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C1

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Mood, voice and auxiliaries

Mood and tenses

The future

A - Construction

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

Conjugate as in the example:

I arrive at JFK International airport at 8:00 a.m	I will arrive at JFK International airport at 8:00 a. m.
The conference begins at 11 o'clock sharp, so don't be late.	
Julien and Frederica are at the hotel waiting for you.	
You have a meeting with Mr. Blanc tomorrow morning. Please be prompt.	



'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)

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 (to 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 bring (I)	I brought
to want (I)	
to be (they)	
to eat (we)	
to omit (I)	
to have (you)	
to phone (she)	

Construction of the present perfect

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

have (conjugated) + **past participle**

Example:

- As I've **seen** this play before,
- I don't want to see it again.
- He's always **been** very kind.

Construction of the present perfect – Exercises - The right word

1. Our sales manager _____ away on urgent business.

having been called - has been calling - has been called - is called - called

2. This is the first time I _____ away on business.

were - being - have been - was - be

3. The shipment _____ come through yet.

hasn't - hasn't been - isn't - haven't

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.

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

Our new phone has already _____ in real-life situations.

being tested - be tested - to be tested - tested - been tested

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

He's _____ driving since this morning.

She _____ driving for five hours before she stopped. I started speaking English five years _____.

We've been in competition with them _____ almost five years. We've been planning the launch _____ last month.

How long ago _____ you reserve your exhibition stand?

been - since - was - ago - for - did



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 - Fill in the blanks

It's been _____ since I arrived.

Since it's raining, I won't go _____. It's been raining _____ two hours.

It's been raining since _____.

Since I've been here, I haven't eaten _____.

anything - for - outside - this morning – raining

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 – Exercise - Text transformation

Rewrite the text using the most appropriate option:

Normally it (would / should) take me two weeks to finish, but I'm swamped right now. I (should / would) be able to catch up on the delay by next Friday.

(Should / Would) anything go wrong, your insurance provider will compensate for the delay.

In addition, we (would / should) be more than happy to reimburse you for the extra time spent on the project.

'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 say the 11th at two o'clock?

Shall - Do - May not - Doesn't - Does

Shall – Exercise – Word order

shall - we - meeting - Tuesday - plan - next - on - morning?



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><u>Note:</u> 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 - The right word

I _____ to drop by last week, but I was too busy.

had liked - have been liking - was liking - have liked - would have liked

The perfect conditional – Exercise – Sentence practice

Rewrite as in the example:

If she finds it, I'll contact you.	If she found it, I'd contact you.
If you settle for less, we'll deal with the details.	
Even though it hasn't been confirmed, I'm very interested.	
If I was in your place, I'd give Mr. Renton a ring.	

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 - The right word

I sent them last week, so you should _____ received them yesterday.

have - has - of – had

Perfect conditional using 'should' – Exercise – Word order

you - them - should - by - received - have - now.

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>Example:</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>Example:</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>Example:</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 – Word order

don't - you - he'll - much - waiting - I - think - keep - longer

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

We really _____ to remain firm on this crucial point.

have - had - could have - shall have - would - will

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

Do you really _____ people to _____ 10% more?

We _____ they'll pay for a top- _____ product.

But _____ all over the _____ are having to _____ their belts.

We've given this a _____ deal of _____.

It's a _____ we're prepared to take.

thought - companies - country - expect - quality - pay - risk - tighten - think – great

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 – Sentence practice

Rewrite as in the example:

We (look) tomorrow.	We'll have a look tomorrow.
They (nap) yesterday.	
They (lunch) recently.	
My colleagues (dinner) together tomorrow evening.	



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.
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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.
-----------------	---

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 – Word order

the - for - giving - me - thanks - much - very - demonstration



Expressions followed by the gerund

The following expressions are followed by **gerunds** (verbs ending in '-ing'):

➡ To be worth	Example: <ul style="list-style-type: none">• It's worth trying, you know!
➡ It's no use	Example: <ul style="list-style-type: none">• It's no use waiting here.
➡ It's no good	Example: <ul style="list-style-type: none">• It's no good staying outside.
➡ There's no	Example: <ul style="list-style-type: none">• There's no knowing what he thinks about it.

Expressions followed by the gerund – Exercise – Fill in the blanks

It's time _____ go home.

It's time _____ a coffee.

It's no use _____ over spilt milk.

It's no good _____ it on, there's a power outage. It's time to _____.

