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# English Verbs

THIRD EDITION

**Loretta Gray**

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**THIRD EDITION**

**Loretta Gray**



New York Chicago San Francisco Athens London Madrid  
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# Introduction

When you study English verbs, you must do more than search for their meanings in a dictionary. You must also learn how to conjugate them and use these conjugations appropriately. Most students begin their studies by memorizing verb forms. They learn both the verb endings for regular verbs and the more complicated forms of the irregular verbs. *Practice Makes Perfect: English Verbs* provides you with opportunities to practice conjugating more than three hundred verbs, both regular and irregular.

However, this text is more than a list of verb forms and mechanical exercises. It also presents the reasons for choosing one verb form over another. For example, you may know the dictionary meaning of *walk*, but to use this verb to refer to the future, you must understand your options; that is, you must understand the role of tense and aspect. To indicate future, you could say *I'll walk to school today*, *I'm going to walk to school today*, or *I'm walking to school today*, but not *I walk to school today*.

When most people think of *tense*, they think of time. While it is true that tense is sometimes related to present, past, and future time, this is not always the case. In the sentence *My plane leaves in twenty minutes*, the simple present tense of the verb *leave* is used to refer to future time. As well as being marked for tense, verbs are marked for aspect. Aspect provides information about whether an action, a state, or an event has been completed and how a verb is related to other verbs in a time sequence. *I study English* and *I am studying English* are both in the present tense, but they differ in aspect. The verb in the first sentence refers to a habitual action; the verb in the second sentence refers to an action that is not yet completed. To indicate both tense and aspect, *study* is said to be in the simple present and *am studying* is said to be in the present progressive. In the sentence *I had been studying for the test when the phone rang*, there are two main verbs: *study* and *ring*. They are both in the past tense; however, they differ in aspect. *Had been studying* is the past perfect progressive, whereas *rang* is just the simple past. The difference in aspect indicates that the action of studying was ongoing and prior to the action of ringing. Tense and aspect intersect in the following way.

Tense/Aspect	present	past	future
<b>simple</b>	simple present	simple past	simple future
<b>progressive</b>	present progressive	past progressive	future progressive
<b>perfect</b>	present perfect	past perfect	future perfect
<b>perfect progressive</b>	present perfect progressive	past perfect progressive	future perfect progressive

The form and meaning of each of these tense-aspect combinations will be described in the units of this book. Although you will study all the tenses mentioned in traditional textbooks, you will also study the concept of aspect so that you will have a deeper understanding of the grammatical meaning conveyed by the form of a verb. Thus, as you work through the material in *Practice Makes Perfect: English Verbs*, you will learn not only how to conjugate verbs but also why to use specific verb forms.



Any study of verbs would be incomplete without the inclusion of special types of verbs and complementation patterns. After you become familiar with verb conjugations, you will study phrasal verbs, modal verbs, and verb complementation (gerunds and infinitives).

This book focuses on the verbs most frequently used in English. It is appropriate for classroom use or individual study. If you are in a class, your teacher may choose to assign exercises to supplement your other coursework. If you are studying alone, you can use the Answer Key at the back of the book to check your work and decide whether you should review a chapter or go on to the next.

There are six principal parts in this book:

**PART I—THE PRESENT TENSE** The five units in Part I will help you learn the verb forms that constitute four different tense-aspect combinations: simple present, present progressive, present perfect, and present perfect progressive. You will practice using these forms in positive statements, negative statements, and questions. You will also learn how to form contractions with pronouns or the word *not*. A special section focuses on the verb *be*.

**PART II—THE PAST TENSE** The five units in Part II will help you learn four more tense-aspect combinations: simple past, past progressive, past perfect, and past perfect progressive. As in Part I, you will practice using these tense-aspect combinations and their contracted forms in positive statements, negative statements, and questions. In this part also, there is a special section focusing on the verb *be*.

**PART III—THE FUTURE TENSE** Part III differs from the others in that the modal *will* is introduced rather than verb endings. This part consists of five units: simple future, future progressive, future perfect, future perfect progressive, and a unit on the use of *be going to*. You will practice using the future tense-aspect combinations and their contracted forms in positive statements, negative statements, and questions.

**PART IV—IMPERATIVE, PASSIVE, AND HYPOTHETICAL CONDITIONAL** The three units in Part IV will help you learn to use verbs in special constructions not discussed earlier: imperative (*Be careful!*), passive (*The project was finished on time.*), and hypothetical conditional (*If I were you, I would accept the offer.*).

**PART V—PHRASAL VERBS AND MODAL AUXILIARY VERBS** The English language is full of phrasal verbs, which are verb-particle combinations, such as *run into* in *run into an old friend*. In the first unit of Part V, you will practice using some common phrasal verbs. The second unit of Part V focuses on modal auxiliary verbs. Although you will be introduced to modal verbs in Parts III and IV, you will learn more about the subtle shades of meaning that tense and aspect add to these verbs.

**PART VI—GERUND AND INFINITIVE COMPLEMENTS** Some verbs take gerunds, some take infinitive complements, and some take both. Part VI will help you learn to choose appropriate verb complements.

Following these six parts are **Review Exercises**, twenty-five exercises that can reveal your overall comprehension. And new to this edition are complementary review quizzes in the McGraw-Hill Education Language Lab app.

*Practice Makes Perfect: English Verbs* ends with an appendix of irregular verb forms, followed by a glossary of grammatical terms.



# English Verbs

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## PART I

# THE PRESENT TENSE

Verbs in the present tense occur in four forms, each signaling a different aspect. (*Aspect* is explained in the Introduction.) Each of these forms conveys information about an action, state, or event that is relevant now.

SIMPLE PRESENT: I **study** every day.

PRESENT PROGRESSIVE: I **am studying** right now.

PRESENT PERFECT: I **have studied** English for two years.

PRESENT PERFECT PROGRESSIVE: I **have been studying** all day for my test tomorrow.

In the following units, you will learn about these verb forms and the reasons for using them.

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## Unit 1

## Simple Present

When you refer to habitual actions, customs, and facts, use simple present verb forms.

HABITUAL ACTION: I **work** in the library.

CUSTOM: Most Americans **eat** turkey on Thanksgiving Day.

FACT: The earth **revolves** around the sun.

If you include a time reference, you can also use the simple present to indicate future time.

FUTURE ACTION: The concert **starts** in five minutes.

Except for *be* and *have*, verbs in the simple present follow this pattern:

	Singular	Plural
First Person	I <b>verb</b>	we <b>verb</b>
Second Person	you <b>verb</b>	you <b>verb</b>
Third Person	he, she, it <b>verb + s/es</b>	they <b>verb</b>

As you can see, the base form of the verb is used with the subject pronouns *I*, *you*, *we*, and *they* and with the nouns these pronouns can replace. For example, *the students* takes the same verb form as *they*. An ending, either *-s* or *-es*, is added to the verb when the subject pronoun is *he*, *she*, or *it* or a noun these pronouns can replace. The *-s* ending is used most frequently. The *-es* ending is used after certain letters or letter combinations.

Letters	Examples
s	pass + es
sh	push + es
ch	march + es
x	box + es
o	do + es
When a verb ends in a consonant and y, change the y to i and add -es.	bury → buries

## 4 The Present Tense

The verb *be* is described in Unit 2. In the following chart are the forms of the verb *have*:

	Singular	Plural
First Person	I <b>have</b>	we <b>have</b>
Second Person	you <b>have</b>	you <b>have</b>
Third Person	he, she, it <b>has</b>	they <b>have</b>

Notice that *has* is the verb form used with *he, she, it*, and the nouns these pronouns can replace.

## exercise

## 1-1

Complete each sentence with the simple present form of the verb in parentheses. Circle the reason that the simple present is used.

1. I \_\_\_\_\_ (eat) lunch in the cafeteria every day but Friday.

Habitual action

Custom

Fact

Future time

2. Julia \_\_\_\_\_ (carry) a heavy backpack to school every day.

Habitual action

Custom

Fact

Future time

3. You \_\_\_\_\_ (speak) English well.

Habitual action

Custom

Fact

Future time

4. The state of Florida \_\_\_\_\_ (produce) a great deal of citrus fruit.

Habitual action

Custom

Fact

Future time

5. During the holidays, we always \_\_\_\_\_ (make) special meals.

Habitual action

Custom

Fact

Future time

6. He \_\_\_\_\_ (watch) television every night.

Habitual action

Custom

Fact

Future time

7. My roommate \_\_\_\_\_ (say) a prayer before he eats.

Habitual action

Custom

Fact

Future time

8. The game \_\_\_\_\_ (begin) in an hour.

Habitual action

Custom

Fact

Future time

9. My friends and I \_\_\_\_\_ (live) near a park.

Habitual action

Custom

Fact

Future time

10. Trees \_\_\_\_\_ (grow) tall in the Pacific Northwest.

**Habitual action**

**Custom**

**Fact**

**Future time**

11. We \_\_\_\_\_ (wear) traditional dress on holidays.

**Habitual action**

**Custom**

**Fact**

**Future time**

12. Most people \_\_\_\_\_ (shake) hands when they first \_\_\_\_\_ (meet).

**Habitual action**

**Custom**

**Fact**

**Future time**

## exercise

1-2

*Using the pronoun and verb provided, create your own sentences.*

1. She always (make) \_\_\_\_\_.

2. I (take) \_\_\_\_\_.

3. It (give) \_\_\_\_\_.

4. They (come) \_\_\_\_\_.

5. I (use) \_\_\_\_\_.

6. He (leave) \_\_\_\_\_.

7. They (like) \_\_\_\_\_.

8. She (write) \_\_\_\_\_.

9. We (listen) \_\_\_\_\_.

10. It (contain) \_\_\_\_\_.

11. It (start) \_\_\_\_\_.

12. He (understand) \_\_\_\_\_.

## Forming Negatives

To make a verb negative, add the auxiliary verb *do* and the word *not* before the main verb.

do not go

does not like

Remember that *does* is used with the pronouns *he*, *she*, and *it*. When *does* is used, the main verb has no -s or -es ending.



## exercise

1-3

Make each of the following sentences negative.

EXAMPLE: I spend a lot of money.

*I do not spend a lot of money.*

1. He goes to school every day.

---

2. My roommate likes snakes.

---

3. You know my family.

---

4. The owner opens the store every day at 8:00.

---

5. We help our neighbors.

---

6. My friends send me letters.

---

7. I feel tired.

---

8. She speaks five different languages.

---

9. They study in the library.

---

10. We listen to pop music.

---

11. They grow tomatoes in their backyard.

---

12. This car runs well.

---

## Forming Contractions

In English, verbs are often combined with other words to form contractions. These shortened forms include an apostrophe (') to indicate missing letters. It is important to learn contractions because you will often hear them in conversation or see them in informal writing. Formal writing, though, rarely contains contractions.

The auxiliary verb *do* is often combined with *not* to form a contraction. Notice that an apostrophe indicates that the letter *o* is omitted:

do + not = don't

does + not = doesn't

### exercise

1-4

*Rewrite the sentences in exercise 1-3 using contractions.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## Forming Yes/No Questions

To form questions that can be answered yes or no (yes/no questions), begin the question with the auxiliary verb *do*. After the auxiliary verb, place the subject and the main verb.

Statement: He rides his bicycle to school.

Yes/no question: Does he ride his bicycle to school?

Statement: They ride the bus to work.

Yes/no question: Do they ride the bus to work?

## exercise

1-5

Rewrite the following statements as yes/no questions.

EXAMPLE: You get tired easily.  
*Do you get tired easily?*

1. The artist shows his work at a local gallery.  
\_\_\_\_\_
2. They meet on Thursday mornings.  
\_\_\_\_\_
3. She works hard.  
\_\_\_\_\_
4. You commute to work.  
\_\_\_\_\_
5. It seems like a good decision.  
\_\_\_\_\_
6. This work requires patience.  
\_\_\_\_\_
7. The Carsons live in a small town.  
\_\_\_\_\_
8. You don't believe my story. (Notice that *do* has already been used to indicate negation.)  
\_\_\_\_\_
9. The patient feels better.  
\_\_\_\_\_
10. The lecture ends at 5:30.  
\_\_\_\_\_
11. The plot involves many characters.  
\_\_\_\_\_
12. Most students complete the program in four years.  
\_\_\_\_\_

## Forming Wh-Questions

*Wh*-questions are used to elicit specific pieces of information. They usually begin with *what*, *who*, *why*, *where*, *when*, *how*, or combinations such as *how much*, *how many*, and *how often*. When the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Max needs a new key.

*Wh*-question: Who needs a new key?

Statement: My foot hurts.

*Wh*-question: What hurts?

When the question word is any other part of the sentence, the auxiliary verb *do* comes after the question word and is followed by the subject and the main verb.

Statement: She collects butterflies.

*Wh*-question: What does she collect?

Statement: They live on the coast of Maine.

*Wh*-question: Where do they live?

### exercise

1-6

Complete the following questions based on the statements provided.

EXAMPLE: The performance starts at 7:00.

When *does the performance start*?

1. The person in the back row knows the answer.

Who \_\_\_\_\_

2. She looks healthy.

How \_\_\_\_\_

3. They always go to that restaurant because they like the food.

Why \_\_\_\_\_

4. They go golfing twice a week.

How often \_\_\_\_\_

5. We turn left at the corner.

Where \_\_\_\_\_

6. The notebook costs \$3.00.

How much \_\_\_\_\_

10      **The Present Tense**

7. My mother worries too much.

Who \_\_\_\_\_

8. You exercise every day at the gym.

How often \_\_\_\_\_

9. Jerry and Carol repair computers.

What \_\_\_\_\_

10. She teaches English.

What \_\_\_\_\_

11. Mark blames other people for his problems.

Whom \_\_\_\_\_

(*Who* may be used instead of *whom* in conversation and informal writing.)

12. Many people go to Cape Cod for their vacations.

Where \_\_\_\_\_

## Unit 2

# Be Verb Forms, Simple Present

The verb *be* has three different forms in the simple present: *am*, *is*, and *are*.

	Singular	Plural
First Person	I <b>am</b>	we <b>are</b>
Second Person	you <b>are</b>	you <b>are</b>
Third Person	he, she, it <b>is</b>	they <b>are</b>

## exercise

## 2-1

Complete each sentence with the simple present form of the verb *be*.

- I \_\_\_\_\_ a student.
- You \_\_\_\_\_ taller than I \_\_\_\_\_.
- My parents \_\_\_\_\_ on vacation.
- Misuzu \_\_\_\_\_ from San Francisco.
- My roommate's name \_\_\_\_\_ Chris.
- They \_\_\_\_\_ late again.
- We \_\_\_\_\_ ready for the test.
- I \_\_\_\_\_ interested in all kinds of sports.
- It \_\_\_\_\_ easy.
- Your coat \_\_\_\_\_ in the closet.
- She \_\_\_\_\_ the director.
- They \_\_\_\_\_ in class together.

The word *there* is often used with the verb *be* to acknowledge the existence of someone or something. The form of the *be* verb is based on the subject that follows it.

SINGULAR SUBJECT: There **is** a concert in the park tonight.

PLURAL SUBJECT: There **are** four rooms in the house.

### exercise

2-2

Circle the verb that agrees in number with the subject that follows it.

1. There **is**/**are** someone at the door.
2. There **is**/**are** several parks in the town.
3. There **is**/**are** fifty-two cards in a deck.
4. There **is**/**are** a restroom at the end of the hall.
5. There **is**/**are** sixteen students in the class.
6. There **is**/**are** a bank on the corner of Lincoln and Ash.
7. There **is**/**are** an information booth in the lobby.
8. There **is**/**are** many specialty stores in the Mall of America.
9. There **is**/**are** still tickets available.
10. There **is**/**are** a typo on page 3.
11. There **is**/**are** a huge fountain in front of the building.
12. There **is**/**are** only one possible answer to the question.

### Forming Contractions: Pronouns and *There* with *Am*, *Is*, and *Are*

Contractions are often formed by combining pronouns and the verb *be*. The word *there* can also be combined with *be*. It is important to learn these contractions because you will often hear them in conversation or see them in informal writing. However, you should avoid using them in formal writing.

Notice that an apostrophe indicates that a letter is omitted:

I + am = I'm

you + are = you're

he + is = he's

she + is = she's

we + are = we're

they + are = they're

there + is = there's

it + is = it's

**exercise****2-3**

*Rewrite each sentence using a contraction.*

EXAMPLE: He is not here today.

*He's not here today.*

1. She is a student.

---

2. I am an engineer.

---

3. There is a test on Tuesday.

---

4. You are next.

---

5. It is difficult.

---

6. We are from Canada.

---

7. He is a supervisor.

---

8. They are really funny.

---

9. I am sick today.

---

10. There is a package for you on the table.

---

11. He is first on the list.

---

12. It is cold in here.

---



## Forming Negatives

To make the verb *be* negative, just add *not*.

am not  
I'm not

is not  
it's not

are not  
we're not

exercise

2-4

Using contractions, make each of the sentences in exercise 2-3 negative.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## Forming Contractions: *Isn't* and *Aren't*

The word *not* can be contracted with the verb forms *is* and *are*.

is + not = isn't

are + not = aren't

exercise

2-5

Complete the sentences using either *isn't* or *aren't*.

1. There \_\_\_\_\_ a ball game tonight.

2. There \_\_\_\_\_ any rooms available.
3. There \_\_\_\_\_ a full moon tonight.
4. There \_\_\_\_\_ any cookies left.
5. There \_\_\_\_\_ many people here today.
6. There \_\_\_\_\_ much time.

### **Forming Yes/No Questions**

To form yes/no questions, begin the question with a form of the verb *be* and place the subject after it.

Statement: Nancy is a doctor.

Yes/no question: Is Nancy a doctor?

Statement: They are friendly.

Yes/no question: Are they friendly?

To form yes/no questions with *there*, place *there* after the *be* verb.

Statement: There is a gas station near the freeway.

Yes/no question: Is there a gas station near the freeway?

#### **exercise**

#### **2-6**

*Rewrite the following statements as yes/no questions.*

EXAMPLE: It is late.

*Is it late?*

1. Portland is in the state of Oregon.

---

2. Your car is in the garage.

---

3. He is in a good mood.

---

4. They are friends.

---

5. Sam is depressed.

---

6. Her computer is broken.

---

7. There are many items on the menu.

---

8. The coffee is too hot.

---

9. The city hall is the oldest building in town.

---

10. There is a bank near here.

---

11. The museum is open on Thursday evenings.

---

12. The lights are off.

---

### **Forming Wh-Questions**

To form *wh*-questions, place the *be* verb after the question word. When the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Someone is at the door.

*Wh*-question: Who is at the door?

When the question word is any other part of the sentence, the subject follows the *be* verb.

