

**Харківський національний університет
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***Збірник вправ з практичної граматики
англійської мови***

Для студентів 2, 3 курсу факультету іноземних мов

Харків – 2010

Введення

Пропонований збірник вправ призначений для самостійної роботи студентів 2, 3 курсу факультету іноземних мов над граматичним аспектом англійської мови. Збірник може використовуватися для студентів, які вивчають англійську мову як першу або другу іноземну.

Збірник складається з двох частин, кожна з яких включає 5 розділів. Перша частина присвячена повторенню деяких аспектів таких граматичних тем, як «Артикль», «Модальні дієслова і умовний спосіб», «Непряма мова». Ці теми є досить важкими для засвоєння і вимагають постійного тренування з метою досягнення автоматизації навичок правильного вживання даних граматичних явищ у мові. У задачу автора збірника входило охопити найбільш складні аспекти вищевказаних тем. При виборі вправ у розрахунок приймалися їхня комунікативна спрямованість і лексичне наповнення, характерне для мовних ситуацій спілкування.

Заключний розділ першої частини присвячений виправленню помилок. Подібному типу вправ приділяється багато уваги в учбово-методичній літературі, призначеній для підготовки майбутніх викладачів англійської мови, таких видавництв, як Лонгман, Хайнеманн, Оксфорд Юніверсіті прес та інших. Однак, у збірниках вправ вітчизняних авторів (І.П. Крилова, В.Л. Каушанська та ін.), що традиційно використовуються студентами і викладачами на відділенні англійської філології, такі вправи відсутні. На думку укладача збірника, вправи подібного типу не тільки викликають інтерес у тих, хто навчається, але корисні в плані розвитку професійних навичок. Вправи даного розділу не призначені для перевірки означеного граматичного матеріалу. Вони спрямовані скоріше на розвиток мовної компетенції студентів і їхніх навичок розпізнавання помилок.

Друга частина збірника включає вправи на активний граматичний матеріал, що входить у програму третього року навчання, а саме: неособисті форми англійського дієслова.

Наприкінці кожного розділу, а також в останній частині збірника даються тестові завдання, призначені для перевірки не тільки засвоєння вивченого матеріалу, але й загальної мовної компетенції студентів.

Деякі з пропонованих вправ і тестів можуть використовуватися для роботи в аудиторії з метою перевірки і засвоєння матеріалу студентами.

Передбачається, що даний збірник вправ допоможе зробити процес навчання граматиці більш цікавим і ефективним, і буде сприяти розвитку і закріпленню граматичних навичок студентів, а також розвитку навичок самостійної роботи.

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Збірник вправ з граматики англійської мови є додатковим навчальним матеріалом з практичної граматики для студентів 2, 3 курсу факультету іноземних мов.

Метою даного посібника є формування і закріплення навичок вживання різних граматичних форм, що входять в учбову програму 3 курсу.

**Посібник затверджено на засіданні кафедри англійської філології.
Протокол № від**

Рецензенти: к.ф.н., доц.

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Part 1

The Article

Ex. 1. A, an, the or ___ (nothing)?

1. ___ beef is a kind of ___ meat.
2. ___ beef we had for dinner last night was excellent.
3. Jane is wearing ___ straw hat today.
4. Jane likes to wear ___ hats.
5. ___ hat is an article of clothing.
6. ___ brown hat on that hook over there belongs to Mark.
7. Everyone has ___ problems in ___ life.
8. My grandfather had ___ long life.
9. That book is about ___ life of Helen Keller.
10. ___ jewelry Diana is wearing today is beautiful.
11. ___ people wear ___ jewelry to make themselves more attractive.
12. Tim wants to be ___ engineer when he grows up.
13. This bridge was designed by ___ engineer.
14. One of the first things you need to do when you move to ___ new city is to find ___ place to live.
15. They are renting ___ furnished apartment in ___ city centre.

Ex. 2. Choose the most suitable ending given depending on whether the meaning is general or definite.

- | | |
|-------------------------------|--------------------------------|
| 1. Books left in the rain | a. get wet |
| 2. The books left in the rain | b. got wet |
| 3. He knew that history | a. was a difficult subject |
| 4. He knew that the history | b. of the town was interesting |

- | | |
|----------------------------------|--------------------------------|
| 5. She valued the love | a. most of all |
| 6. She valued love | b. her grandmother gave her |
| 7. He thought that man | a. looked like his old teacher |
| 8. He thought that the man | b. had an uncertain future |
| 9. She believed that wisdom | a. was difficult to come by |
| 10. She believed that the wisdom | b. of the East was superior |
| 11. He was the last | a. person to arrive |
| 12. He was last | b. to arrive |
| 13. People without passports | a. had to go to the police |
| 14. The people without passports | b. have no interest in travel |
| 15. They agreed that the America | a. of today was different |
| 16. They agreed that America | b. was different |
| 17. She drank a glass of wine | a. her husband had brought |
| 18. She drank the glass of wine | b. and became more talkative |
| 19. He arrived on Monday | a. and we got married |
| 20. He arrived on the Monday | b. we got married |

Ex. 3. Complete the sentences with the given nouns, using the when necessary.

- | | |
|------------|--|
| 1. flowers | a. ___ flowers in that vase are beautiful. |
| | b. ___ flowers are beautiful. |

2. water
- a. ___ consists of hydrogen and oxygen.
 - b. Don't go swimming today. ___ is too cold.
3. information
- a. ___ in that book is inaccurate.
 - b. An encyclopedia is a source of ___ .
4. health
- a. ___ is more important than money.
 - b. Doctors are concerned with ___ of their patients.
5. problems
- a. Everyone has ___ .
 - b. Mary told me about ___ she had with her car yesterday.
6. men
women
- a. ___ generally have stronger muscles than ___ .
 - b. At the party last night ___ sat on one side of the room and ___ sat on the other.
7. happiness
- a. I can't express ___ I felt when I heard the good news.
 - b. Everyone seeks ___ .
8. vegetables
- a. ___ are good for you.
 - b. ___ we had for dinner last night were overcooked.
9. weather
- a. Do you like ___ in this city?
 - b. ___ is a safe topic for conversation.
10. gold
- a. ___ is a precious metal.
 - b. ___ in Mary's ring is 24 karats.

Ex. 4. Explain the use of articles with geographical names.

1. In his youth Mr. Curry had been abroad a great deal, had lived in Ceylon, Singapore and India. 2. It was not the Monte Carlo I had known. 3. He made England too hot to hold him, fled to Central America, and died there of yellow fever. 4. Here are some of his belongings such as the sword given to him in the Caucasus. 5. Having stayed near four months in Hamburg, I came from thence by land to the Hague. 6. How ill she was then when there was a storm in the Indian ocean. 7. New York, the largest city in the USA, is situated in the mouth of the Hudson river. 8. June read: "...Lake Okanagan, British Columbia. I am not coming back in England. Bless you always. Jon". 9. The Rocky Mountains extend from Mexico to Canada. 10. We could very well have done Mount Everest the rate we were going. 11. We had a small house in the Bermudas. 12. Kilimanjaro is a snow covered mountain 19,700 feet high and is said to be the highest mountain in Africa. 13. Spain is a country of about 194,883 square miles (including the Balearic Islands and the Canary Islands) occupying the larger part of the Iberian Peninsula in southwestern Europe. 14. Mongolia spans a huge steppe plateau and the Gobi Desert.

Ex. 5. Fill in the blanks with articles before geographical names if necessary.

1. I hear he's off to ___ Central Africa. 2. ___ Yorkshire is famous for some delicious foods, including Yorkshire pudding and roast beef. 3. In ___ Netherlands and ___ Belgium St. Nickolas' Day, December 6, is the children's festival on the eve of which the saint is supposed to come riding from ___ Spain with presents for all good children. 4. Michael looked quizzically at his parent. Did he quite understand ___ England of today? 5. New York, the largest city in ___ USA, is situated at the mouth of ___ Hudson River, sometimes called ___ North River. 6. Production centres of ___ Saudi Arabia are along ___ Persian Gulf. 7. The main part of ___ USA presents four physical divisions: two elevated and two lowland regions. The elevated are ___ Appalachian Mountains in the east and ___ Rocky Mountains or ___ Cordilleran system

in the west. 8. Do you know what it's like when there's sixty degrees of frost in ___ Arctic and it still doesn't freeze? 9. He had agencies in many of the islands of ___ Pacific. 10. ___ White Nile River originates in ___ Lake Victoria.

Ex. 6. Explain the use of articles with names of persons in the following sentences.

1. Christine was now determined to be especially kind to him. 2. She looked into her glass and saw a prettier Carrie than she had seen before. 3. Wherever the Rayns went, they moved like a private circus. 4. Their governess was a Miss Robinson, quite a nice girl, young and rather pretty. 5. But when yesterday dear old Jones started taking the engine to pieces, Father threw in the sponge. 6. If you are a Napoleon, you will play a game of power, if you are a Leonardo, you'll play for knowledge: the stakes hardly matter. 7. She was not quite certain that the Edward who wrote to her was not the same Edward that she had known. 8. It seemed Walter didn't pay any attention to a tearful Kitty. 9. A little way off he saw his wife in a long chair talking with the Davidsons. 10. Two Renoirs and a Matisse hung on the walls.

Ex. 7. Fill in the gaps with the proper article. Explain your choice.

1. He didn't even know ___ Browns had ___ daughter.
2. Is he ___ Jones who is ___ writer?
3. He never doubted that Fleur was ___ Forsyte.
4. She felt like ___ Alice in ___ Wonderland.
5. He wanted to know how much ___ Rolls-Royce cost.
6. Lanny has sold them ___ fine Goya.
7. ___ man doesn't know ___ Rubens from ___ Rembrandt.
8. Everybody isn't ___ Marilyn Monroe.
9. John was inside ___ very different John from ___ lad he had known before.
10. ___ story is written by ___ great Russian writer Chekhov.
11. It was ___ embarrassed Jane that started to speak at once.

12. ___ Stevenson’s book “Dr. Jekyll and ___ Mr. Hyde” is about ___ man who lived ___ double life. In fact, he lived two different lives. In ___ daytime it was ___ life of ___ honest doctor, while in ___ night he was ___ killer.
13. At that moment they were interrupted by ___ gentle Mrs. Strow.
14. “My husband is ___ Othello”, she said.
15. She is no longer ___ Jane you once knew.
16. ___ Gloria at 25 was still ___ Gloria of 20.
17. When we approached ___ gate, ___ little Polly ran to meet us.
18. There’s ___ young American girl staying at ___ hotel. She is ___ Miss R.
19. But I am going to have ___ supper with ___ Robertsons.
20. On their way to ___ Savoy Hotel he refused to tell ___ poor Tom what would happen there.

Ex. 8. Explain the use of the absence of articles in the following sentences.

1. Six months in bed no longer seemed a long time when Mrs. Carlton beside her had been in bed for eighteen months. 2. “Well, amigo, don’t you think it’s time you were in a comfortable bed?” he said to me. 3. On the morning of the third day of rain we decided to go down into town. 4. “Jack, what are you going to do with your life?” – “Who knows? Go to sea, maybe, build electronic equipment, teach, marry a rich wife”. 5. He was usually caustic in his comments on those who used to church only for marrying or buying. 6. This was no time to be laid up immobilized and helpless in hospital for weeks or maybe months on end. 7. I wanted to look in at the hospital before it was too late for visitors. 8. Men who had had high positions in the White House were being sent to jail. 9. For a while I went often to the theatre, to the movies, losing myself for a few hours at a time in the fantasies. 10. “All right”, he said, “he is waiting for us in the office. Have you got a car, or do we go by taxi?”

Ex. 9. Fill in the blanks with articles and render the fairy-tale.