It's not worth _____ him an email.

get up - crying - writing - turning - to - for

'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 - Grammar practice

Give the preterite of the following verbs:

To bring (I)	I brought
To have (we)	
To celebrate (I)	
To be (I)	
To have (they)	
To try (he)	
To be (she)	

The preterite continuous

A – Formation

➡ The **preterite continuous** is formed using:

'were' or 'was' (preterite of 'to be') + '-ing'

B - Use

➡ The **preterite continuous** refers to **sustained** actions in the **past**.

Example:

- When he arrived, I **was** cooking.
- What **were** you doing up so late at night?

The preterite continuous – Exercise - Grammar practice

Conjugate as in the example:

To talk (he)	he was talking
To listen (we)	
To investigate (they)	
To think (she)	

The preterite continuous – Exercise - Sentence practice

Conjugate as in the example:

As I (to read), the phone rang.	As I was reading, the phone rang.
As they (to celebrate), the news arrived.	
While they (to wait), Mrs. Beckett was stuck in traffic.	
While she (to baby-sit), she sometimes played the piano.	

'To look forward to'

'To look forward to' can be used with:

▶ A noun	Example: I'm looking forward to the vacation.
▶ A gerund (verb ending in '-ing')	Example: We're looking forward to seeing you.

'To look forward to'– Exercise – The right word

_____ means to wait eagerly for something.

Apathetic - to look forward to - In fear of - Unenthusiastic - Indifferent – Nonchalant

'To look forward to'– Exercise – Fill in the blanks

I'm really _____ my adventure holiday.

I'd _____ go canoeing, or rock-climbing.

People always _____ to getting away from work for a bit. No doubt _____ to do it more often.

It's nice to have a short break _____.

_____ come too?

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>Example:</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>Note: In such cases, actions are expressed using the continuous past perfect.</p>	<p>Example:</p> <ul style="list-style-type: none"> • They had been friends for ten years when he left. <p>Example:</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>Note: The continuous form may also express a recent action.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I had just finished writing a letter when you knocked at the door. <p>Example: 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>Example:</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 – Word order

to - we - in - two - them - had - install - hoped - weeks.

Past perfect – Exercise – Text transformation

Rewrite the text using the appropriate tense and mood:

By the time the sales manager phoned the marketing director, he (to leave) on urgent business. By the time she was put through to an assistant, all her colleagues (to go) home for the evening. In fact, no one (to answer) the questions which she (to prepare). By the time she hung up the phone, she (to start) to feel that she (to waste) her time for nothing.



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 - Sentence practice

Rewrite as in the example:

I met her yesterday. (many times)	I've met her many times.
She realized her mistake a while ago. (over the last few days).	
I placed three orders. (so far this week)	
Restrictions were tightened up last year. (this year)	

Expressions with the present perfect – Exercise – Text transformation

Put the following text into the present perfect:

This week I took one international order over the phone. However, I worked for other sales companies that produce similar lines. Therefore, I was in that kind of situation before. Everybody in the office tried really hard to help me fit in. They made me feel right at home in my current position. It was an amazing experience working for such a dynamic company. I learned many useful lessons and concepts.

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

If I _____ you, I would stay in the city.

am being - are - be - were - would be - am

The past subjunctive – Exercise – Sentence practice

Rewrite as in the example:

If she finds it, I'll contact you.	If she found it, I'd contact you.
If you settle for less, we'll deal with the details.	
Even though it hasn't been confirmed, I'm very interested.	
If I was in your place, I'd give Mr. Renton a ring.	

The past perfect modal with 'if'

➡ The **past perfect modal** may follow 'if' in sentences referring to the **past**.

Example:

- If I **had known**, I would have come.
- If I **had had** the money, I could have gone on vacation.

The past perfect modal with 'if' – Exercise – The right word

If you _____ us sooner, we could have taken some action.

have told - has told - had been told - had told

The past perfect modal with 'if' – Exercise – Sentence practice

Rewrite as in the example:

If you install a satellite dish, we'll have lots of channels.	If you installed a satellite dish, we'd have lots of channels.
If we went bankrupt, it would result in job losses.	
If she paid the money, I wouldn't sue her.	
If the terms of payment change, I'll contact my lawyer.	