Statement: She is from Colorado.

*Wh*-question: Where is she from?

Statement: His birthday is July 11.

*Wh*-question: When is his birthday?

#### **exercise**

**2-7**

*Complete the following questions based on the statements provided.*

EXAMPLE: You are twenty-two years old.

How old *are you*?

1. Kevin Lee is the editor of the local newspaper.

Who \_\_\_\_\_

2. She is five feet tall.  
How tall \_\_\_\_\_
3. They are visitors from another school.  
Who \_\_\_\_\_
4. His roommate is at work right now.  
Where \_\_\_\_\_
5. The graduation ceremony is on Saturday.  
When \_\_\_\_\_
6. The house is white.  
What color \_\_\_\_\_
7. That is a bike lock.  
What \_\_\_\_\_
8. The scissors are in the drawer.  
Where \_\_\_\_\_
9. Sandy Craig is the producer.  
Who \_\_\_\_\_
10. The children are at their grandmother's house.  
Where \_\_\_\_\_
11. The library is open until 8:00.  
How late \_\_\_\_\_
12. They are in the cafeteria.  
Where \_\_\_\_\_

*This page intentionally left blank*

## Unit 3

# Present Progressive

## (*Be* Verb + *-ing*)

When you refer to a temporary situation or an activity in progress, use the present progressive.

TEMPORARY SITUATION: I **am working** in the library this term.

ACTIVITY IN PROGRESS: She **is studying** right now.

If you include a time reference, you can also use the present progressive to indicate future time.

FUTURE TIME: My parents **are coming** *tomorrow*.

The present progressive consists of the auxiliary verb *be* and the *-ing* form of the main verb. The auxiliary verb is marked for tense.

	Singular	Plural
First Person	I <b>am verb + ing</b>	we <b>are verb + ing</b>
Second Person	you <b>are verb + ing</b>	you <b>are verb + ing</b>
Third Person	he, she, it <b>is verb + ing</b>	they <b>are verb + ing</b>

When a one-syllable word or a word with a stressed final syllable ends in a single consonant sound, double the last letter before adding *-ing*.

One-syllable word: run → running

Word ending in a stressed syllable: admit → admitting

BUT mow → mowing [This word ends in a vowel sound.]

When a word ends with a consonant and the letter *e*, drop the *e* before adding *-ing*: come → coming. The letter *e* is not dropped from words such as *be*, *see*, and *free*.

**exercise****3-1**

Complete each sentence with the present progressive form of the verb in parentheses. Circle the reason that the present progressive is used.

1. I \_\_\_\_\_ (study) English this term.

**Temporary situation**

**Activity in progress**

**Future time**

2. We \_\_\_\_\_ (go) home tomorrow.

**Temporary situation**

**Activity in progress**

**Future time**

3. Right now, I \_\_\_\_\_ (write) a letter.

**Temporary situation**

**Activity in progress**

**Future time**

4. The bus \_\_\_\_\_ (pull) up to the curb at this very moment.

**Temporary situation**

**Activity in progress**

**Future time**

5. They \_\_\_\_\_ (move) to Florida at the end of the month.

**Temporary situation**

**Activity in progress**

**Future time**

6. The kids \_\_\_\_\_ (act) silly right now.

**Temporary situation**

**Activity in progress**

**Future time**

7. I \_\_\_\_\_ (use) my friend's car today.

**Temporary situation**

**Activity in progress**

**Future time**

8. We \_\_\_\_\_ (eat) early tonight.

**Temporary situation**

**Activity in progress**

**Future time**

9. The company \_\_\_\_\_ (have) problems this year.

**Temporary situation**

**Activity in progress**

**Future time**

10. My neighbor \_\_\_\_\_ (mow) his lawn.

**Temporary situation**

**Activity in progress**

**Future time**

11. I \_\_\_\_\_ (turn) in my paper tomorrow.

**Temporary situation**

**Activity in progress**

**Future time**

12. Steve \_\_\_\_\_ (live) with his cousin this year.

**Temporary situation**

**Activity in progress**

**Future time**

13. It \_\_\_\_\_ (snow).

**Temporary situation**

**Activity in progress**

**Future time**

14. Several police officers \_\_\_\_\_ (stand) in front of the store.

**Temporary situation**

**Activity in progress**

**Future time**

15. You \_\_\_\_\_ (speak) too loudly.

**Temporary situation**

**Activity in progress**

**Future time**

16. The sky \_\_\_\_\_ (grow) dark.

**Temporary situation**

**Activity in progress**

**Future time**

### exercise

### 3-2

*Complete each sentence with either the simple present or the present progressive. If you need help, review pages 3–4 and 19.*

1. Jim \_\_\_\_\_ (sell) cars for a living.
2. Jim \_\_\_\_\_ (sell) his car to his sister.
3. I \_\_\_\_\_ (boil) some water for tea.
4. Water \_\_\_\_\_ (boil) at one hundred degrees centigrade.
5. We always \_\_\_\_\_ (visit) our grandparents during the holidays.
6. This year we \_\_\_\_\_ (visit) our grandparents during the holidays.
7. Jean \_\_\_\_\_ (go) to a lot of movies.
8. Jean \_\_\_\_\_ (go) to a movie today.
9. I \_\_\_\_\_ (do) my homework right now.
10. I generally \_\_\_\_\_ (do) my homework in the evening.

## Forming Contractions: Pronouns with the Auxiliary Verb *Be*

Contractions are often formed by combining a pronoun and the auxiliary verb *be*. You will often hear these contractions in conversation or see them in informal writing, but you will rarely find them used in formal contexts.



Notice that an apostrophe indicates that a letter is omitted:

I + am = I'm moving  
 you + are = you're moving  
 he + is = he's moving  
 she + is = she's moving  
 it + is = it's moving

we + are = we're moving  
 they + are = they're moving

**exercise**
**3-3**

Use the pronoun and verb given to create a sentence that contains a contraction.

EXAMPLE: I, follow

*I'm following in my parents' footsteps.*

1. He, pay

---

2. It, hail

---

3. We, meet

---

4. They, lose

---

5. She, wait

---

6. You, carry

---

7. I, wear

---

8. We, read

---

9. She, call

---

10. He, sell

---

11. They, stay

---

12. I, assist

---

### Forming Negatives

To make a present progressive verb negative, place *not* after the auxiliary verb.

am not going

is not going

are not going

exercise

3-4

Make each of the following sentences negative.

EXAMPLE: We are ordering pizza for dinner tonight.

*We are not ordering pizza for dinner tonight.*

1. I am buying a new car tomorrow.

---

2. She is studying.

---

3. We are leaving soon.

---

4. They are coming with us.

---

5. Carla is living with her parents.

---

6. I am cooking dinner tonight.

---

7. The band is performing tonight.

---

8. My mother is visiting this weekend.

---

9. They are sleeping.

---

10. We are going to the park today.

---

11. They are fixing the road.

---

12. She is quitting her job.

---

### **Forming Contractions: Pronouns with *Am Not*, *Is Not*, and *Are Not***

The following contractions can be used in conversation and informal writing:

I'm not going

He's not working  
He isn't working  
She's not working  
She isn't working  
It's not working  
It isn't working

You're not working  
You aren't working  
We're not working  
We aren't working  
They're not working  
They aren't working

**exercise**

**3-5**

*Rewrite the sentences in exercise 3-4 using contractions.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

## Forming Yes/No Questions

To form yes/no questions, begin the question with the auxiliary verb *be*. After the auxiliary verb, place the subject and the *-ing* form of the main verb.

Statement: Prices are falling.

Yes/no question: Are prices falling?

### exercise

**3-6**

*Rewrite the following statements as yes/no questions.*

EXAMPLE: You are finishing your paper.

*Are you finishing your paper?*

1. The mail carrier is delivering a package to our house.  
\_\_\_\_\_
2. The boat is sinking.  
\_\_\_\_\_
3. They are causing trouble.  
\_\_\_\_\_
4. He is worrying about his course grade.  
\_\_\_\_\_
5. Helen is publishing her autobiography.  
\_\_\_\_\_
6. The teacher is inviting everyone in class to a party.  
\_\_\_\_\_
7. The committee is announcing the winner of the contest today.  
\_\_\_\_\_
8. The engineer is explaining the process.  
\_\_\_\_\_
9. Mandy is singing at her sister's wedding.  
\_\_\_\_\_
10. The company is expanding.  
\_\_\_\_\_

11. Phil is arranging the conference.

---

12. The police are accusing him of the crime.

---

### Forming Wh-Questions

In *wh*-questions, when the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Someone is talking on the telephone.

*Wh*-question: Who is talking on the telephone?

When the question word is any other part of the sentence, the auxiliary verb *be* comes after the question word and is followed by the subject and the *-ing* form of the main verb.

Statement: They are going to the store.

*Wh*-question: Where are they going?

Statement: He is writing a play.

*Wh*-question: What is he writing?

#### exercise

#### 3-7

Complete the following questions based on the statements provided.

EXAMPLE: We are leaving in the morning.

When *are we leaving*?

1. They are eating pasta salad.

What \_\_\_\_\_

2. Fran is coming along.

Who \_\_\_\_\_

3. We are watching the soccer game on television tonight.

What \_\_\_\_\_

4. She is showing them some of her new paintings.

What \_\_\_\_\_

5. You are meeting the director.

Whom \_\_\_\_\_

(*Who* may be used instead of *whom* in conversation and informal writing.)

6. They are wearing special clothes because it is a holiday.

Why \_\_\_\_\_

7. He is hoping for a new job.

What \_\_\_\_\_

8. Something strange is happening.

What \_\_\_\_\_

9. Alex and Terry are playing Scrabble.

What \_\_\_\_\_

10. They are moving to Mexico.

Where \_\_\_\_\_

11. Somebody is staring at us.

Who \_\_\_\_\_

12. Venus Williams is winning.

Who \_\_\_\_\_

*This page intentionally left blank*

## Unit 4

# Present Perfect

Use the present perfect when you want to refer to a situation that originated in the past but continues into the present or to refer to a past experience that has current relevance.

PAST SITUATION CONTINUING INTO THE PRESENT: I **have lived** in Dallas for six years.

PAST EXPERIENCE WITH CURRENT RELEVANCE: We **have traveled** to Alaska three times.

For an experience to be relevant, it is usually related to a possible future experience. In the example "We have traveled to Alaska three times," the speaker may be considering another trip. The present perfect is often used in job interviews when an employer asks a prospective employee about his or her experience: "Have you ever driven a large vehicle?" "Have you ever used a cash register?"

The present perfect consists of the auxiliary verb *have* and the perfect/passive form of the main verb. The auxiliary verb is marked for tense. The perfect/passive verb form is used to indicate either the perfect aspect or the passive voice. (The passive voice will be discussed in Part IV.) The perfect/passive form for regular verbs consists of the base form of the verb and the ending *-ed*.

	Singular	Plural
<b>First Person</b>	I <b>have verb + ed</b>	we <b>have verb + ed</b>
<b>Second Person</b>	you <b>have verb + ed</b>	you <b>have verb + ed</b>
<b>Third Person</b>	he, she, it <b>has verb + ed</b>	they <b>have verb + ed</b>

When a one-syllable word or a word with a stressed final syllable ends in a single consonant sound, double the last letter before adding *-ed*.

One-syllable word: pet → petted

Word ending in a stressed syllable: admit → admitted

BUT sew → sewed [This word ends in a vowel sound.]



The perfect/passive forms of irregular verbs can be found in the appendix.

The following are common irregular verb patterns:

- Pattern 1: The final *d* becomes a *t*.

build	built
lend	lent
spend	spent

- Pattern 2: A *-d* or *-t* suffix is added. The vowel changes.

feel /fi:/	felt /felt/
keep /ki:/	kept /kept/
sell /sel:/	sold /sold/

- Pattern 3: An *-n* or *-en* suffix is added.

eat	eaten
fall	fallen
know	known

Sometimes the vowel changes.

speak /spi:/	spoken /spəkn/
wear /weə:/	worn /wɔ:n/

- Pattern 4: Just the vowel changes.

hold /həld/	held /held/
meet /mi:t/	met /met/
sit /sit/	sat /sæt/

- Pattern 5: The base form and perfect/passive form are the same.

put	put
hit	hit
cut	cut

## exercise

## 4-1

Complete each sentence with the present perfect form of the verb in parentheses. If you are unsure of the perfect/passive form, check the chart in the appendix.

1. Pat and Tom \_\_\_\_\_ (build) two houses this summer.
2. I \_\_\_\_\_ (eat) already.
3. His parents \_\_\_\_\_ (lend) him some money.
4. We \_\_\_\_\_ (speak) to the director about our concerns.
5. The company's stock \_\_\_\_\_ (fall).
6. You \_\_\_\_\_ (know) me for a long time.
7. They \_\_\_\_\_ (sell) their house.

8. It \_\_\_\_\_ (rain) every day for a week.
9. I \_\_\_\_\_ (keep) your secret.
10. He \_\_\_\_\_ (spend) too much money this month.
11. The bride and groom \_\_\_\_\_ (cut) the wedding cake.

---

### Forming Contractions: Pronouns with the Auxiliary Verb *Have*

---

Contractions are often formed by combining a pronoun and the auxiliary verb *have*. You will often hear these contractions in conversation or see them in informal writing, but you will rarely find them used in formal contexts.

Notice that an apostrophe indicates the omission of the letters *h* and *a*:

I + have = I've moved  
you + have = you've moved  
he + has = he's moved  
she + has = she's moved  
it + is = it's moved

we + have = we've moved  
they + have = they've moved

#### exercise

#### 4-2

Use the pronoun and verb given to create a sentence that contains a contraction.

EXAMPLE: I, ask  
*I've asked* too many questions.

1. He, rent  
\_\_\_\_\_ an apartment for the summer.
2. It, work  
\_\_\_\_\_ until now.
3. We, be  
\_\_\_\_\_ friends for a long time.
4. They, lose  
\_\_\_\_\_ another game.
5. She, wait  
\_\_\_\_\_ a long time.
6. You, reach  
\_\_\_\_\_ your goal.

7. I, apply

\_\_\_\_\_ for a new job.

8. We, develop

\_\_\_\_\_ some new software.

9. She, ignore

\_\_\_\_\_ our advice.

10. He, find

\_\_\_\_\_ his keys.

11. They, go

\_\_\_\_\_ home.

12. I, forget

\_\_\_\_\_ my books.

**Forming Negatives**To make a present perfect verb negative, place *not* after the auxiliary verb.

has not gone

have not gone

**exercise****4-3***Make each of the following sentences negative.*

EXAMPLE: We have calculated the cost.

*We have not calculated the cost.*

1. They have chosen a location for the conference.

\_\_\_\_\_

2. She has completed her work.

\_\_\_\_\_

3. We have studied our options.

\_\_\_\_\_

4. I have received my test results.

\_\_\_\_\_

5. You have mentioned his name before.

\_\_\_\_\_

6. He has reviewed the plans.

---

7. It has disappeared.

---

### Forming Contractions: *Hasn't* and *Haven't*

The following contractions can be used in conversation and informal writing:

I haven't gone  
You haven't gone  
He hasn't gone  
She hasn't gone  
It hasn't gone

We haven't gone  
They haven't gone

#### exercise

4-4

Rewrite the sentences in exercise 4-3 using contractions.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

### Forming Yes/No Questions

To form yes/no questions, begin the question with the auxiliary verb *have*. After the auxiliary verb, place the subject and the perfect/passive form of the main verb.

Statement: His personality has changed.

Yes/no question: Has his personality changed?

**exercise****4-5**

*Rewrite the following statements as yes/no questions.*

EXAMPLE: She has followed the directions.

*Has she followed the directions?*

1. You have put the dishes away.

---

2. They have offered her a new job.

---

3. We have received good news.

---

4. He has checked the oil in the car.

---

5. Jackson has obtained a driver's license.

---

6. The new student has arrived.

---

7. Jeanette has responded to our message.

---

8. The archaeologists have discovered new fossils.

---

9. You have made your lunch.

---

10. The business has expanded.

---

11. Sarah has arranged the meeting.

---

12. The program has been successful.

---

## Forming *Wh*-Questions

In *wh*-questions, when the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Michael has represented us.

*Wh*-question: Who has represented us?

When the question word is any other part of the sentence, the auxiliary verb *have* comes after the question word and is followed by the subject and the perfect/passive form of the main verb.

Statement: They have collected old cars.

*Wh*-question: What have they collected?

Statement: You have moved three times.

*Wh*-question: How many times have you moved?

### exercise

4-6

Complete the following questions based on the statements provided.

EXAMPLE: Scott has prevented an accident.

Who *has prevented an accident*?

1. They have given computers to charities.

What \_\_\_\_\_

2. The governor has appeared on television.

Who \_\_\_\_\_

3. She has missed three games.

How many games \_\_\_\_\_

4. Dan has passed the first part of the test.

Who \_\_\_\_\_

5. You have read three of his novels.

How many of his novels \_\_\_\_\_

6. Les has painted his house green.

What color \_\_\_\_\_

7. She has sung at the White House.

Who \_\_\_\_\_

8. Something unbelievable has happened.

What \_\_\_\_\_

9. She has influenced your decision.

Who \_\_\_\_\_

10. He has taken all of the required courses.

Which courses \_\_\_\_\_

11. You have taught English for fifteen years.

How many years \_\_\_\_\_

12. They have invited everyone in class to the party.

Whom \_\_\_\_\_

(*Who* may be used instead of *whom* in conversation and informal writing.)

## Unit 5

# Present Perfect Progressive

When you want to refer to an action, a state, or an event that originated in the past but is still ongoing or incomplete, use the present perfect progressive.

ONGOING STATE: **I have been living** on a ship for three months.

INCOMPLETE ACTION: **We have been organizing** this trip since May.

The present perfect progressive consists of two auxiliary verbs, *have* and *be*, and the *-ing* form of the main verb. The auxiliary verb *have* comes first, and it is marked for tense. Next comes the perfect/passive form of the verb *be*—*been*. The final element of the present perfect progressive is the *-ing* form of the main verb.

	Singular	Plural
First Person	I <b>have been verb + ing</b>	we <b>have been verb + ing</b>
Second Person	you <b>have been verb + ing</b>	you <b>have been verb + ing</b>
Third Person	he, she, it <b>has been verb + ing</b>	they <b>have been verb + ing</b>

## exercise

## 5-1

Complete each sentence with the present perfect progressive form of the verb in parentheses.

1. My knee \_\_\_\_\_ (hurt) for a week.
2. The new policy \_\_\_\_\_ (cause) some confusion.
3. Janice \_\_\_\_\_ (exercise) for an hour.



