



Speaking | Listening | Writing | Reading | **Grammar | Vocabulary**

Grammar-Vocabulary WORKBOOK

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

Mood, voice and auxiliaries B2

Forward

What are TELL ME MORE® Grammar-vocabulary workbooks?

TELL ME MORE® grammar-vocabulary workbooks gather most the grammar and vocabulary explanations available in TELL ME MORE.

They are a complimentary resource to your TELL ME MORE online language program.

6 workbooks per level are available addressing the following topics:

- Nominal and modifiers
- Mood, voice and auxiliaries
- The sentence
- The verbal group
- Linking words
- Vocabulary



Using TELL ME MORE® Grammar-vocabulary workbooks:

Most of the grammar and vocabulary explanations are accompanied with exercises, in order to help you put what you learn in practice.

At the end of each workbook, you can retrieve the solutions to the different exercises.

Don't forget to login to your TELL ME MORE account in order to practice all skills!

TELL ME MORE® Grammar/Vocabulary workbooks:

Language: **English**

Level: **B2 (Advanced)**

Topics covered: Mood, voices and auxiliaries

About TELL ME MORE

TELL ME MORE is a provider of technological solutions, digital content and distant services for foreign language teaching aimed at individuals, employees and students.

TELL ME MORE® is currently being used by more than 7 million learners worldwide in more than 10,000 organizations and training centers. Based in Paris, Auralog also has offices in the China, U.S., Italy, Germany, Spain, and Mexico.

Auralog® / TELL ME MORE® – Copyright © 2011 – All rights reserved.

This document contains Auralog® / TELL ME MORE® proprietary information. Any disclosure, distribution, copying or unauthorized use hereof is prohibited.

Photo credits: Thinkstock®

Table of Contents

MOOD, VOICE AND AUXILIARIES..... 5

MOOD AND TENSES5

The simple present..... 5

The verb 'to be' 7

Contraction of 'to be' 8

Construction of the preterite 9

Use of the present perfect 10

Use of the preterite with 'just,' 'yet' and 'already' 12

Use of the present conditional..... 13

'Shall' 14

The perfect conditional 16

Perfect conditional using 'should' 18

Verbs expressing stages of an action 19

Verbs without a continuous form 20

Verbs without a continuous form: exceptions 21

Infinitive clauses..... 23

'To be' and 'to have': preterite 26

The past subjunctive 28

Verbs expressing a wish to act 29

Verbs introducing a second action..... 30

VOICE31

Construction of the passive..... 31

Use of the passive 32

Active and passive voice..... 34

AUXILIARIES36

Auxiliaries 36

Modal auxiliaries 38

MOOD, VOICE AND AUXILIARIES - SOLUTIONS	41
<i>MOOD AND TENSES – SOLUTION(S)</i>	<i>41</i>
The simple present – Solution(s).....	41
The verb ‘to be’ – Solution(s)	42
Contraction of ‘to be’ – Solution(s).....	42
Use of the present perfect – Solution(s)	43
Use of the present conditional – Solution(s).....	43
‘Shall’ – Solution(s)	44
The perfect conditional – Solution(s).....	45
Perfect conditional using ‘should’ – Solution(s).....	46
Verbs expressing stages of an action – Solution(s)	47
Verbs without a continuous form – Solution(s)	47
Verbs without a continuous form: exceptions – Solution(s).....	48
Infinitive clauses – Solution(s).....	48
‘To be’ and ‘to have’: preterite – Solution(s).....	49
The past subjunctive – Solution(s)	50
Verbs expressing a wish to act – Solution(s).....	50
<i>VOICE - SOLUTIONS.....</i>	<i>50</i>
Construction of the passive – Solution(s).....	50
Use of the passive – Solution(s)	51
Active and passive voice – Solution(s)	52
<i>AUXILIARIES – SOLUTION(S)</i>	<i>53</i>
Auxiliaries - Solutions	53
Modal auxiliaries – Solution(s).....	54

Mood, voice and auxiliaries

Mood and tenses

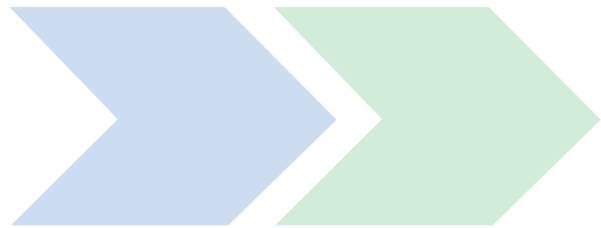
The simple present

A - Construction

The verb to be conjugated in the **simple present** always takes an **-s** in the **third person singular**. For all other persons it is **identical to the infinitive**.

