p> <ul style="list-style-type: none"> • He intends to settle in New York. • What did he propose to do?
<p>➔ 'To try' is followed by an infinitive when it describes an effort and by a gerund when it describes an experiment, a trying out.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I'm trying to do this exercise. • I wouldn't try gliding or rafting.
<p>➔ 'To consent' and 'to agree' take infinitives in sentences where both verbs have the same subject, and 'to' + gerund where the subjects are different.</p> <p>Note: 'To consent' and 'to agree' may be followed by 'to' + noun.</p>	<p>Example:</p> <ul style="list-style-type: none"> • She agreed to see the manager. • He consented to her coming with us. <p>Example:</p> <ul style="list-style-type: none"> • Do you agree to our conditions? • I consent to the terms of the contract.

Verbs expressing a wish to act – Exercise – Text transformation

Rewrite the text using the appropriate tense and mood:

I agreed (to go) to the post office on my lunch break. I intended (to send) the package by economy class. I consented (to leave) the office earlier than usual. I suggested (to purchase) some stamps for the office. My boss wanted me (to look for) some new stationery. He likes (to write) on high-quality paper.

Verbs introducing a second action

➡ Many **verbs** expressing an **invitation to act** are followed by **'to' + infinitive**.

These include:

- 'to ask'
- 'to invite'
- 'to encourage'
- 'to dissuade'
- 'to lead'
- 'to advise'
- 'to warn'
- 'to tell'
- 'to order'
- etc.

Example:

- My mom **asked** me **to do** the shopping.
- I'm **invited to go** to dinner with him.
- That would **lead** you **to come back** early.
- The boss **told** me **to proofread** a new document.

Verbs introducing a second action – Exercise – Fill in the blanks

Could you _____ and see what he wants?

He'd _____ to change some foreign _____.

Tell him to come and _____ me himself.

He doesn't _____ English.

Well, go and tell him _____ it then!

ask - to learn - like - speak - go - currency

Voice

Construction of the passive

The passive exists in every tense. The **passive voice** is formed as follows:

<p>Be (conjugated) + past participle</p> <p>➔ 'By' is used to introduce the person or the object that does the action.</p>	<p>Example:</p> <ul style="list-style-type: none"> A worm is being eaten by the bird. (Active sentence: The bird is eating a worm.) The church was built in 1654. (Active sentence: People built the church in 1654.) My brother is punished by the teacher. (Active sentence: The teacher punishes my brother.)
<p>Get + past participle</p> <p>➔ 'Get' is used to express:</p> <ul style="list-style-type: none"> The passage from one state of being to another. An idea of some effort being undertaken. 	<p>Example:</p> <ul style="list-style-type: none"> They'll get married in two months. <p>Example:</p> <ul style="list-style-type: none"> We'll try to get ourselves invited.

Construction of the passive – Exercise – The right word

When I looked in my bag, I discovered _____.

I would be robbed - I had been robbed - I have been robbed - I'd robbed - I robbed

Construction of the passive – Exercise – Sentence practice

Put the following sentences in the passive voice:

The ATM rejected my gold card.	My gold card was rejected by the ATM
The teller in red processed the transaction.	
The bank transferred the money.	
The clients paid for several new products.	

Use of the passive

The **passive** is used to describe an event **happening to the subject**.

<p>➔ The passive verb can be followed by an agent introduced by 'by'. This is, in fact, the subject of the active sentence.</p>	<p>Example:</p> <ul style="list-style-type: none"> The thief was caught by the police. (Active sentence: The police caught the thief.)
<p>➔ Some verbs in the passive are never followed by an agent, such as to be born and to be left.</p> <p>Note: The subject of the passive sentence is in general the direct object in the active sentence.</p> <p>➔ However, the indirect object of an active sentence can also become the subject in the passive.</p>	<p>Example:</p> <ul style="list-style-type: none"> Passive sentence: The painting was signed by Dalí. (Active sentence: Dalí signed the painting.) <p>Example:</p> <ul style="list-style-type: none"> Passive sentence: She was told the truth. (Active sentence: Somebody told her the truth.)
<p>➔ The agent introduced by 'by' can be an indirect interrogative (or exclamatory) clause.</p>	<p>Example:</p> <ul style="list-style-type: none"> I'm amazed by <u>how clever</u> you are. agent