4. I \_\_\_\_\_ (drink) a lot of coffee today.
5. He \_\_\_\_\_ (worry) too much.
6. She \_\_\_\_\_ (earn) good grades in all her classes.
7. Her parents \_\_\_\_\_ (pay) for her apartment.
8. We \_\_\_\_\_ (follow) your instructions.
9. We \_\_\_\_\_ (sit) here too long.
10. I \_\_\_\_\_ (apply) for scholarships.
11. They \_\_\_\_\_ (help) each other.
12. Temperatures \_\_\_\_\_ (rise).

### Forming Contractions: Pronouns with the Auxiliary Verb *Have*

Contractions can be formed by combining a pronoun and the auxiliary verb *have*. You will often hear these contractions in conversation or see them in informal writing, but you will rarely find them used in formal contexts.

Notice that an apostrophe indicates the omission of the letters *h* and *a*:

I + have = I've been living  
 you + have = you've been living  
 he + has = he's been living  
 she + has = she's been living  
 it + has = it's been living

we + have = we've been living  
 they + have = they've been living

#### exercise

#### 5-2

Use the pronoun and verb given to create a sentence that contains a contraction.

EXAMPLE: We, hope  
*We've been hoping* for better weather.

1. He, expect  
 \_\_\_\_\_ a phone call.
2. It, change  
 \_\_\_\_\_ day by day.
3. We, develop  
 \_\_\_\_\_ a new game.
4. They, check  
 \_\_\_\_\_ their e-mail every day.

5. She, explore

\_\_\_\_\_ her new home.

6. You, complain

\_\_\_\_\_ about your sore back all day.

7. I, calculate

\_\_\_\_\_ my income tax.

## Forming Negatives

To make a present perfect progressive verb negative, place *not* after the auxiliary verb *have*.

has not been going

have not been going

### exercise

5-3

Complete each of the following sentences using the subject and verb provided.

EXAMPLE: We, fall, not

*We have not been falling* behind in our work.

1. He, ignore, not

\_\_\_\_\_ the evidence.

2. It, improve, not

\_\_\_\_\_ much.

3. We, commute, not

\_\_\_\_\_ together this year.

4. They, buy, not

\_\_\_\_\_ much lately.

5. She, do, not

\_\_\_\_\_ her work.

6. You, finish, not

\_\_\_\_\_ your projects on time.

7. I, ride, not

\_\_\_\_\_ the bus to school.

## Forming Contractions: *Hasn't* and *Haven't*

The following contractions can be used in conversation and informal writing:

I haven't been going  
 You haven't been going  
 He hasn't been going  
 She hasn't been going  
 It hasn't been going

We haven't been going  
 They haven't been going

### exercise

5-4

Rewrite the sentences in exercise 5-3 using contractions.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

## Forming Yes/No Questions

To form yes/no questions, begin the question with the auxiliary verb *have*. After a tensed form of *have*, place the subject, the perfect/passive form of the auxiliary verb *be* (*been*), and the *-ing* form of the main verb.

Statement: You have been tiring easily.

Yes/no question: Have you been tiring easily?

### exercise

5-5

Rewrite the following statements as yes/no questions.

EXAMPLE: She has been using the new database.

*Has she been using the new database?*

1. You have been paying all your bills on time.

\_\_\_\_\_

2. The noise has been bothering them.

\_\_\_\_\_

3. Traffic has been moving slowly.  
\_\_\_\_\_
4. She has been waiting a long time.  
\_\_\_\_\_
5. They have been reducing the number of accidents.  
\_\_\_\_\_
6. The suspect has been lying.  
\_\_\_\_\_
7. You have been reading an interesting novel.  
\_\_\_\_\_
8. The government has been allowing journalists into the country.  
\_\_\_\_\_
9. She has been keeping good records.  
\_\_\_\_\_
10. They have been considering the proposal.  
\_\_\_\_\_
11. He has been staying close to home.  
\_\_\_\_\_
12. She has been making progress.  
\_\_\_\_\_

---

### Forming *Wh*-Questions

---

In *wh*-questions, when the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Brad Omans has been reporting the news.

*Wh*-question: Who has been reporting the news?

When the question word is any other part of the sentence, the auxiliary verb *have* comes after the question word and is followed by the subject, the perfect/passive form of the auxiliary verb *be* (*been*), and the *-ing* form of the main verb.

Statement: Many people have been going to the carnival.

*Wh*-question: Where have many people been going?

Statement: You have been looking at something.

*Wh*-question: What have you been looking at?

**exercise****5-6**

Complete the following questions based on the statements provided.

EXAMPLE: Barbara has been studying at night.

When *has Barbara been studying?*

1. Paula has been traveling all over Asia.

Where \_\_\_\_\_

2. He has been living in Miami for five years.

How long \_\_\_\_\_

3. They have been searching for their lost dog.

What \_\_\_\_\_

4. My grandfather has been watching the children.

Who \_\_\_\_\_

5. They have been going to the Virgin Islands every spring.

How often \_\_\_\_\_

6. The guide has been arranging a special tour of the ruins.

What \_\_\_\_\_

7. Pei-Hsuan has been taking notes.

Who \_\_\_\_\_

8. You have been attending the university since 2012.

How long \_\_\_\_\_

9. They have been planning a surprise party for Marta.

What \_\_\_\_\_

10. He has been talking about his new design.

What \_\_\_\_\_

11. You have been feeling better lately.

How \_\_\_\_\_

12. She has been standing there for two hours.

How long \_\_\_\_\_

**Summary of Tense-Aspect Combinations**

---

TENSE/ASPECT

PRESENT

**simple**simple present: *talk, talks***progressive**present progressive: *am/is/are talking***perfect**present perfect: *has/have talked***perfect progressive**present perfect progressive: *has/have been talking*

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## PART II

# THE PAST TENSE

Verbs in the past tense occur in four forms, each signaling a different aspect. (*Aspect* is explained in the Introduction.) These forms convey information about actions, states, or events that are remote in the speaker's mind. The past tense most often refers to past time.

SIMPLE PAST: I **waited** patiently.

PAST PROGRESSIVE: I **was waiting** for a bus.

PAST PERFECT: I **had waited** long enough.

PAST PERFECT PROGRESSIVE: I **had been waiting** for three hours.

In the following units, you will learn about these verb forms and the reasons for using them.



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## Unit 6

## Simple Past

When you refer to past or completed actions, states, or events, use simple past verb forms.

COMPLETED ACTION: We **drove** three hundred miles.

PAST STATE: They **seemed** uneasy.

PAST EVENT: The schedule **changed**.

You can also use the simple past to refer to a hypothetical action, state, or event.

HYPOTHETICAL ACTION: If you **joined** our team, we could win the championship.

Sentences such as this one will be discussed in more detail in Part IV.

The simple past for regular verbs consists of the verb and the ending *-ed*.

	Singular	Plural
<b>First Person</b>	I <b>verb + ed</b>	we <b>verb + ed</b>
<b>Second Person</b>	you <b>verb + ed</b>	you <b>verb + ed</b>
<b>Third Person</b>	he, she, it <b>verb + ed</b>	they <b>verb + ed</b>

For regular verbs, the simple past form and the perfect/passive form (see pages 29–30) are the same.

When a one-syllable word or a word with a stressed final syllable ends in a single consonant sound, double the last letter before adding *-ed*.

One-syllable word: plan → planned

Word ending in a stressed syllable: occur → occurred

BUT row → rowed [This word ends in a vowel sound.]

Irregular verbs have a variety of simple past forms, which can be found in the appendix.

The following are common irregular verb patterns. Some of these irregular simple past forms are the same as the perfect/passive forms.

- Pattern 1: The final *d* becomes a *t*. (Same as perfect/passive)

send	sent
lend	lent
spend	spent

- Pattern 2: A *-d* or *-t* suffix is added. The vowel changes. (Same as perfect/passive)

feel /fi:l/	felt /felt/
sleep /sli:p/	slept /slept/
tell /tɛl/	told /told/

- Pattern 3a: The vowel changes. (Different from perfect/passive)

eat /it/	ate /et/
speak /spi:k/	spoke /spok/
know /no/	knew /nu/

- Pattern 3b: The vowel changes. (Same as perfect/passive)

hold /hold/	held /held/
meet /mit/	met /met/
sit /sit/	sat /sæt/

- Pattern 4: The base form and the simple past form are the same. (Same as perfect/passive)

put	put
hit	hit
cut	cut

## exercise

## 6-1

Complete each sentence with the simple past form of the verb in parentheses. The first five verbs are regular; the second five are irregular.

1. We \_\_\_\_\_ (work) hard all day.
2. The fans \_\_\_\_\_ (wait) in line for tickets.
3. I \_\_\_\_\_ (remember) her face.
4. He \_\_\_\_\_ (need) a computer upgrade.
5. She \_\_\_\_\_ (miss) class now and then.
6. They \_\_\_\_\_ (sell) some of their land.
7. Chen \_\_\_\_\_ (go) to work at 3:00.
8. Tim and Andrea first \_\_\_\_\_ (meet) at a mutual friend's party.

9. I accidentally \_\_\_\_\_ (cut) my finger.
10. Everyone at the party \_\_\_\_\_ (wear) a costume.

**exercise**

**6-2**

*Complete each sentence with either the simple past or the present perfect. Remember that the simple past indicates completion, while the present perfect indicates continued relevance. If you need help, review pages 29–30 and 47.*

1. Joe and Donna \_\_\_\_\_ (live) here in the 1990s.
2. Joe and Donna \_\_\_\_\_ (live) here since the 1990s.
3. Maria and I \_\_\_\_\_ (study) together for two years. We meet in the library every Wednesday night at 7:00.
4. Maria and I \_\_\_\_\_ (study) together last year.
5. We \_\_\_\_\_ (travel) to London in April.
6. We \_\_\_\_\_ (travel) to many countries, but this year we're staying home.
7. I \_\_\_\_\_ (work) for Safeway since May.
8. I \_\_\_\_\_ (work) for Safeway in 2015.
9. He \_\_\_\_\_ (build) many houses. He is currently building one on Madison Street.
10. He \_\_\_\_\_ (build) a house for his sister.

## Forming Negatives

To make a verb negative, add the auxiliary verb *did*, which is the simple past form of *do*, and the word *not* before the main verb.

did not believe

**exercise**

**6-3**

*Make each of the following sentences negative.*

EXAMPLE: I made a mistake.

*I did not make a mistake.*

1. He came to work on time.

---

2. My roommate liked the movie.

---

3. She understood the problem.

---

4. We took a wrong turn.

---

5. The students needed help with the homework.

---

6. The driver blamed me for the accident.

---

7. I listened to the directions.

---

8. She earned a degree in economics.

---

9. He calculated the taxes.

---

10. They complained about the weather.

---

## **Forming Contractions**

In English, verbs are often combined with other words to form contractions. These shortened forms include an apostrophe (') to indicate missing letters. It is important to learn contractions because you will often hear them in conversation or see them in informal writing. Formal writing, though, rarely contains contractions.

The auxiliary verb *did* is often combined with *not* to form a contraction. Notice that an apostrophe indicates that the letter *o* is omitted:

did + not = didn't

### **exercise**

### **6-4**

*Rewrite the sentences you wrote in exercise 6-3 using contractions.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### Forming Yes/No Questions

To form questions that can be answered yes or no (yes/no questions), begin the question with the auxiliary verb *did*. After the auxiliary verb, place the subject and the main verb.

Statement: He took the bus to work.

Yes/no question: Did he take the bus to work?

#### exercise

6-5

*Rewrite the following statements as yes/no questions.*

EXAMPLE: You finished your application letter.

Did you finish your application letter?

1. They elected a new president.

\_\_\_\_\_

2. She delivered the report.

\_\_\_\_\_

3. You expected us earlier.

\_\_\_\_\_

4. Tho passed his driver's test.

\_\_\_\_\_

5. The committee explored the issues.

\_\_\_\_\_

6. He explained the problem.

\_\_\_\_\_

7. The director had an appointment at 3:00.

---

8. You forgot the map.

---

9. The bank lent him some money.

---

10. They offered him a job.

---

### Forming Wh-Questions

*Wh*-questions are used to elicit specific pieces of information. They usually begin with *what*, *who*, *why*, *where*, *when*, *how*, or combinations such as *how much*, *how many*, and *how often*. When the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Someone knocked on the door.

*Wh*-question: Who knocked at the door?

When the question word is any other part of the sentence, the auxiliary verb *did* comes after the question word and is followed by the subject and the main verb.

Statement: She bought a new cell phone.

*Wh*-question: What did she buy?

Statement: They left last night.

*Wh*-question: When did they leave?

### exercise

### 6-6

Complete the following questions based on the statements provided.

EXAMPLE: He found the missing document on the top shelf.

Where *did he find the missing document?*

1. Toni Morrison wrote *Beloved*.

Who \_\_\_\_\_

2. Patty won the contest.

Who \_\_\_\_\_

3. He turned left.

Which way \_\_\_\_\_

4. They traveled to four different countries.

How many countries \_\_\_\_\_

5. You taught biology for thirty years.

How long \_\_\_\_\_

6. The repair cost \$35.00.

How much \_\_\_\_\_

7. They stayed at the party until midnight.

How long \_\_\_\_\_

8. She ran fifteen miles.

How far \_\_\_\_\_

9. They moved to Hong Kong.

Where \_\_\_\_\_

10. They climbed to the summit.

How far \_\_\_\_\_



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## Unit 7

# Be Verb Forms, Simple Past

The verb *be* has two different forms in the simple past: *was* and *were*.

	Singular	Plural
First Person	I <b>was</b>	we <b>were</b>
Second Person	you <b>were</b>	you <b>were</b>
Third Person	he, she, it <b>was</b>	they <b>were</b>

## exercise

## 7-1

Complete each sentence with the simple past form of the verb *be*.

1. The test \_\_\_\_\_ difficult.
2. You \_\_\_\_\_ right.
3. They \_\_\_\_\_ envious.
4. Bill \_\_\_\_\_ ill yesterday.
5. The news \_\_\_\_\_ good.
6. We \_\_\_\_\_ embarrassed.
7. I \_\_\_\_\_ ready for the exam.
8. The keys \_\_\_\_\_ in the car.
9. It \_\_\_\_\_ fun.
10. The house \_\_\_\_\_ old and decrepit.

The word *there* is often used with the verb *be* to acknowledge the existence of someone or something. The form of the verb is based on the subject that follows it.

Singular subject: There **was a storm** last night.

Plural subject: There **were** twelve people in the cast.

**exercise****7-2**

*Circle the verb that agrees in number with the subject that follows it.*

1. There **was/were** a parade yesterday.
2. There **was/were** many celebrities at the rally.
3. There **was/were** a lot of traffic.
4. There **was/were** pizza for everyone.
5. There **was/were** several buildings in need of repair.
6. There **was/were** no more tickets left.
7. There **was/were** a four-hour delay.
8. There **was/were** an empty seat in the back row.
9. There **was/were** many tourists at this year's festival.
10. There **was/were** a nice breeze earlier this morning.

**Forming Negatives**

To make the verb *be* negative, just add *not*.

was not

were not

**Forming Contractions**

In conversation and informal writing, you can use contractions.

was not = wasn't

were + not = weren't

**exercise****7-3**

*Complete the sentences using either wasn't or weren't.*

1. They \_\_\_\_\_ at home yesterday.
2. I \_\_\_\_\_ prepared for such a long trip.
3. There \_\_\_\_\_ any leftovers.

4. Carlos \_\_\_\_\_ at work on Tuesday.
5. We \_\_\_\_\_ pleased with the report.
6. There \_\_\_\_\_ much time left.
7. Jenny and Sik \_\_\_\_\_ in class.
8. The lights \_\_\_\_\_ on.
9. You \_\_\_\_\_ at the party.
10. The accident \_\_\_\_\_ serious.

### Forming Yes/No Questions

To form yes/no questions, begin the question with a form of the verb *be* and place the subject after it.

Statement: John was late.

Yes/no question: Was John late?

Statement: They were surprised.

Yes/no question: Were they surprised?

To form yes/no questions with *there*, place *there* after the *be* verb.

Statement: There was a message for Natalie on the answering machine.

Yes/no question: Was there a message for Natalie on the answering machine?

#### exercise

#### 7-4

*Rewrite the following statements as questions.*

EXAMPLE: He was sick last week.

*Was he sick last week?*

1. The concert was in the park.

---

2. The road was under construction.

---

3. Everyone was on time.

---

4. The textbooks were expensive.

---

5. The job was stressful.

---

6. The program was a success.

---

7. There were many apartments for rent.

---

8. The parking lot was full.

---

9. The tickets were free.

---

10. The computer was on.

---

### Forming Wh-Questions

To form *wh*-questions, place the *be* verb after the question word. When the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Cindy was the winner.

*Wh*-question: Who was the winner?

When the question word is any other part of the sentence, the subject follows the *be* verb.

Statement: They were in Mexico last week.

*Wh*-question: Where were they last week?

Statement: She was in the office on Tuesday.

*Wh*-question: When was she in the office?

#### exercise

#### 7-5

*Complete the following questions based on the statements provided.*

EXAMPLE: The weather was good.

How *was the weather*?

1. In 1980, Jimmy Carter was the president of the United States.

Who \_\_\_\_\_

2. The trip was long and arduous.

How \_\_\_\_\_

3. His grandparents were from Brazil.

Where \_\_\_\_\_

4. They were in the library.

Where \_\_\_\_\_

5. The field trip was on Wednesday.

When \_\_\_\_\_

6. The gym was open four hours on Sunday.

How long \_\_\_\_\_

7. Many DVDs were on sale.

What items \_\_\_\_\_

8. The traffic was bad.

How \_\_\_\_\_

9. Seth was there.

Who \_\_\_\_\_

10. The movie was two hours long.

How long \_\_\_\_\_

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## Unit 8

# Past Progressive

## (Be Verb + -ing)

When you refer to a past action, state, or event that is incomplete or in progress, use the past progressive.

PAST ACTION: In 2012, I **was working** for a large company in Houston.

PAST STATE: I **was feeling** fine ten minutes ago.

PAST EVENT: Something strange **was happening**.

A specific time reference is often used with the past progressive. This reference is generally a prepositional phrase or another clause with a simple-past verb form.

PREPOSITIONAL PHRASE: *By 5:00*, all the participants **were packing** their bags.

CLAUSE: While I **was preparing** breakfast, *I heard the news on the radio*.

When you want to indicate two simultaneous ongoing actions, use the past progressive for both.

SIMULTANEOUS ACTIONS: While I **was preparing** breakfast, I **was listening** to the news.

The past progressive consists of the auxiliary verb *be* and the *-ing* form of the main verb. The auxiliary verb is marked for tense.