One day 1 __ young prince arrived at the castle of King Ottar and fell in love with the king's youngest daughter, who was very beautiful. "You can only marry my daughter," said 2 __ king, "if you can recognize her, and you must marry the woman you choose." "That's easy," said the prince, and King Ottar put all his daughters behind 3 __ wall that had 4 __ space at 5 __ bottom, so 6 __ prince could only see seven pairs of feet, and the feet all looked 7 __ same. Suddenly, one of 8 __ feet moved and so 9 __ prince said "That is 10 __ woman I love."

Unfortunately, it was not; it was King Ottar's eldest daughter who was not at all beautiful, but the prince had to marry her. In fact, she was extremely intelligent and had a good sense of humour, so that very soon the prince did fall in love with her and they lived happily ever after. 11 __ moral of this story is that love is 12 __ very unreliable thing.

TEST ON THE ARTICLE: Use articles where necessary.

1. Tchaikovsky is great Russian composer.
2. Hermitage is wonderful museum.
3. Rome was not built in day.
4. Isn't that landscape early Levitan?
5. This young dancer will become second Pavlova.
6. It's free Cuba I visited.
7. I knew very common playwright who thought himself Shakespeare.
8. "Alas, I may be called modern King Lear!" cried unhappy father.
9. Africa of old doesn't exist any more.
10. On Saturday or Sunday we ought to go to Operetta Theatre and see "My Fair Lady", musical based on "Pygmalion" by Bernard Shaw.
11. This photograph shows smiling Hemingway.
12. Little John sat on bottom step and nodded.
13. Curious Linda awakened her sister.
14. He looked much more Brown who had been hero at that battle.

15. Three other great rivers belong to tropical Africa: Niger in the North, Congo in the West and in the South – Zambese.

16. After that they played games at table, while Nurse stood at door.

17. “Poor old Smith”, he would say, “I’m so fond of man”.

18. It is in nature of Forsyte to be ignorant that he is Forsyte, but young Jolyon was aware of being one.

19. He went to hills in Northern Ireland, to place that he knew as child.

20. If you contradict dear Susie, she will fly into rage.

21. Old proverb says, “When in Rome, do as Romans do” and this is good advice.

22. Savoy is luxury hotel in Strand in London.

2. MODAL VERBS AND SUBJUNCTIVE MOOD.

Ex. 1. Read each sentence and answer the questions below. Answer “yes”, “no” or “possibly”.

1. If I get the money, I'll buy a car.
 - a. Will I buy a car?
 - b. Will I get the money?
2. If I had enough money, I would have a car.
 - a. Do I have a car?
 - b. Do I have enough money?
3. If I had got that money, I would've bought a car.
 - a. Did I get the money?
 - b. Did I buy a car?
4. If I hadn't got that money, I wouldn't have been able to buy a car.
 - a. Did I get the money?
 - b. Did I buy a car?

Ex. 2. Decide which of the responses on the right are possible. There is more than one in each case.

1. I'm going to help out.
 - a. You needn't do.
 - b. You needn't.
 - c. Thanks, you need.
 - d. You'd better.
 - e. Don't unless you want to.
 - f. Don't unless you want.
2. You've got to do it.
 - a. I can't!
 - b. I couldn't!
 - c. I mustn't!
 - d. I haven't!
 - e. I don't!
 - f. I won't!
3. We could try to go there.
 - a. We daren't.
 - b. We daren't go there.
 - c. We need too.
 - d. We need.
 - e. We needn't go there.
 - f. We needn't.
4. I think it was him.
 - a. It can't have.
 - b. It can't have been.
 - c. It must have been.
 - d. It might have.
 - e. It must have.
 - f. It must have been.

Ex. 3. Fill in the blanks below. Use either “needed to”, “didn't need to”, “should have”, “needn't have” or “shouldn't have” and a suitable verb.

1. I ___ the parcel to the Post Office because Sonya kindly took it for me.

2. We discovered when we arrived on the island that we ___ in advance as there were lots of villas for rent.

3. Although we ___ comprehensive insurance, we got it anyway just to be on the safe side.

4. I think you deserve to be punished – you ___ the car without asking your farther first.

5. He told the taxi driver he ___ to the airport as quickly as possible, as the plane was due to leave soon.

6. I ___ so much time worrying about the test, because in the end it was really easy and I passed the first time.

7. The policeman was furious with me and said that I ___ so fast in a residential area.

Ex. 4. Supply “could” or suitable alternative in these sentences.

1. The atmosphere was so clear we ___ see as far as the blue mountains in the distance.

2. She ___ sing beautifully till her mid-twenties and then she lost her voice.

3. There was a lot of demand for bread before the holiday, but I ___ get the last loaf.

4. I ___ get some petrol yesterday, just before the price went up again.

5. We rushed to the kitchen because we ___ smell something burning.

6. When I was young, I ___ walk for hours without getting tired.

7. In the old days, you ___ buy a loaf of bread for a penny.

8. I ___ understand why she retired at 50, but I wouldn't do it myself.

9. There was a terrible traffic jam this morning, but I ___ get to work on time.

10. I ___ avoid the traffic jam this morning by travelling to work on my bike.

Ex. 5. Add “to” where necessary.

1. Could you please ___ open the window?

2. The students must ___ learn all of the irregular verbs.
3. Sally has ___ do her history report tonight.
4. I think you should ___ take better care of yourself.
5. I ought ___ go to the post office this afternoon.
6. Would you ___ speak more slowly, please?
7. Tom and I might ___ play tennis after work tomorrow.
8. You had better ___ see a doctor.
9. Shouldn't you ___ save a little money for a rainy day?
10. Alex! Stop! You must not ___ run into the street when there's traffic!
11. Will you please ___ mail this letter for me?
12. May I please ___ have the salt and pepper? Thanks.
13. Poor Edward! He has ___ go to the hospital for the operation.
14. We may ___ go to Argentina for our vacation.
15. We can ___ go shopping tomorrow.

Ex. 6. Choose the correct version in each of the following sentences according to the meaning and tense.

1. If I had a bicycle, I (would/will) ride it every day.
2. George (would have gone/would go) on a trip to Chicago if he had had time.
3. Marcela didn't come to class yesterday. She (will have had/may have had) an accident.
4. John didn't do his homework, so the teacher became very angry. John (must have done/should have done) his homework.
5. Sharon was supposed to be here at 9 o'clock. She (must forget/must have forgotten) about our meeting.
6. Where do you think Juan is today? – I have no idea. He (should have slept/may have slept) late.
7. George missed class today. He (might have had/must have) an accident.
8. Robert arrived without his book. He (could have lost/would have lost) it.

9. Thomas received a warning for speeding. He (should have driven/shouldn't have driven) so fast.

10. Henry's car stopped on the highway. It (may run/may have run) out of gas.

Ex. 7. Choose up to four suitable endings in the right-hand column for each of the sentences openings in the left-hand column.

- | | |
|--------------------------|-------------------------------------|
| 1. If it hadn't rained | a. the garden would need watering. |
| 2. If it didn't rain | b. the plants die. |
| 3. If it doesn't rain | c. the plants would have died. |
| 4. Unless it had rained | d. the plants could die. |
| 5. Unless it rained | e. the plants could have died. |
| 6. Unless it rains | f. The garden wouldn't be so green. |
| 7. Even if it had rained | g. the plants would be dead. |
| 8. If it rained | h. the plants may die. |
| 9. If it rains | i. the plants will die. |

Ex. 8. Rewrite these sentences, without changing their meaning.

1. I got up very late so I missed the bus.

If I hadn't ...

2. It would have been better to catch the bus.

You should ...

3. The builder was seriously hurt. He wasn't very careful.

If he ...

4. I didn't finish the work because I didn't have enough time.

If I ...

5. If you hadn't eaten it, you'd feel OK.

You shouldn't ...

6. I forgot to buy some bread. There's none left.

I ought ...

7. I have left my umbrella at home. I've got wet.

If ...

8. It's late. We should go home.

It's time ...

9. She didn't get promoted last year because she always argued with her boss.

If she ...

10. I wasn't able to do it, I had no proper qualification.

I could ... if ...

Ex. 9. Complete the sentences with the correct form of the verb in brackets.

1. Ann wished she (have) more money so she could buy a new dress.

2. I wish if (be) summer now and we could go to the seaside.

3. I wish you (keep) your mouth shut last night. Now John knows everything.

4. Father wishes he (come) to Paris with us, but he has to stay in town and work.

5. I wish you always (tell) me the truth.

6. I wish you (stop) looking through the newspaper when I am talking to you.

7. I wish our car (be) in order. We would drive to the country.

8. I wish they (repair) our TV yesterday. We could watch this film now.

9. He wishes he (not lose) all his money. He would propose to her.

10. She wishes he (propose) to her at the party last night. She would marry him in summer.

Ex. 10. Write a sentence about each problem using "I wish".

1. I don't have enough time to read now.

I wish ...

2. He had a row with his girl-friend.

I wish ...

3. Our streets are very dirty.

I wish ...

4. Children don't like to read nowadays.

I wish ...

5. I got ill and was not able to go skiing.

I wish ...

6. The weather is so nasty today!

I wish ...

7. Why are you angry with me?

I wish ...

8. You are always complaining about everything.

I wish ...

9. The people next door like to listen to very loud music.

I wish ...

10. He prefers my friend's company to mine!

I wish ...

TEST YOURSELF

Choose the correct answer(-s). One or more answers may be correct.

1. Good! I ... work tomorrow.

a. mustn't b. don't have to c. haven't got to

2. It would be nice if we ... a bit more room.

a. would have b. had c. have

3. If you ... me, I ... in real trouble last year.

a. didn't help, wouldn't have been b. hadn't helped, would have been

c. hadn't helped, would be d. didn't help, would be

4. That ... be Roger at the door – it's too early.

a. can't b. mustn't c. couldn't

5. It was crazy to drive like that. You ... killed somebody.

a. may have b. might have c. could have d. can have

6. At last, after three days, they ... get to the top of the mountain.

- a. could b. managed to c. succeeded d. were able to
7. If you were ever in trouble, I would give you all the help you
- a. will need b. would need c. need d. needed
8. It's time you ... home, but I'd rather you ... here.
- a. go, stay b. went, stayed c. go, stayed d. went, stayed
9. If Romeo didn't think Juliet was dead he ... committed suicide.
- a. won't have b. wouldn't have c. couldn't have d. mustn't have
10. It ... rain, so don't forget to take your umbrella.
- a. may b. could c. will d. must

3. ENGLISH TENSES

Ex. 1. Present: Simple/Continuous/Perfect. Use the verb in brackets in the correct form.

1. Can you help me please? I (look) for the bank.
2. ... you (know) this student over there? – Yes, of course. I (know) him for year's. He's a Portuguese, like me. He (come) from my home town.
3. I've got to go to the airport now. My brother (come) from the USA today.
4. He (collect) stamps ever since he was a small boy.
5. Be quiet and listen. The director (speak).
6. How long it (take) to get from here to London?
7. I am very tired. I (not sleep) for three days.
8. How long you (work) for the government?
9. I (work) overtime all this week.
10. I (go) to the football match tomorrow evening.
11. I (have) this car since 1985.
12. That car (look) nice, but I can't afford it.
13. I never (like) lemons. They (have) such a sour taste.
14. She (be) on the phone for half an hour now. Who she (talk) to?
15. We (have) three meetings about this problem so far and we still (not decide) what to do.

Ex. 2. Past Simple or Present Perfect? Use the verb in brackets in the correct form.

1. ... you (see) that film at the local cinema yet? – Yes, I (see) this film lots of times.
2. I was so worried about it that I (not sleep) for three days.
3. The last time I (go) to England was in 1987.
4. I (be) in England three times altogether.
5. I never (go) to Scotland.

6. Shakespeare not ever (go) to Scotland.
7. But surely you can't want to eat again! You (have) three big meals today.
8. I (have) a big breakfast today.
9. Perhaps, John (get) lost. Shall I go out and look for him?
10. The newspaper (not arrive) again today, so I went out and bought one.
11. You needn't do the washing up. I (do) it myself already.
12. ... you (enjoy) the film last night?
13. John (promise) to take me to the match today, but it's already half finished and he still (not arrive).
14. John (promise) to take me to the match today.
15. This scientist (do) a lot in his short life.