Example:

<u>To work</u>	I work you work he / she / it works we work you work they work
----------------	---



B - Use

The **simple present** is used:

<p>➔ Especially to talk of events more or less permanent and for regular actions.</p>	<p><u>Example:</u> We often play tennis.</p>
<p>➔ For narrations in the simple present, to describe an instantaneous and precise action (for example, in reports).</p>	<p><u>Example:</u> A policeman knocks at a door and tells a woman...</p>

Note:

In the **third person singular**:

➔ **-es** is added after **-s, -ss, -sh, -ch, o** and **-x**.

Example:

- She **passes**, he **catches**...

➔ Verbs ending in **-y** take **-ies** (except when the 'y' is preceded by a vowel!).

- Example:

to try = he **tries**

but to play = he **plays**

The simple present – Exercise – The right word

What do you do on Saturdays? I _____ drums in a rock band.

plague - pray - played - to play - playing – play

The simple present – Exercise – Fill in the blanks

All _____ well and the situation _____.

You now want to _____ to your personal financial products. What do you do?

I _____ the stock market. I _____ with my banker.

meet - play - add - goes – improves

The simple present – Exercise – Text transformation

Put the following text into the second person singular:

People say that money really motivates, but they can never be sure, can they? In Andrew and Company, where you work, one can see that sales are sluggish. One never knows what the consequences of these problems could be, does one? Somebody has commented that they have severe financial losses. One is aware that things are going badly as soon as one arrives in the offices.

The verb 'to be'

➔ **To be** is at the same time:

- a **stative verb**
- an **auxiliary**

➔ In the present indicative it is conjugated as follows:

To be	I am you are he / she / it is we are you are they are
--------------	--



The verb 'to be' – Exercise – Grammar practice

Conjugate as in the example:

some of the advice (to help)	some of the advice helps
any of the spreadsheets (to be)	
some of the figures (to do)	
most of the time (to be)	
all of the networks (to break down)	
none of the products (to work)	
most of these questions (to seek)	

The verb 'to be' – Exercise – Fill in the blanks

I _____ an insurance agent.

I _____ to _____ what sort of policy you already _____.

Can I show you what I can _____?

Would you like some _____ insurance?

life - am - offer - have - know - would like

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 – Sentence practice

Form a question based on the final part of the sentence:

The keynote speaker's plane was late.	How late was it?
This seminar is very long.	
The last speech was boring.	
The hotel room is huge!	

Construction of the preterite

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



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 – B2 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

I have had this car only _____ yesterday.

when - off and on - since - often - until - for

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

The seminar is _____ the Hemmings Hotel _____ Alexandria.

I've been looking forward to it _____ last year.

_____ months I've worked on my speech _____ evenings.

The last one I went to was three years _____.

since - for - ago - in - in the - at

Use of the preterite with 'just,' 'yet' and 'already'

- ➔ One often uses the **preterite** instead of the **present perfect**, particularly with **just**, **yet** and **already**.

Example:

- I **just finished** my paper.
- **Did** she **meet** him **yet**?
- She **already saw** the video.
- It's 11 o'clock and you **slept** in.

Use of the preterite with 'just,' 'yet' and 'already'– Exercise - Fill in the blanks

It's _____ than a hotel, isn't it?

All day _____.

There aren't any hijackers _____.

What time do you usually come _____ home? I _____ booked my seat.

anymore - already - back - long - better

Use of the present conditional

The **present conditional** is used:

➡ In a principal clause of which the dependent (often understood) is introduced by if + preterite and expresses a condition or an assumption .	Example: <ul style="list-style-type: none">• If I had time, I'd (would) do many things.
➡ To express the idea of future in the past .	Example: <ul style="list-style-type: none">• I thought she wouldn't come.
➡ To offer, ask for or state something with politeness .	Example: <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 – Exercises – Word order

1. _____
to - would - reserve - a - like - I - room
2. _____
would - I - like - some - information
3. _____
would - back - you - call them - like - to - ?

'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?

Shall – Exercise - The right word

_____ we go now?

Might - Shall - Mightn't - Are - May not

Shall – Exercise – Sentence practice

Rewrite the following sentences as in the example:

Let's call Mr. Lindt.	Shall we call Mr. Lindt?
Let's give them their answer.	
Let's conduct a survey.	
Let's think it over.	

Shall – Exercise – Text transformation

Form questions using "shall":

Let's start with the person in charge of purchases at Denton. I'll ask about their standard purchases. In the future, we'll arrange to meet the purchasing director of each company. Today, I'll find out about the amount they spend on word processing. We'll get the figures for all office automation products. Will we add Denton's figures to the other figures we've recorded?

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.
---	---

The perfect conditional – Exercise – Grammar practice

Conjugate as in the example:

you (go)	you would have gone
I (do)	
we (see)	
they (like)	
you (reserve)	
he (arrive)	
she (organize)	

The perfect conditional – Exercise – Text transformation

Put the following text into the conditional perfect:

I would like to find out about this man's company. We would be interested to know who they do business with. Wouldn't it be a good idea to organize a seminar every three months? I would prefer to attend seminars in New York. We would have the chance to make more contacts. It would be very useful, wouldn't it?