Use of the passive – Exercise – The right word

_____ is made by bees.

Cream cheese - Honey - Marmalade - Pancakes - Maple syrup

Use of the passive – Exercise – Sentence practice

Put the following sentences in the passive voice:

The ATM rejected my gold card.	My gold card was rejected by the ATM
The teller in red processed the transaction.	
The bank transferred the money.	
The clients paid for several new products.	

Active and passive voice

The **active voice** describes what the subject does; the **passive voice** describes what is done to the subject. The passive exists in all tenses. The **passive voice** is formed in the following ways:

<p>'Be' + past participle</p>	<p>Example:</p> <ul style="list-style-type: none"> You're only allowed one piece of luggage. You are being asked for your passport. The stables were burned down by prisoners. The deadlines haven't been met.
<p>'Get' + past participle</p> <p>➔ 'Get' may express:</p> <ul style="list-style-type: none"> change of state; effort. 	<p>Example:</p> <ul style="list-style-type: none"> I hope I won't get sunburned. I got caught in traffic and just missed my flight. <p>Example:</p> <ul style="list-style-type: none"> She got herself invited to the party.

'By,' which is at times omitted but understood, introduces an **agent**, i.e., the person or thing carrying out an action. Some passive verbs—e.g., '**to be left**' when its meaning is 'to remain'—**never** have agents.

Active and passive voice – Exercise – Sentence practice

Put the following sentences in the passive voice:

The ATM rejected my gold card.	My gold card was rejected by the ATM
She paid the full amount on time.	
The bank charged interest on the loan.	
They sent the installments.	

Active and passive voice – Exercise – Text transformation

Put the following text into the passive voice:

Neil puts the ATM card into the machine. The machine asks Neil to enter his PIN code. The machine rejects the ATM card. The bank teller is holding Neil's account information. The machine has probably demagnetized the card. The teller can process the transaction manually.



Auxiliaries

Auxiliaries

1- 'Be', 'have', 'do', and 'let'

Some tenses are formed using the auxiliaries 'be', 'have', 'do', and 'let'.

Conjugation of 'be', 'have', and 'do' follows that of 'to be', 'to have' and 'to do' (see **conjugation tables** in TELL ME MORE).

<p>➔ The auxiliary 'be,' followed by a present participle, is used for conjugating continuous tenses.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I am eating. • She's been driving nonstop.
<p>➔ The auxiliary 'have,' followed by a past participle, is used for conjugating past compound tenses.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I have been waiting for two hours. • It hasn't arrived yet.
<p>➔ The auxiliary 'do' is used in interrogative and negative sentences, in tags, and for emphasis in affirmative sentences.</p>	<p>Example:</p> <ul style="list-style-type: none"> • How long does it take? • I don't have any change. • Do you have honey? - Yes, we do.
<p>➔ The auxiliary 'let,' which is invariable, is used in the imperative.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Let me see. • Let's go and get sandwiches. • Let them wait a little.

2- 'Will'

➔ 'Will,' which is contracted as '-ll,' is the **future** auxiliary. The contracted form of 'will not' is 'won't.'

Example:

- She'll stay till eight.
- I **won't** need the duvets.

Note: Although rare, 'shall' may replace 'will' in the first persons singular and plural.

Example: We **shall** come with you.

3- 'Would'

- ➡ 'Would,' whose contracted form is '-d,' is the **conditional** auxiliary. 'Would not' is contracted to 'wouldn't.'

Example:

- I'd like to believe you!
- **Would** you sign here, please?
- If I were you, I **wouldn't** do it.