Ex. 3. Past Simple or Past Continuous? Use the verbs in brackets in the correct form.

1. I (watch) TV when the phone rang.
2. We (not watch) so much TV when I was a girl.
3. How she (manage) to do all that in one day?
4. We (watch) TV when the power went off.
5. Columbus (discover) America in 1492.
6. I (not understand) this book.
7. We (win) the match yesterday. The final result was 3:2.
8. We (win) the match yesterday when the referee (say) that he (stop) the game.
9. I (walk) along the road yesterday when I meet an old friend from home. She (look) for the post office.
10. We (go) outside to play football but when we (look) out of the window and we (see) that it (snow) much too hard.

Ex. 4. Past Simple/ Continuous/ Perfect. Use the verb in the brackets in the correct form.

I am a doctor. I have to drive a lot in my job. I have been driving for twenty years. In all that time, the police never (stop) me until last week. But last Tuesday they (catch) me for speeding.

It was the afternoon. I (drive) fast because I was late. I (go) to the airport to meet a friend. I was late because a patient (telephone) just as I (leave) the house.

The police (wait) in the side-road outside town. When they (see) me go past, they (drive) after me. Then they (stop) me. They told me that they (book) me for speeding.

I (try) to explain to them. I (tell) them that my friend's plane (land) ten minutes ago. But they (not listen) to my excuse. I (have) to pay 50 pounds the next day.

Ex. 5. Put the verbs in brackets in a suitable past time form.

1. When I (live) in Bristol, I (go) to the theatre every week.
2. While I (speak) in the phone, someone (come) to the door.
3. I (get) there by 6, but he already (sell) the car to someone else.
4. She (study) French and (give) French lessons at the same time!
5. The problem is, why he (steal) the money?
6. It seemed that someone (take) the cheque while she (sign) the papers.
7. What he (say) when you (interrupt) him? He (get) angry?
8. At the time the earthquake (strike), I (write) a letter.
9. They (buy) that house because they (have) no choice.
10. The telephone call (annoy) me because I (try) to get to sleep.
11. Sophia (smile) when I (ask) her to dance.
12. He (pay) by cheque because someone (steal) his wallet.
13. Who she (talk) to when you (see) her for the first time.
14. How much a newspaper (cost) before they (put) up the price?
15. He (phone) her twice a day but he doesn't do it so much now.

Ex. 6. Supply suitable verb forms with “used to be”, “be used to” or Past Progressive.

1. When we were children we (spend) our holidays on a farm.
2. I seem to be more aware of traffic noise these days. I never (mind) it.
3. As I live in the centre of the city, I (hear) traffic noise all the time.
4. When I (drive) to work this morning, the streets were almost empty.
5. I (drive) in heavy traffic: it doesn't bother me.
6. I (drive) a 20-ton truck when I was in the army.
7. You can't blame them for pushing. They (not wait) in queues.
8. I (wait) all morning for a telephone call from you.
9. I (be) patient, but as I get older I can't suffer fools gladly.
10. You must give her clear instructions. She (be told) what to do.

Ex. 7. Complete the letter with the most appropriate form of the verb in brackets.

Dear Sue,

I'm very sorry I (not write) for a month or so. I (mean) to write, but I (not feel) too well recently. I (not sleep) very well for the past few weeks either, so naturally I (be) very tired.

The trouble all (start) a few weeks ago. I (come) out of a restaurant late one night and (try) to stop two young men who (fight) right outside. When I (begin) to intervene, they both (turn) on me. I (fall) to the ground and in my fall I (break) my arm. When they (see) that a policeman (approach), they (run) off shouting, “Don't think we (finish) with you!” Ever since then I (be) too nervous to go out.

I hope I'll feel better when I (have) a holiday. I never (look) forward to a holiday as much as I am looking forward to going to Italy next week. It (be) a difficult year for us both, hasn't it? Do write soon and tell me what you (do) since you last (write).

With all good wishes,

Simon.

Ex. 8. Write out the sentences using the most logical tenses or forms of the verb in brackets.

1. Hello! I (try) to telephone you all week. Where you (be)?
2. I don't think we (meet) before. – Well, I (see) you once at a party, but we not (be) introduced then.
3. It (look) as if this light (burn) all night. I must (forget) (switch) it off before I (go) to bed last night.
4. I (buy) the book, but when I (hear) the opinion of the critics, I (change) my mind.
5. At last you are here! I (wait) here for more than half an hour. I might (know) you (be) late!
6. My father (work) in Canada for the last year, so by the time he (return) the month after next I not (see) him for fourteen months.
7. When you (see) him again, you (be) struck by the way his health (improve) since he (go) to Switzerland.
8. If you (tell) me you already (buy) the book, I not (give) it to you as a birthday present, but now it (be) too late.
9. I (ring) the bell once more, but as he not (answer) yet, I think he must (go) out. I not (bother) (come) all this way if I (know).
10. By the time the fireman (arrive), the house (be) ablaze from top to bottom, but it (be) clear that if someone (give) the alarm earlier, they might (stand) a chance of (save) the building.
11. I wish you (tell) me last week that you (come) to London. If I (know) in time, you not (have) to stay in a hotel.
12. Why you not (tell) me you (can) lend me the money? I not (need) (borrow) it from the bank.
13. The driver said he not (can) (understand) why the car (break) down during the race. It (undergo) thorough testing before (be) entered in the competition.

14. It's time we (go). If we not (leave) now, we (miss) the last train.

15. (Be) you cut off while I (talk) to you just now? You (be)? I think something must (go) wrong with the telephone.

Ex. 9. Fill in the gaps with “will”, “be going to”, the Present Simple or the Present Continuous formation, using the verb in brackets. Sometimes, more than one answer is possible.

1. I am tired. I think I (have) a rest.

2. Don't come round after lunch. I (have) a rest.

3. Don't come round after lunch. She (have) a music lesson.

4. You (do) anything this evening? The President (come) to our town today and everybody (hope) to get a good look at him. It looks like the weather (be) good.

5. I (see) him tomorrow. He (come) to the office. So I (talk) to him about the trip then if you like. Then we (know) when we (go).

Ex. 10. Choose the right form of the verb in these dialogues. Only one form is correct.

1. – Why (don't/won't/shan't) we go shopping tomorrow?

- But tomorrow (will be/is/is going to be) Sunday. All the shops (are going to close/are closing/will be closed).

- OK, (we are going/we go/we'll go) swimming instead.

2. – (Shall you come/do you come/will you come) to the film show with me tonight?

- That's very kind of you. I'd love to.

- OK. (I am seeing/I'll see/I see) you later then.

3. – (Do you come/will you be coming/are you to come) to the film show tonight?

- (I'll come/I come/I am coming) if it (doesn't finish/won't finish/ isn't finishing) too late.

- Don't worry, it (is finished/will finish/is finishing) by then at the latest.

4. – I've go to take all this luggage upstairs. (Will you help/are you helping/do you help) me, please?

- I am sorry, I can't. (I'll take/I am taking/I take) an exam in five minutes' time.

5. – Do you think it (is going to rain/is raining/rains) this afternoon?

- Why? What (do you do/are you doing/will you do) this afternoon?

- Well, if it (will be/is being/is) fine, I (shall go/go/will have gone) for a cycle ride.

- What a good idea! (I'm coming/I come/I'll come) with you!

6. – What happens when you (add/are adding/will add) SO₂ to water?

- You (get/are getting/will be getting) sulphuric acid.

- And what happens if you (are going to put/will put/put) your right hand into the acid?

- You (will have/must/are needing) to change your name to "Lefty".

7. – (I'm going to be/I'll be/I am) with you as soon as (I'll have finished/I am finishing).

- There's no hurry. We (aren't being/shan't be/cannot be able to) leave until ten anyway.

8. – Mother (shall be/is going to be/is) very angry when she (sees/will see/is seeing) what you have done.

- I bet she (isn't even noticing!/isn't even going to notice!/won't even notice!)

9. – The coach (will leave/leaves/is leaving) in five minutes' time.

10. – (Did you come/Do you come/Are you coming) to the dance tonight?

- No. (I work/I'll be working/I'm working) until 10 o'clock this evening.

Ex. 11. Study the following sentences and say which version is the most appropriate and why.

1. Could you ring the cinema and find out what time the film (begins/shall begin)?

2. Nuclear waste (will continue/is continuing) to damage the environment for years to come.

3. We'd better book the hall for the party. They say it (rains/is going to rain) tomorrow.

4. I am afraid I am tied up this afternoon. I (will play/am playing) tennis with Graham.

5. I've bought some cement because I (am going to mend/will mend) the wall.

6. I really can't decide which coat I like best. I know what – (I'll take/am taking) them both.

7. It's not surprising your car (won't start/isn't going to start). There isn't any petrol.

8. I (was writing/was going to write) to you but I couldn't find your address.

9. That case looks heavy. Hold on and (I'll give/am giving) you a hand if you like.

10. There is someone at the door. That (is going to be/'ll be) John. He said he might drop in.

11. Now remember you (are not firing/are not to fire) until you receive the order.

12. Just think. This time next week (we'll be sitting/we'll sit) on the plane on our way home.

13. I (am seeing/was seeing) Sally tomorrow, but she has had to go to New York.

14. The palace have announced that the Prince and the Princess (shall separate/are to separate).

15. You can come and collect it on the 17th – I (will have finished/finish) by then.

16. Oh, it's no trouble to post the letter. I ('ll be going/am to go) past the post-office anyway on my way to work.

17. We're having a small celebration for Mr. Merry; on Friday he (will have been working/will be working) for us for 25 years.

4. REPORTED SPEECH

Ex. 1. Fill in the gaps in the text below with a suitable reporting verb from the box.

| | | | | | | | | |
|---------|--------|--------|----------|----------|------|-------|---------|--------|
| agree | accept | claim | expect | discover | feel | find | imagine | inform |
| realize | tell | reason | remember | promise | see | learn | | |

My parents had ___ that they would buy me a car if I passed the exam, and as I ___ that I would pass I ___ that I'd spend the whole summer touring the West Country. I had never ___ that I would fail, so when I opened the envelope and ___ that I'd got the lowest grade possible, I was really taken aback. I just couldn't believe that it was true. My parents were furious and they ___ that I should have passed. I tried to find an excuse; I ___ that I'd felt ill on the day of the exam and I ___ that the exam room had been noisy – but I still ___ that I couldn't possibly have failed and I ___ the headmaster that I ___ that a mistake had been made. He ___ that I might be right, as he had ___ that the students' grades weren't as good as usual. The Examining Board ___ that the marks were correct, but then a letter arrived in which I ___ that I had been right – the Board ___ that they had made a mistake. So to my delight, I received my car and zoomed off on my first visit to the West of England.

Ex. 2. Report the sentences below using one of the verbs in the list to replace "said".

| | | | | | |
|----------|---------|-----------|----------|--------|-----------|
| muttered | boasted | protested | conceded | denied | announced |
|----------|---------|-----------|----------|--------|-----------|

1. He said, "Well, maybe I have not put as much effort into the job as I could have done".
2. "I most certainly did not steal the money", he said.
3. "I am going to have a baby", she said.

4. “Honestly, I really did do the homework myself”, said the student.
5. “I’m the greatest gymnast ever”, said the gold medal winner.
6. “I need to go to the bathroom”, said the little boy under his breath.

Which of the following adverbs could be used in sentences 1-6?

proudly angrily grudgingly pompously defiantly discreetly

Ex. 3. Suggest a reporting verb from the list below to complete each of the following sentences.

advise announce beg conclude grumble insist remark plead muse
observe order reflect warn

1. “Please help me – I just don’t know how I’ll manage if you don’t”, she
2. “As I was saying, the situation is quite clear”, she
3. “Don’t ever say that to me again”, I
4. “The train on platform 5 will be calling additionally at Darlington”, the loudspeaker
5. “No one ever comes to see me” the old man
6. “You really must go now”, he

Ex. 4. Rewrite these sentences in different ways, changing the meaning as little as possible.