Perfect conditional using 'should'

The 'should' form of the **perfect conditional** ('should have' + past participle) may convey either of the following ideas:

<p>➔ A regret or reproach</p>	<p>Example:</p> <ul style="list-style-type: none"> • I should have gotten up earlier. • I wouldn't be late now. • They should have let us know. • What are we going to do now?
<p>➔ An (unfulfilled) expectation or assumption regarding the past</p>	<p>Example:</p> <ul style="list-style-type: none"> • You should have received my e-mail. I sent it a half hour ago.

Perfect conditional using 'should' – Exercise – Sentence practice

Answer the question as in the example:

The seminar began at ten. (nine)	It should have begun at nine.
The room was a single. (double)	
The receptionist was talking on the phone. (attending to the guests)	
We ate lunch at the hotel. (to go to a restaurant)	

Verbs expressing stages of an action

Some **verbs** express the notions of **beginning**, **continuation** and **end** of an **action** and are only **followed** by the **gerund** (formed by adding **-ing**).

The main ones are:

<p>➔ To stop, to finish, to go on, to keep (on)...</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Stop shouting! • She's finished eating. • They kept on spending money.
<p>➔ To begin, to start, to continue and to cease are followed either by a gerund (-ing) or an infinitive.</p> <p>➔ To begin and to start are followed by the infinitive to emphasize an action, and by the gerund (-ing) to emphasize the notion of the beginning or continuation of an action</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • I continued to play golf until late at night. • I continued playing golf until late at night. <p><u>Example:</u></p> <ul style="list-style-type: none"> • She starts to work tomorrow. The holiday is over. • She starts working at 7 o'clock, which is early.

Verbs expressing stages of an action – Exercise – Fill in the blanks

Andrew & Co. _____ hiring, but they keep getting new applications.

We _____ rely on advertising to increase sales.

Will we _____ implementing our bonus plan next month?

We are _____ to inspect the regional branches more often.

They've _____ repairing the technical problem.

continue to - begin - starting - finished - has stopped

Verbs expressing stages of an action – Exercise – Sentence practice

Rewrite as in the example:

You should offer a percentage.	You'd better offer a percentage.
We should use the other slogan.	
They should pinpoint the technical problems.	
It should stop raining soon.	

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 - The right word

I can't _____ because of all the fog.

touch - see - smell - taste - hear

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

At what time _____ they open?

They _____ on strike yesterday.

I think I _____ something for you.

There _____ nothing earlier.

You _____ tell him.

All luggage from Paris _____ been slightly delayed.

have - do - were - has - have to - is

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>Example:</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>Example:</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>Example:</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>Example:</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>Example:</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>Example:</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 – Fill in the blanks

Stop _____ so difficult; you'll have a great time!

How are you _____ your time in Germany? She's _____ a little tired today.

Haven't you been _____ to visit the Empire State Building?

Yes, I'm _____ about going tomorrow.

being - feeling - wanting - liking – thinking

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

visiting - are - of - you - thinking - the - United States



Infinitive clauses

A **verb** taking as its **object** an **infinitive clause** must convey a **close relation** between its subject and that of the **infinitive clause** itself.

'To ask,' 'to expect,' and 'to want' are examples of verbs that may introduce **infinitive clauses**. When an **infinitive clause's subject** is a **pronoun**, the **pronoun** itself is an **object** of the sentence's main **verb**.

➔ 'For' introduces some **infinitive clauses**.

Example:	<ul style="list-style-type: none">• I'll ask my secretary to fax you.• Do you expect him to pay more?• She'd like for me to go with you.
-----------------	--

Note: In an **infinitive clause**, any expression of **negation precedes** the **infinitive**.

Example:	<ul style="list-style-type: none">• He advised me not to wait.
-----------------	--

➔ 'For' precedes **infinitive clauses** expressing **goals**.

Example: I brought this book for you to read.

➔ 'For' may also precede **objective infinitive clauses** that do not express goals.

Example:	<ul style="list-style-type: none">• I'm waiting for the rain to stop.
-----------------	---

Note: 'For' + **gerund** ('-ing' verb) introduces **clauses** expressing **cause**. However, this form is **not** considered an **infinitive clause**.

Example:	<ul style="list-style-type: none">• He was punished for forgetting to do his homework.
-----------------	--

➔ **Question words** followed by the **infinitive** can be used to **ask for information** in a **direct** or **indirect** way.

Example:	<ul style="list-style-type: none">• I'm not sure how to find the offices from here.• Could you let me know when to start my presentation?• Have we decided how much to spend on advertising?• I don't know what to do about the problem.• No one was told where to go.
-----------------	---

Moods, voice and auxiliaries – B2 level

Note: The **question words what, which, how many, and how much** are sometimes followed by a **noun**.