Auxiliaries – Exercise – Sentence practice

Answer the question as in the example:

Do they charge tax? (not since 1996)	They haven't been charging tax since 1996.
Does it bleed a lot? (not since the operation)	
Does your tooth still ache? (not since I took the pain reliever)	
Does he still play football? (not since the accident)	

Auxiliaries – Exercise – Word order

take - it - let - the - back - me - to - kitchen

Modal auxiliaries

Some tenses are formed using **modal auxiliaries**. With the exception of 'ought,' these are followed by **infinitives without 'to.'**

Modal auxiliaries are invariable, i.e., they take no '-s' in the third person singular.

Modal auxiliaries may precede continuous tenses ('be' + '-ing' verb).

'Can'	
<ul style="list-style-type: none"> ➔ The auxiliary 'can' expresses ability, permission, or likelihood. ➔ Its past is 'could' and its future is generally 'will be able to'. The negative of 'can' is 'cannot' or 'can't'. 	<p>Example:</p> <ul style="list-style-type: none"> • Can you count? • They can't make it tonight. • I can't hear you.
'Could'	
<ul style="list-style-type: none"> ➔ The auxiliary 'could', not to be confused with the identical preterite of 'can', is used for forming the preterite modal. 'Could' may express a conditional or hypothetical present, a dubious possibility, or a politely-phrased request. ➔ 'Could have' + past participle may express the theoretical likelihood of events that have not taken place, or the likelihood of past events whose status is unknown. 'Could not' is contracted to 'couldn't'. 	<p>Example:</p> <ul style="list-style-type: none"> • Well, we could have two desserts. • I wish I could play the piano. • It could have been worse.
'May'	
<ul style="list-style-type: none"> ➔ The auxiliary 'may' expresses uncertainty or possibility in both the present and future. ➔ Its past is 'may have' + past participle. For referring to eventualities in questions, various turns of phrase are used to replace 'may' (e.g. 'Do you think . . .'). ➔ 'May' is also a somewhat formal way of expressing permission, an idea expressed in the past and future by 'to be allowed to' or 'to be permitted to.' 	<p>Example:</p> <ul style="list-style-type: none"> • That may be true. • It may have happened. • May I have your room number? - No, you may not.

Moods, voice and auxiliaries – B1 level

'Might'	
<p>➔ The auxiliary 'might', which is identical to the preterite of 'may' (used to respect the sequence of tenses), commonly replaces 'may' in all tenses.</p> <p>➔ In the past, 'might have' + past participle is used.</p>	<p>Example:</p> <ul style="list-style-type: none"> • There might be a few showers. • I thought I might come back by car. • The flight might have been delayed.
'Will'	
<p>➔ 'Will' is both a future and a modal auxiliary.</p> <p>➔ The modal auxiliary 'will' may express a wish or (in the negative) refusal or, alternatively, repetition or continuity.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Listen, will you? • This envelope won't close!
'Shall'	
<p>➔ 'Shall' is usually used in first-person questions that express offers or ask opinions.</p> <p>Note: 'Should' is more common in such cases.</p>	<p>Example:</p> <p>Shall I help you? Shall we take my car?</p> <p>Example: How should we proceed?</p>
'Must'	
<p>➔ The auxiliary 'must' expresses an obligation determined by the speaker or writer. In this sense, 'must' exists only in the present, and 'have to' and 'be to' are used in the past and future. 'Must not' (or 'mustn't') expresses a prohibition; 'shouldn't', however, is more common.</p> <p>➔ 'Must' may also express near-certainty. When it expresses near-certainty, 'must' may be followed by a continuous form.</p>	<p>Example:</p> <ul style="list-style-type: none"> • We must find a solution. <p>Example:</p> <ul style="list-style-type: none"> • I must have put the wrong address. • You must be kidding.

'Should'	
<p>➔ The auxiliary 'should' may express a suggestion or piece of advice or, alternatively, a desirable probability. 'Should' + infinitive refers to the present; in the past, 'should have' + past participle expresses a regret, a reproach, or the likelihood of a past event having taken place. 'Should not' is contracted as 'shouldn't'.</p> <p>➔ Like 'shall', 'should' may also be used to make offers or ask opinions in first-person questions.</p>	<p>Example:</p> <ul style="list-style-type: none"> You should always have an umbrella with you. I shouldn't eat so much. We should be landing at 12:25. <p>Example:</p> <ul style="list-style-type: none"> Should I call his family?
'Ought to'	
<p>➔ 'Ought to', a less common synonym of 'should', often expresses a strong probability, one whose failure to take place would be surprising. The rare negative 'ought not to' can be used before short, very common verbs.</p>	<p>Example:</p> <ul style="list-style-type: none"> You ought to try some of the discussion groups. She ought to be back now. You ought not to do that.