1. “Go on, apply for the job, Anthony”, Karen said.

Karen urged ...

Karen suggested ...

Karen proposed ...

2. “You should go to university”, said the head master.

The headmaster recommended ...

The headmaster suggested ...

The headmaster advised ...

3. "Please give me the latest reports, Jane", said the boss.

The boss asked ...

The boss instructed ...

The boss directed ...

The boss demanded ...

Ex. 5. Rewrite the following story in the reported speech.

My wife and I got up as usual when the alarm rang yesterday morning. "It seems very dark", my wife said. "Yes, but it's cloudy", I pointed out. "What do you want for breakfast?" my wife asked me. "Toast and coffee will be enough", I said and added. "I think I'll take the car because it's so late". I finished breakfast, left the house but saw no one in the street. "Where is everybody?" I wondered. Finally I saw a milkman. "What time is it?" I asked him anxiously. "It's five-thirty", he told me and then inquired, "What's the trouble?" "I got up two hours early", I explained sadly. As he walked off I heard him mutter, "Some people have an easy life". When I got inside I found my wife in bed asleep. I said to myself, "Some people certainly do!"

5. CORRECTING FAULTS IN USAGE

Ex. 1. Find the errors and correct them (some of the sentences are correct).

1. When I was a student, I was studying hard every day.
2. I had lived in France once, but I haven't been there for ages.
3. I was knowing what he was meaning but I was saying nothing.
4. While I had eaten lunch, I was listening to the radio.
5. Every day he was eating exactly the same things for the breakfast.
6. When he got there, the film already finished.
7. As I was getting into the lift, someone was speaking to me.
8. I read a lot at one time but I don't use to any more.
9. The last time I drank whiskey I felt ill.
10. There used to be a tree there, but someone had cut it down.
11. I could see that he cried and I asked him what had happened.
12. Why was she deciding to buy such a large house?
13. The last thing I was hearing was the sound of the belles.
14. When we had arrived, no one had been there to meet us.
15. What exactly were you doing after the policeman arrived?

Ex. 2. Identify the one underlined word or phrase that wouldn't be acceptable in standard written English.

1. While the boys were ice-skating, they slip on the thin ice and fell into the deep water.
2. A short time before her operation last week, Mrs. Carlyle dreams of her daughter who lives overseas.
3. Now that the students have successfully passed the TOEFL, they were ready to begin their classes at the University.
4. As soon as Pete had arrived, he told us that he will be leaving for London tomorrow after the board meeting.

5. The teacher repeated the assignment again for the students, since they had difficulty understanding what to do after he had explained it the first time.

6. When you come after class this afternoon, we discussed the possibility of your writing a research paper.

7. The coach was depending for his team to win the game so that they would have a chance to play in the “Super Bowl”.

8. Although Clyde is formally from Pennsylvania, he finds it difficult to get used to the cold winters we are having.

9. Some of the people were standing in the street watched the parade, while others were singing songs.

10. If motorists do not observe the traffic regulations, they will be stopped, ticketed and have to pay a fine.

Ex. 3. Most of the sentences have one verb in the wrong tense. Correct them or write RIGHT.

1. I was pleased to see my old college friends at the conference last week as we didn't see each other since we finished our course.

2. We had to wait for hours at the airport because the bad weather had delayed all the flights.

3. Many modern medicines were not invented by Western scientists but by tribal people who had been using them for generations before the Europeans arrived.

4. We missed our train, so by the time we reached the theatre, the play ended and the audience was leaving the theatre.

5. At the end of their meal they found they couldn't pay the bill because they didn't bring any money with them.

6. The children were thrilled when they unwrapped the electronic toys, but when they discovered that nobody bought a battery they were very disappointed.

7. When I came out of the cinema, I had found that a thief had taken my car radio.

8. At first the authorities thought the athlete had been taking drugs, but they soon realized they mixed up the results of the tests.

9. When the film star came into the restaurant, I didn't recognize her because I didn't see any of her films.

10. When we reached the city centre we couldn't find a parking space, so we had decided to go by bus the next time.

Ex. 4. Correct the following sentences containing errors in verb usage.

1. He will not do anything until he will see a lawyer.

2. He pretended that he doesn't understand the question.

3. I wish it would be warmer outside now.

4. They begun the construction last week.

5. I wish you told me about it earlier.

6. She prepared dinner when a quarrel broke out among the children.

7. He had many difficulties since he came to this country.

8. After I will wash the dishes, let's have a game of cards.

9. We will take the train if the weather will be very bad.

10. I didn't notice whether she is wearing her wedding ring.

11. Now my office is very busy. I wish I took my vacation when I had the chance.

12. If I had felt better yesterday I would go shopping.

13. Let's go inside. It begins to rain.

14. I wish I knew you when you were a child.

15. If you will see Robert give him my regards.

16. These days she tries to prepare herself for the medical exam.

17. We just went to bed when the telephone rang.

Ex. 5. Choose the correct form of the verbs.

Adam: Hello, Mike. What (are you doing/do you do) in this part of London?

Mike: Well, actually, (I am looking/I look) at flats round here.

Adam: Flats? (Are you wanting/Do you want) to move?

Mike: Yes, in fact, believe it or not, Mandy and I (are getting/get) married.

Adam: That's great! Congratulations. When (were you deciding/did you decide)?

Mike: Only last week. It was while we (were staying/stayed) with her family in Scotland. Now (we try/we're trying) to find a suitable flat.

Adam: It'll be great to have you as neighbours. I hope you manage to buy one soon.

Mike: Oh, we (aren't looking/don't look) for one to buy. We (aren't having/don't have) enough money yet. (We're wanting/We want) to find somewhere to rent.

Adam: Yes, of course. That's what we (did/were doing) at first. Actually, in the end my brother (was lending/lent) us some money. That's how (we were managing/managed) to buy ours.

Mike: Really? Perhaps, I'll talk to my family before (we choose/we're choosing) a flat.

Adam: That's not a bad idea. My family (gave/were giving) us quite a lot of helpful advice. Now, what about a coffee? There's a good place just round the corner.

Mike: Oh yes. I (looked/was looking) for somewhere to sit down when I bumped into you. Let's go.

Ex. 6. Find errors and correct them.

1. I am living here ever since I have been 16.
2. When I was a child, I was walking to school every day.
3. I am thinking that I am not liking this very much.
4. Oh, bother! I leave my umbrella on the bus.
5. While he had his breakfast, the postman was knocking at the door.
6. I had visited England many years ago when I was a student.

7. I am swimming every day and I use to go jogging every day.
8. I am not meeting him for two years or more.
9. I was always knowing that you have been wrong.
10. I didn't use to like her, but I change my mind.
11. I go to London tomorrow, because my uncle stays there for a few days and he wants to see me.
12. I will be glad when the examination will be over.
13. I have seen a good film yesterday.
14. The train already left before I arrived.
15. I will help you if I will have time.
16. I work hard at the moment because I have exams next week.
17. When I was a little girl, I've always spent money on sweets.
18. I went out with Paul for two years now, and we are still crazy about each other.
19. Manchester United play really well at the moment. Their new player has real talent.
20. It was really cold lately, so I've bought some new warm clothes.

Ex. 7. Most of the following sentences contain one mistake. Correct it.

1. When I asked Joan about her work she said she had lost her job and is short of money.
2. Michael explained that he couldn't come to the party, because he was working this evening.
3. We had a great evening with Janet. She was telling about her fascinating trip to Kenya.
4. I'm sorry to bother you, but you did say to call.
5. We were disappointed when the receptionist told that the hotel was fully booked this week.
6. The museum guard asked the visitors to not touch the exhibits.

7. The tour guide explained that the castle is only open on Tuesdays.
8. If I knew more French last year, I would have lived in France.
9. In the past many marriages have been arranged by matchmakers.
10. I wish I were with you yesterday.
11. He would help if he would be here now.
12. The company would have been more successful if they had more efficient management.
13. I was very tired after our hike, so I laid down to rest for a while.
14. I wish you would be here today.
15. He said he knows this man and believes his story.

Review 1.

Jan has just married Gwyneth and has gone to live with her in Wales. Here is a letter he has written to his friend, Dan. He has made 23 mistakes in his letter. Correct the mistakes. The number of mistakes in each paragraph is given in brackets at the end of the paragraph.

Dear Dan,

I'm writing to thank you for a wonderful present you gave us for our wedding. Today I'm at home because I lost my voice; In fact, I don't think I can speak again for the next two or three days. This gives me plenty of time to write letters! (3 mistakes)

We arrived to Cardiff just a week after the wedding. I like already Wales very much. Many people here want to know what are the differences between Wales and Denmark, but I don't think there are so a lot. One of the most impressive, perhaps, is the beautiful view of the sea and mountains, which I am seeing from our window. Of course, the language is also very different. Although my English has improved quite a lot, I'm still afraid of make mistakes. As for Welsh, I don't think I'll never manage to understand it! (7 mistakes)

I haven't already found a job, but it's very important for me to find one as soon as I can't settle in here unless I don't find one. I don't want to depend on Gwyn for ever! In fact, I had my first interview the other day. The interviewer was very impressed to hear I was an important-export manager in a Danish company and all the reasons why I had left. (4 mistakes)

I also had a bad experience the other day. The roads here a such empty that I got into my car and completely forgot which way to drive. Eventually a policeman has stopped me and told me I'd better be driving on the lefty. He warned me I could prosecute. He told me to report to the police station next week. Some of my friends say I have to pay a fine when I go. (3 mistakes)

By the way, what did happen to you after the wedding? I rang you hotel, but they told me you already left. Anyway, please, let us know when can you visit. Gwyneth sends her love. (3 mistakes)

Yours, Jan

P.S. I can't remember if you took any photos at the wedding so I'm enclosing a picture in this letter if you didn't. (1 mistakes)

Review 2.

Jan has married Gwyneth and is living in Wales. This is his second letter to his friend, Dan. He has made 23 mistakes in his letter. Correct the mistakes. The number of mistakes in each paragraph is given in brackets at the end of the paragraph.

Dear Dan,

Thank you so much for writing back such quickly. I'm afraid I still haven't managed to find a job, but I hope to get it soon. Fortunately, the person lives next door who is interested in learning Danish so I'm able to earn a little money. (3 mistakes)

Because Gwyneth is out all day I sometimes feel a little lonely. I really wish she wouldn't need to work so much. When I feel lonely I often can't stop to think about my friends and family in Denmark, and I just remember to eat my favourite Danish food and all the other things I used to do at home. Occasionally I wish I didn't come here because I'm sure if we had stayed there Gwyneth could find a job by now. But anyway, I'm enjoying here on the whole though I'm still not used to hear the language. (8 mistakes)

I really like countryside round here and yesterday, because I had plenty of spare time, I could go for a long walk through the hills. I was frightened of getting lost, but eventually I could get home without too many problems. (3 mistakes)

I spend most of my time thinking about finding a work. Denise, the woman who husband I'm teaching Danish, has given me some good advice. She has suggested me

to put an advert in the local newspaper. I really wish I found a good job. The local school needs an economic teacher, but economics aren't really my field. (6 mistakes)

Yes, I'd love you to come and visit as soon as possible. I hope that by the time you get here I have found a job. I'd like to ring you, but I don't have your number any more – I think perhaps I would have left it in Denmark but I'm not sure. Is it possible for you to phone me? If so, please ring in the evening because I'll probably look for a job during the daytime. (2 mistakes)

Yours, Jan.

Review 3.

Maria is staying in Scotland. She has written a letter to her friend Yoshiko, but she has made 17 mistakes in her English. Correct the mistakes. The number of mistakes in each paragraph is written in brackets at the end of the paragraph.