	Singular	Plural
First Person	I <b>was verb + ing</b>	we <b>were verb + ing</b>
Second Person	you <b>were verb + ing</b>	you <b>were verb + ing</b>
Third Person	he, she, it <b>was verb + ing</b>	they <b>were verb + ing</b>

When a one-syllable word or a word with a stressed final syllable ends in a single consonant sound, double the last letter before adding *-ing*.



One-syllable word: swim → swimming

Word ending in a stressed syllable: permit → permitting

BUT show → showing [This word ends in a vowel sound.]

When a word ends with the letter *e*, drop the *e* before adding *-ing*.

**exercise**
**8-1**

Complete each sentence with the past progressive form of the verb in parentheses.

1. The customer \_\_\_\_\_ (be) rude.
2. The telephone \_\_\_\_\_ (ring) all day long.
3. While I \_\_\_\_\_ (wait), I \_\_\_\_\_ (dream) of distant places.
4. When you visited last year, they \_\_\_\_\_ (live) in a different apartment.
5. My roommate \_\_\_\_\_ (take) a nap while I \_\_\_\_\_ (study).
6. She \_\_\_\_\_ (put) on her coat when I walked in.
7. Someone \_\_\_\_\_ (knock) at the door just as I \_\_\_\_\_ (get) out of bed.
8. It \_\_\_\_\_ (rain) a few minutes ago.
9. They saw an accident while they \_\_\_\_\_ (go) to work.
10. We found old books and toys when we \_\_\_\_\_ (clean).

**exercise**
**8-2**

The verb forms in the following sentences are either simple past or past progressive. Decide whether the verb in each sentence indicates a complete action or an ongoing past action. If you need help, review pages 47–48 and 61.

1. He *played* the piano beautifully.

**Complete action**

**Action in progress**

2. He *was playing* the piano as the guests were arriving.

**Complete action**

**Action in progress**

3. I *was cooking* dinner when I remembered his name.

**Complete action**

**Action in progress**

4. I *cooked* dinner for everyone.

**Complete action**

**Action in progress**

5. They *were shopping* for a new lamp, but they couldn't find a nice one.

**Complete action**

**Action in progress**

6. They *shopped* for a lamp until they found a nice one.

**Complete action**

**Action in progress**

7. When we lived in the suburbs, we *commuted* to work.

**Complete action**

**Action in progress**

8. While we *were commuting* to work, we talked about our families.

**Complete action**

**Action in progress**

9. She *was working* for Apex Law Firm when she received a new job offer.

**Complete action**

**Action in progress**

10. She *worked* for Apex Law Firm from 1999 to 2002.

**Complete action**

**Action in progress**

## Forming Negatives

To make a past progressive verb negative, place *not* after the auxiliary verb.

was not going

were not going

**exercise**

**8-3**

Make each of the following sentences negative.

EXAMPLE: We were visiting our relatives.

*We were not visiting our relatives.*

1. He was attending a conference.

---

2. They were laughing.

---

3. I was complaining about the work.

---

4. She was helping us.

---

5. Ted was studying last night.

---

6. They were paying attention.

---

7. I was talking to myself.

---

8. You were speaking loud enough.

---

9. They were doing their homework.

---

10. We were trying hard.

---

### **Forming Contractions**

Contractions are often formed by combining the auxiliary verb *be* and *not*. You will often hear these contractions in conversation or see them in informal writing, but you will rarely find them used in formal contexts.

Notice that an apostrophe indicates that the letter *o* is omitted:

I wasn't moving  
He wasn't moving  
She wasn't moving  
It wasn't moving

We weren't moving  
You weren't moving  
They weren't moving

#### **exercise**

**8-4**

*Rewrite the sentences in exercise 8-3 using contractions.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### **Forming Yes/No Questions**

To form yes/no questions, begin the question with the auxiliary verb *be*. After the auxiliary verb, place the subject and the *-ing* form of the main verb.

Statement: Prices were dropping.

Yes/no question: Were prices dropping?

#### **exercise**

**8-5**

*Rewrite the following statements as yes/no questions.*

EXAMPLE: You were singing to yourself.

*Were you singing to yourself?*

1. The band was giving a free concert.

\_\_\_\_\_

2. The light was blinking on and off.

\_\_\_\_\_

3. You were watching the championship on television.

\_\_\_\_\_

4. They were being careful.

\_\_\_\_\_

5. It was snowing all day.

\_\_\_\_\_

6. Gabe and Don were singing together.

\_\_\_\_\_

7. They were closing the store.

\_\_\_\_\_

8. The companies were considering a merger.

---

9. They were recycling most of the waste products.

---

10. As young children, they were always getting into trouble.

---

### Forming Wh-Questions

In *wh*-questions, when the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Ken was demanding your attention.

*Wh*-question: Who was demanding your attention?

When the question word is any other part of the sentence, the auxiliary verb *be* comes after the question word and is followed by the subject and the *-ing* form of the main verb.

Statement: They were going to church.

*Wh*-question: Where were they going?

Statement: He was playing solitaire.

*Wh*-question: What was he playing?

#### exercise

#### 8-6

Complete the following questions based on the statements provided.

EXAMPLE: The assistant was making travel arrangements.

*Who was making travel arrangements?*

1. They were protesting in front of the post office.

Where \_\_\_\_\_

2. Carmen was using this computer.

Who \_\_\_\_\_

3. You were watching a funny movie on television last night.

What \_\_\_\_\_

4. The committee was discussing the new plan.

What \_\_\_\_\_

5. The noise was bothering them.

What \_\_\_\_\_

6. Lev was spreading rumors.

Who \_\_\_\_\_

7. He was working at McDonald's.

Where \_\_\_\_\_

8. She was driving seventy-five mph.

How fast \_\_\_\_\_

9. He was reading a newspaper during class today.

What \_\_\_\_\_

10. They were standing in front of city hall.

Where \_\_\_\_\_

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## Unit 9

# Past Perfect

Use the past perfect when you want to refer to a past action, state, or event that occurred prior to another time in the past. The more recent past time may be expressed as a prepositional phrase or as a clause in which another action, state, or event is mentioned.

PAST ACTION BEFORE PAST TIME: They **had finished** the project *by Friday*.

PAST STATE BEFORE PAST ACTION: He **had been** depressed *before he went on vacation*.

You can also use the past perfect to refer to a hypothetical action, state, or event.

HYPOTHETICAL ACTION: If they **had come** earlier, they would have received free tickets.

Sentences such as this one will be discussed in more detail in Part IV.

The past perfect consists of the auxiliary verb *have* and the perfect/passive form of the main verb. The auxiliary verb is marked for past tense. The perfect/passive verb form is used to indicate either the perfect aspect or the passive voice. (The passive voice will be discussed in Part IV.) The perfect/passive form for regular verbs consists of the base form of the verb and the ending *-ed*.

	Singular	Plural
First Person	I <b>had verb + ed</b>	we <b>had verb + ed</b>
Second Person	you <b>had verb + ed</b>	you <b>had verb + ed</b>
Third Person	he, she, it <b>had verb + ed</b>	they <b>had verb + ed</b>

When a one-syllable word or a word with a stressed final syllable ends in a single consonant sound, double the last letter before adding *-ed*.

One-syllable word: pat → patted

Word ending in a stressed syllable: occur → occurred

BUT tow → towed [This word ends in a vowel sound.]



The present/passive forms of irregular verbs can be found in the appendix.

If you would like to see the common patterns that irregular verbs follow, see those listed for the present perfect on pages 29–30.

**exercise****9-1**

*Complete each sentence with the past perfect form of the verb in parentheses. If you need help with irregular verb forms, check the appendix.*

1. Before 2016, they \_\_\_\_\_ (attend) college in Philadelphia.
2. After we \_\_\_\_\_ (hold) a meeting, we announced our decision.
3. They \_\_\_\_\_ (sell) most of their furniture before they moved.
4. The employees \_\_\_\_\_ (meet) the new director already.
5. I \_\_\_\_\_ (feel) uneasy before I gave my speech.
6. He \_\_\_\_\_ (hit) twenty home runs before the All-Star Game.
7. We \_\_\_\_\_ (sit) down right before the concert began.
8. She \_\_\_\_\_ (run) three marathons by the age of twenty.
9. It \_\_\_\_\_ (snow) so much that school was canceled.
10. She \_\_\_\_\_ (be) there so often that everyone knew her.

**exercise****9-2**

*Using the verbs in parentheses, complete each sentence with either the simple past or the past perfect.*

1. The taxi \_\_\_\_\_ (arrive) after he \_\_\_\_\_ (left).
2. After we \_\_\_\_\_ (finish) the dishes, we \_\_\_\_\_ (go) for a walk.
3. The teacher \_\_\_\_\_ (assign) twenty problems, but most students \_\_\_\_\_ (complete) only fifteen of them.
4. She \_\_\_\_\_ (be) tired because she \_\_\_\_\_ (work) late the night before.
5. He \_\_\_\_\_ (wear) the ring that his grandfather \_\_\_\_\_ (give) him.
6. I \_\_\_\_\_ (revise) a paper that I \_\_\_\_\_ (write) a year ago.
7. She \_\_\_\_\_ (knock) on the door before she \_\_\_\_\_ (enter).

8. All of a sudden we \_\_\_\_\_ (know) that we \_\_\_\_\_ (take) the wrong exit off the freeway.
9. He \_\_\_\_\_ (read) aloud from a new book he \_\_\_\_\_ (receive) as a gift.
10. They \_\_\_\_\_ (celebrate) because they \_\_\_\_\_ (pass) all their classes.

### Forming Negatives

To make a past perfect verb negative, place *not* after the auxiliary verb.

had not gone

#### exercise

9-3

Complete each of the following sentences with a negative form of the past perfect. Use the subject and verb provided.

EXAMPLE: He, finish

It was midnight, and *he had not finished* his paper.

1. They, meet  
\_\_\_\_\_ before.
2. It, change  
Because \_\_\_\_\_ color, no one could see it.
3. We, consider  
\_\_\_\_\_ all the possibilities.
4. He, want  
\_\_\_\_\_ help from us.
5. She, drive  
\_\_\_\_\_ to the party.
6. You, speak  
\_\_\_\_\_ English before you came here.
7. I, sent  
\_\_\_\_\_ my application in on time.

## Forming Contractions

Contractions are often formed by combining pronouns and the auxiliary verb *had* or by combining the auxiliary verb *had* and *not*. You will often hear these contractions in conversation or see them in informal writing, but you will rarely find them used in formal contexts.

Notice that an apostrophe indicates that at least one letter is omitted:

I'd gone  
You'd gone  
He'd gone  
She'd gone  
It'd gone  
We'd gone  
They'd gone

I hadn't gone  
You hadn't gone  
He hadn't gone  
She hadn't gone  
It hadn't gone  
We hadn't gone  
They hadn't gone

### exercise

### 9-4

Rewrite each sentence in exercise 9-3 using a contraction. First, write a positive sentence; then write a negative sentence (with *not*).

EXAMPLE: He, finish

*It was midnight, and he'd finished his paper.*

*It was midnight, and he hadn't finished his paper.*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_

## Forming Yes/No Questions

To form yes/no questions, begin the question with the auxiliary verb *had*. After the auxiliary verb, place the subject and the perfect/passive form of the main verb.

Statement: She had taught in Mexico before she moved here.

Yes/no question: Had she taught in Mexico before she moved here?

### exercise

9-5

Rewrite the following statements as yes/no questions.

EXAMPLE: He hadn't known about the bad roads before he left.

*Hadn't he known about the bad roads before he left?*

1. She hadn't called before she arrived.

---

2. They hadn't obtained permission before they started the experiment.

---

3. Pat had won the first race before he ran the second race.

---

4. They had closed the road.

---

5. They had canceled the game without prior notice.

---

## Forming Wh-Questions

In *wh*-questions, when the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Jackie had not studied English before coming to the United States.

*Wh*-question: Who had not studied English before coming to the United States?

When the question word is any other part of the sentence, the auxiliary verb *had* comes after the question word and is followed by the subject and the perfect/passive form of the main verb.

Statement: He had walked two miles before he realized his mistake.

*Wh*-question: How far had he walked before he realized his mistake?

**exercise****9-6**

*Complete the following questions based on the statements provided.*

EXAMPLE: Sharon had worked in Taiwan before she moved to Kuala Lumpur.

Where *had Sharon worked before she moved to Kuala Lumpur?*

1. Peggy and Mel had received job offers before they graduated.

Who \_\_\_\_\_

2. Peter had broken six track records by the age of eighteen.

How many track records \_\_\_\_\_

3. She had taught English for ten years before she went to law school.

How long \_\_\_\_\_

4. He had arrived at the gate a minute before the flight attendant closed the door to the plane.

When \_\_\_\_\_

5. They had dated for two years before they got married.

How long \_\_\_\_\_

## Unit 10

# Past Perfect Progressive

When you want to refer to an action, a state, or an event that originated prior to another time in the past but is still ongoing or incomplete, use the past perfect progressive.

ONGOING STATE: I **had been having** frequent headaches, so I decided to visit a doctor.

INCOMPLETE ACTION: We **had been making** plans when someone interrupted us.

You can also use the past perfect progressive to refer to a hypothetical action or event.

HYPOTHETICAL ACTION: If they **had been paying** attention, they would have found the clues.

Sentences such as this one will be discussed in more detail in Part IV.

The past perfect progressive consists of two auxiliary verbs, *have* and *be*, and the *-ing* form of the main verb. The auxiliary verb *had* comes first, and it is marked for tense.

Next comes the perfect/passive form of the verb *be*—*been*. The final element of the past perfect progressive is the *-ing* form of the main verb.

	Singular	Plural
First Person	I <b>had been verb + ing</b>	we <b>had been verb + ing</b>
Second Person	you <b>had been verb + ing</b>	you <b>had been verb + ing</b>
Third Person	he, she, it <b>had been verb + ing</b>	they <b>had been verb + ing</b>

**exercise****10-1**

Complete each sentence with the past perfect progressive form of the verb in parentheses.

1. I \_\_\_\_\_ (work) ten-hour days, so I was very tired.
2. We \_\_\_\_\_ (discuss) that issue when the supervisor walked in.
3. They \_\_\_\_\_ (study) English since they came in 2017.
4. The company's profits \_\_\_\_\_ (increase) until they dropped in December.
5. They \_\_\_\_\_ (play) soccer together for years.
6. It \_\_\_\_\_ (rain) all day, so the game was postponed.
7. The children \_\_\_\_\_ (watch) television before we arrived.
8. He \_\_\_\_\_ (write) newspaper editorials for twenty years.
9. Sally \_\_\_\_\_ (study) since 6:00 A.M.
10. I \_\_\_\_\_ (work) for the telephone company before I came here.

---

**Forming Negatives**


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To make a past perfect progressive verb negative, place *not* after the auxiliary verb *had*.

had not been going

**exercise****10-2**

Complete each of the following sentences with the negative form of the past perfect progressive. Use the subject and verb provided.

EXAMPLE: We, expect, not

*We had not been expecting your call.*

1. The supervisor, assign, not  
\_\_\_\_\_, much work lately.
2. The weather, improve, not  
\_\_\_\_\_, so we returned home.
3. Jodi and I, follow, not

- \_\_\_\_\_ his directions.
4. They, check, not  
\_\_\_\_\_ the oil in their car frequently enough.
5. She, ignore, not  
\_\_\_\_\_ the phone messages.
6. You, get, not  
\_\_\_\_\_ to work on time.
7. I, exercise, not  
\_\_\_\_\_, so I was feeling sluggish.

### Forming Contractions

Contractions are often formed by combining pronouns and the auxiliary verb *had* or by combining the auxiliary verb *had* and *not*. You will often hear these contractions in conversation or see them in informal writing, but you will rarely find them used in formal contexts.

Notice that an apostrophe indicates that at least one letter is omitted:

I'd been going  
You'd been going  
He'd been going  
She'd been going  
It'd been going  
We'd been going  
They'd been going

I hadn't been going  
You hadn't been going  
He hadn't been going  
She hadn't been going  
It hadn't been going  
We hadn't been going  
They hadn't been going

#### exercise

#### 10-3

Use the pronoun and verb given to create a sentence that contains a contraction. If not is also given, use a negative contraction.

EXAMPLE: We, hope  
*We'd been hoping* for a nice day.

1. He, expect, not  
\_\_\_\_\_ a phone call.
2. It, change  
\_\_\_\_\_ slowly.
3. We, hope  
\_\_\_\_\_ for good news.



4. They, look, not  
\_\_\_\_\_ in the right places.
5. She, lie  
\_\_\_\_\_ on the couch when the doorbell rang.
6. You, joke, not  
\_\_\_\_\_ about the possible danger.
7. I, think  
\_\_\_\_\_ about you when your letter arrived.

### Forming Yes/No Questions

To form yes/no questions, begin the question with the auxiliary verb *have*. After a tensed form of *have* (*had*), place the subject, the perfect/passive form of the auxiliary verb *be* (*been*), and the *-ing* form of the main verb.

Statement: She had been doing all her work.

Yes/no question: Had she been doing all her work?

#### exercise

**10-4**

Rewrite the following statements as yes/no questions.

EXAMPLE: The administration had been putting pressure on the employees.

*Had the administration been putting pressure on the employees?*

1. You had been working too hard.  
\_\_\_\_\_
2. He had been living by himself.  
\_\_\_\_\_
3. She had been talking too loudly.  
\_\_\_\_\_
4. They had been waiting a long time.  
\_\_\_\_\_
5. The suspect had been telling the truth.  
\_\_\_\_\_

## Forming Wh-Questions

In *wh*-questions, when the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Joseph had been driving when the accident happened.

*Wh*-question: Who had been driving when the accident happened?

When the question word is any other part of the sentence, the auxiliary verb *had* comes after the question word and is followed by the subject, the auxiliary verb *been*, and the *-ing* form of the main verb.

Statement: She had been living in St. Louis at the time.

*Wh*-question: Where had she been living at the time?

### exercise

10-5

Complete the following questions based on the statements provided.

EXAMPLE: The band had been playing together for five years.

*How long had the band been playing together?*

- Michelle had been making the arrangements.

Who \_\_\_\_\_

- He had been thinking about moving for the last few months.

How long \_\_\_\_\_

- They had been using my old computer before the new shipment arrived.

What \_\_\_\_\_

- Vladimir had been leading the discussion when the argument started.

Who \_\_\_\_\_

- They had been working on the project since June.

How long \_\_\_\_\_

### Summary of Tense-Aspect Combinations

TENSE/ASPECT

PAST

**simple**

simple past: *talked*

**progressive**

past progressive: *was/were talking*

**perfect**

past perfect: *had talked*

**perfect progressive**

past perfect progressive: *had been talking*

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## PART III

# THE FUTURE TENSE

Verbs in the future tense occur in four forms, each signaling a different aspect. (*Aspect* is explained in the Introduction.) Each of these forms can be used to predict future actions, states, or events.