Example:

- Can you tell me **which train to take**?
- We don't know **what tasks to do** first.
- She didn't say **how much time to spend** on the report.

➔ The **infinitive** can also be preceded by **whether**.

Example:

- Geena hasn't decided **whether to come** or not.

➔ Also note that the **question word why** cannot be followed by the infinitive.

Infinitive clauses – Exercise – Fill in the blanks

You're in charge of conducting a _____ survey on _____ equipment for small _____.

You work by _____ or meet people in _____.

You have to call _____ companies in one day.

You _____ your secretary to _____ the contact details.

Hopefully she has all the _____ at hand!

find - ask - phone - person - companies - information - market - thirty - office

Infinitive clauses – Exercise – Sentence practice

Rewrite the following sentences as in the example:

The seminar will go well. (I want)	I want the seminar to go well.
The computer will be a powerful one. (I want)	
You will welcome the delegates. (I would like)	
We'll wait for the latecomers. (we don't want)	

Infinitive clauses – Exercise – Text transformation

Rewrite the text using the appropriate tense and mood:

What company is this man representing, I (to wonder)? I think I'll wait here (to find out). However, I would have preferred (to not wait). It (to seem) that this man is being congratulated for (to organize) the seminar. I bet he was expected (to work) very hard to prepare for it. I would be interested (to know) more about the speaker's company.



'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 – Fill in the blanks

At what time _____ they open?

They _____ on strike yesterday.

I think I _____ something for you.

There _____ nothing earlier. You _____ tell him.

All luggage from Paris _____ been slightly delayed.

do - is - have to - were - has - have

'To be' and 'to have': preterite – Exercise - Sentence practice

Rewrite as in the example:

Keith says he went to the airport.	Keith said he had gone to the airport.
The taxi driver says the airport traffic is heavy.	
The skycap thinks there is still time to make your plane.	
At the check-in counter, they imagine the flight has already left.	



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 pull that lever if I _____ you.

isn't - be - is - weren't - were - have

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 – Fill in the blanks

You _____ at the Information Desk at the airport.
 A frantic passenger _____ up.
 I got caught in traffic and _____ my flight.
 You've got to _____ me another flight.
 You are busy _____ to find another flight for the passenger.

find - trying - work - missed - walks

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.

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

It _____ that two heads are better than one.

tells - say - tell - is said - is told

Construction of the passive – Exercise – Sentence practice

Put the following sentences in the passive voice:

<p>The pilot and her co-pilot flew the plane.</p>	<p>The plane was flown by the pilot and her co-pilot.</p>
<p>The flight attendants expected more passengers.</p>	
<p>The airline employee will find another flight for him.</p>	
<p>The ground crew asked him to be more patient.</p>	

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 – Sentence practice

Answer the question as in the example:

<p>Of 50 hotel rooms, we reserved 30.</p>	<p>20 were left.</p>
<p>He talked for 45 minutes of the one-hour meeting.</p>	
<p>They drank half of the coffee.</p>	
<p>Three days of the five-day seminar have passed.</p>	

Use of the passive – Exercise – Text transformation

Put the following text into the active voice:

You are employed by which independent consultancy? Your current plan to boost sales is being looked over by a colleague. The problems should have been pinpointed last month by the technical team. Some suggestions will be thrown out by senior managers. Growth forecasts were being dealt with last month by consultants. The outcome was kept a secret by the accounts department.



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><u>Example:</u></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><u>Example:</u></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><u>Example:</u></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 pilot and her co-pilot flew the plane.	The plane was flown by the pilot and her co-pilot.
The passenger finds a solution.	
The latecomer learned a lesson.	
The airline paged three standby passengers.	

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:

The seminar began at ten. (nine)	It should have begun at nine.
They reserved a small conference room. (a big one)	
The taxi driver drove dangerously. (more cautiously)	
Fifty participants attended. (seventy-five)	

Auxiliaries – Exercise – Word order

long - gate to - it - how - the - take - does - from - to - one - get - next?

Auxiliaries – Exercises – Text transformation

Put the following text into the conditional perfect:

I would like to find out about this man's company. We would be interested to know who they do business with. Wouldn't it be a good idea to organize a seminar every three months? I would prefer to attend seminars in New York. We would have the chance to make more contacts. It would be very useful, wouldn't it?

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 – B2 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 – The right word

The operation went well; everything _____ be all right from now on.

can't - shouldn't - would - should

Modal auxiliaries – Exercise – Fill in the blanks

That man looks worried; his plane _____ be on time.

We _____ be at Gate 30 by 5:45.

_____ you keep checking the tickets that way?

They _____ confirm their reservation yesterday by phone.

have to - had to - must - must not

Mood, voice and auxiliaries - Solutions

Mood and tenses – Solution(s)

The simple present – Solution(s)

The simple present – Exercise – The right word

What do you do on Saturdays? I **play** drums in a rock band.