'I am told'

- ➔ The **present** sometimes stands in for the **present perfect**, as in:
- 'I am told' (= 'I understand') instead of 'I've been told'
 - 'I forget' (= 'I can't remember') instead of 'I've forgotten'
 - 'I hear' instead of 'I've heard'

Example:

- What time is the match tonight?
- I forget (I've forgotten).
- I am told (I've been told) that you are in charge of the sales department.

'I am told' – Exercise – The right word

I _____ told that your order has already been shipped.

been – am – be

'I am told' – Exercise – Sentence practice

Rewrite as in the example:

The manager is resigning. (to tell)	I'm told the manager is resigning.
They've rejected the contract offer. (to hear)	
The evening went very well. (to tell)	
They're hiring a new receptionist. (to hear)	

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

John Hopkins intended _____ the promotion.

He tried _____ all his colleagues.

He asked them not _____ for the promotion. They warned him _____ being unfair.

His wife encouraged him _____ his hardest. However, his boss told him not _____ so much.

to try - to apply - to stop - to dream - to outperform - to get

Verbs expressing a wish to act – Exercise – Text transformation

Put gerunds into the following text wherever possible:

Mr. Jones agreed to work late to sort out the invoices. He intended to stay until around 8 o'clock in the evening. This year he had tried to get his invoices done on time. It looked like he would have to consent to see the bank manager again. The bank manager agreed to meet Mr. Jones the next day to work out his financial problems.



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 – Sentence practice

Rewrite as in the example:

He apologized for the difficulties. (she asked)	She asked him to apologize for the difficulties.
We withheld the payment. (we decided)	
I explained the inconvenience to her. (he asked)	
The bills remain unpaid (we expect)	

Verbs introducing a second action – Exercise – Word order

right - advise - settle - you - invoice - to - this - I - away

Voice

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>Example:</p> <ul style="list-style-type: none"> Passive sentence: The painting was signed by Dalí. (Active sentence: Dalí signed the painting.)
<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: 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– Word order

I - tickets - think - Sibelius - are - for - left - the - there - few - a - concert.

'Supposed to'

To say that something **should happen** or **should have happened** in a certain way, you can use the expression **supposed to**.

Supposed to is preceded by a **noun/pronoun** and the **verb to be**, and is followed by a **verb**.

<p>➔ To talk about a convention (a way of doing something that is considered normal and/or routine) or a present expectation, use supposed to + infinitive.</p>	<p>Example:</p> <ul style="list-style-type: none"> You're supposed to tell your supervisor when you finish a task. They're supposed to inform you about any changes in regulations. We're supposed to reorganize the cabinet today. The conference is supposed to take place tomorrow.
<p>➔ Supposed to + infinitive is also used to talk about popular opinions in a general way.</p>	<p>Example:</p> <ul style="list-style-type: none"> Their products are supposed to be excellent. (Many people think that the products are excellent.)
<p>➔ To talk about something that should have been done or should have happened, you can use either was/were supposed to + infinitive or was/were supposed to + have + past participle.</p>	<p>Example:</p> <ul style="list-style-type: none"> You were supposed to call me back yesterday, weren't you? The reports were supposed to be finished by today. The manuals were supposed to have arrived yesterday! This meeting was supposed to have ended an hour ago.

'Supposed to' – Exercise – The right word

I thought the warranty was _____ to cover repairs for a full year.

supposed – suppose - supposing

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

Rewrite as in the example:

I (to work) here (1990).	I have been working here since 1990.
We (to live) together (1996).	
He (to wait) (3 o'clock).	
You (to avoid) me (two days).	

Auxiliaries – Exercise – Word order

speak - to - Mrs. - then - let - me - Beckett, - !

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.

'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

Choosing a hotel downtown is a good choice if you want to be near the sites, but it _____ be very expensive.

could – should – mustn't

Mood, voice and auxiliaries - Solutions

Mood and tenses – Solutions

The future - Solutions

The future – Exercise - Sentence practice

Rewrite as in the example:

I arrive at JFK International airport at 8:00 a.m	I will arrive at JFK International airport at 8:00 a. m.
The conference begins at 11 o'clock sharp, so don't be late.	The conference will begin at 11 o'clock sharp, so don't be late.
Julien and Frederica are at the hotel waiting for you.	Julien and Frederica will be at the hotel waiting for you.
You have a meeting with Mr. Blanc tomorrow morning. Please be prompt.	You'll have a meeting with Mr. Blanc tomorrow morning. Please be prompt. You will have a meeting with Mr. Blanc tomorrow morning. Please be prompt.