SIMPLE FUTURE: I **will work** on my project tomorrow.

FUTURE PROGRESSIVE: I **will be working** for my father next year.

FUTURE PERFECT: By the end of the winter, I **will have worked** here for five years.

FUTURE PERFECT PROGRESSIVE: On Monday, I **will have been working** with you for ten years.

In the following units, you will learn about these verb forms and the reasons for using them.

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## Unit 11

## Simple Future

When you are referring to a future action, state, or event, use the simple future.

FUTURE ACTION: We **will take** our final exam on Friday.

FUTURE STATE: They **will be** late.

FUTURE EVENT: The weather **will improve**.

To form the simple future for both regular and irregular verbs, place the modal auxiliary verb *will* before the base form of the verb.

	Singular	Plural
First Person	I <b>will verb</b>	we <b>will verb</b>
Second Person	you <b>will verb</b>	you <b>will verb</b>
Third Person	he, she, it <b>will verb</b>	they <b>will verb</b>

## exercise

## 11-1

*Complete each sentence with the simple future form of the verb in parentheses.*

1. We \_\_\_\_\_ (commute) to work with Megan next year.
2. The project \_\_\_\_\_ (require) a lot of hard work and patience.
3. I \_\_\_\_\_ (give) my report on Tuesday.
4. He \_\_\_\_\_ (visit) his parents this weekend.
5. Dr. Kobashi \_\_\_\_\_ (be) out of the office next week.
6. They \_\_\_\_\_ (announce) the winners on the radio.
7. Bob \_\_\_\_\_ (leave) next month.

8. Lilik and Rebecca \_\_\_\_\_ (complete) their training in February.
9. I \_\_\_\_\_ (call) you tomorrow.
10. They \_\_\_\_\_ (expand) the airport next year.

### Forming Contractions: Pronouns with the Auxiliary Verb Will

In English, verbs are often combined with other words to form contractions. These shortened forms include an apostrophe (') to indicate missing letters. It is important to learn contractions because you will often hear them in conversation or see them in informal writing. Formal writing, though, rarely contains contractions.

The modal auxiliary verb *will* is often combined with a pronoun to form a contraction. Notice that an apostrophe indicates that the letters *w* and *i* are omitted:

I + will = I'll

he + will = he'll

she + will = she'll

it + will = it'll

we + will = we'll

you + will = you'll

they + will = they'll

#### exercise

#### 11-2

Complete each sentence with a contraction using the pronoun and the verb provided.

EXAMPLE: I, see

*I'll see you in the morning.*

1. They, believe

\_\_\_\_\_ your story.

2. I, deliver

\_\_\_\_\_ the package myself.

3. You, like

\_\_\_\_\_ their new apartment.

4. It, end

\_\_\_\_\_ soon.

5. He, help

\_\_\_\_\_ us.

6. She, introduce

\_\_\_\_\_ you.

7. We, sit

\_\_\_\_\_ together.

## Forming Negatives

To form a negative, place *not* between the modal auxiliary verb *will* and the main verb.  
will not go

### exercise

11-3

Make each of the following sentences negative.

EXAMPLE: You will find your book over there.  
*You will not find your book over there.*

1. He will finish by tomorrow.  
\_\_\_\_\_
2. You will have a lot of fun there.  
\_\_\_\_\_
3. She will know the answer.  
\_\_\_\_\_
4. We will ignore the problem.  
\_\_\_\_\_
5. They will keep your secret.  
\_\_\_\_\_
6. He will lie to you.  
\_\_\_\_\_
7. I will need help with my homework.  
\_\_\_\_\_
8. Marian will be alone.  
\_\_\_\_\_
9. I will mention your name.  
\_\_\_\_\_
10. They will be late.  
\_\_\_\_\_



## Forming Contractions: *Won't*

In conversation and informal writing, *will* and *not* are often contracted. The letter *i* in *will* changes to *o* in *won't*. The apostrophe indicates that at least one letter is omitted:

will + not = won't

### exercise

**11-4**

Rewrite the sentences you wrote in exercise 11-3 using contractions.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Forming Yes/No Questions

To form questions that can be answered yes or no (yes/no questions), begin the question with the modal auxiliary verb *will*. After the modal verb, place the subject and the main verb.

Statement: You will be away a long time.

Yes/no question: Will you be away a long time?

### exercise

**11-5**

Rewrite the following statements as yes/no questions.

EXAMPLE: You will know more tomorrow.

*Will you know more tomorrow?*

1. They will tell us on Friday.

\_\_\_\_\_

2. She will report the incident.

---

3. You will laugh at my mistakes.

---

4. Mitch will need some help.

---

5. The noise will bother you.

---

6. He will lend us some money.

---

7. Dr. Silvis will be free at 4:00.

---

8. We will meet later.

---

9. They will use your plan.

---

10. Federal Express will deliver the package to our house.

---

---

## Forming *Wh*-Questions

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*Wh*-questions are used to elicit specific pieces of information. They usually begin with *what*, *who*, *why*, *where*, *when*, *how*, or combinations such as *how much*, *how many*, and *how often*. When the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: McGraw-Hill will publish his new book.

*Wh*-question: Who will publish his new book?

When the question word is any other part of the sentence, the auxiliary modal verb *will* comes after the question word, followed by the subject and the main verb.

Statement: The play will begin at 8:00.

*Wh*-question: When will the play begin?

Statement: The package will contain two books and a DVD.

*Wh*-question: What will the package contain?

**exercise****11-6**

Complete the following questions based on the statements provided.

EXAMPLE: My entire family will be there.

Who *will be there*?

1. His friends will repair his car.

Who \_\_\_\_\_

2. The class will meet on Tuesdays and Thursdays.

When \_\_\_\_\_

3. Rhonda will finish the report by Monday.

When \_\_\_\_\_

4. It will cost \$30.00.

How much \_\_\_\_\_

5. They will blame me for the mistake.

Whom \_\_\_\_\_

(*Who* may be used instead of *whom* in conversation and informal writing.)

6. Professor Johnson and Professor Lee will choose the scholarship winners.

Who \_\_\_\_\_

7. The supervisor will be on vacation for two weeks.

How long \_\_\_\_\_

8. They will complain about the mess.

What \_\_\_\_\_

9. Two students from our class will lead the discussion.

Who \_\_\_\_\_

10. The dance group will perform on Thursday.

When \_\_\_\_\_

## Unit 12

*Be Going To*

The phrasal modal auxiliary verb *be going to* is also used to indicate future time.

The verb *be* takes three different forms: *am*, *is*, and *are*.

	Singular	Plural
First Person	I <b>am going to verb</b>	we <b>are going to verb</b>
Second Person	you <b>are going to verb</b>	you <b>are going to verb</b>
Third Person	he, she, it <b>is going to verb</b>	they <b>are going to verb</b>

*Be going to* is less formal than *will*.

Friend to friend: **I'm going to finish** the project by Friday.

Employee to supervisor: **I'll finish** the project by Friday.

Although sometimes *be going to* and *will* can be used interchangeably, there are two special uses. *Be going to* signals that something is imminent.

The alarm **is going to sound** in a second.

*Will* is used to make commitments.

**I'll meet** you at 5:00.

You will learn more about modal auxiliary verbs in Part V.

## exercise

## 12-1

Complete each sentence with a form of *be going to* and the main verb.

1. This job \_\_\_\_\_ (be) difficult.
2. Our neighbors \_\_\_\_\_ (build) a new garage.

3. My roommate \_\_\_\_\_ (buy) a new printer.
4. I \_\_\_\_\_ (cancel) my magazine subscription.
5. Members of the Outing Club \_\_\_\_\_ (climb) Mt. Hood.
6. We \_\_\_\_\_ (celebrate) tonight.
7. He \_\_\_\_\_ (call) me today.
8. Matt \_\_\_\_\_ (come) over this evening.
9. Someone from the firm \_\_\_\_\_ (deliver) the letter tomorrow.
10. They \_\_\_\_\_ (elect) a new prime minister this year.

**exercise****12-2**

Complete each sentence with either *will* or a form of *be going to*. Circle the reason that supports your answer.

1. Watch out. It \_\_\_\_\_ fall.

**Imminent action****Commitment**

2. I \_\_\_\_\_ work for you on Friday.

**Imminent action****Commitment**

3. I \_\_\_\_\_ sit down right now.

**Imminent action****Commitment**

4. Sit down. The movie \_\_\_\_\_ start.

**Imminent action****Commitment**

5. Beth and I \_\_\_\_\_ help you next week.

**Imminent action****Commitment****Forming Negatives**

To make the phrasal modal verb *be going to* negative, just add *not* after *be*.

am not going to

is not going to

are not going to

**exercise****12-3**

Complete each of the following sentences using a negative form of *be going to* and the subject and verb provided.

EXAMPLE: He, accept  
 He *is not going to accept* the job offer.

1. Taxes, increase  
 \_\_\_\_\_ this year.
2. It, snow  
 \_\_\_\_\_ tonight.
3. We, go  
 \_\_\_\_\_ to the party.
4. He, listen  
 \_\_\_\_\_ to your advice.
5. She, travel  
 \_\_\_\_\_ alone.
6. You, have  
 \_\_\_\_\_ enough time.
7. I, forget  
 \_\_\_\_\_ you.

## Forming Contractions

Contractions are often formed by combining pronouns and the verb *be* or by combining the verb *be* and *not*. You will often hear these contractions in conversation or see them in informal writing, but you will rarely find them used in formal contexts.

Notice that an apostrophe indicates that a letter is omitted:

I'm going to	I'm not going to	
You're going to	You're not going to	You aren't going to
He's going to	He's not going to	He isn't going to
She's going to	She's not going to	She isn't going to
It's going to	It's not going to	It isn't going to
We're going to	We're not going to	We aren't going to
They're going to	They're not going to	They aren't going to

**exercise**

**12-4**

Complete the following sentences using contractions. For some sentences more than one form can be used.

EXAMPLE: He, appear

*He's going to appear on television this evening.*

1. He, come, not

\_\_\_\_\_ with us.

2. It, rain

\_\_\_\_\_ soon.

3. I, clean

\_\_\_\_\_ my room tonight.

4. They, believe, not

\_\_\_\_\_ your story.

5. She, call, not

\_\_\_\_\_ tonight.

6. You, do

\_\_\_\_\_ well on the exam.

7. I, cook, not

\_\_\_\_\_ anything special.

### **Forming Yes/No Questions**

To form yes/no questions, begin the question with a form of the verb *be* and the subject.

Statement: They are going to win.

Yes/no question: Are they going to win?

#### **exercise**

**12-5**

*Rewrite the following statements as questions.*

EXAMPLE: He is going to design a new line of clothing.

*Is he going to design a new line of clothing?*

1. They are going to consider your proposal.

\_\_\_\_\_

2. You are going to enter the park at the north gate.

- 
3. The doctor is going to explain the procedure.
- 
4. We are going to explore our new neighborhood today.
- 
5. He's going to fix it for free.
- 
6. You are going to follow us.
- 
7. She's going to get into trouble.
- 
8. It's going to happen soon.
- 
9. He's going to like this idea.
- 
10. We're going to look for a new apartment today.
- 

---

### **Forming Wh-Questions**

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In *wh*-questions, when a question word is the subject of a sentence, the form of the question is similar to the form of a statement.

Statement: Judy is going to assist us.

*Wh*-question: Who is going to assist us?

When the question word is any other part of the sentence, place a form of the verb *be* and the subject after the question word.

Statement: They are going to leave next week.

*Wh*-question: When are they going to leave?

Statement: He is going to park the car in the corner lot.

*Wh*-question: Where is he going to park the car?

**exercise**

**12-6**

*Complete the following questions based on the statements provided.*



EXAMPLE: They are going to cut costs by closing some plants.  
How *are they going to cut costs*?

1. My cousin is going to move to Chile.  
Who \_\_\_\_\_
2. She is going to earn \$10.00 an hour.  
How much \_\_\_\_\_
3. We are going to eat late tonight.  
When \_\_\_\_\_
4. They are going to improve the roads this year.  
When \_\_\_\_\_
5. You are going to develop the film tomorrow.  
When \_\_\_\_\_
6. They are going to invite everyone in the neighborhood.  
Whom \_\_\_\_\_  
(*Who* may be used instead of *whom* in conversation and informal writing.)
7. The legislators are going to discuss the bill on Friday.  
When \_\_\_\_\_
8. He is going to live in Tokyo.  
Where \_\_\_\_\_
9. My daughter is going to march in the parade.  
Who \_\_\_\_\_
10. The eclipse is going to occur on Saturday.  
When \_\_\_\_\_

## Unit 13

# Future Progressive

## (*Will Be Verb + -ing*)

Use the future progressive when you refer to an action or event that will be ongoing at some time or for some period of time in the future.

FUTURE ACTION OCCURRING FOR A PERIOD OF TIME: I **will be studying** *all night*.

FUTURE EVENT OCCURRING AT A POINT IN TIME: At *approximately 7:30*, the sun **will be sinking** behind the horizon.

The future progressive consists of the auxiliary verbs *will* and *be* and the *-ing* form of the main verb.

	Singular	Plural
First Person	I <b>will be verb + ing</b>	we <b>will be verb + ing</b>
Second Person	you <b>will be verb + ing</b>	you <b>will be verb + ing</b>
Third Person	he, she, it <b>will be verb + ing</b>	they <b>will be verb + ing</b>

When a one-syllable word or a word with a stressed final syllable ends in a single consonant sound, double the last letter before adding *-ing*.

One-syllable word: plan → planning

Word ending in a stressed syllable: emit → emitting

BUT sew → sewing [This word ends in a vowel sound.]

When a word ends with a consonant and the letter *e*, drop the *e* before adding *-ing*: come → coming. The letter *e* is not dropped from words such as *be*, *see*, and *free*.

## exercise

## 13-1

Complete each sentence with the future progressive form of the verb in parentheses.

1. Sean \_\_\_\_\_ (represent) us at the meeting.
2. They \_\_\_\_\_ (leave) at 6:00.
3. Their car \_\_\_\_\_ (follow) ours.
4. We \_\_\_\_\_ (wait) for you on the corner.
5. He \_\_\_\_\_ (watch) the clock.
6. They \_\_\_\_\_ (produce) more energy than they need.
7. The tour company \_\_\_\_\_ (provide) lunch.
8. It \_\_\_\_\_ (snow) in the mountains.
9. Look for me by the entry. I \_\_\_\_\_ (wear) a red hat.
10. The Copy Shop \_\_\_\_\_ (open) a new store downtown this year.

### Forming Negatives

To make a future progressive verb negative, place *not* after *will*.

will not be flying

## exercise

## 13-2

Complete each of the following sentences with a negative form of the future progressive. Use the subject and verb provided.

EXAMPLE: I, attend

*I will not be attending the meeting.*

1. They, appear  
\_\_\_\_\_ on television.
2. It, start  
\_\_\_\_\_ on time.
3. We, read  
\_\_\_\_\_ that novel this term.

4. He, arrive

\_\_\_\_\_ in time for the party.

5. She, stay

\_\_\_\_\_ in a hotel.

6. You, live

\_\_\_\_\_ by yourself.

7. I, make

\_\_\_\_\_ much money next year.

### Forming Contractions

Contractions are often formed by combining pronouns and the auxiliary verb *will* or by combining the auxiliary verb *will* and *not*. You will often hear these contractions in conversation or see them in informal writing, but you will rarely find them used in formal contexts.

Remember that an apostrophe indicates that at least one letter is omitted and that the letter *i* in *will* changes to *o* in the negative contraction *won't*:

I'll be working  
 You'll be working  
 He'll be working  
 She'll be working  
 It'll be working  
 We'll be working  
 They'll be working

I won't be working  
 You won't be working  
 He won't be working  
 She won't be working  
 It won't be working  
 We won't be working  
 They won't be working

#### exercise

#### 13-3

Use the pronoun and verb given to create a sentence that contains a contraction. If not is also given, use a negative contraction.

EXAMPLE: She, come, not

*She won't be coming to the party.*

1. He, joining, not

\_\_\_\_\_ us this evening.

2. It, affect

\_\_\_\_\_ everyone.

3. I, treat

\_\_\_\_\_ for dinner tonight.

4. They, need, not  
\_\_\_\_\_ any more help.
5. She, arrive, not  
\_\_\_\_\_ until midnight.
6. You, fly  
Tomorrow \_\_\_\_\_ to Honolulu.
7. I, think, not  
\_\_\_\_\_ of much besides the exam.

### Forming Yes/No Questions

To form yes/no questions, begin the question with the auxiliary verb *will*. Follow *will* with the subject, *be*, and the *-ing* form of the main verb.

Statement: He will be coming along.

Yes/no question: Will he be coming along?

#### exercise

**13-4**

Rewrite the following statements as yes/no questions.

EXAMPLE: She will be playing for our team this year.

*Will she be playing for our team this year?*

1. I will be seeing you next week.  
\_\_\_\_\_
2. They will be traveling by bus.  
\_\_\_\_\_
3. Takamitsu will be assisting Heather.  
\_\_\_\_\_
4. They will be offering special packages at the end of the season.  
\_\_\_\_\_
5. You will be checking your e-mail daily.  
\_\_\_\_\_

---

## Forming Wh-Questions

---

In *wh*-questions, when a question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Debbie Little will be running for office next year.

*Wh*-question: Who will be running for office next year?

When the question word is any other part of the sentence, the auxiliary verb *will* comes after the question word and is followed by the subject, *be*, and the *-ing* form of the main verb.

Statement: They will be playing soccer on Sunday.

*Wh*-question: When will they be playing soccer?

<b>exercise</b>	<b>13-5</b>
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Complete the questions below based on the statements provided.

EXAMPLE: Alison will be accompanying them.

Who *will be accompanying them*?

1. Kenji will be taking notes.

Who \_\_\_\_\_

2. The star of the show will be receiving an award.

Who \_\_\_\_\_

3. They will be sitting in the back row.

Where \_\_\_\_\_

4. You will be driving two hundred miles on your first day.

How far \_\_\_\_\_

5. She will be finishing her project in May.

When \_\_\_\_\_

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## Unit 14

# Future Perfect

Use the future perfect when you want to refer to a future action, state, or event that will be completed by a specific time in the future.

FUTURE ACTION: *By next week*, she **will have completed** the course.

FUTURE STATE: *In 2025*, we **will have known** each other for twenty years.

FUTURE EVENT: The ship **will have sunk** *by then*.