Dear Yoshiko,

I'm sorry I haven't written to you since so long. I received your letter since six weeks but I've been very busy. As you probably know I'm in Scotland since December. I came mainly for learning English. (4 mistakes)

At first it was a bit difficult because I didn't speak English well and I missed a lot of things from home. But now life is much more easier. (1 mistakes)

I've managed to find a work in an office in the centre of Edinburgh. It's a computer company and I'm very interesting in computers, and the people is very kind to me so I'm very lucky. It's also very good for me as I have to speak English all day long. (3 mistakes)

Just a moment: someone knocks at the door. I'll go and answer it. (1 mistake)

That was Derek with the tickets; we will go to a concert this evening and we're leaving as soon as I will finish this letter. (2 mistakes)

I have moved into a larger flat and I've decided to stay here for at least a year. (It depends of Derek). Have you ever gone to Scotland? If not, why you not come and

visit me before you go back to Japan? Scotland is beautiful and I would love to see you again. Please write again soon and say yes. (3 mistakes)

With love, Maria.

Review 4.

Maria is staying in Scotland. She has written one letter to her friend, Yoshiko, and Yoshiko has replied, so Maria has now written a second letter. She has made 18 mistakes in her English. Correct the mistakes. The number of mistakes in each paragraph is written in brackets at the end of the paragraph.

Dear Yoshiko,

Thank you for your letter. I'm very happy that you will come next week. I'm meeting you at the station at 9.00, so you do not need directions to my flat. Anyway, it is dangerous around the station at night, so you don't have to out alone. If I won't be on the platform I will see you at the station café. (4 mistakes)

I am still enjoying Scotland and Edinburgh is the beautiful city with lots of interesting places to visit. I didn't know you already visited it. How long did you stay here? I hope you have not already seen everything. Only problem is the weather: it rains a lot, nearly every day. If it doesn't rain so much I can go out more, but I have to spend a lot of time indoors, at least this time of year. (5 mistakes)

Do you remember Derek? He's the man who I wrote to you about him in my last letter. A few weeks ago he said he will take me somewhere interesting, and last week he did: on Saturday he has taken me to a castle in the mountains which built in 1370. It is having a lot of prisons underground and there's a ghost there too: of a Scottish noble who cut off his head there. (6 mistakes)

I enjoyed very much and if you like, we can go there together too. Unfortunately, when we got back home, I realized I left my handbag on the bus and I had to go to the left luggage office to get it back. Luckily all my money was still in it: nobody took anything. I think people in Britain are so honest. Anyway, I'm really looking forward to seeing you. (3 mistakes)

With love, Maria.

Part 2

NON-FINITE FORMS OF THE VERBS

THE INFINITIVE

1. THE INFINITIVE

Ex. 1. Read the story and write two answers to each of the questions below following the pattern:

a. He (did this) so as to (do that) / in order to

b. So as to / in order to (do that), he (did this)

A Hard Luck Story

It was a bit of bad luck when the motorist broke down – he was stuck on double yellow lines. So he went into a store to borrow a pen and paper to leave a note for the traffic warden. The pen, however, was like his car. I didn't work. When he decided to go back to the store to buy a pen, he found another little difficulty. He had only a twenty-pound note and the salesgirl couldn't change it. So he set off to find a bank to change the note to buy the pen to write on the paper to put on his car to tell the traffic warden that his car had broken down. As he left the bank he spotted a phone box. He decided to call a garage to send a truck to tow the car away, but the number was engaged. When he got back to his car he found a parking ticket on the windscreen. The story has, however, a happy ending. The driver wrote to the head of the local police force to explain what had happened. The police superintendent who read the letter decided to let him off the twenty-pound parking fine. He said that even if the man's story was not true, it was so clever that he deserved to be let off!

1. Why did he want to borrow a pen and paper?
2. Why did he decide to go back in the store?
3. Why did he set off to find a bank?
4. Why did he want to leave a note on the car?
5. Why did he want the garage to send a truck?

6. Why did he write to the head of the local police force?

Ex. 2. Complete these using infinitives.

1. He rang for a plumber ...
2. She phoned an electrician ...
3. I called a mechanic ...
4. They commissioned an artist ...
5. We got to a photographer ...
6. She sent him to the optician ...
7. They called to waiter over ...
8. She went to a specialist ...
9. Lord Worth employed a bodyguard ...
10. He bought a savage dog ...
11. She boiled some water ...
12. He smashed the window ...
13. I bought a paper ...
14. She used a credit card ...
15. She picked up a receiver ...
16. He took an aspirin ...

Ex. 3. Put it the right form of the infinitive.

1. I ought (work) right now.
2. Your watch may (repair) by Tuesday.
3. I'd like (go) home early today.
4. I'd like (see) her face when she opened the letter.
5. She must (have) a shower – I can hear the water running.
6. It's important (listen) to people.
7. She hopes (choose) for the national team.
8. Try (not be)late.

9. You should (tell) me you were ill.
10. He doesn't like (interrupt) while he's working.

Ex. 4. Rewrite these using perfect infinitives.

1. I'm glad I've met you.
2. I was sorry I had disturbed him.
3. I expect I'll have passed all my exams by June.
4. It seems that you made a mistake.
5. I'm happy that I've had a chance to talk to you.
6. I was disappointed that I had missed the party.
7. It seems that she's got lost.
8. She was pleased that she had found the house.
9. I am lucky: you have taught me a foreign language.
10. John is ashamed because they found out about him.

Ex. 5. Rewrite the sentences, following the given example.

E.g. She didn't marry a friend of her parents. (was to)

She was to have married a friend of her parents.

1. I didn't see his face when he realized what had happened. (would like to)
2. He didn't finish all his work by three o'clock. (mean)
3. We didn't spend a week skiing. (were to)
4. It wasn't the happiest week of my life. (was to)
5. She didn't say good-bye to everybody before she left. (mean)
6. I didn't live in the 17th century. (would like)
7. He didn't play in the Cup Final. (was to)

Ex. 6. Put the beginnings and ends together.

Note: We can use to for the infinitive of a repeated verb if the meaning is clear.

e.g. – Are you moving? – We hope to. (= We hope to move)

- Come and dance. – I don't want to.

- | | |
|---|--|
| 1. Ann really upset Granny | a. but we can't afford to. |
| 2. Are you enjoying your new job? | b. He seems to. |
| 3. Can I see you home? | c. I don't really want to – it's too cold. |
| 4. Can you mend this by Tuesday? | d. I intend to. They can't go on keeping the whole street awake every night. |
| 5. Did you get my coat from the cleaner's? | e. I'd like to, but I'm working late. |
| 6. Do you collect stamps? | f. I'll try to, but I can't promise. |
| 7. Do you think he knows what he is doing? | g. I'm sure she didn't mean to. |
| 8. Do you want to come out with us tonight? | h. If you'd like to. |
| 9. Does she think she'll win? | i. No, but I used to. . |
| 10. How would you and Sue like To spend the weekend with us? | j. Sorry, I forgot to. |
| 11. I think you ought to see the police about the people next door? | k. We don't need to – there's always plenty of room. |
| 12. Shall we go swimming? | l. We'd love to. |
| 13. Should we book seats in advance? | m. Well, I'm starting to. |
| 14. We'd like to move to a bigger house. | n. Yes, she expects to. |

Ex. 7. Use the right form of the infinitive in brackets, with or without the particle to.

1. He was the first (to guess) what his aunt was driving at.
2. Philip felt a shiver (to pass) his heart.
3. Why (to lose) your temper over a little thing like that?

4. The man seemed (to study) me and I felt uneasy in his presence.
5. I like (to see) them (to work).
6. He felt too excited (to sleep).
7. Let me (to hold) the baby. I know how (to hold) babies.
8. You look tired and exhausted. You'd better (to go) to bed.
9. It's very thoughtful of you (to bring) the book. We shall need it.
10. You seem (to sit) here for a long time. Are you waiting for somebody?
11. You needn't (to ask) for permission, I let you (to take) my books whenever you like.
12. I was deeply sorry (to touch) on such a painful theme.

Ex. 8. Use the perfect infinitive of the verb in brackets with the appropriate modal verb.

1. I saw a ghost last night. – You (not see) a ghost; there aren't any ghosts. You (dream) it.
2. As I was standing in the hall your dog bit me. – It (not be) my dog; he was with me all day. It (be) my brother's dog.
3. I (do) it. (It was my duty, but I didn't).
4. He (not catch) the 9.20 train because he didn't leave home till 9.25.
5. You (repeat) it. (It was unnecessary).
6. Who gave you my address? – I don't remember, it (be) Tom. – It (not be) Tom; he doesn't know it.
7. You (buy) flowers – we have plenty in the garden.
8. This picture may be a fake; on the other hand, it (be) painted by one of the Dutch masters.
9. I said that I couldn't find my pen and he said somebody (borrow) it. (perhaps)

Ex. 9. Combine each of the following pairs of sentences into sentence using too/enough/so ... as with Inf.

1. You are very young. You can't have a front-door key.
2. Would you be very kind and answer this letter in return?
3. I'm rather old. I can't wear this kind of hat.
4. He hadn't much money. He couldn't live on it.
5. The coffee isn't strong. It won't keep us awake.
6. Would you be very kind and forward my letters while I'm away?
7. Tom was very foolish. He told lies to the police.
8. He is very impatient. He doesn't like to wait.
9. It's not very dark. We can see the stars clearly.
10. He won't get up early so he never catches the fast train.

Ex. 10. Paraphrase the following sentences using (if possible): a. The Objective-with-the-Infinitive construction.

1. I felt that somebody touched me lightly on the shoulder. 2. He heard that someone called his name. 3. We saw that they didn't understand our courageous plans. 4. I saw that the boy handed the newspaper to the man. 5. They heard how a woman uttered a little exclamation. 6. I should like to see how he could say it to my face. 7. We didn't expect that he would return so soon. 8. Have you heard that Ann got married last week? 9. I watched how my friend made her way through the crowd. 10. He thought that he was fit for the job. 11. Jack noticed that Mr. Foster looked at the girl suspiciously. 12. He hated when people argued about trifles.

b. The Subjective-with-the-Infinitive construction.

1. It was supposed that Willy's brother lived in Alaska. 2. It was certain that the boss would fire him. 3. I was sure that he would not give me a hand. 4. It was expected that Billy would come to New York two days later. 5. It happened that I saw David at the age of 84. 6. It was unlikely that the girl would be a success. 7. It turned out that he became a failure. 8. Sometimes it was heard that he talked to himself. 9. It appeared that he talked to people long dead by now. 10. It was not seen how the man left the place.

c. The For-to Infinitive construction.

1. It is important that you should get the part of Hamlet. 2. This is a book you should read. 3. I shall bring you a play that you may stage. 4. He stepped aside so that I could pass. 5. Mary spoke loudly enough so that everyone should hear. 6. He waited until the spoke. 7. I will get two tickets so that you and your friend could see the performance. 8. There was nobody Helen could speak to. 9. It is time that you should go, Tom. 10. It was important that Alex should be present at the rehearsals. 11. He left the door open so that Molly could see him. 12. His knowledge of the subject was so good that he could answer the questions without any preparation.

Ex. 11. Full or bare infinitive?

Insert to where necessary before the infinitive in brackets.

1. He made me (do) it all over again.
2. I used (live) in a caravan.
3. They won't let us (leave) the Customs shed till our luggage has been examined.
4. They refused (accept) the bribe.
5. I'd like him (go) to a university but I can't make him (go).
6. We could (go) to a concert unless you prefer (visit) a museum.
7. How dare you (open) my letters?
8. Need I (come)? I'd much rather (stay) at home.
9. The kidnappers told the parents (not inform) the police, and the parents didn't dare (disobey).
10. He was made (sign) a paper admitting his guilt.
11. He doesn't even bother (read) letters, let alone (answer) them.
12. I felt the house (shake) with the explosion.
13. I heard the door (open) and a shadow (move) across the floor.
14. There's nothing (do) but (wait) till somebody comes (let) us out.

15. Did you remember (give) him the money? – No, I didn't. I still have it in my pocket; I'll see him tonight and I promise not (forget) this time.

Ex. 12.