Modal auxiliaries – Exercise – Fill in the blanks

We have some _____ chocolate cake, pastries, _____ or plum tart, fruit salad and sherbets...

Or the chef's _____: "Banana Delight." What's that? It sounds _____.

It's a sort of _____ cake with cream, _____ with meringue.

That _____ be delicious!

That's a _____ birthday treat.

must - delicious - strange - specialty - banana - perfect - topped - pear

Modal auxiliaries – Exercise – Word order

credit - have - any - problems - you - your - shouldn't - with - card.

Mood, voice and auxiliaries - solutions

Mood and tenses – Solution(s)

Contraction of ‘to be’ – Solution(s)

Contraction of ‘to be’ – Exercise – Fill in the blanks

Look at these shirts.

I don't like **short sleeves** .

The **collar's** nice.

There's a **button** missing. They don't **fit**.

Contraction of ‘to be’ – Exercise – Sentence practice

Rewrite as in the example:

The waiters here work hard.	The waiters here are working hard.
Fast-food customers eat lots of potatoes.	Fast-food customers are eating lots of potatoes.
He drinks orange juice with his muesli.	He is drinking orange juice with his muesli. He's drinking orange juice with his muesli.
I order the waffles.	I am ordering the waffles. I'm ordering the waffles.

The present continuous – Solution(s)

The present continuous – Exercise - Fill in the blanks

You **decide** to have breakfast in a beautiful hotel.

The waiter **comes** up to you and **greet**s you.

I'm hungry!

Are you still **serv**ing breakfast? Yes, of course.

Please have a **seat**. I'll **get** you the breakfast menu. I don't **need** it.

What would you **like** to have then?

Do you **have** cream cheese or yogurt? I'm sorry, we don't have any.

I'll have plain toast then.

The present continuous – Exercise – Sentence practice

Rewrite as in the example:

I (to be) ordering the prime rib.	I am ordering the prime rib.
He (to be) sitting next to the fireplace.	He is sitting next to the fireplace. He's sitting next to the fireplace.
They (to be) coming over for dinner.	They are coming over for dinner. They're coming over for dinner.
(To be) you eating lobster again?	Are you eating lobster again?

The simple present and the present continuous – Solution(s)

The simple present and the present continuous – Exercise – Sentence practice

Rewrite as in the example:

The waiters here work hard.	The waiters here are working hard.
Fast-food customers eat lots of potatoes.	Fast-food customers are eating lots of potatoes.
He drinks orange juice with his muesli.	He is drinking orange juice with his muesli. He's drinking orange juice with his muesli.
I order the waffles.	I am ordering the waffles. I'm ordering the waffles.

The simple present and the present continuous – Exercise – Text transformation

Put the following text into the present continuous:

Helen has a hearty breakfast. She prepares a full American breakfast with scrambled eggs and bacon. She warms blueberry muffins and bagels, and toasts bread. She also makes some pancakes with maple syrup. She drinks a glass of freshly squeezed grapefruit juice. She grinds some coffee beans and makes herself a cup of strong black coffee.

Helen is having a hearty breakfast. She is preparing a full American breakfast with scrambled eggs and bacon. She is warming blueberry muffins and bagels, and toasting bread. She is also making some pancakes with maple syrup. She is drinking a glass of freshly squeezed grapefruit juice. She is grinding some coffee beans and making herself a cup of strong black coffee.

.....

The verb 'to have' – Solution(s)

The verb 'to have' – Exercise – The right word

They **have** breakfast every day at 7.30.