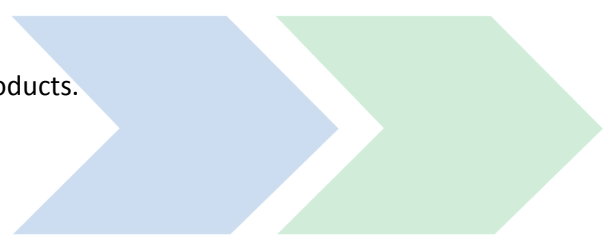
The simple present – Exercise – Fill in the blanks

All **goes** well and the situation **improves**.

You now want to **add** to your personal financial products.

What do you do?

I **play** the stock market. I **meet** with my banker.



The simple present – Exercise – Text transformation

Put the following text into the second person singular:

People say that money really motivates, but they can never be sure, can they? In Andrew and Company, where you work, one can see that sales are sluggish. One never knows what the consequences of these problems could be, does one? Somebody has commented that they have severe financial losses. One is aware that things are going badly as soon as one arrives in the offices.

You say that money really motivates, but you can never be sure, can you? In Andrew and Company, where you work, you can see that sales are sluggish. You never know what the consequences of these problems could be, do you? You have commented that you have severe financial losses. You are aware that things are going badly as soon as you arrive in the offices.

.....

The verb ‘to be’ – Solution(s)

The verb ‘to be’ – Exercise – Grammar practice

Conjugate as in the example:

some of the advice (to help)	some of the advice helps
any of the spreadsheets (to be)	any of the spreadsheets are
some of the figures (to do)	some of the figures do
most of the time (to be)	most of the time is
all of the networks (to break down)	all of the networks break down
none of the products (to work)	none of the products work
most of these questions (to seek)	most of these questions seek

The verb ‘to be’ – Exercise – Fill in the blanks

I **am** an insurance agent.

I **would like** to **know** what sort of policy you already **have**.

Can I show you what I can **offer**? Would you like some **life** insurance?

.....

Contraction of ‘to be’ – Solution(s)

Contraction of ‘to be’ – Exercise – Sentence practice

Form a question based on the final part of the sentence:

The keynote speaker's plane was late.	How late was it?
This seminar is very long.	How long is it?
The last speech was boring.	How boring was it?
The hotel room is huge!	How huge is it?

.....

Use of the present perfect – Solution(s)

Use of the present perfect – Exercise - The right word

I have had this car only **since** yesterday.

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

The seminar is **at** the Hemmings Hotel **in** Alexandria.

I've been looking forward to it **since** last year.

For months I've worked on my speech **in the** evenings.

The last one I went to was three years **ago**.

.....

Use of the preterite with 'just,' 'yet' and 'already' – Solution(s)

Use of the preterite with 'just,' 'yet' and 'already'– Exercise - Fill in the blanks

It's **better** than a hotel, isn't it?

All day **long**.

There aren't any hijackers **anymore**.

What time do you usually come **back** home? I **already** booked my seat.

.....

Use of the present conditional – Solution(s)

Use of the present conditional – Exercises – Word order

1. Would like to reserve a room
2. I would like some information
3. Would you like to call them back?

.....

'Shall' – Solution(s)

Shall – Exercise - The right word

Shall we go now?

Shall – Exercise – Sentence practice

Rewrite the following sentences as in the example:

Let's call Mr. Lindt.	Shall we call Mr. Lindt?
Let's give them their answer.	Shall we give them their answer?
Let's conduct a survey.	Shall we conduct a survey?
Let's think it over.	Shall we think it over?

Shall – Exercise – Text transformation

Form questions using "shall":

Let's start with the person in charge of purchases at Denton. I'll ask about their standard purchases. In the future, we'll arrange to meet the purchasing director of each company. Today, I'll find out about the amount they spend on word processing. We'll get the figures for all office automation products. Will we add Denton's figures to the other figures we've recorded?

Shall we start with the person in charge of purchases at Denton? Shall I ask about their standard purchases? In the future, shall we arrange to meet the purchasing director of each company? Today, shall I find out about the amount they spend on word processing? Shall we get the figures for all office automation products? Shall we add Denton's figures to the other figures we've recorded?

.....

The perfect conditional – Solution(s)

The perfect conditional – Exercise – Grammar practice

Conjugate as in the example:

you (go)	you would have gone
I (do)	I would have done I'd have done
we (see)	we would have seen we'd have seen
they (like)	they would have liked they'd have liked
you (reserve)	you would have reserved you'd have reserved
he (arrive)	he would have arrived he'd have arrived
she (organize)	she would have organized she'd have organized

The perfect conditional – Exercise – Text transformation

Put the following text into the conditional perfect:

I would like to find out about this man's company. We would be interested to know who they do business with. Wouldn't it be a good idea to organize a seminar every three months? I would prefer to attend seminars in New York. We would have the chance to make more contacts. It would be very useful, wouldn't it?