Old Mrs. Edwards was 97 on her last birthday. She lives alone and is very fit. Her memory as good as it ever was. She can remember what life used to be when she was a young woman. She often talks about it to anyone who will listen. Complete what she says using used to; sometimes you need the negative.

“When I was young, girls never ___ go out on their own. You always went out with friends, because you weren't allowed to be alone with a young man. Oh, no, that never ___ be allowed. Before I went out anywhere my father always ___ to ask me I was going and who I was going with, and when I would be back. And make-up – that was forbidden. Of course, as soon as I got out of the house, I ___ go behind the house and put it on and then take it off before I went home again. I ___ disobey my father except when it came to make-up. My mother ___ wear it so I didn't see why I wasn't allowed to as well.

Oh, but the life was hard in those days. When I think of when we ___ get up in the morning. We ___ be up and washed by 6.30! Modern girls just wouldn't do it, would they? And quite right, too!

And all the housework – we ___ clean out all the fires before 8 o'clock. In fact, we ___ have to do all the cleaning by lunch time”.

Ex. 13. Write some true things about yourself.

1. When I was young I used to love ... but I now I never ... it anymore.
2. My mother always used to say how important it was to ...
3. I never used to eat ... but now I love it!
4. I used to think people who ... were very strange, but now they seem quite normal.
5. When I was young nobody used to ... , but now everybody does.

Ex. 14. For + noun phrase + to + Infinitive.

Someone in an advertising agency is writing an advertisement for holidays abroad. Complete it from these rough notes.

Examples:

Six different countries for you to holiday in!

No arrangements for you to make!

Holiday makers can:

- holiday in six different countries
- pick from ten different fortnights
- travel on three different airlines
- choose from 12 outward and return flights
- stay at 24 different hotels
- see many fascinating musical festivals
- take part in local music and dancing
- buy all sorts of gifts and bargains
- return home with lots of duty-free goods

and they don't have to

- make any arrangements
- fill in any complicated forms
- pay for any extra items

Ex. 15. Various infinitive constructions. Replace the group of words in italics by an infinitive or infinitive construction.

1. The captain was the last man who left the ship.
2. I was astonished when I heard that he had left the country.
3. It is necessary that everyone should know the truth.
4. It is expected that he will broadcast a statement tonight.

5. They believe that he is honest.
6. It is said that the murderer is hiding in the woods near your house.
7. It seems that the crime was committed by a left-handed man.
8. It is likely that he will arrive before six.
9. It is advisable that we should leave the house separately.
10. I can hear that the bell is ringing but it seems that nobody is coming to open the door.

2. THE GERUND

Ex. 1. Complete with the correct prepositions.

Are you good ... organizing?

Are you used ... working hard?

Are you fond ... solving problems?

Are you interested ... dealing with people?

Are you good ... working with numbers?

Are you tired ... being just one in the crowd?

Are you fond ... doing things your way?

Are you tired ... doing routine work?

Are you afraid ... missing your big chance?

If you can answer all these questions with “yes”, phone us today! Chelsea School of Business Management. Tel. 01-289-1305.

Ex. 2.

A. Match the two halves of each sentence.

How to study efficiently

- | | |
|--|---|
| 1. Begin by | a. making plans you can't possibly keep |
| 2. Be realistic: there's no point in | b. making a list of what you have to do |
| 3. Find a quiet place where you can work without | c. studying |
| 4. If possible, use it only for | d. marking each topic on your list as you complete it |
| 5. Check you have everything you need before | e. jumping up to fetch things every five minutes |
| 6. This means you won't waste time | f. being interrupted |

7. Encourage yourself by g. starting work

B. Now use the following notes to complete the advice below.

1. Read through the exam paper carefully.
2. Check the instructions.
3. Don't spend too long on one question.
4. Don't try to see how your friends are getting on.
5. Allow time to check all your answers.
6. Cheats rarely do well, in the long run.

How to make exams

1. Begin by ...
2. Make sure you know exactly what to do ...
3. There's no point ...
4. Don't waste ...
5. Avoid careless mistakes ...
6. It's rarely worth ...

Ex. 3. Using the gerund, complete the following pieces of advice with your own ideas.

1. You should take regular exercise instead of ...
2. You can't earn a lot of money by ...
3. It's rude to borrow people's things without ...
4. You must always thank people for ...
5. You mustn't insist on ...
6. It's wrong to make accusation without ...
7. It's good manners to apologize for ...
8. You should fill up with petrol before ...

Ex. 4. Complete with be, camp, do, drive, eat, get, go, lose, make, meet, spend, stay, watch, wear.

Test your personality.

1. Do you enjoy ... people?
2. Do you dislike ... late for appointments?
3. Do you like ... expensive clothes?
4. Do you prefer ... to parties to ... TV at home?
5. Have you ever risked ... your job?
6. Do you enjoy ... new friends?
7. Do you like ... fast cars?
8. Do you dislike ... foreign food?
9. Do you dislike ... up early?
10. Do you enjoy ... money?
11. Do you like ... foreign food?
12. Do you enjoy ... unusual things?

Ex. 5. Use the verbs in brackets in the gerund form.

Jane Bruce: It all began about three years ago. A friend suggested (enter) a photo competition – for fun. At the time, I wasn't interested ... (become) photographic model – I wanted to train as a hairdresser. Well, I won the competition and did a course in modeling. It was great fun, we learnt a lot more than just (walk) up and down and (put) on make up. Then I got my first job, as a model in a small London fashion house. After that, I did some television commercials. By this time I found that my job had changed my life. I had to give up (smoke) and (eat) my favourite foods. I couldn't risk (catch) a cold. I had to stop (go) to bed late, this was difficult, because I was fond ... (go) to parties and I wasn't used ... (get) up early. I sometimes hated (stand) in front of cameras for hours. But now I'm used to it. I enjoy (travel) and (meet) interesting people, and I must admit I like (wear) expensive clothes.

Ex. 6. Complete the sentences with the gerund of the verb in brackets.

1. This room will look very cheerful once you've finished (to paper) it.
2. I wish you wouldn't keep (to tell) me what I already know too well.
3. It was so ridiculous that I couldn't resist (to laugh) outright.
4. The secretary asked if I would mind (to wait) for a few minutes.
5. The way to learn a foreign language is to practice (to speak) it as often as possible.
6. Everyone said how much they had enjoyed (to listen) to the speech.
7. When you've finished this book you can tell me if it's worth (to read).
8. He was very lucky to escape (to send) to prison.
9. She was so upset that she couldn't help (to cry).
10. The teacher said he would not tolerate my (to be) late every day.
11. The question is so trivial it hardly justifies our (to waste) any more time discussing it.

Ex. 7. Replace the words in italics by gerund construction.

1. We didn't even acknowledge *that he had received the invitation*.
2. The witness reported *that he had seen a dark car parked outside the bank at the time of robbery*.
3. The teacher suggested *that I should try the examination again* the following year.
4. I don't recollect *that I actually promised* to help you.
5. No one doubted *that he was sincere in his beliefs*.
6. I can't imagine *that he would ever agree to* such a proposition.

Ex. 8. Complete the sentences using a gerund construction.

1. I strongly resent your ...
2. It's no good ...
3. Forgive my ... but don't you miss ... now that you are living in England?

4. Fancy ... here today!
5. Why don't you stop ... if you so dislike ... ?
6. I can't imagine his ever ...
7. My wife suggested ... for a holiday, but I favoured ... instead.
8. We tried to delay ... his ..., our main concern being to prevent his ...
9. I see no harm in your ...
10. How can we be sure of his ... ?

3. GERUND OR INFINITIVE?

Ex. 1. Discuss the differences in meaning in the following pairs of sentences.

- 1.a. I regret to say that we have decided not to offer you the job.
- b. I regret saying that I don't like your new boyfriend.
- 2.a. I've tried to open the bonnet, but it seems to be stuck.
- b. Have you tried cleaning the spark plugs?
- 3.a. He remembered seeing Jane on the way back from work.
- b. She remembered to send her mother a birthday card.
- 4.a. The professor mentioned Boticelli, and went on to talk about the Renaissance.
- b. He went on talking about himself for hours and hours.
- 5.a. I'll never forget seeing the Taj Mahal for the first time.
- b. She was angry with him for forgetting to lock the back door.
- 6.a. I think we ought to stop to have something to eat soon.
- b. They stopped going out in the evening when they had their first child.
- 7.a. I dread to think what he is going to say when he sees what you've done to the car.
- b. She dreaded having to see her ex-husband again in court.
- 8.a. Your business is a complete shambles – the whole thing needs reorganizing.
- b. I need to have a word in you ear. It's about your trip to Italy next week.
- 9.a. I meant to write him a letter of condolence, but I never got round to it.
- b. If you do join the Navy, it'll mean being away from home for months on end.
- 10.a. Everyone helped to make the village look its best for the Prime Minister's visit.
- b. I can't help feeling that you are making a terrible mistake.

Ex.2. Complete the sentences by putting the verbs into either the infinitive or the gerund form.

1. I've always regretted not (learn) to play the piano at school.

2. He became an MP in 1983 and went on (become) Prime Minister.
3. I dread (think) what he's going to say when he finds out I've crashed the car.
4. It's a very beautiful cottage, but it needs (modernize).
5. The house is a wreck; if you buy it, it'll mean (live) in chaos for months.
6. I'm sure a good holiday will help (make) you feel more relaxed.
7. I didn't mean (cause) you so much trouble.
8. This new job of mine means my family (put up) with inconvenient hours of work at first.
9. Did you remember (thank) your aunt for the present?
10. The children went on (talk) when the teacher came into the room. In fact, they even didn't stop (say) "Good morning".
11. She has always regretted not (travel) round the world when she was younger. Now I regret (tell) you that she is too ill to travel.

Ex. 3. Study these sentences and choose the right answer.

1.a. Join has stopped to talk to Mary.

Is he talking to her at the moment? YES NO

b. Join has stopped talking to her at the moment.

Is he talking to her at the moment? YES NO

2.a. Do you remember putting this cake in the washing machine?

Is there a cake in the washing machine? YES NO

b. Did you remember to put the cake in the washing machine?

Is there a cake in the washing machine? YES NO

3.a. "I've got hiccups".

"Try holding your breath".

Does "try" mean "see if you can do it" here? YES NO

b. How long can you hold your breath? Try to hold it for two minutes.

Does "try" mean "see if you can do it" here? YES NO

Ex. 4. What's the difference between these two sentences?

a. She remembered saying to Cecil that sunset and sunrise were God's loveliest gifts.

b. She remembered to say to Cecil that he shouldn't take everything for granted.

Rewrite these sentences with remember.

1. I didn't forget to post your letters.
2. I met him two years ago.
3. You mustn't forget to give him my message.
4. They had one of the first television sets.
5. I took that photograph on your birthday.
6. I won't forget to give him my message.
7. I won't forget to lock the door next time.
8. I was given a prize for sewing at school.

Ex. 5. Fill in the gap with the verb in brackets in the form of the gerund or the infinitive.

I don't really enjoy (travel) by plane. On a plane last week, I noticed two men in front of me (smoke), although there were signs telling the passengers not (smoke). I don't like people (smoke) near me, so I went (remind) them that (smoke) was not allowed. I asked if they would mind (put) out their cigarettes. When they saw me they both stopped (talk) and turned round (look) at me. When I asked again, they refused. Instead of (apologize) they kept on (smoke) and started (argue) with me. The other passengers started (look) at us and I felt very embarrassed. Only one of them did all the (talk). I remember the other one just (sit) there and (blow) smoke in my face. I'm not used to (be) insulted and I felt like (punch) him on the nose. Fortunately, I managed (stop) myself from (do) this.

Write an end to this story in about 5 sentences.

Ex. 6. “I’m used to doing” and “I used to do”. Read the following letter and put the verbs into the correct form.