The verb 'to have' – Exercise – Sentence practice

Rewrite as in the example:

We have the Chef's salad today.	We don't have the Chef's salad today.
They have the best apple pie in Texas.	They don't have the best apple pie in Texas.
He had the flounder with mixed vegetables yesterday.	He didn't have the flounder with mixed vegetables yesterday.
You have a gold credit card!	You don't have a gold credit card!

The future – Solution(s)

The future– Exercise – Fill in the blanks

What would you like to drink?

I'd like a **glass** of milk and a **cup** of coffee please.

And how about your friend?

She'd like the same please.

Would you two like anything else? No thank you, that **will** be all.

The affirmative imperative – Solution(s)

The affirmative imperative – Exercise – Fill in the blanks

Make sure you **take** all your pills!

Yes, I **usually** forget them **after** a day or two!

And don't forget to **rest** for **at least** three days. Thanks, doctor. I'm feeling **much** better **already** .
You're welcome.

The affirmative imperative – Exercise – Word order

Let's take the bus because it's too far to walk.

.....

Verbs: reactions and preferences – Solution(s)

Verbs: reactions and preferences – Exercise – Fill in the blanks

We'd **prefer** to have some Riesling.

You should try a **Bordeaux**.

Yes, that's a good **idea**.

We'll have that, yes, and **champagne** with the **dessert**. You're **celebrating** a **birthday**, I see!

.....

Irregular verbs – Solution(s)

Irregular verbs – Exercise – The right word

They hope they **get** a pay raise next year.

Irregular verbs – Exercise – Fill in the blanks

Have you **eaten** anything **unusual**?

I did **eat** some funny **tasting** cheesecake.

It's probably food **poisoning**.

It's not dangerous if you **take** this, and **drink** a lot of water.

.....

Construction of the preterite – Solution(s)

Construction of the preterite – Exercise – Grammar practice

Give the preterite of the following verbs:

To go	Went
To pay	paid
To watch	watched
To do	did
To meet	met
To drink	drank
To fall	fell



Construction of the preterite – Exercise – The right word

But I **did** enjoy last night's meal!

.....

Use of the preterite – Solution(s)

Use of the preterite – Exercise – The right word

The wine the waiter **recommended** was superb!

Use of the preterite – Exercise – Sentence practice

Answer the question as in the example:

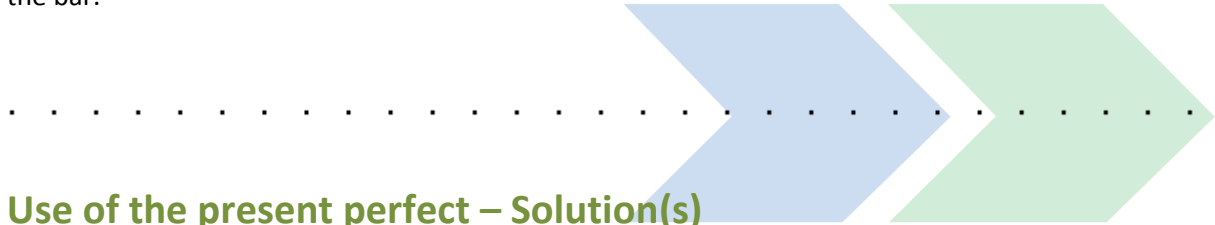
Did you go to the restaurant? (yes)	Yes, I went to the restaurant.
Did he pay with cash? (no)	No, he didn't pay with cash.
Did she eat an appetizer? (yes)	Yes, she ate an appetizer.
Did they enjoy the banana delight? (no)	No, they didn't enjoy the banana delight.

Use of the preterite – Exercise – Text transformation

Put the following text into the simple preterite:

The restaurant receives many phone calls from people wanting to reserve tables. Guests were browsing the wine menu and the day's specials. They were choosing which house wine to sample. They were speaking to the busboy who was clearing the tables. The waiter was writing down their order. Other guests were paying the check at the bar.

The restaurant received many phone calls from people wanting to reserve tables. Guests browsed the wine menu and the day's specials. They chose which house wine to sample. They spoke to the busboy who cleared the tables. The waiter wrote down their order. Other guests paid the check at the bar.