The future perfect consists of the modal auxiliary verb *will*, the auxiliary verb *have*, and the perfect/passive form of the main verb. The perfect/passive verb form is used to indicate either the perfect aspect or the passive voice. (The passive voice will be discussed in Part IV.) The perfect/passive form for regular verbs consists of the base form of the verb and the ending *-ed*.

	Singular	Plural
<b>First Person</b>	I <b>will have verb + ed</b>	we <b>will have verb + ed</b>
<b>Second Person</b>	you <b>will have verb + ed</b>	you <b>will have verb + ed</b>
<b>Third Person</b>	he, she, it <b>will have verb + ed</b>	they <b>will have verb + ed</b>

When a one-syllable word or a word with a stressed final syllable ends in a single consonant sound, double the last letter before adding *-ed*.

One-syllable word: flip → flipped

Word ending in a stressed syllable: refer → referred

BUT bow → bowed [This word ends in a vowel sound.]

The perfect/passive forms of irregular verbs can be found in the appendix.



If you would like to see the common patterns irregular verbs follow, see those listed for the present perfect on pages 29–30.

**exercise****14-1**

Complete each sentence with the future perfect form of the verb in parentheses. If you need help with irregular verb forms, check the appendix.

1. By the time you arrive, most guests \_\_\_\_\_ (leave).
2. I \_\_\_\_\_ (write) the report by the time you get here.
3. By 10:00 A.M., all the participants \_\_\_\_\_ (introduce) themselves.
4. By the time they reach Sydney, they \_\_\_\_\_ (fly) four thousand miles.
5. We \_\_\_\_\_ (eat) dinner by the time they get here.

**Forming Negatives**

To make a future perfect verb negative, place *not* after *will*.  
will not have gone

**exercise****14-2**

Make each sentence negative. Be sure to use the subject and the future perfect form of the verb provided.

EXAMPLE: admit

By the time he's ninety years old, he still *will not have admitted* his mistake.

1. You, rest  
\_\_\_\_\_ before you meet the chair of the committee.
2. They, eat  
By the end of the fast, they \_\_\_\_\_ for twenty-four hours.
3. We, finish  
\_\_\_\_\_ our lunch by the time she arrives.
4. Mark, sleep  
\_\_\_\_\_ much before he makes his presentation.
5. She, save  
\_\_\_\_\_ enough money for college by the time classes begin.

## Forming Contractions

Contractions are often formed by combining pronouns and the auxiliary verb *will* or by combining the auxiliary verb *will* and *not*. You will often hear these contractions in conversation or see them in informal writing, but you will rarely find them used in formal contexts.

Remember that an apostrophe indicates that at least one letter is omitted and that the letter *i* in *will* changes to *o* in the negative contraction *won't*:

I'll have moved	I won't have moved
You'll have moved	You won't have moved
He'll have moved	He won't have moved
She'll have moved	She won't have moved
It'll have moved	It won't have moved
We'll have moved	We won't have moved
They'll have moved	They won't have moved

### exercise

### 14-3

Use the pronoun and verb given to create a sentence that contains a contraction. If not is also given, use a negative contraction.

EXAMPLE: It, change  
 By next year, *it'll have changed*.

- They, complete  
 By the time the director arrives, \_\_\_\_\_ the report.
- He, finish, not  
 By the time I return, \_\_\_\_\_ the work.
- You, recover  
 By the end of May, \_\_\_\_\_ completely.
- They, make, not  
 \_\_\_\_\_ much progress without our help.
- She, give  
 \_\_\_\_\_ the job to someone else by the time my application arrives.

## Forming Yes/No Questions

To form yes/no questions, begin the question with the auxiliary verb *will*, following it with the subject, *have*, and the perfect/passive form of the main verb.

Statement: You will have completed your coursework by May.  
 Yes/no question: Will you have completed your coursework by May?

## exercise

## 14-4

Rewrite the following statements as yes/no questions.

EXAMPLE: They will have discussed the issue by the time we arrive.

*Will they have discussed the issue by the time we arrive?*

1. The landscape will have changed by the time he's an adult.

---

2. By July 11, we will have made our decision.

---

3. By the time you start your new job, you will have finished your degree.

---

4. By the time we get home, he will have called already.

---

5. When we get to the movie theater, the movie will have started already.

---

## Forming Wh-Questions

In *wh*-questions, when the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: Bruce will have resigned by the time the scandal appears in newspapers.

*Wh*-question: Who will have resigned by the time the scandal appears in newspapers?

When the question word is any other part of the sentence, the auxiliary verb *will* comes after the question word, followed by the auxiliary verb *have*, the subject, and the perfect/passive form of the main verb.

Statement: By the time you're fifty years old, you will have worked at the firm for twenty-five years.

*Wh*-question: How long will you have worked for the firm by the time you're fifty years old?

## exercise

## 14-5

Complete the following questions based on the statements provided.

EXAMPLE: She will have received her results by the time she leaves our office.

When *will she have received her results?*

1. By the end of the season, Nat will have become the record holder.

By the end of the season, who \_\_\_\_\_

2. She will have lived in Moscow three months when her family arrives.

How long \_\_\_\_\_

3. By the time he's thirty, Andy will have run sixteen marathons.

By the time he's thirty, how many marathons \_\_\_\_\_

4. By the time it is built, they will have spent more than a million dollars.

By the time it is built, how much \_\_\_\_\_

5. When his new book comes out, he will have written ten novels.

When his new book comes out, how many novels \_\_\_\_\_

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## Unit 15

# Future Perfect Progressive

When you want to refer to an ongoing action, state, or event or to a habitual action that will continue until or through a specific time, use the future perfect progressive.

**HABITUAL ACTION:** *In October*, we **will have been commuting** together for twenty years.

**ONGOING EVENT:** *By that time*, the temperature **will have been increasing** steadily for five years.

The future perfect progressive consists of three auxiliary verbs—*will*, *have*, and *be*—and the *-ing* form of the main verb. The auxiliary verbs *will* and *have* come first. Next is the perfect/passive form of the verb *be*—*been*. The final element of the future perfect progressive is the *-ing* form of the main verb.

	Singular	Plural
<b>First Person</b>	I <b>will have been verb + ing</b>	we <b>will have been verb + ing</b>
<b>Second Person</b>	you <b>will have been verb + ing</b>	you <b>will have been verb + ing</b>
<b>Third Person</b>	he, she, it <b>will have been verb + ing</b>	they <b>will have been verb + ing</b>

## exercise

## 15-1

Complete each sentence with the future perfect progressive form of the verb in parentheses.

1. In December, we \_\_\_\_\_ (live) in this house for ten years.
2. By the time of our next meeting, we \_\_\_\_\_ (discuss) this plan for three years.
3. By the time of the recital, I \_\_\_\_\_ (practice) four hours a day, seven days a week.

4. When the Mariners meet the Red Sox, they \_\_\_\_\_ (play) on the road for six days already.
5. In June, they \_\_\_\_\_ (work) together for thirty years.

## Forming Negatives

To make a future perfect progressive verb negative, place *not* after the auxiliary verb *will*.  
will not have been going

### exercise

**15-2**

Complete each of the following sentences with a negative form of the future perfect progressive. Use the subject and verb provided.

EXAMPLE: He, answer, not

By the end of today, *he will not have been answering* his phone for a week.

1. They, talk, not  
By Thursday, \_\_\_\_\_ to each other for a week.
2. The subways, run, not  
By the end of the strike, \_\_\_\_\_ for six days.
3. They, produce, not  
In January, \_\_\_\_\_ that type of car for three years.
4. The dance troupe, perform, not  
At the end of the December, \_\_\_\_\_ for a whole year.
5. She, work, not  
On Monday, \_\_\_\_\_ for three months.

## Forming Contractions

Contractions are often formed by combining pronouns and the auxiliary verb *will* or by combining the auxiliary verb *will* and *not*. You will often hear these contractions in conversation or see them in informal writing, but you will rarely find them used in formal contexts.

Remember that an apostrophe indicates that at least one letter is omitted and that the letter *i* in *will* changes to *o* in the negative contraction *won't*:

I'll have been going  
You'll have been going  
He'll have been going

I won't have been going  
You won't have been going  
He won't have been going

She'll have been going  
 It'll have been going  
 We'll have been going  
 They'll have been going

She won't have been going  
 It won't have been going  
 We won't have been going  
 They won't have been going

**exercise****15-3**

Use the pronoun and verb given to create a sentence that contains a contraction. If not is also given, use a negative contraction.

EXAMPLE: The foundation, donate

By next year, the foundation *will have been donating* money to that organization for five years.

1. They, work, not

By the end of February, \_\_\_\_\_ the same shift for two months.

2. They, broadcast

By the end of this year, \_\_\_\_\_ for fifty years.

3. We, rent

On Friday, \_\_\_\_\_ this apartment for ten years.

4. They, return

In June, \_\_\_\_\_ to the same place every summer for ten years.

5. He, assist, not

By the end of this month, \_\_\_\_\_ us for a full year.

---

**Forming Wh-Questions**


---

In *wh*-questions, when the question word is the subject of the sentence, the form of the question is similar to the form of a statement.

Statement: When the project is finished, Cheryl will have been working more than anybody else.

*Wh*-question: When the project is finished, who will have been working more than anybody else?

When the question word is any other part of the sentence, the auxiliary verb *will* comes after the question word and is followed by the subject, the auxiliary verbs *have been*, and the *-ing* form of the main verb.

Statement: By the end of December, they will have been doing business together for twenty-five years.

*Wh*-question: By the end of the year, how long will they have been doing business together?



## exercise

## 15-4

Complete the following questions based on the statements provided.

EXAMPLE: At the end of the summer, the band will have been playing together for five years.  
At the end of the summer, how long *will the band have been playing together?*

1. By the end of June, Anne and Derrick will have been making the schedule for five years.

By the end of June, who \_\_\_\_\_

2. By Friday, the dance contestants will have been dancing for seventy-two hours.

By Friday, how long \_\_\_\_\_

3. By the end of July, we will have been using this computer for ten years.

By the end of July, how long \_\_\_\_\_

4. By Saturday, you will have been working on this paper for a whole month.

By Saturday, how long \_\_\_\_\_

5. By the end of the year, Ron will have been keeping a journal for five years.

By the end of the year, how long \_\_\_\_\_

### Summary of Tense-Aspect Combinations

#### TENSE/ASPECT

**simple**

**progressive**

**perfect**

**perfect progressive**

#### FUTURE

simple future: *will talk*

future progressive: *will be talking*

future perfect: *will have talked*

future perfect progressive: *will have been talking*

## PART IV

# IMPERATIVE, PASSIVE, AND HYPOTHETICAL CONDITIONAL

As you read the units that follow, you will learn to use verbs in three special constructions: the imperative, the passive, and the hypothetical conditional.

IMPERATIVE: Be careful!

PASSIVE: We were surprised by the news.

HYPOTHETICAL CONDITIONAL: If I were you, I would look for a new job.

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## Unit 16

# Imperative

When you want to give instructions or directions, you can use the imperative:

INSTRUCTION: **Mix** the ingredients together.

DIRECTION: **Turn** right at the corner.

Imperatives are used for other purposes as well:

REQUEST: **Close** the window, please.

WARNING: **Watch** out!

INVITATION: **Come** over to our house tonight.

WISH: **Have** a nice time.

Using the verb in the imperative construction is easy because there are no endings. Just use the base form (the form found in the dictionary).

Because imperatives are directed toward another person or other persons, the subject *you* is understood; that is, it is not mentioned except for emphasis.

**exercise**
**16-1**

*Choose a verb from the list to complete the imperative sentences.*

**answer**  
**finish**

**bake**  
**have**

**be**  
**meet**

**call**  
**open**

**drive**  
**turn**

1. Please \_\_\_\_\_ the telephone.
2. \_\_\_\_\_ a nice weekend.
3. \_\_\_\_\_ the door, please.
4. Please \_\_\_\_\_ quiet.

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5. \_\_\_\_\_ your work by Friday.
6. \_\_\_\_\_ an ambulance!
7. \_\_\_\_\_ the cookies for fifteen minutes.
8. \_\_\_\_\_ me in the hotel lobby.
9. \_\_\_\_\_ left at the corner.
10. \_\_\_\_\_ safely.

**Forming Negatives**

To form a negative imperative, place the auxiliary verb *do* and the word *not* before the base form of the verb.

do not go

**Forming Contractions: Don't**

In informal or conversational situations, use a contraction.

don't go

**exercise****16-2**

Complete the following sentences using the negative form of the verb provided. Then rewrite the sentence using a contraction.

EXAMPLE: walk

*Do not walk* on the grass.

*Don't walk* on the grass.

1. Be

\_\_\_\_\_ late!

\_\_\_\_\_

2. Run

\_\_\_\_\_ on the deck of the pool.

\_\_\_\_\_

3. Forget

\_\_\_\_\_ your homework.

\_\_\_\_\_

4. Lie

\_\_\_\_\_ to me.

---

5. Shout

\_\_\_\_\_ at us.

---

6. Drink

\_\_\_\_\_ the water.

---

7. Start

\_\_\_\_\_ the car yet.

---

8. Blame

\_\_\_\_\_ me.

---

9. Boil

\_\_\_\_\_ the water too long.

---

10. Break

\_\_\_\_\_ anything.

---

---

### Forming Contractions: *Let's*

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The contraction *let's* (for *let us*) is often used to make suggestions.

**Let's** go to the movies.

**Let's not** wait any longer.

The uncontracted form is used only in very formal situations—religious ceremonies, for example.

**Let us** join together in prayer.

## exercise

## 16-3

Use *let's* or *let's not* to complete the following sentences. Use the verb provided.

1. make

\_\_\_\_\_ something easy for dinner.

2. forget, not

\_\_\_\_\_ the tickets.

3. stay, not

\_\_\_\_\_ at the party very late.

4. call

\_\_\_\_\_ Anna and Charlie.

5. celebrate

\_\_\_\_\_ tonight.

## Unit 17

# Passive

The sentences that you studied in Parts I through III were in the active voice. Most of them had subjects that performed actions. In contrast, sentences in the passive voice have subjects that receive some action.

ACTIVE: **George Lucas** produced the film.

PASSIVE: **The film** was produced by George Lucas.

In passive sentences, the doer of the action is sometimes in a prepositional phrase starting with the preposition *by*, as in “by George Lucas.” In other instances, there is no *by* phrase because the doer of the action is not important or is not known.

Microcomputers were used in the study.

In passive sentences, the main verb is in the perfect/passive form. You have already studied this form in Parts I, II, and III. To refresh your memory, see pages 29–30, 69, and 101. The auxiliary *be* precedes the perfect/passive form of the main verb.

Oranges **are grown** in Florida.

In the present tense, regular verbs follow this pattern:

	Singular	Plural
<b>First Person</b>	I <b>am verb + ed</b>	we <b>are verb + ed</b>
<b>Second Person</b>	you <b>are verb + ed</b>	you <b>are verb + ed</b>
<b>Third Person</b>	he, she, it <b>is verb + ed</b>	they <b>are verb + ed</b>

Contracted forms: *I'm, you're, he's, she's, it's, we're, they're*

The pattern for regular verbs in the past tense is as follows:

	Singular	Plural
<b>First Person</b>	I <b>was verb + ed</b>	we <b>were verb + ed</b>
<b>Second Person</b>	you <b>were verb + ed</b>	you <b>were verb + ed</b>
<b>Third Person</b>	he, she, it <b>was verb + ed</b>	they <b>were verb + ed</b>

No contracted forms



Both the modal verb *will* and the auxiliary verb *be* are used to signal the future:

	Singular	Plural
<b>First Person</b>	<b>I will be verb + ed</b>	<b>we will be verb + ed</b>
<b>Second Person</b>	<b>you will be verb + ed</b>	<b>you will be verb + ed</b>
<b>Third Person</b>	<b>he, she, it will be verb + ed</b>	<b>they will be verb + ed</b>

Contracted forms: *I'll, you'll, he'll, she'll, it'll, we'll, you'll, they'll*

For the perfect/passive forms of irregular verbs, consult the appendix.

### exercise

### 17-1

Complete each passive sentence with the form of the verb indicated in parentheses. Then rewrite the sentence using a pronoun and, if possible, a contraction.

EXAMPLE: The experiment *will be performed* (perform, future) tomorrow.  
*It'll be performed* tomorrow.

- James \_\_\_\_\_ (reward, future) for his work.  
 \_\_\_\_\_
- The students \_\_\_\_\_ (affect, past) by the changes in the tax law.  
 \_\_\_\_\_
- Newspapers \_\_\_\_\_ (deliver, present) daily.  
 \_\_\_\_\_
- Potatoes \_\_\_\_\_ (grow, present) in Idaho.  
 \_\_\_\_\_
- The winners \_\_\_\_\_ (announce, past) yesterday.  
 \_\_\_\_\_
- Your schedules \_\_\_\_\_ (change, future) next week.  
 \_\_\_\_\_
- The soccer match \_\_\_\_\_ (reschedule, future).  
 \_\_\_\_\_
- All the students in class \_\_\_\_\_ (invite, present) to the party.  
 \_\_\_\_\_
- Carmen \_\_\_\_\_ (blame, past) for the error.  
 \_\_\_\_\_
- The house \_\_\_\_\_ (destroy, past).  
 \_\_\_\_\_

## Progressive Verbs in the Passive Voice

Progressive verbs in the passive voice have an additional auxiliary verb *be*, which has the progressive *-ing* ending: *being*.

Present progressive verbs in the passive voice follow this pattern:

	Singular	Plural
<b>First Person</b>	<b>I am being verb + ed</b>	<b>we are being verb + ed</b>
<b>Second Person</b>	<b>you are being verb + ed</b>	<b>you are being verb + ed</b>
<b>Third Person</b>	<b>he, she, it is being verb + ed</b>	<b>they are being verb + ed</b>

Contracted forms: *I'm, you're, he's, she's, it's, we're, they're*

Past progressive verbs are similar, but the tense of the first auxiliary *be* changes:

	Singular	Plural
<b>First Person</b>	<b>I was being verb + ed</b>	<b>we were being verb + ed</b>
<b>Second Person</b>	<b>you were being verb + ed</b>	<b>you were being verb + ed</b>
<b>Third Person</b>	<b>he, she, it was being verb + ed</b>	<b>they were being verb + ed</b>

No contracted forms

The future progressive is rarely used, so it will not be presented here.

### exercise

### 17-2

Complete each passive sentence with the form of the verb indicated in parentheses. Then rewrite the sentence using a pronoun and, if possible, a contraction.