I would have liked to have found out about this man's company. We would have been interested to know who they do business with. Wouldn't it have been a good idea to organize a seminar every three months? I would have preferred to have attended seminars in New York. We would have had the chance to make more contacts. It would have been very useful, wouldn't it?

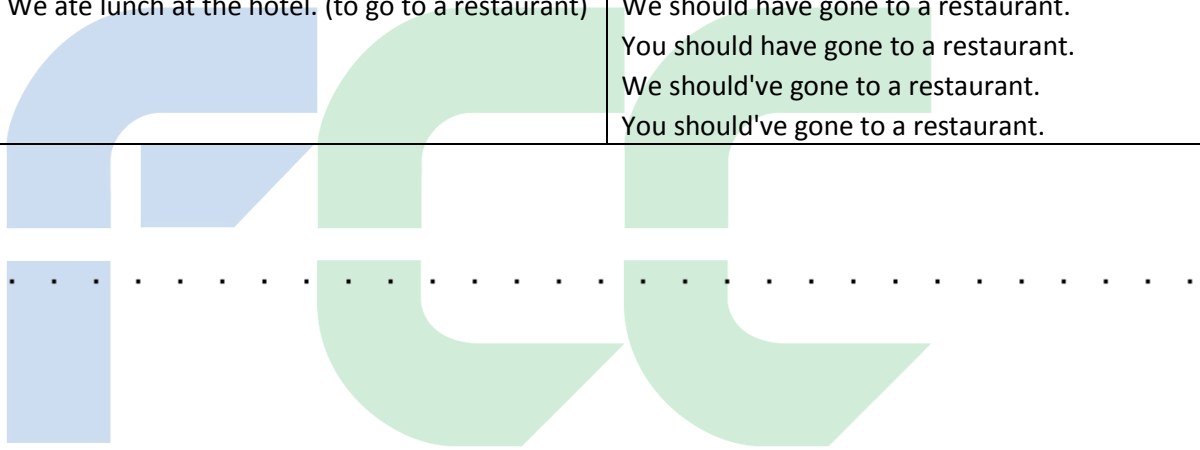
.....

Perfect conditional using 'should' – Solution(s)

Perfect conditional using 'should' – Exercise – Sentence practice

Answer the question as in the example:

The seminar began at ten. (nine)	It should have begun at nine.
The room was a single. (double)	It should have been a double. The room should have been a double. It should've been a double. The room should've been a double.
The receptionist was talking on the phone. (attending to the guests)	He should have been attending to the guests. She should have been attending to the guests. The receptionist should have been attending to the guests. He should've been attending to the guests. She should've been attending to the guests. The receptionist should've been attending to the guests.
We ate lunch at the hotel. (to go to a restaurant)	We should have gone to a restaurant. You should have gone to a restaurant. We should've gone to a restaurant. You should've gone to a restaurant.



Verbs expressing stages of an action – Solution(s)

Verbs expressing stages of an action – Exercise – Fill in the blanks

Andrew & Co. **has stopped** hiring, but they keep getting new applications.

We **continue to** rely on advertising to increase sales.

Will we **begin** implementing our bonus plan next month?

We are **starting** to inspect the regional branches more often. They've **finished** repairing the technical problem.

Verbs expressing stages of an action – Exercise – Sentence practice

Rewrite as in the example:

You should offer a percentage.	You'd better offer a percentage.
We should use the other slogan.	We'd better use the other slogan. We had better use the other slogan.
They should pinpoint the technical problems.	They'd better pinpoint the technical problems. They had better pinpoint the technical problems
It should stop raining soon.	It'd better stop raining soon. It had better stop raining soon.

Verbs without a continuous form – Solution(s)

Verbs without a continuous form – Exercise - The right word

I can't **see** because of all the fog.

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

At what time **do** they open?

They **were** on strike yesterday.

I think I **have** something for you.

There **is** nothing earlier. You **have to** tell him.

All luggage from Paris **has** been slightly delayed.

.....

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

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

Stop **being** so difficult; you'll have a great time!
 How are you **liking** your time in Germany?
 She's **feeling** a little tired today.
 Haven't you been **wanting** to visit the Empire State Building?
 Yes, I'm **thinking** about going tomorrow.

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

You are thinking of visiting the United States.

.....

Infinitive clauses – Solution(s)

Infinitive clauses – Exercise – Fill in the blanks

You're in charge of conducting a **market** survey on **office** equipment for small **companies**.
 You work by **phone** or meet people in **person**.
 You have to call **thirty** companies in one day.
 You **ask** your secretary to **find** the contact details. Hopefully she has all the **information** at hand!

Infinitive clauses – Exercise – Sentence practice

Rewrite the following sentences as in the example:

The seminar will go well. (I want)	I want the seminar to go well.
The computer will be a powerful one. (I want)	I want the computer to be a powerful one.
You will welcome the delegates. (I would like)	I would like you to welcome the delegates. I would like for you to welcome the delegates
We'll wait for the latecomers. (we don't want)	We don't want to wait for the latecomers.