Use of the present perfect – Solution(s)

Use of the present perfect – Exercise - The right word

Stamps have cost 30 cents **since** the beginning of the year.

Use of the present perfect – Exercise - Fill in the blanks

Have you **finished**?
My meat isn't **cooked** enough.
Let me **take it back** to the kitchen then. Would you care for some **cheese** now?
If you have some Italian **Gorgonzola**, yes.
I'll bring the cheese **tray**.

Use of the present perfect – Exercise – Word order

You have almost finished eating your breakfast.



Construction of the present perfect continuous – Solution(s)

Construction of the present perfect continuous – Exercise – Grammar practice

Conjugate as in the example:

I (to call)	I have been calling
he (to take)	he has been taking he's been taking
they (to hurt)	they have been hurting they've been hurting
it (to grow)	it has been growing it's been growing
we (to rest)	we have been resting we've been resting
she (to bleed)	she has been bleeding she's been bleeding
John (to wait)	John has been waiting John's been waiting

Construction of the present perfect continuous – Exercise – The right word

The cut **has been bleeding** for two hours now.

Construction of the present perfect continuous – Exercise – Text transformation

Put the following text into the present perfect continuous:

I waited to see the doctor for half an hour. I read the leaflets and brochures in the waiting room. I sat next to the other patients. I looked at the posters warning against smoking. I intended to ask the doctor some questions. I had agonizingly painful stomach cramps. I meant to go and see the doctor for a long time.

I have been waiting to see the doctor for half an hour. I have been reading the leaflets and brochures in the waiting room. I have been sitting next to the other patients. I have been looking at the posters warning against smoking. I have been intending to ask the doctor some questions. I have been having agonizingly painful stomach cramps. I have been meaning to go and see the doctor for a long time.

.....

Use of the present perfect continuous – Solution(s)

Use of the present perfect continuous – Exercise – The right word

They have **been studying** to be doctors for five years.

Use of the present perfect continuous – Exercise – Sentence practice

Answer the question as in the example:

Do they charge tax? (since 1996)	They've been charging tax since 1996.
Do you take antibiotics? (since I got a cold)	I've been taking antibiotics since I got a cold.
Does it hurt a lot? (for three days)	It has been hurting a lot for three days. It has been hurting for three days. It's been hurting a lot for three days. It's been hurting for three days.
Do they wait long? (for five minutes)	They've been waiting for five minutes.

'Would like': expressing wishes – Solution(s)

'Would like': expressing wishes – Exercise – Sentence practice

Answer the question as in the example:

Would you like a hot chocolate?	I'd like a hot chocolate.
Would he like croissants?	He'd like croissants. He would like croissants.
Would you like the check now?	I'd like the check now. I would like the check now.
Would she like whole-wheat toast?	She'd like whole-wheat toast. She would like whole-wheat toast.

'Would like': expressing wishes – Exercise – Word order

What would you like to have?

.....

'To go' and 'to come' + infinitive – Solution(s)

'To go' and 'to come' + infinitive – Exercise – Fill in the blanks

Could you **go** and see what he wants?
 He'd **like** to change some foreign **currency**.
 Tell him to come and **ask** me himself. He doesn't **speak** English.
 Well, go and tell him **to learn** it then!

Anaphoric 'to' – Solution(s)

Anaphoric 'to' – Exercise – Fill in the blanks

I **never** write straight, anyway.
 Do you **often** write letters?
 Only when I **really** have to.
 Do you have **enough** envelopes?
 I must have a **few** left.

Construction of the present conditional – Solution(s)

Construction of the present conditional – Exercise – Grammar practice

Conjugate as in the example:

You (to go)	You'd go
I (to get)	I'd get I would get
They (to need)	They'd need They would need
He (to like)	He'd like He would like
We (to withdraw)	We'd withdraw We would withdraw
She (to change)	She'd change She would change
Shawn (to do)	Shawn would do

.....

Use of the present conditional – Solution(s)

Use of the present conditional – Exercise – The right word

If I had money, I **would** buy hundreds of shoes!