EXAMPLE: A new rocket *is being designed* (design, present progressive).  
*It's being designed.*

- This event \_\_\_\_\_ (broadcast, present progressive) around the world.  
\_\_\_\_\_
- New uses for recycled materials \_\_\_\_\_ (develop, present progressive).  
\_\_\_\_\_
- The luggage \_\_\_\_\_ (carry, past progressive) to the plane when one of the suitcases popped open.  
\_\_\_\_\_
- The issues \_\_\_\_\_ (discuss, past progressive) when we arrived.  
\_\_\_\_\_
- Your job application \_\_\_\_\_ (consider, present progressive).  
\_\_\_\_\_

6. Our passports \_\_\_\_\_ (check, past progressive) when the alarm rang.  
\_\_\_\_\_
7. New council members \_\_\_\_\_ (elect, present progressive) this year.  
\_\_\_\_\_
8. That store \_\_\_\_\_ (close, present progressive) because of safety problems.  
\_\_\_\_\_
9. The protestors \_\_\_\_\_ (ignore, past progressive) by the politicians.  
\_\_\_\_\_
10. Donations \_\_\_\_\_ (collect, present progressive) for the poor.  
\_\_\_\_\_

### Perfect Verbs in the Passive Voice

Perfect verbs in the passive voice have two auxiliary verbs—*have*, which carries tense, and *be*, which is in the perfect/passive form *been*.

Present perfect verbs in the passive voice follow this pattern:

	Singular	Plural
First Person	I <b>have been verb + ed</b>	we <b>have been verb + ed</b>
Second Person	you <b>have been verb + ed</b>	you <b>have been verb + ed</b>
Third Person	he, she, it <b>has been verb + ed</b>	they <b>have been verb + ed</b>

Contracted forms: *I've*, *you've*, *he's*, *she's*, *it's*, *we've*, *they've*

Past perfect verbs are similar, but the form of the first auxiliary changes to *had* to indicate the past tense:

	Singular	Plural
First Person	I <b>had been verb + ed</b>	we <b>had been verb + ed</b>
Second Person	you <b>had been verb + ed</b>	you <b>had been verb + ed</b>
Third Person	he, she, it <b>had been verb + ed</b>	they <b>had been verb + ed</b>

Contracted forms: *I'd*, *you'd*, *he'd*, *she'd*, *it'd*, *we'd*, *they'd*

Future perfect verbs include the modal verb *will*, as well as the auxiliaries *have* and *be*:

	Singular	Plural
First Person	I <b>will have been verb + ed</b>	we <b>will have been verb + ed</b>
Second Person	you <b>will have been verb + ed</b>	you <b>will have been verb + ed</b>
Third Person	he, she, it <b>will have been verb + ed</b>	they <b>will have been verb + ed</b>

Perfect progressive verbs in the passive voice are extremely rare; they will not be presented here.

exercise

17-3

Complete each passive sentence with the form of the verb indicated in parentheses. Then rewrite the sentence using a pronoun and, if possible, a contraction.

EXAMPLE: The lost information *has been retrieved*. (retrieve, present perfect).  
*It's been retrieved.*

1. My brother \_\_\_\_\_ (promote, present perfect).  
\_\_\_\_\_
2. The jobs \_\_\_\_\_ (assign, future perfect) by the time we arrive.  
\_\_\_\_\_
3. My parents \_\_\_\_\_ (delay, past perfect) at the airport, so they were late.  
\_\_\_\_\_
4. The work \_\_\_\_\_ (finish, future perfect) when the director meets with us.  
\_\_\_\_\_
5. Her first book \_\_\_\_\_ (praised, past perfect) highly.  
\_\_\_\_\_
6. Amy and I \_\_\_\_\_ (notify, future perfect) of any problems before we leave.  
\_\_\_\_\_
7. The arrangements \_\_\_\_\_ (make, present perfect).  
\_\_\_\_\_
8. The job \_\_\_\_\_ (offer, present perfect) to Laila.  
\_\_\_\_\_
9. The report \_\_\_\_\_ (revise, present perfect).  
\_\_\_\_\_
10. The roads \_\_\_\_\_ (improve, past perfect) since my previous visit.  
\_\_\_\_\_

---

**Forming Negatives**

---

To form a negative sentence, place the word *not* after the first auxiliary verb.

Examples: is not spoken, is not being written, has not been read, will not have been noticed

**exercise****17-4**

*Make each of the following sentences negative.*

EXAMPLE: The cause of the fire was discovered.

*The cause of the fire was not discovered.*

1. The game was canceled.

---

2. Rita has been fired.

---

3. By this time next year, the project will have been completed.

---

4. Some of the important issues are being discussed.

---

5. Our bags are being searched.

---

6. Your x-rays will be returned to you.

---

7. The recent findings are being presented to the public.

---

8. The cell phone had been taken from the car.

---

9. This computer has been used before.

---

10. The document is being prepared by the secretary.

---

## Forming Questions

Passive questions are formed in two ways. For yes/no questions and for *wh*-questions in which the question word is not the subject, the first (or only) auxiliary verb begins the question and is followed by the subject.

Has the letter been sent?  
When will the letter be sent?

When the question word is the subject, it begins the question and is followed by the auxiliary and main verbs.

What was sent?

### exercise

17-5

*Rewrite the following statements as yes/no questions.*

EXAMPLE: The report was revised.  
*Was the report revised?*

1. All questions were answered.

---

2. Everyone has been notified of the cancellation.

---

3. The basketball game will be broadcast.

---

4. The road is being repaired.

---

5. Enough evidence had been collected.

---

6. He was impressed by the report.

---

7. The costs for the project have been calculated.

---

8. Jobs are being cut.

---

9. Solutions to the problem are being explored.

---

10. The clock will be fixed tomorrow.

---

**exercise**
**17-6**

Complete the following questions based on the statements provided.

EXAMPLE: His car was stolen.

What *was stolen*?

1. Catherine Haley has been elected.

Who \_\_\_\_\_

2. The cave was explored.

What \_\_\_\_\_

3. Shoshona was given a scholarship.

Who \_\_\_\_\_

4. Pineapple is grown in Hawaii.

What \_\_\_\_\_

5. My old teacher is being honored at the special dinner tonight.

Who \_\_\_\_\_

6. The invitations are being sent on Friday.

When \_\_\_\_\_

7. The books were moved to the new library last year.

When \_\_\_\_\_

8. The new lights are being installed in all the classrooms.

Where \_\_\_\_\_

9. Thirty-two credits are required for graduation.

How many credits \_\_\_\_\_

10. The furniture was damaged in the fire.

What \_\_\_\_\_

## Unit 18

# Hypothetical Conditional

The sentences you will study in this unit have two parts: an *if* clause and a main clause. The *if* clause consists of a condition that is either slightly possible or impossible; the main clause states the consequences of the condition mentioned in the *if* clause.

SLIGHTLY POSSIBLE: If he felt better, he would come with us.

IMPOSSIBLE: If my aunt were still alive, she would be a hundred years old today.

To form a hypothetical conditional that refers to present or future time, use the simple past tense in the *if* clause; use a modal verb (either *would*, *might*, or *could*) and the base form of the main verb in the main clause.

If he **studied** more, he **would earn** better grades.

In formal English, *were* is used in the *if* clause, even following the first- and third-person singular pronouns.

If I **were** you, I would look for a job.

If she **were** here, we could leave.

To form a hypothetical conditional that refers to past time, use the past perfect in the *if* clause; use *would have*, *might have*, or *could have* and the perfect/passive form of the main verb in the main clause.

If they **had asked** earlier, I **could have** helped them.

exercise	18-1
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*Complete each conditional sentence with the correct form of the verb in parentheses. Each sentence refers to either present or future time. In the main clause, use would before the base form of the verb.*

1. If I \_\_\_\_\_ (be) the director, I \_\_\_\_\_  
(change) the policy.



2. If you \_\_\_\_\_ (check) your e-mail more often, you \_\_\_\_\_ (know) about the assignments.
3. If we \_\_\_\_\_ (commute) together, the drive \_\_\_\_\_ (cost) less.
4. If he \_\_\_\_\_ (have) more time, he \_\_\_\_\_ (go) to the game with us.
5. If Emma \_\_\_\_\_ (visit) us on Thursday, she \_\_\_\_\_ (meet) my sisters.
6. If you \_\_\_\_\_ (mail) the package today, they \_\_\_\_\_ (receive) it by Friday.
7. If they \_\_\_\_\_ (lower) their prices, more people \_\_\_\_\_ (shop) there.
8. If we \_\_\_\_\_ (earn) more money, we \_\_\_\_\_ (buy) a new car.
9. If he \_\_\_\_\_ (exercise) more frequently, he \_\_\_\_\_ (be) healthier.
10. If my grandfather \_\_\_\_\_ (be) here, he \_\_\_\_\_ (tell) a joke.

**exercise****18-2**

*Complete each conditional sentence with the correct form of the verb in parentheses. Each sentence refers to past time. In the main clause, use would have before the perfect/passive form of the verb.*

1. If it \_\_\_\_\_ (rain), they \_\_\_\_\_ (cancel) the game.
2. If you \_\_\_\_\_ (be) on the roller coaster, you \_\_\_\_\_ (be) sick.
3. If I \_\_\_\_\_ (know) about the detour, I \_\_\_\_\_ (take) another route.
4. If she \_\_\_\_\_ (follow) the directions, she \_\_\_\_\_ (be) on time.
5. If I \_\_\_\_\_ (study) harder, I \_\_\_\_\_ (pass) the exam.
6. If he \_\_\_\_\_ (be) more productive, he \_\_\_\_\_ (receive) a promotion.
7. If they \_\_\_\_\_ (raise) tuition, the students \_\_\_\_\_ (protest).
8. If they \_\_\_\_\_ (repair) the car yesterday, we \_\_\_\_\_ (leave) today.
9. If you \_\_\_\_\_ (revise) your paper, your main points \_\_\_\_\_ (be) clearer.
10. If I \_\_\_\_\_ (be) the manager, I \_\_\_\_\_ (hire) Yoshi.

## PART V

# PHRASAL VERBS AND MODAL AUXILIARY VERBS

As you study the units that follow, you will learn about two special types of verbs: phrasal verbs and modal auxiliary verbs. Phrasal verbs are verb-particle combinations, such as *look up* in *I'll look up his phone number*. Modal auxiliary verbs are auxiliaries that signal such meanings as obligation and possibility. Although you have been introduced to modal auxiliary verbs in previous units (*will* and *would*, for example), in Part V you will learn more about the subtle shades of meaning that tense and aspect add to these verbs.

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## Unit 19

# Phrasal Verbs

Phrasal verbs are combinations of verbs and particles. Common particles include *in*, *on*, *off*, *up*, *down*, and *out*. Verb + particle combinations carry their own meanings. In other words, the verb and the particle work together to create meaning.

The plane **took off** ten minutes ago. [“left the ground”]

We **turned in** our papers. [“submitted”]

You can find the definitions of phrasal verbs in most dictionaries made for learners of English.

Phrasal verbs can appear in all the tense-aspect combinations you have studied so far. The following chart includes the tense-aspect combinations for *turn up*:

	Present	Past	Future
<b>Simple</b>	turn/turns up	turned up	will turn up
<b>Progressive</b>	am/is/are turning up	was/were turning up	will be turning up
<b>Perfect</b>	has/have turned up	had turned up	will have turned up
<b>Perfect Progressive</b>	has/have been turning up	had been turning up	will have been turning up

## exercise

## 19-1

Complete the following chart using the correct forms of the phrasal verb *go out*. Remember that *go* is an irregular verb.

	Present	Past	Future
Simple	_____	_____	_____
Progressive	_____	_____	_____
Perfect	_____	_____	_____
Perfect Progressive	_____	_____	_____

## exercise

## 19-2

Complete each sentence with the form of the phrasal verb indicated in parentheses.

EXAMPLE: They *took apart* (take apart, simple past) the engine.

- The towing company \_\_\_\_\_ (take away, present perfect) the old car.
- He \_\_\_\_\_ (put on, past progressive) his hat when the doorbell rang.
- We \_\_\_\_\_ (find out, simple future) the results today.
- I \_\_\_\_\_ (look up, present progressive) their phone number.
- I \_\_\_\_\_ (sign up, future progressive) for four courses this term.
- The planning committee \_\_\_\_\_ (put off, past perfect) the event once again.
- Ray \_\_\_\_\_ (read through, future perfect) the report by Friday.
- The publishing company \_\_\_\_\_ (put out, present perfect progressive) a new book every month.
- By the end of the day, the actors \_\_\_\_\_ (go over, future perfect progressive) their lines for ten hours.
- We \_\_\_\_\_ (take out, simple present) the trash every Thursday night.
- The tour guide \_\_\_\_\_ (point out, simple past) some important sites.
- For years, Lixing \_\_\_\_\_ (pay back, past perfect progressive) his loan month by month.

## Phrasal Verbs in the Passive Voice

Phrasal verbs may also be used in the passive voice:

	Present	Past	Future
<b>Simple</b>	am/is/are picked up	was/were picked up	will be picked up
<b>Progressive</b>	am/is/are being picked up	was/were being picked up	NOT COMMON
<b>Perfect</b>	has/have been picked up	had been picked up	will have been picked up

### exercise

19-3

Complete the following chart using the correct passive forms of the phrasal verb *set up*. Remember that *set* is an irregular verb.

	Present	Past	Future
<b>Simple</b>	_____	_____	_____
<b>Progressive</b>	_____	_____	NOT COMMON
<b>Perfect</b>	_____	_____	_____

### exercise

19-4

Complete each sentence with the passive form of the phrasal verb indicated in parentheses.

EXAMPLE: The interviews *were written up* (write up, simple past) in time for the conference.

- All the food at the party \_\_\_\_\_ (eat up, past perfect).
- Our car \_\_\_\_\_ (block in, simple past) by another car.
- The fire \_\_\_\_\_ (put out, present perfect).
- His photograph \_\_\_\_\_ (blow up, simple future) and published in the local newspaper.
- The project \_\_\_\_\_ (slow down, present progressive) by endless regulations.
- Change \_\_\_\_\_ (bring about, simple present) only through much effort.
- Their house \_\_\_\_\_ (break into, past progressive), so we called the police.
- By next year, three new products \_\_\_\_\_ (bring out, future perfect).

## Separable Phrasal Verbs

Phrasal verbs that take direct objects are often separable: the direct objects can be placed between the verb and the particle.

Angela **threw away** the letter.

Angela **threw** the letter **away**.

When the direct object is a pronoun, it must be placed between the verb and the particle.

Angela **threw it away**.

### exercise

**19-5**

Rewrite the following sentences so that the direct object is between the verb and the particle. Then rewrite the sentence replacing the direct object with a pronoun.

EXAMPLE: The instructor quickly passed out the exams.

*The instructor quickly passed the exams out.*

*The instructor quickly passed them out.*

1. She brought back the books yesterday.

---



---

2. They called off the game.

---



---

3. I checked out the book on Monday.

---



---

4. I crossed out some names.

---



---

5. Someone turned off the washing machine.

---



---

6. I called up my parents last night.

---



---

7. She closed up her suitcase and put it on the scale.

---

---

8. I cleaned out my desk this morning.

---

---

9. She wrote down the number.

---

---

10. They gave away their old furniture.

---

---

11. Victor helped out his sister.

---

---

12. She took down a map and gave it to us.

---

---

## **Forming Negatives**

You studied the ways to make verbs negative in Parts I, II, and III. Phrasal verbs follow these same patterns.

### **Active Voice**

TENSE/ASPECT	PRESENT	PAST	FUTURE
<b>simple</b>	does/do not turn out	did not turn out	will not turn out
<b>progressive</b>	am/is/are not turning out	was/were not turning out	will not be turning out
<b>perfect</b>	has/have not turned out	had not turned out	will not have turned out
<b>perfect progressive</b>	has/have not been turning out	had not been turning out	will not have been turning out



**Passive Voice**

TENSE/ASPECT	PRESENT	PAST	FUTURE
<b>simple</b>	am/is/are not picked up	was/were not picked up	will not be picked up
<b>progressive</b>	am/is/are not being picked up	was/were not being picked up	NOT COMMON
<b>perfect</b>	has/have not been picked up	had not been picked up	will not have been picked up

**exercise****19-6**

Make each of the following sentences negative.

EXAMPLE: The wind blew it down.

*The wind did not blow it down.*

1. Jacob is writing down the address.

---

2. She has booted up the computer.

---

3. The hot weather was wearing us down.

---

4. The books were brought back yesterday.

---

5. The painting on the sidewalk has been washed off.

---

6. I am bringing my friend over tonight.

---

7. They vote down most proposals.

---

8. He made up the story.

---

9. I will print out my paper on that printer.

---

10. The report was turned in on time.

---

11. She set it down carefully.

---

12. They had been locked out of their car before.

---

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## Unit 20

# Modal Auxiliary Verbs

Modal auxiliary verbs appear before main verbs. They are used for a number of purposes. Here are some of the most common:

INDICATE ABILITY: She **can** speak English.

GIVE ADVICE: You **should** see a doctor.

EXPRESS CERTAINTY: We **will** finish by 8:00.

INDICATE POSSIBILITY: It **may** rain tonight.

INDICATE OBLIGATION: You **must** attend the last class.

GIVE PERMISSION: You **may** use your dictionaries during the exam.

INDICATE PAST HABIT: When I was little, we **would** go swimming every day.

Unlike other verbs, modal verbs have only one form. In other words, no -s is added to modal verbs to indicate third-person singular.

He/she/it **can/should/will/may/must** move.

## exercise

## 20-1

*Complete each sentence with the modal auxiliary verb that provides the meaning indicated in parentheses.*

1. You \_\_\_\_\_ (certainty) receive a flight confirmation in the mail.
2. We \_\_\_\_\_ (advice) leave in ten minutes.
3. There \_\_\_\_\_ (possibility) be a storm tonight.
4. A notary public \_\_\_\_\_ (obligation) sign the form.
5. Alicia \_\_\_\_\_ (ability) draw well.

6. As a child, he \_\_\_\_\_ (past habit) play soccer every day.
7. \_\_\_\_\_ (permission) I borrow your pencil?
8. Pets \_\_\_\_\_ (obligation) be on leashes.
9. I \_\_\_\_\_ (possibility) leave work early tonight.
10. The package \_\_\_\_\_ (certainty) be delivered by noon.
11. They \_\_\_\_\_ (advice) be more careful.
12. \_\_\_\_\_ (ability) you come with us on Saturday?
13. You \_\_\_\_\_ (permission) enter the restricted area.
14. When we lived in San Diego, we \_\_\_\_\_ (past habit) often go to the beach.

### **Semi-Modal Auxiliary Verbs**

English also has semi-modal auxiliary verbs. They are used for many of the same purposes as modal auxiliary verbs.

INDICATE ABILITY: He **is able to** speak three different languages.

GIVE ADVICE: You **ought to** finish the report.