Infinitive clauses – Exercise – Text transformation

Rewrite the text using the appropriate tense and mood:

What company is this man representing, I (to wonder)? I think I'll wait here (to find out). However, I would have preferred (to not wait). It (to seem) that this man is being congratulated for (to organize) the seminar. I bet he was expected (to work) very hard to prepare for it. I would be interested (to know) more about the speaker's company.

What company is this man representing, I wonder? I think I'll wait here to find out. However, I would have preferred not to wait. It seems that this man is being congratulated for organizing the seminar. I bet he was expected to work very hard to prepare for it. I would be interested to know more about the speaker's company.

.....

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

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

At what time **do** they open?
 They **were** on strike yesterday.
 I think I **have** something for you.
 There **is** nothing earlier. You **have to** tell him.
 All luggage from Paris **has** been slightly delayed.

'To be' and 'to have': preterite – Exercise - Sentence practice

Rewrite as in the example:

Keith says he went to the airport.	Keith said he had gone to the airport.
The taxi driver says the airport traffic is heavy.	The taxi driver said the airport traffic was heavy.
The skycap thinks there is still time to make your plane.	The skycap thought there was still time to make your plane.
At the check-in counter, they imagine the flight has already left.	At the check-in counter, they imagined the flight had already left.

.....

The past subjunctive – Solution(s)

The past subjunctive – Exercise – The right word

I wouldn't pull that lever if I **were** you.

.....

Verbs expressing a wish to act – Solution(s)

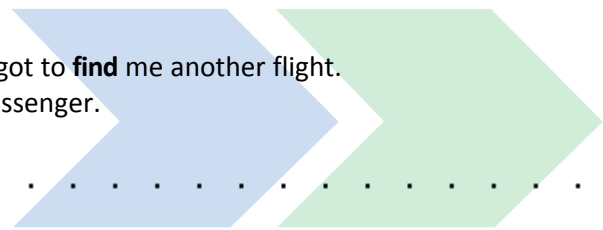
Verbs expressing a wish to act – Exercise – Fill in the blanks

You **work** at the Information Desk at the airport.

A frantic passenger **walks** up.

I got caught in traffic and **missed** my flight. You've got to **find** me another flight.

You are busy **trying** to find another flight for the passenger.



.....

Voice - Solutions

Construction of the passive – Solution(s)

Construction of the passive – Exercise – The right word

It **is said** that two heads are better than one.

Construction of the passive – Exercise – Sentence practice

Put the following sentences in the passive voice:

The pilot and her co-pilot flew the plane.	The plane was flown by the pilot and her co-pilot.
The flight attendants expected more passengers.	More passengers were expected by the flight attendants.
The airline employee will find another flight for him.	Another flight will be found for him by the airline employee. Another flight will be found by the airline employee for him.
The ground crew asked him to be more patient.	He was asked to be more patient by the ground crew.

.....

Use of the passive – Solution(s)

Use of the passive – Exercise – Sentence practice

Answer the question as in the example:

Of 50 hotel rooms, we reserved 30.	20 were left.
He talked for 45 minutes of the one-hour meeting.	15 minutes were left. Fifteen minutes were left. 15 were left. Fifteen were left.
They drank half of the coffee.	Half was left. Half is left. Half of the coffee is left. Half of the coffee was left.
Three days of the five-day seminar have passed.	2 are left. Two are left. 2 days are left. Two days are left.

Use of the passive – Exercise – Text transformation

Put the following text into the active voice:

You are employed by which independent consultancy? Your current plan to boost sales is being looked over by a colleague. The problems should have been pinpointed last month by the technical team. Some suggestions will be thrown out by senior managers. Growth forecasts were being dealt with last month by consultants. The outcome was kept a secret by the accounts department.

Which independent consultancy employs you? A colleague is looking over your current plan to boost sales. The technical team should have pinpointed the problems last month. Senior managers will throw out some suggestions. Last month, consultants were dealing with growth forecasts. The accounts department kept the outcome a secret.

.....

Active and passive voice – Solution(s)

Active and passive voice – Exercise – Sentence practice

Put the following sentences in the passive voice:

The pilot and her co-pilot flew the plane.	The plane was flown by the pilot and her co-pilot.
The passenger finds a solution.	A solution is found by the passenger.
The latecomer learned a lesson.	A lesson was learned by the latecomer.
The airline paged three standby passengers.	Three standby passengers were paged by the airline.

Active and passive voice – Exercise – Text transformation

Put the following text into the passive voice:

The Customer Service department ought to deal with lost luggage. Their staff should deal with such problems. These specialists should locate my suitcase very quickly. The department should receive the luggage delayed in Paris. The ground agents will send on my luggage. I hope my secretary will explain everything to the clients. My secretary will meet the clients at the time we agreed on.