Use of the present conditional – Exercise – Sentence practice

Answer the question as in the example:

How much would he want to spend? (fifty dollars)	He'd want to spend fifty dollars.
How would you prefer payment? (by bank transfer)	I'd prefer payment by bank transfer. I would prefer payment by bank transfer.
How would you find out the balance? (by checking my account)	I'd find out the balance by checking my account. I would find out the balance by checking my account.
Where would he look to determine the validity? (at the bottom of the card)	He'd look at the bottom of the card to determine the validity. He would look at the bottom of the card to determine the validity.

.....

The present subjunctive – Solution(s)

The present subjunctive – Exercise – Word order

Someone next to you suggests you try again.

.....

The perfect conditional – solution(s)

The perfect conditional – Exercise – Grammar practice

Conjugate as in the example:

I (to eat)	I'd have eaten
he (to come)	he'd have come he would have come
you (to enjoy)	you'd have enjoyed you would have enjoyed
it (to taste)	it would have tasted
we (to order)	we'd have ordered we would have ordered
she (to wait)	she'd have waited she would have waited
Tony (to prepare)	Tony would have prepared

The perfect conditional – Exercise– Text transformation

Rewrite the text using the appropriate tense and mood:

If the restaurant had had a cancellation, they (to call) us. If the steak had not been so good, I (to order) the fish. If zucchini had been on the menu, I (to choose) that. If the desserts hadn't been so fattening, I (to order) one. If the house wines had been of good quality, I (to not hesitate) to taste them.

If the restaurant had had a cancellation, they would have called us. If the steak had not been so good, I would have ordered the fish. If zucchini had been on the menu, I would have chosen that. If the desserts hadn't been so fattening, I would have ordered one. If the house wines had been of good quality, I would not have hesitated to taste them.

Verbs without a continuous form – Solution(s)

Verbs without a continuous form – Exercise – Fill in the blanks

You are **sitting** at your desk, looking very serious.

I haven't **got** enough **stationery**.

Do you **want** some? Have you got **any**?

.....

Verbs without a continuous form: exceptions – Solution(s)

Verbs without a continuous form - exceptions – Exercise – Grammar practice

Conjugate as in the example:

I (to not buy)	I haven't been buying
You (to not heal)	You haven't been healing You have not been healing You've not been healing
They (to not feel)	They have not been feeling They haven't been feeling They've not been feeling
We (to not see)	We haven't been seeing We have not been seeing We've not been seeing
Sally (to not cough)	Sally hasn't been coughing Sally has not been coughing Sally's not been coughing
It (to not charge)	It hasn't been charging It has not been charging It's not been charging
She (to not tickle)	She hasn't been tickling She has not been tickling She's not been tickling

Verbs without a continuous form - exceptions – Exercise – Word order

I fainted because I was not feeling very well.

.....

'To be' and 'to have': preterite – Solution(s)

'To be' and 'to have': preterite – Exercise – The right word

The bank **was held up** by the criminals.

'To be' and 'to have': preterite – Exercise – Fill in the blanks

I've cut my **finger**!
 I don't even know **how** I did it!
Was it with your pocket **knife**?
Were you trying to **open** a **tin**?
Did you fall on something sharp?

Past perfect – Solution(s)

Past perfect – Exercise – The right word

When I looked in my bag, I discovered I **had been robbed**.

Expressions with the present perfect – Solution(s)

Expressions with the present perfect – Exercise – Word order

I've already been here for half an hour!

The past subjunctive – Solution(s)

The past subjunctive – Exercise – The right word

If I were you, I wouldn't spend so much money!

The past subjunctive – Exercise – Sentence practice

Rewrite as in the example:

If she overdraws her account, we'll contact her.	If she overdrew her account, we'd contact her.
If they transfer the money, the form will show it.	If they transferred the money, the form would show it.
If they charge interest, I won't pay.	If they charged interest, I wouldn't pay. If they charged interest, I would not pay.
If he is late, the boss will be angry.	If he were late, the boss would be angry. If he was late, the boss would be angry.

.....