Dear Ruth,

Thank you very much for the lovely present you sent for Laurie. It was very kind of you. You say in your note that you haven’t got used to (be) an aunt yet. I used to (think) that becoming a father wouldn’t change me. I was wrong, of course! Life will never be the same again. We used to (go) to bed at midnight or later. Now we’re asleep by ten because we’ve had to get used to (wake) up at five o’clock. Actually, that’s quite good in a way. I always used to (arrive) late at the office, but since Laurie was born me secretary has got used to (find) me hard at work by the time she gets in!

Mind you, it hasn’t been so easy for Jenny. I think she found it very hard at first, being with the baby instead of going to work. She wasn’t used to (spend) all day without adult company. But she’s got quite friendly with a neighbor who also has a young baby and I think that makes it easier. She used to (say) she’d go back to work when Laurie was six months old, but now she’s used to (be) at home she’s beginning to enjoy herself, so she may wait until Laurie is a bit older.

Anyway, when do you think you’ll be able to come and see us? Jenny says hurry up while Laurie is still small. We’d love a visitor to show her off to!

All the best,

Dennis.

Ex. 7. Finish each these sentences in such a way that it means exactly the same as the sentences printed before it.

1. She’ll never succeed in persuading him to give her a job.

She’ll never manage ---

2. He could hardly say he had not been there.’

He could hardly deny ---

3. “Let’s got to the theatre on Thursday”, Mary said.

Marry suggested ---

4. “It was John who caused the accident”, he declared.

He blamed ---

5. “Please learn lots of English”, my parents told me.

My parents wanted ---

Ex. 8. Complete the sentences with the correct form of the verb given. Use the gerund or the infinitive.

1. As we don't agree about politics we generally avoid (discuss) the subject.

2. He doesn't get on with the new boss, so he's asked (transfer) to another branch of the company.

3. Please stop (interrupt) me when I'm explaining something to you. You can ask questions at the end.

4. We had arranged (meet) in my office so that he could check the documents he needed.

5. I must say, I don't really fancy (spend) my whole holiday with your cousins.

6. He admits (enter) the house but he says he didn't take anything.

7. I've apologized to her but she still refuses (speak) to me.

8. What a dreadful man! Can you imagine (live) with him?

9. Of course, I'll help you, as long as it doesn't involve (lift) anything heavy.

10. Oh, no! I've forgotten (bring) my briefcase with me. I'll have to go back for it.

11. They had hoped (live) in their new house by now, but the builders are still working on it.

12. I don't mind (work) late, if it helps at all.

13. I simply can't afford (support) you any longer – you'll just have to find a job.

14. We had hoped to finish the project by the end of the month but we keep (delay) by changes in the plans.

15. You'd better go and see the boss and say what you've done. If you put off (explain) it to her, she'll only be more annoyed.

Ex. 9. Use to-infinitive or gerund of the verbs in brackets.

1. I no longer feel in the least like ... (jump).
2. She wanted to ... about it and nothing could stop her ... (know).
3. You'll have to wait for ages for another driving test if you fail ... this time (pass).
4. The people in the flat below have refused ... the Residents' Association. (join)
5. Katy doesn't really enjoy ... in public (sing).
6. Jill thinks we should phone now, but John suggests ... later. (phone)
7. I think you should stop ... and leave at five o'clock like everyone else. (work)
8. I don't want to join them on holiday, I can't afford ... the money the way the do. (spend)
9. Imagine his ... the chef how to cook an omelette! (tell)
10. I like to watch you It's such a rare sight! (cook)

Ex. 10. Choose the correct form of the verb.

1. I want you (to try/try/trying) harder.
2. I'm looking forward (to see/seeing/to seeing) you again.
3. Please let me (go/going/to go) by myself.
4. I wish you would stop (drinking/to drink/drink) so much.
5. Do you really expect that (I believe/me believing/me to believe) you.
6. It's much too late (for going/to go/going) out now.
7. It's no use (you telling/that you tell/you to tell) me your troubles.
8. Do you enjoy (make/to make/making) people laugh?
9. Do you mind me (to close/if I close/for my closing) the window?
10. I hope you didn't forget (post/posting/to post) my letter.

Ex. 11. Supply the correct forms (the infinitive or the gerund) of the verbs in brackets.

1. I remember (visit) Paris when I was very young.
2. Please remember (lock) the door on your way out.
3. Did you remember (phone) Jim last night?
4. I shall never forget (be) taken to the Moscow State Circus.
5. Don't forget (find out) how many are coming on Saturday.
6. I forgot (go) to the chemist's on my way home.
7. We all tired (stop) him, but he just wouldn't listen to any of us.
8. If you want to stop coughing, why don't you try (drink) some water?
9. She got annoyed because her husband stopped (look) at every shop window.
10. Just stop (talk) and listen for a moment.
11. If we hadn't turned the music off, they'd have gone on (dance) till morning.
12. She got a degree in Physics and then went on (take) a course in Applied Math.
13. I regret (tell) you that there's been an accident.
14. He regretted (stay) in the same job for so long.

Ex. 12. Decide which sentence is correct in each of the pairs below.

- a. "I'll got to the USA this summer", she said.
 - i. She wants to go to the USA.
 - ii. She wants going to the USA.
- b. "I'll help you", he promised.
 - i. He means to help us.
 - ii. He means helping us.
- c. "I should pass the exam", she said.
 - i. She expects passing the exam.
 - ii. She expects to pass the exam.
- d. "I might buy a dog", ha said.

- i. He is considering to buy a dog.
- ii. He's considering buying a dog.
- e. "I'm going to get a better job", she said.
- i. She's resolved to get a better job.
- ii. She's resolved getting a better job.
- f. "I'll come with you", her mother said.
- i. Her mother's promised going with her.
- ii. Her mother's promised to go with her.

Ex. 13. Choose the correct form of the verbs.

It is sometimes said that there is nothing new in the world of fashion. Annabelle was a well-known model during the seventies. When her children were in their early teens they were enjoying/used to enjoy looking at her old photo albums. They were finding/found it hard to believe that she was wearing/used to wear such strange clothes. Did people really use to think/Were people really thinking flared trousers looked good? And those ugly platform shoes! She was admitting/admitted that people were often falling/often used to fall over because the heels were so high. In the early nineties, however, Annabelle noticed to her amusement that seventies styles were/used to be in fashion again. "I planned/was planning to throw all my old clothes away", she said, "but my daughter went to a party last week, and guess what she used to wear/was wearing – that's right, some of my old clothes!"

Ex. 14.

Mira has written a composition about her childhood. She knows that she often makes mistakes with verb constructions using the infinitive or gerund and she asked you to check her work before she hands it in.

When I was a child I always wanted riding a horse although my parents would not allow me to have riding lessons because they said they could not afford letting me have them. Also my mother said it was dangerous and she did not want me to risk to

break my neck. One day, my best friend got some money for her birthday and she offered paying for a lesson for us both. I thanked her for being so kind and we arranged having a lesson the following Saturday. I did not consider to tell my parents our plans because I thought they would prevent me to have the lesson. I enjoyed riding very much until the horse I was on felt like to gallop. Off it went across the field and I did not know how to stop it. Suddenly it decided stopping and I fell off. I had broken my arm. Of course, I could not deny to have been riding to my parents and my father accused me to be deceitful. It was not a happy day for me and somehow I have never felt like going on a horse again.

4. THE PARTICIPLE

Ex. 1. Choose the correct form of the participles used as adjectives in the following sentences.

1. The (breaking/broken) dishes lay on the floor.
2. The (trembling/trembled) children were given a blanket for warmth.
3. Compassionate friends tried to console the (crying/cried) victims of the accident.
4. The (interesting/interested) tennis match caused a great deal of excitement.
5. When James noticed the (burning/burnt) building, he notified the firing department immediately.
6. The (exciting/excited) passengers jumped into the lifeboats when notified that the ship was sinking.
7. The (smiling/smiled) Mona Lisa is on display in the Louvre in Paris.
8. The wind made such (frightening/frightened) noises that the children ran to their parents' room.
9. The (frightening/frightened) hostage only wanted to be left alone.
10. We saw the (advancing/advanced) army from across the town.
11. Mrs Harris's (approving/approved) smile let us know that our speeches were well done.
12. Our representative presented the (approving/approved) plan to the public.
13. The (blowing/blown) wind of the hurricane damaged the waterfront property.

Ex. 2. Translate into Russian/Ukrainian. Pay attention to the use of the participle.

1. Some medical cases given up quite unexpectedly recovered.
2. She heard the sound of the receiver being replaced.
3. Receiving no answer, he turned to the woman standing at the desk and stared at her angrily.
4. Now and again the man took a small photo lying in the drawer of his desk, and glanced at it.
5. "There is somebody hiding or being hidden in the house", said the officer.
6. In the distance she heard the noise

of the windows in the drawing-room being closed. 7. The article published yesterday once more points to the necessity of the immediate research conducted in this field. 8. He carefully noted all the names mentioned, intending to make inquiries later. 9. He stood watching her across the room, dancing with somebody he didn't even know. 10. He walked up the street, watching the fronts of the houses and hoping to see "to let" sign.

Ex. 3. Use the participles instead of the parts of the sentences given in bold type, where possible.

1. Tom looked at Jesse attentively and *tried* to measure the resemblance to his brother-in-law as he remembered him. 2. The Gadfly was taken prisoner in the war, *when he was fighting* for the Argentine Republic. 3. *As I knew her to be ill*, I was not surprised when I saw how pale and thin she looked. 4. It is an autobiographical book *which was completed* by the author in the 1940. 5. The boy decided to buy the book with the money *which he had saved* for the purpose. 6. He was grateful to the owner of the filling station *who had offered him the job*. 7. *As he had not been invited* to the party, she had to stay at home. 8. The girl *who was brought* by Rosemary to her beautiful house burst into tears. 9. The leaflets *which exposed* the true nature of the war, were posted all over the city. 10. *When Mr. Gorin had got* the appointment at New York University he felt that he was the happiest man in the world. 11. *As I had seen* the photographs of the place, I had no desire to go there. 12. *When she entered* the room suddenly she found the boys smoking. 13. The speaker refused to continue *as he was infuriated* by the interruptions. 14. People *who were sleeping* in the next room were awakened by the sound of breaking glass. 15. Slates *that were sipped off* by the gale fell on people *who were passing below*.

Ex. 4. Replace the phrase underlined with the structure have something done.

1. I didn't recognize Sheila. The hairdresser dyed her hair.

2. I've been getting a lot of annoying calls, so the telephone company is going to change my number.

3. Gabrielle broke her leg six weeks ago but she's much better now. In fact the doctor should be taking the plaster off tomorrow.

4. Since Rowland made a lot of money, he's not content with his little cottage, so an architect's designed him a fine new house.

5. This room gets too hot when the sun shines so I'm getting someone to fit the blinds on the windows.

6. I heard that Mrs Green didn't trust her husband so she hired a detective to follow him!

7. We don't really know what Shakespeare looked like. I wish he had asked someone to paint his portrait before he died.

8. My sister had always been self-conscious about her nose so she decided to go to a clinic for an operation which will straighten it.

Ex. 5. Join each of the following pairs of sentences, using either present participle, a past participle or a perfect participle.

1. The criminal removed all traces of his crime. He left the building.

2. He thought he must have made a mistake somewhere. He went through his calculation again.

3. He stole the silver. He looked for a place to hide it.

4. We were soaked to the skin. We eventually reached the station.

5. I had heard that the caves were dangerous. I didn't like to go any further without a light.

6. I didn't like to sit down. I knew there were ants in the grass.

7. She wore extremely fashionable clothes. She was surrounded by photographers. She swept up to the microphone.

8. We barricaded the windows. We assembled in the hall.

9. The speaker refused to continue. He was infuriated by interruptions.

10. We visited the museum. We decided to have lunch in the park.

Ex. 6. Misrelated participles.

Note: A participle is considered to belong to the noun or pronoun that immediately precedes it (which usually, but not necessarily, is the subject of the main verb).

e.g. The boy climbing the tree to get birds' eggs had a bad fall.