Construction of the preterite - Solutions

Construction of the preterite – Exercise - Grammar practice

Give the preterite of the following verbs:

to bring (I)	I brought
to want (I)	I wanted
to be (they)	They were
to eat (we)	We ate
to omit (I)	I omitted
to have (you)	You had
to phone (she)	She phoned

Construction of the present perfect - Solutions

Construction of the present perfect – Exercises - The right word

1. Our sales manager **has been called** away on urgent business.
 2. This is the first time I **have been** away on business.
 3. The shipment **hasn't** come through yet.
-

Use of the present perfect - Solutions

Use of the present perfect – Exercise - The right word

Our new phone has already **been tested** in real-life situations.

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

He's **been** driving since this morning.
She **was** driving for five hours before she stopped.
I started speaking English five years **ago**.
We've been in competition with them **for** almost five years. We've been planning the launch **since** last month.
How long ago **did** you reserve your exhibition stand?

.....

Construction of the present perfect continuous- Solutions

Construction of the present perfect continuous – Exercise - Fill in the blanks

It's been **raining** since I arrived.
Since it's raining, I won't go **outside**.
It's been raining **for** two hours.
It's been raining since **this morning**.
Since I've been here, I haven't eaten **anything**.

.....

Use of the present conditional- Solutions

Use of the present conditional – Exercise - Text transformation

Rewrite the text using the most appropriate option:

Normally it (would / should) take me two weeks to finish, but I'm swamped right now. I (should / would) be able to catch up on the delay by next Friday.
(Should / Would) anything go wrong, your insurance provider will compensate for the delay.
In addition, we (would / should) be more than happy to reimburse you for the extra time spent on the project.

Normally it would take me two weeks to finish, but I'm swamped right now. I should be able to catch up on the delay by next Friday.
Should anything go wrong, your insurance provider will compensate for the delay.
In addition, we would be more than happy to reimburse you for the extra time spent on the project.

Shall- Solutions

Shall – Exercise - The right word

Shall we say the 11th at two o'clock?

Shall – Exercise – Word order

Shall we plan on meeting next Tuesday morning?

The perfect conditional- Solutions

The perfect conditional – Exercise - The right word

I **would have liked** to drop by last week, but I was too busy.

The perfect conditional – Exercise – Sentence practice

Rewrite as in the example:

If she finds it, I'll contact you.	If she found it, I'd contact you.
If you settle for less, we'll deal with the details.	If you settled for less, we'd deal with the details. If you settled for less, we would deal with the details
Even though it hasn't been confirmed, I'm very interested.	Even though it hadn't been confirmed, I was very interested. Even though it had not been confirmed, I was very interested.
If I was in your place, I'd give Mr. Renton a ring.	If I'd been in your place, I'd have given Mr. Renton a ring. If I'd been in your place, I would have given Mr. Renton a ring. If I had been in your place, I would have given Mr. Renton a ring. If I had been in your place, I'd have given Mr. Renton a ring.

The perfect conditional using 'should'- Solutions

Perfect conditional using 'should' – Exercise - The right word

I sent them last week, so you should **have** received them yesterday.

Perfect conditional using 'should' – Exercise – Word order

You should have received them by now.

.....

Verbs expressing stages of an action- Solutions

Verbs expressing stages of an action – Exercise – Word order

I don't think he'll keep you waiting much longer.

.....

Verbs without a continuous form- Solutions

Verbs without a continuous form – Exercises - The right word

We really **have** to remain firm on this crucial point.

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

Do you really **expect** people to **pay** 10% more?
 We **think** they'll pay for a top- **quality** product.
 But **companies** all over the **country** are having to **tighten** their belts.
 We've given this a **great** deal of **thought**.
 It's a **risk** we're prepared to take.

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

Rewrite as in the example:

We (look) tomorrow.	We'll have a look tomorrow.
They (nap) yesterday.	They had a nap yesterday. They napped yesterday.
They (lunch) recently.	They had lunch recently. They've had lunch recently. They have had lunch recently
My colleagues (dinner) together tomorrow evening.	My colleagues are having dinner together tomorrow evening. My colleagues will have dinner together tomorrow evening.

Infinitive clauses- Solutions

Infinitive clauses – Exercise – Word order

Thanks very much for giving me the demonstration.

.....

Expressions followed by the gerund - Solutions

Expressions followed by the gerund – Exercise – Fill in the blanks

It's time **to** go home.
 It's time **for** a coffee.
 It's no use **crying** over spilt milk.
 It's no good **turning** it on, there's a power outage.
 It's time to **get up**.
 It's not worth **writing** him an email.