Verbs expressing a wish to act – Solution(s)

Verbs expressing a wish to act – Exercise – Text transformation

Rewrite the text using the appropriate tense and mood:

I agreed (to go) to the post office on my lunch break. I intended (to send) the package by economy class. I consented (to leave) the office earlier than usual. I suggested (to purchase) some stamps for the office. My boss wanted me (to look for) some new stationery. He likes (to write) on high-quality paper.

I agreed to go to the post office on my lunch break. I intended to send the package by economy class. I consented to leave the office earlier than usual. I suggested purchasing some stamps for the office. My boss wanted me to look for some new stationery. He likes writing on high-quality paper.

.....

Verbs introducing a second action – Solution(s)

Verbs introducing a second action – Exercise – Fill in the blanks

Could you **go** and see what he wants?
He'd **like** to change some foreign **currency**.
Tell him to come and **ask** me himself. He doesn't **speak** English.
Well, go and tell him **to learn** it then!

.....

Voice – Solution(s)

Construction of the passive – Solution(s)

Construction of the passive – Exercise – The right word

When I looked in my bag, I discovered **I had been robbed**.

Construction of the passive – Exercise – Sentence practice

Put the following sentences in the passive voice:

The ATM rejected my gold card.	My gold card was rejected by the ATM
The teller in red processed the transaction.	The transaction was processed by the teller in red.
The bank transferred the money.	The money was transferred by the bank.
The clients paid for several new products.	Several new products were paid for by the clients.

Use of the passive – Solution(s)

Use of the passive – Exercise – The right word

Honey is made by bees.

Use of the passive – Exercise – Sentence practice

Put the following sentences in the passive voice:

The ATM rejected my gold card.	My gold card was rejected by the ATM
The teller in red processed the transaction.	The transaction was processed by the teller in red.
The bank transferred the money.	The money was transferred by the bank.
The clients paid for several new products.	Several new products were paid for by the clients.

Active and passive voice – Solution(s)

Active and passive voice – Exercise – Sentence practice

Put the following sentences in the passive voice:

The ATM rejected my gold card.	My gold card was rejected by the ATM
She paid the full amount on time.	The full amount was paid by her on time. The full amount was paid on time by her.
The bank charged interest on the loan.	Interest on the loan was charged by the bank.
They sent the installments.	The installments were sent by them.

Active and passive voice – Exercise – Text transformation

Put the following text into the passive voice:

Neil puts the ATM card into the machine. The machine asks Neil to enter his PIN code. The machine rejects the ATM card. The bank teller is holding Neil's account information. The machine has probably demagnetized the card. The teller can process the transaction manually.

The ATM card is put into the machine by Neil. Neil is asked by the machine to enter his PIN code. The ATM card is rejected by the machine. Neil's account information is being held by the bank teller. The card has probably been demagnetized by the machine. The transaction can be processed manually by the teller.

Auxiliaries – Solution(s)

Auxiliaries – Solution(s)

Auxiliaries – Exercise – Sentence practice

Answer the question as in the example:

Do they charge tax? (not since 1996)	They haven't been charging tax since 1996.
Does it bleed a lot? (not since the operation)	It hasn't been bleeding since the operation.
Does your tooth still ache? (not since I took the pain reliever)	My tooth hasn't been aching since I took the pain reliever.
Does he still play football? (not since the accident)	He hasn't been playing football since the accident.

Auxiliaries – Exercise – Word order

Let me take it back to the kitchen.

Modal auxiliaries – Solution(s)

Modal auxiliaries – Exercise – Fill in the blanks

We have some **delicious** chocolate cake, pastries, **pear** or plum tart, fruit salad and sherbets...

Or the chef's **specialty**: "Banana Delight."

What's that? It sounds **strange**.

It's a sort of **banana** cake with cream, **topped** with meringue. That **must** be delicious!

That's a **perfect** birthday treat.

Modal auxiliaries – Exercise – Word order

you shouldn't have any problems with your credit card.

.....



ENGLISH
SPANISH
FRENCH
GERMAN
ITALIAN
DUTCH