If there is no noun/pronoun in this position the participle is considered to belong to the subject of the following main verb.

e.g. Climbing the tree to get birds' eggs, the boy had a bad fall.

Sometimes this principle is disregarded and confusion results.

e.g. Climbing down the tree one of eggs broke. = this word order makes it appear that the egg was climbing which is nonsense.

A participle linked in this way to the wrong noun/pronoun is said to be "misrelated". The sentence should be rewritten:

"Climbing down the tree he broke one of the eggs." or "As he was Climbing down the tree one of the eggs broke."

Other examples of this type of error are given below. Correct the sentences.

1. Walking in the field a snake bit the girl in the hill.
2. Running into a room a rug caught her foot and she fell.
3. Believing that his last hour had home his hands began to tremble.
4. Passing under a ladder, a pot of paint fell on my head.
5. Barking furiously I led the dog out of the room.
6. Shining in the sky we saw the first star.
7. Pinned to the door by a knife, the man saw a notice.
8. Wondering where to go an advertisement caught his eye.

5. THE FOUR VERBALS: REVISION

Ex. 1. Study these sentences and choose the right answer.

1.a. I watch some men digging a hole in the road.

Did I watch until they had finished? YES NO DON'T KNOW

b. I watch some men dig a hole in the road.

Did I watch until they had finished? YES NO DON'T KNOW

2.a. I thought that Janet was very interested in the play.

Where was Janet? IN THE PLAY IN THE AUDIENCE

b. I thought that Janet was very interested in the play.

Where was Janet? IN THE PLAY IN THE AUDIENCE

3.a. I must alter this dress before I wear it again.

Will I do the work myself? YES NO

b. I must have this dress altered before I wear it again.

Will I do the work myself? YES NO

4.a. "Where's John?" "He's gone walking."

What kind of activity is this? A SHORT ONE A LONG ONE

b. "Where's John?" "He's gone for a walk."

What kind of activity is this? A SHORT ONE A LONG ONE

5.a. You must have repaired the lawn mower.

Is the lawn mower still broken? YES NO

b. You must have the lawn mower repaired.

Is the lawn mower still broken? YES NO

Ex. 2. Fill in each gap with a verb from the box below. You need to decide whether the verb should be a present participle or a to-infinitive.

| | | | | | | | |
|---------|----|------|------|------|------|------|------|
| develop | do | obey | play | read | sing | take | wait |
|---------|----|------|------|------|------|------|------|

1. She is very good at listening to the children ...
2. The students sometimes expect their teachers ... all their work for them!
3. I watched our car ... with her kittens.
4. After a long time I persuaded my brother ... me for a meal at a local restaurant.
5. She got stuck in a traffic jam on the way to the dentist's and I'm afraid she kept him ... for half an hour.
6. I heard him ... in the bath – it did sound funny!
7. Their parents encourage them ... their talents in music and art.
8. The sergeant expected the soldiers ... every command.

Ex. 3. Complete the following with the most appropriate verb forms.

1. "Dad, watch me do/doing a somersault".
2. As I passed the door of his room, I heard Peter play/playing the piano.
3. Mrs. Watson was just going out shopping when she noticed a man try/trying to open the door of the flat opposite.
4. The motorist was obviously in trouble, so I helped him change/changing the wheel.
5. As Lucille came into the kitchen, she smelt something burn/burning.
6. Why did the doctor make you lie/lying on your stomach?
7. I didn't dare to move until I felt the tarantula crawl/crawling off my chest.
8. I went to a football match last Saturday and I saw Crystal Palace beat/beating Liverpool.
9. "Will you let me ride/riding your new bicycle, Pauline?"
10. "I thought I heard someone cry/crying in here. Is anything wrong?"
11. The earthquake was quite strong: we felt the building sway/swaying from side two or three times. But then it was over.
12. Somehow Peter made his wife change/changing her mind.

13. As Sherlock Holmes turned the corner into Baker Street, he observed a man stand/standing in the shadows on the other side of the street.

14. It was really stupid of Roger to let his pet lion escape/escaping.

15. As we flew over the city, we saw the crowds gather/gathering for the festival.

Ex. 4. Complete the following, using appropriate forms of the verbs shown in brackets (infinitive, gerund, present or past participle):

The police quickly surrounded the building. An officer with a loud-hailer told the large crowd of onlookers (move) back behind the rows of vehicles. A woman was crying, and she begged one of the policeman standing close to me (find out) whether her husband was in the building. Then suddenly the crowd grew silent as they saw a side door (open) and a man with a white flag (step) outside. Behind him I could see a young man (point) a machine gun at the police nearby. Then I heard the police officer (talk) to the terrorist in a low voice. Somebody standing nearby told me later that she heard the officer (warn) the terrorist not (harm) any of the hostages, and everyone heard the terrorist (order) the police (move back) another 20 metres.

Ten minutes later I felt someone (tap) me on the shoulder. It was my friend, the photographer from the “Evening World”. I let him (get) past so that he could see people (move about) inside the building. He moved forward and raised his camera. Then I heard a shot (ring out) and saw my friend (fall) to the ground. Suddenly there was a deathly silence, and nobody moved. After a moment one of the terrorists told two Red Cross workers (pick up) the wounded man. The Red Cross workers had their ambulance (bring) closer to where the photographer lay, and I heard one of them (say) to the ambulance driver that he wanted the photographer (take) straight to the general hospital.

I stayed with the crowd outside the building for another two hours, but then the rain and cold forced me (leave) and I made my way to the hospital to ask about my wounded friend.

Ex. 5. Rewrite the sentences, using the verbs in brackets in the gerund, participle or infinitive form.

1. After (get) (know) him better, I regretted (judge) him unfairly.
2. I can't bear the thought of (you, go) home without someone (accompany) you.
3. "A job worth (do) is worth (do) well".
4. I should prefer (go) to the cinema rather than (sit) here (listen) to the radio.
5. Don't stand there (do) nothing.
6. He tried (speak) German but found that he couldn't.
7. Surely you recollect (he, say) that he would agree to (I, borrow) his car if I didn't mind (pay) for the petrol.
8. I would advise you (wait) before (decide) (accept) his offer.
9. At present the new student is shy of (join) in with the others, but very soon I expect (he, show) more confidence.
10. I can well understand (you, be) unwilling (rely) on his after (he, let) you down on a previous occasion.
11. Like many other people, I dislike (have) someone (look) over my shoulder (read) my newspaper. I find it difficult (prevent) myself from (say) something sarcastic.
12. Surely you remember (lend) him the money? I hope, at least that he won't forget (pay) you back, for he has a habit of (forget) things he doesn't want (remember).

Ex. 6. Complete each sentence so that it means the same as the sentence just above it.

1. He was doing his homework when we found him.
We found ...
2. Somebody must wash those windows.
I want those ...
3. You must look after her.

I want ...

4. We were working until half past six before the teacher let us go.

The teacher kept ...

5. Some people cleaned the carpet for us.

We had ...

6. The robbers shot him; I saw them.

They left ...

7. He was lying by the roadside when they left him.

They left ...

8. They want to go, so why don't you let them?

Why don't ...

Ex. 7. Clauses with infinitives and participles.

Mark and Sid, regional managers of Finelux stores, are planning how to welcome Rita Hay, their Managing Director.

Make the correct infinitive or participle form of the words in brackets.

Mark: She is the most important person ever (visit) our region, Sid. So I want every branch (be) prepared. We must make her (feel) that we're doing a good job.

Sid: I agree. We don't want her to leave here (think) we're useless, do we? What time is she expected (arrive)?

Mark: I'm waiting for head office (tell) us. But she's likely (arrive) by air.

Sid: Wherever she comes, we'd better not keep her (wait). Anyway, why don't you let me (look after) the arrangements at the airport? It's no use (try) (do) everything yourself.

Mark: Thanks. You can help me (arrange) the reception at the airport. Do you think it would be worth (get) the managers from all our branches (line up) at the airport when she arrived?

Sid: No. I mean, can you imagine them all (stand) at the airport? If I were her, I'd prefer (find) the managers (wait) in their own branches, ready (show) me around. Though, of course, she probably won't have enough time (visit) every branch.

Mark: Maybe not. But we'd better warn them all (be) ready, so that they know what (do) if she does come.

Ex. 8. Reduce each of the following compound or complex sentences, if possible, to a sentence, containing only one finite verb.

1. I am afraid I might have an accident.
2. We are sorry we are so late.
3. Please tell us whether we should wait for you or not.
4. Be careful you don't drop that bottle.
5. But they insist that they are innocent.
6. I cannot understand why you behaved so foolishly.
7. He promised he would buy me a bunch of roses.
8. Anyone who wishes to take a photograph of the view may do so when we come to the next stop.
9. Goods that have been in any way damaged in transit must be returned to the factory at once.
10. You seem to have changed your mind about Joe since you met his mother-in-law.
11. When I receive your application I will deal with your case at once.
12. There will be time to discuss that after you have been elected.
13. Smith was a lawyer by training, but when he was forced to be a soldier, he was a very good soldier.
14. Jackson was asked if he could explain why he was absent on Monday, but he could give no answer that was satisfactory.
15. Do not forget you must deposit your key at the reception desk when you leave the hotel.

16. If you work through this book systematically, you can learn how you can use the English verb more efficiently.

Ex. 9. In the following sentences use the correct forms of the verbals .

1. People are getting used to (watch) violent films on TV.
2. Her employer always avoids (make) an unpleasant decision.
3. These children are used to (get) and not to (give).
4. Dentists often recommend (brush) our teeth after each meal.
5. I used to (eat) anything I wanted but now I have to be careful.
6. I had my tailor (shorten) the sleeves of my new jacket.
7. Many people are enjoying (watch) television instead of (discover) the world of their own.
8. People (commit) terrible crimes such as murder should be legally executed.
9. The thief crept into the house without (be seen) by anyone.
10. The bad weather prevented them from (continue) with the construction.
11. Their mother never makes them (do) anything they don't want to.
12. This method hasn't worked. I suggest you (try) another method.
13. Let the cake (cool) before (put) on the icing.
14. The speaker kept on (talk) even after most of the audience had left the hall.
15. Many people have objected to (pay) the increased taxes on their homes.
16. He would rather (work) on a farm than in the office.
17. It's very cold in here. Would you mind (close) the window?
18. I'd better not (go) to the movies. I have too much homework (do).
19. There is a statistical study (indicate) that the number of crimes has increased.
20. Many people (have) different views ask why capital punishment should be abolished.

TEST YOURSELF

Identify the **one** underlined word or phrase that would not be acceptable in standard written English.

1. Henry objects to our buying the house without the approval of our attorney and John does so.

2. Rita enjoyed to be able to meet several Congress members during her vacation.

3. Harry's advisor persuaded his taking several courses which did not involve much knowledge of mathematics.

4. The students were interested in take a field trip to the National Museum, but they were not able to raise enough money.

5. The policeman ordered the suspect to don't remove his hands from the hood of the car.

6. The government has decided voting on the resolution now rather than next month.

7. The professor is thinking to go to the conference on aerodynamics next week.

8. His father does not approve of him to go to the banquet without dressing formally.

9. Bess is used to fly after having crossed the continent many times during the past decades.

10. Our Spanish professor would like us spending more time in the laboratory practicing our pronunciation.

11. Anybody who plans to attend the meeting ought send a short note to the chairperson.

12. It is difficult to get used to sleep in a tent after having a soft, comfortable bed to lie on.

13. Having lived here for seven years, my friend is used to speak English with all her classmates.

14. Let Nancy and her to make all the plans for the party, and you and I will provide the refreshments and entertainment.

15. Some of the people were standing in the street watched the parade, while others were singing songs.
16. The bridge was hitting by large ship during a sudden storm last week.
17. George is not enough intelligent to pass this economics class without help.
18. While they were away at the beach, they allowed their neighbours use their barbecue grill.
19. The artist tried stimulate interest in painting by taking his students to the museum.
20. The girls were sorry to had missed the singers when they arrived at the airport.

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