'To be' and 'to have': preterite - Solutions

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

Give the preterite of the following verbs:

To bring (I)	I brought
To have (we)	We had
To celebrate (I)	I celebrated
To be (I)	I was
To have (they)	They had
To try (he)	He tried
To be (she)	She was

The preterite continuous - Solutions

The preterite continuous – Exercise - Grammar practice

Conjugate as in the example:

To talk (he)	He was talking
To listen (we)	We were listening
To investigate (they)	They were investigating
To think (she)	She was thinking

The preterite continuous – Exercise - Sentence practice

As I (to read), the phone rang.	As I was reading, the phone rang.
As they (to celebrate), the news arrived.	As they were celebrating, the news arrived
While they (to wait), Mrs. Beckett was stuck in traffic.	While they were waiting, Mrs. Beckett was stuck in traffic.
While she (to baby-sit), she sometimes played the piano.	While she was baby-sitting, she sometimes played the piano.

'To look forward to' - Solutions

'To look forward to'– Exercise – The right word

To look forward to means to wait eagerly for something.

'To look forward to'– Exercise – Fill in the blanks

I'm really **looking forward to** my adventure holiday.

I'd **like to** go canoeing, or rock-climbing.

People always **look forward** to getting away from work for a bit. No doubt **they'd like** to do it more often.

It's nice to have a short break **to look forward to**.

Would you like to come too?

Past perfect - Solutions

Past perfect – Exercise – Word order

We had hoped to install them in two weeks.

Past perfect – Exercise – Text transformation

Rewrite the text using the appropriate tense and mood:

By the time the sales manager phoned the marketing director, he (to leave) on urgent business. By the time she was put through to an assistant, all her colleagues (to go) home for the evening. In fact, no one (to answer) the questions which she (to prepare). By the time she hung up the phone, she (to start) to feel that she (to waste) her time for nothing.

By the time the sales manager phoned the marketing director, he had left on urgent business. By the time she was put through to an assistant, all her colleagues had gone home for the evening. In fact, no one had answered the questions which she had prepared. By the time she hung up the phone, she had started to feel that she had wasted her time for nothing.

Expressions with the present perfect - Solutions

Expressions with the present perfect – Exercise - Sentence practice

Rewrite as in the example:

I met her yesterday. (many times)	I've met her many times.
She realized her mistake a while ago. (over the last few days).	She's realized her mistake over the last few days. She has realized her mistake over the last few days.
I placed three orders. (so far this week)	I've placed three orders so far this week. So far this week, I've placed three orders. I have placed three orders so far this week. So far this week, I have placed three orders.
Restrictions were tightened up last year. (this year)	Restrictions have been tightened up this year.

Expressions with the present perfect – Exercise – Text transformation

Put the following text into the present perfect:

This week I took one international order over the phone. However, I worked for other sales companies that produce similar lines. Therefore, I was in that kind of situation before. Everybody in the office tried really hard to help me fit in. They made me feel right at home in my current position. It was an amazing experience working for such a dynamic company. I learned many useful lessons and concepts.

This week I've taken one international order over the phone. However, I have worked for other sales companies that produce similar lines. Therefore, I've been in that kind of situation before. Everybody in the office has tried really hard to help me fit in. They have made me feel right at home in my current position. It's been an amazing experience working for such a dynamic company. I have learned many useful lessons and concepts.

The past subjunctive - Solutions

The past subjunctive – Exercise – The right word

If I **were** you, I would stay in the city.

The past subjunctive – Exercise – Sentence practice

Rewrite as in the example:

If she finds it, I'll contact you.	If she found it, I'd contact you.
If you settle for less, we'll deal with the details.	If you settled for less, we'd deal with the details. If you settled for less, we would deal with the details.
Even though it hasn't been confirmed, I'm very interested.	Even though it hadn't been confirmed, I was very interested. Even though it had not been confirmed, I was very interested.
If I was in your place, I'd give Mr. Renton a ring.	If I'd been in your place, I'd have given Mr. Renton a ring. If I'd been in your place, I would have given Mr. Renton a ring. If I had been in your place, I would have given Mr. Renton a ring. If I had been in your place, I'd have given Mr. Renton a ring.

The past perfect modal with 'if'- Solutions

The past perfect modal with 'if'– Exercise – The right word

If you **had told** us sooner, we could have taken some action.