Lost luggage ought to be dealt with by the Customer Service department. Such problems should be dealt with by their staff. My suitcase should be located very quickly by these specialists. The luggage delayed in Paris should be received by the department. My luggage will be sent on by the ground agents. I hope everything will be explained to the clients by my secretary. The clients will be met by my secretary at the time we agreed on.

.....

Auxiliaries – Solution(s)

Auxiliaries - Solutions

Auxiliaries – Exercise – Sentence practice

Answer the question as in the example:

The seminar began at ten. (nine)	It should have begun at nine.
They reserved a small conference room. (a big one)	They should have reserved a big one. They should've reserved a big one.
The taxi driver drove dangerously. (more cautiously)	He should have driven more cautiously. She should have driven more cautiously. The taxi driver should have driven more cautiously. He should've driven more cautiously. She should've driven more cautiously. The taxi driver should've driven more cautiously.
Fifty participants attended. (seventy-five)	Seventy-five participants should have attended. Seventy-five participants should've attended

Auxiliaries – Exercise – Word order

How long does it take to get from one gate to the next?

Auxiliaries – Exercise – Text transformation

Put the following text into the conditional perfect:

I would like to find out about this man's company. We would be interested to know who they do business with. Wouldn't it be a good idea to organize a seminar every three months? I would prefer to attend seminars in New York. We would have the chance to make more contacts. It would be very useful, wouldn't it?

I would have liked to have found out about this man's company. We would have been interested to know who they do business with. Wouldn't it have been a good idea to organize a seminar every three months? I would have preferred to have attended seminars in New York. We would have had the chance to make more contacts. It would have been very useful, wouldn't it?

.....

Modal auxiliaries – Solution(s)

Modal auxiliaries – Exercise – The right word

The operation went well; everything **should** be all right from now on.

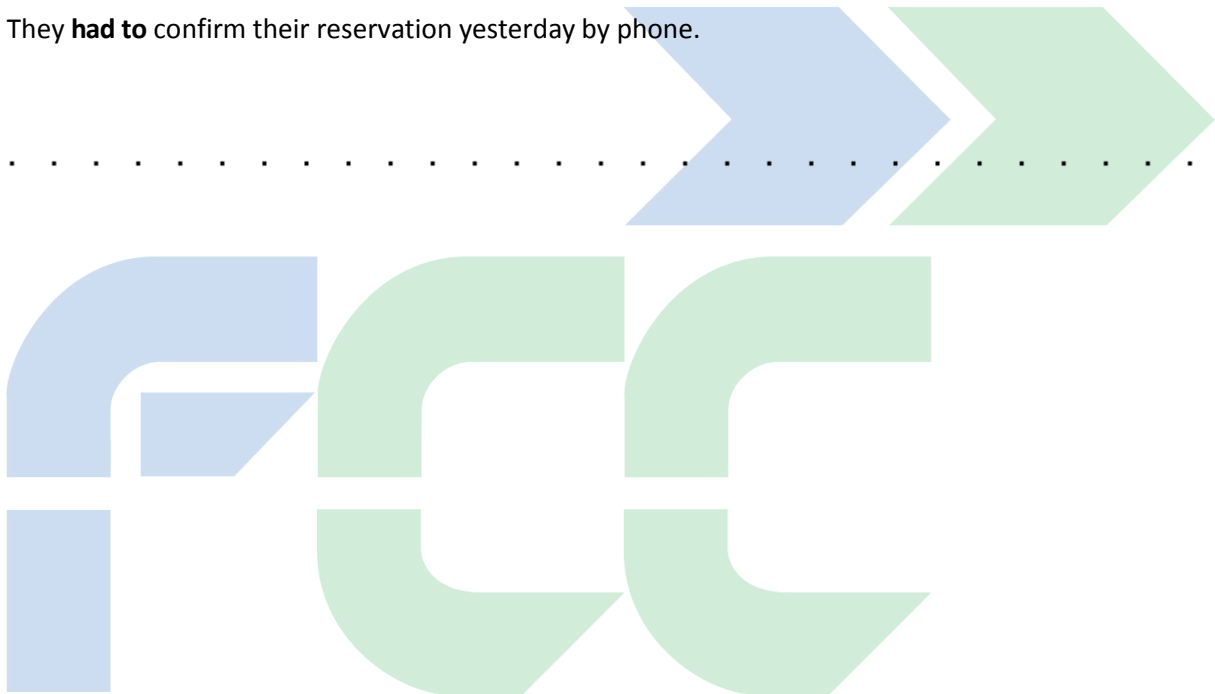
Modal auxiliaries – Exercise – Fill in the blanks

That man looks worried; his plane **must not** be on time.

We **have to** be at Gate 30 by 5:45.

Must you keep checking the tickets that way?

They **had to** confirm their reservation yesterday by phone.



ENGLISH

SPANISH

FRENCH

GERMAN

ITALIAN

DUTCH