The past perfect modal with 'if' – Exercise – Sentence practice

Rewrite as in the example:

If you install a satellite dish, we'll have lots of channels.	If you installed a satellite dish, we'd have lots of channels.
If we went bankrupt, it would result in job losses.	If we'd gone bankrupt, it would have resulted in job losses. If we'd gone bankrupt, it'd have resulted in job losses. If we had gone bankrupt, it would have resulted in job losses. If we had gone bankrupt, it'd have resulted in job losses. If we'd gone bankrupt, it would've resulted in job losses. If we had gone bankrupt, it would've resulted in job losses.
If she paid the money, I wouldn't sue her.	If she had paid the money, I wouldn't have sued her. If she'd paid the money, I wouldn't have sued her. If she'd paid the money, I would not have sued her. If she had paid the money, I would not have sued her.
If the terms of payment change, I'll contact my lawyer.	If the terms of payment changed, I'd contact my lawyer. If the terms of payment changed, I would contact my lawyer.

'I am told' - Solutions

'I am told' – Exercise – The right word

I **am** told that your order has already been shipped.

'I am told' – Exercise – Sentence practice

Rewrite as in the example:

The manager is resigning. (to tell)	I'm told the manager is resigning.
They've rejected the contract offer. (to hear)	I hear they've rejected the contract offer.
The evening went very well. (to tell)	I'm told the evening went very well. I am told the evening went very well.
They're hiring a new receptionist. (to hear)	I hear they're hiring a new receptionist. I hear they are hiring a new receptionist.

Verbs expressing a wish to act - Solutions

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

John Hopkins intended to get the promotion.
He tried to outperform all his colleagues.
He asked them not to apply for the promotion. They warned him to stop being unfair.
His wife encouraged him to try his hardest.
However, his boss told him not to dream so much.

Verbs expressing a wish to act – Exercise – Text transformation

Put gerunds into the following text wherever possible:

Mr. Jones agreed to work late to sort out the invoices. He intended to stay until around 8 o'clock in the evening. This year he had tried to get his invoices done on time. It looked like he would have to consent to see the bank manager again. The bank manager agreed to meet Mr. Jones the next day to work out his financial problems.

Mr. Jones agreed to working late to sort out the invoices. He intended on staying until around 8 o'clock in the evening. This year he had tried getting his invoices done on time. It looked like he would have to consent to seeing the bank manager again. The bank manager agreed to meeting Mr. Jones the next day to work out his financial problems.

Verbs introducing a second action - Solutions

Verbs introducing a second action – Exercise – Sentence practice

Rewrite as in the example:

Table with 2 columns and 4 rows showing sentence rewrites. Row 1: He apologized for the difficulties. (she asked) / She asked him to apologize for the difficulties. Row 2: We withheld the payment. (we decided) / We decided to withhold the payment. Row 3: I explained the inconvenience to her. (he asked) / He asked me to explain the inconvenience to her. Row 4: The bills remain unpaid (we expect) / We expect the bills to remain unpaid.

Verbs introducing a second action – Exercise – word order

I advise you to settle this invoice right away.

Voice – Solutions

Use of the passive - Solutions

Use of the passive – Exercise – word order

I think there are a few tickets left for the Sibelius concert.

.....

'Supposed to' - Solutions

'Supposed to' – Exercise – The right word

I thought the warranty was **supposed** to cover repairs for a full year.

.....

Auxiliaries - Solutions

Auxiliaries – Exercise – Sentence practice

Rewrite as in the example:

I (to work) here (1990).	I have been working here since 1990.
We (to live) together (1996).	We have been living together since 1996. We've been living together since 1996.
He (to wait) (3 o'clock).	He has been waiting since 3 o'clock. He's been waiting since 3 o'clock. He has been waiting since three o'clock. He's been waiting since three o'clock.
You (to avoid) me (two days).	You have been avoiding me for two days. You've been avoiding me for two days. You have been avoiding me for 2 days. You've been avoiding me for 2 days.

Auxiliaries – Exercise – Word order

Let me speak to Mrs. Beckett, then!

.....

Modal auxiliaries - Solutions

Modal auxiliaries – Exercise – The right word

Choosing a hotel downtown is a good choice if you want to be near the sites, but it **could** be very expensive.



ENGLISH

SPANISH

FRENCH

GERMAN

ITALIAN

DUTCH