EXPRESS CERTAINTY: We **are going to** complete the project tonight.

INDICATE OBLIGATION: You **have to** attend the meeting.

INDICATE PAST HABIT: We **used to** play basketball together.

Unlike one-word modal verbs, most semi-modals are marked for number and tense.

I **am** able to go.

You **have** to give a speech.

We **are** going to leave.

They **have** to work late.

I **was** able to go.

You **had** to give a speech.

We **were** going to leave.

They **had** to work late.

*Used to* is an exception. It has only one form and always refers to the past. *Ought to* is another exception. It does not change form; however, the main verb that follows it can.

It **ought to** be easy.

It **ought to** have been easy.

#### **exercise**

#### **20-2**

Complete each sentence with the semi-modal verb that provides the meaning indicated in parentheses. Use present tense forms.

1. You \_\_\_\_\_ (certainty) receive an award at the ceremony.
2. We \_\_\_\_\_ (advice) exercise daily.

3. Jorge and I \_\_\_\_\_ (past habit) play in a band.
4. We \_\_\_\_\_ (obligation) pay our tuition by Friday.
5. Devin \_\_\_\_\_ (ability) run the mile in five minutes.
6. I \_\_\_\_\_ (past habit) live in New York City.
7. He \_\_\_\_\_ (advice) take a multivitamin every morning.
8. You \_\_\_\_\_ (obligation) have a password.
9. They \_\_\_\_\_ (ability) help us move into our new apartment.
10. The concert \_\_\_\_\_ (certainty) start at 8:00.

**exercise****20-3**

*Complete each sentence with the semi-modal verb that provides the meaning indicated in parentheses. Use the past tense if possible.*

1. It \_\_\_\_\_ (certainty) rain, so we left early.
2. She \_\_\_\_\_ (advice) have rested.
3. We \_\_\_\_\_ (obligation) pay a service charge.
4. The teacher \_\_\_\_\_ (ability) remember everyone's name.
5. I \_\_\_\_\_ (certainty) go with them, but then I got sick.
6. My father \_\_\_\_\_ (advice) have had a checkup yesterday.
7. Amber \_\_\_\_\_ (obligation) retype her paper, because she lost her disk.
8. They \_\_\_\_\_ (ability) hike long distances when they were young.

## Combining Semi-Modals

Sometimes semi-modals can be used with other semi-modals or after some regular modals.

They **are going to have to** finish their papers by Friday. [semi-modal + semi-modal]

I **will have to** call you back later. [modal + semi-modal]

### exercise

**20-4**

*Underline the modals and circle the semi-modals in the following sentences.*

1. I might be able to help you on Thursday.
2. They are going to be able to take a vacation next month.
3. She might have to quit her job.
4. You are going to have to work hard.
5. We will have to take notes at the lecture.

## Forming Negatives

To make a modal negative, place *not* after it.

I should **not** eat so much at lunch.

Write the combination of *can* and *not* as one word: *cannot*. Write the other combinations as two words.

To make a semi-modal containing the verb *be* negative, place *not* directly after the *be* verb.

Our teacher is **not** going to cancel the exam.

To make a semi-modal containing the verb *have* negative, place the auxiliary verb *do* and *not* before it.

Jay **does not** have to go to class today.

### exercise

**20-5**

*Complete each of the following sentences using a negative form of the modal or semi-modal provided.*

EXAMPLE: We, be going to

*We are not going to go to the movies tonight.*

1. You, should  
\_\_\_\_\_ smoke in this restaurant.
2. We, can  
\_\_\_\_\_ escape the heat today.

3. Martin, be able to  
\_\_\_\_\_ find his books.
4. The supervisor, be going to  
\_\_\_\_\_ be happy.
5. They, may  
\_\_\_\_\_ stay very long.
6. You, must  
\_\_\_\_\_ tell anyone.
7. We, would  
When we were little, \_\_\_\_\_ go inside until 10:00.
8. They, will  
For some reason, \_\_\_\_\_ answer their phone.
9. I, have to  
Tomorrow, \_\_\_\_\_ get up early.
10. You, should  
\_\_\_\_\_ worry so much.

---

### Forming Contractions

---

Contractions are commonly used in conversation and informal writing.

are + not = aren't

do + not = don't

cannot = can't

will + not = won't

is + not = isn't

does + not = doesn't

should + not = shouldn't

must + not = mustn't

*May not* is never contracted.



## exercise

20-6

Rewrite the sentences in exercise 20-5 using contractions. If may not appears, leave the line blank.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### Modal Perfect Verbs

Modal perfect verbs follow these patterns:

ACTIVE VOICE: modal + *have* + perfect/passive form of the verb

PASSIVE VOICE: modal + *have been* + perfect/passive form of the verb

These are some of the common uses:

EXPRESSION OF REGRET: **I should have** tried harder.

CRITICISM OF A PAST ACTION OR LACK OF ACTION: He **should have** told me. She **could have** at least called. They **ought to have** told me.

EXPRESSION OF AN EXPECTATION ABOUT AN EVENT THAT MAY NOT HAVE HAPPENED: They **should have** arrived by now.

GUESS ABOUT A PAST EVENT: The window **may have been** shattered by the wind. I **might have** met him before.

STRONG CONJECTURE ABOUT A PAST EVENT: Someone **must have** stolen my purse.

## exercise

## 20-7

*Complete each sentence with the modal perfect verb that provides the meaning indicated in parentheses.*

1. I \_\_\_\_\_ (regret, active voice) sent her a birthday card.
2. We \_\_\_\_\_ (expectation, active voice) heard from them by now.
3. They \_\_\_\_\_ (criticism, active voice) invited everyone in class, not just a few people.
4. The store \_\_\_\_\_ (guess, passive voice) closed early because of an emergency.
5. The Angels \_\_\_\_\_ (strong conjecture, active voice) won.
6. By this time, everyone \_\_\_\_\_ (expectation, active voice) been ready.
7. You \_\_\_\_\_ (guess, active voice) lost your wallet in the café.
8. I \_\_\_\_\_ (regret, active voice) brought an umbrella.
9. There \_\_\_\_\_ (strong conjecture, active voice) been an accident in this intersection.
10. The package \_\_\_\_\_ (criticism, passive voice) delivered earlier.

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## PART VI

# GERUND AND INFINITIVE COMPLEMENTS

Gerunds and infinitives are verb forms, but they are not used as the main verbs in sentences. Gerunds are formed by adding *-ing* to the base form of a verb: *running*, *talking*, *doing*. (The *-ing* form is often called the *present participle*.) Infinitives consist of two parts: the infinitive marker *to* and the base form of a verb: *to run*, *to talk*, *to do*. Gerunds and infinitives can follow main verbs.

She enjoys **playing** the guitar.

He promised **to sing** for us.

Some verbs, such as *enjoy*, are followed by gerunds. Others, such as *promise*, are followed by infinitives. But some verbs can be followed by either gerunds or infinitives.

I like **reading** mysteries.

I like **to read** mysteries.

Generally, gerunds signal that an action has happened or is especially vivid. Infinitives indicate future or hypothetical events.

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## Unit 21

## Gerunds

Gerunds have four forms:

SIMPLE: She avoids **driving** during rush hour.

PERFECT: He admits **having taken** the documents.

PASSIVE: They dislike always **being put** in the last row.

PASSIVE PERFECT: I appreciate **having been given** this opportunity.

The following verbs can be followed by gerunds but cannot be followed by infinitives:

admit	appreciate	avoid	consider
delay	deny	dislike	enjoy
finish	keep	mind	miss
quit	recommend	risk	suggest

## exercise

## 21-1

Complete each sentence with the form of the gerund indicated in parentheses.

EXAMPLE: Albert considered *living* (live, simple) abroad for a year.

1. My brother and his wife delayed \_\_\_\_\_ (have, simple) children until they were settled.
2. I miss \_\_\_\_\_ (surprise, passive) on my birthday by my grandfather.
3. The politician denied \_\_\_\_\_ (mention, perfect) a possible tax increase.

4. I keep \_\_\_\_\_ (try, simple) his number, but he doesn't answer.
5. They didn't mind \_\_\_\_\_ (invite, passive perfect) at the last minute.
6. The doctor recommended \_\_\_\_\_ (eat, simple) more fruits and vegetables.
7. I appreciate \_\_\_\_\_ (choose, passive perfect) as your representative.
8. The committee finished \_\_\_\_\_ (review, simple) the applications yesterday.
9. We admitted \_\_\_\_\_ (be, perfect) the source of the trouble.
10. He dislikes \_\_\_\_\_ (treat, passive) as a child.
11. The tour guide suggested \_\_\_\_\_ (stop, simple) for lunch at this restaurant.
12. Fortunately, we avoided \_\_\_\_\_ (give, passive) a ticket.
13. For some reason, she quit \_\_\_\_\_ (play, simple) the piano a year ago.
14. When he made the repair, he risked \_\_\_\_\_ (damage, simple) the whole system.
15. We enjoyed \_\_\_\_\_ (introduce, passive) to your family.

**exercise****21-2**

*Use gerunds to answer the following questions.*

EXAMPLE: What sport do you like playing?

*I like playing soccer.*

1. What do you enjoy doing on holidays?

---

2. What have you avoided doing in the past year?

---

3. What do you dislike doing on the weekend?

---

4. What story did you like being told when you were a child?

---

5. Whom do you miss seeing whom you cannot see now?

---

## Unit 22

# Infinitives

Infinitives have a number of forms. These are the most common:

SIMPLE: Eva wants **to become** a lawyer.

PROGRESSIVE: They seem **to be telling** the truth.

PERFECT: He hopes **to have finished** his work by next Friday.

PASSIVE: Anna deserves **to be promoted**.

PASSIVE PERFECT: We pretended **to have been surprised**.

The following verbs can be followed by infinitives but cannot be followed by gerunds:

agree	choose	decide	deserve
expect	fail	hope	intend
manage	need	offer	plan
pretend	promise	seem	want

## exercise

## 22-1

Complete each sentence with the form of the infinitive indicated in parentheses.

EXAMPLE: Janine managed *to find* (find, simple) an apartment on the first day of her search.

1. I plan \_\_\_\_\_ (work, progressive) full-time next year.
2. He agreed \_\_\_\_\_ (pay, simple) me for the photographs.
3. She hopes \_\_\_\_\_ (earn, perfect) a raise by the end of this year.
4. The child pretended \_\_\_\_\_ (faint, perfect).



5. Shoba deserves \_\_\_\_\_ (hire, passive) for the new position.
6. Everyone offered \_\_\_\_\_ (help, simple) us.
7. The announcement seems \_\_\_\_\_ (leak, passive perfect) to the press.
8. In order to get that job, he needs \_\_\_\_\_ (network, progressive).
9. The director expected \_\_\_\_\_ (receive, perfect) the report by now.
10. The reporter had wanted \_\_\_\_\_ (give, passive) a different assignment.
11. I promise \_\_\_\_\_ (meet, simple) you there at 5:00.
12. My parents decided \_\_\_\_\_ (stay, simple) an extra week.
13. He failed \_\_\_\_\_ (turn in, simple) the work on time.
14. Our neighbors intend \_\_\_\_\_ (move, simple) next year.
15. The company chose \_\_\_\_\_ (close, simple) one of the plants.

**exercise****22-2**

*Use infinitives to answer the following questions.*

EXAMPLE: What did you expect to learn in this book?

*I expected to learn about English verbs.*

1. Where do you plan to go this weekend?

---

2. Where do you intend to be next year at this time?

---

3. What do you need to buy this week?

---

4. What do you want to have for dinner?

---

5. What do you expect to study next term?

---

## Verbs Followed by a Noun Phrase and an Infinitive

Some verbs are followed by both a noun phrase (a pronoun or a noun and any of its modifiers) and an infinitive:

advise	allow	cause	encourage
invite	order	permit	persuade
require	teach	tell	urge

### exercise

22-3

Complete each of the following sentences using the noun phrase provided and the simple form of the infinitive.

EXAMPLE: us, go

The teacher encouraged *us to go* to the lecture.

1. him, exercise

Dr. Olson advised \_\_\_\_\_ more frequently.

2. us, attend

Carl invited \_\_\_\_\_ his piano recital.

3. my sister, ride

My brother taught \_\_\_\_\_ a bike.

4. me, turn

He told \_\_\_\_\_ left at the corner.

5. people, touch

The museum guide permitted \_\_\_\_\_ some of the exhibits.

6. Brent and me, be

The accident caused \_\_\_\_\_ more careful the next time.

7. local artists, hang

Laura Adams allowed \_\_\_\_\_ their paintings in her restaurant.

8. the protesters, leave

The police ordered \_\_\_\_\_.

9. me, rethink

My parents persuaded \_\_\_\_\_ my plan.

10. employers, provide

The new law required \_\_\_\_\_ safety training.

11. Robyn, major

Mr. Pruett encouraged \_\_\_\_\_ in biology.

12. everyone, conserve

The president urged \_\_\_\_\_ energy.

## Unit 23

# Gerunds or Infinitives

Some verbs can be followed by either gerunds or infinitives. Sometimes there is no significant difference in meaning between a sentence with a gerund and a sentence with an infinitive.

He began **humming**.

He began **to hum**.

The most common verbs falling into this category are the following three verbs dealing with time:

begin                      continue                      start

The verb *stop*, however, is used to express two different meanings.

We stopped singing. [The singing has ended.]

We stopped to sing. [The singing has not started yet.]

After verbs dealing with emotion, the gerund is generally used to express the vividness of an action, an event, or a state or to indicate its actual occurrence. The infinitive usually indicates a future, potential, or hypothetical action, event, or state.

I usually prefer **cooking** my own food, but tonight I would prefer **to go** out.

The following verbs fall into this category:

hate                      like                      love                      prefer

Some verbs dealing with memory signal different time sequences, depending on whether a gerund or an infinitive is used.

I remember **locking** the door. [The door was locked; then the action of locking was remembered.]

I remembered **to lock** the door. [The remembering of a responsibility took place before the action of locking was performed.]

The following verbs fall into this category:

remember                      forget                      regret

## exercise

## 23-1

*Underline the gerund or infinitive. Circle the reason that the gerund or the infinitive is used. If either a gerund or infinitive could be used, circle "No significant change in meaning."*

1. It started to rain.

**Memory of action**

**Vivid depiction**

**No significant change in meaning**

2. I remembered to bring a lunch.

**Memory to perform action**

**Vivid depiction**

**No significant change in meaning**

3. He regretted quitting that job.

**Memory of action**

**Memory to perform action**

**Vivid depiction**

4. They continued to talk during the entire movie.

**Actual occurrence**

**Vivid depiction**

**No significant change in meaning**

5. My friends and I love going to the beach.

**Memory of action**

**Vivid depiction**

**No significant change in meaning**

6. I would hate to clean up that mess.

**Actual occurrence**

**Hypothetical occurrence**

**Vivid depiction**

7. Laxmi remembers returning the books to the library.

**Memory of action**

**Memory to perform action**

**Vivid depiction**

8. My neighbors like throwing huge parties.

**Actual occurrence**

**Vivid depiction**

**Potential occurrence**

9. The car began to make strange noises.

**Actual occurrence**

**Vivid depiction**

**No significant change in meaning**

10. I prefer to take classes at night.

**Vivid depiction**

**Potential occurrence** **No significant change in meaning**

# Review Exercises

Use the following twenty-five review exercises to check your understanding of each of the parts of this workbook. If you are not satisfied with your results, review the appropriate chapter and do the exercise again.

## Unit 1: Simple Present

exercise	R-1
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Complete each question or sentence based on the statement provided.

EXAMPLE: Classes begin in September.

When *do classes begin?*

*He works on Sundays.*

1. He doesn't \_\_\_\_\_
2. Does \_\_\_\_\_
3. When \_\_\_\_\_
4. Who \_\_\_\_\_

*This laptop needs a new battery.*

5. This laptop doesn't \_\_\_\_\_
6. Does \_\_\_\_\_

*You like action films.*

7. Do \_\_\_\_\_
8. You don't \_\_\_\_\_
9. What kind of films do \_\_\_\_\_

*My sister lives in Chicago.*

10. Does \_\_\_\_\_

11. My sister doesn't \_\_\_\_\_

12. Where \_\_\_\_\_

*The teachers meet on Friday afternoons.*

13. Do \_\_\_\_\_

14. The teachers don't \_\_\_\_\_

15. When \_\_\_\_\_

## **Unit 2: Be Verb Forms, Simple Present**

### **exercise**

### **R-2**

*Complete each sentence with the simple present form of the verb be. Then rewrite the sentence using a contraction.*

EXAMPLE: I am from Mexico.

*I'm from Mexico.*

1. It \_\_\_\_\_ simple.

\_\_\_\_\_

2. We \_\_\_\_\_ in a traffic jam.

\_\_\_\_\_

3. There \_\_\_\_\_ a parking lot next to the restaurant.

\_\_\_\_\_

4. I \_\_\_\_\_ tired today.

\_\_\_\_\_

5. They \_\_\_\_\_ at home.

\_\_\_\_\_

6. She \_\_\_\_\_ my sister.

\_\_\_\_\_

7. You \_\_\_\_\_ right.

\_\_\_\_\_

8. It \_\_\_\_\_ sunny this morning.

\_\_\_\_\_

9. There \_\_\_\_\_ a free concert today.

\_\_\_\_\_

10. I \_\_\_\_\_ in a hurry.

\_\_\_\_\_

11. He \_\_\_\_\_ a doctor.

\_\_\_\_\_

12. You \_\_\_\_\_ next.

\_\_\_\_\_

13. They \_\_\_\_\_ teammates.

\_\_\_\_\_

14. We \_\_\_\_\_ at home.

\_\_\_\_\_

15. She \_\_\_\_\_ busy right now.

\_\_\_\_\_

### **Unit 3: Present Progressive (Be Verb + -ing)**

#### **exercise**

#### **R-3**

*Complete each sentence with the present progressive form of the verb provided. If not is also provided, place it appropriately in the sentence. Then rewrite the sentence using a contraction.*

EXAMPLE: Jason is not going (not go) to the party tonight.

*Jason isn't going to the party tonight.*

1. I \_\_\_\_\_ (study) for a test right now.

\_\_\_\_\_

2. It \_\_\_\_\_ (not rain) anymore.

\_\_\_\_\_



3. \_\_\_\_\_ you \_\_\_\_\_ (not come) to class today?  
\_\_\_\_\_
4. We \_\_\_\_\_ (move) to another apartment.  
\_\_\_\_\_
5. She \_\_\_\_\_ (watch) television tonight.  
\_\_\_\_\_
6. They \_\_\_\_\_ (not tell) anyone about the accident.  
\_\_\_\_\_
7. I \_\_\_\_\_ (clean) the kitchen tomorrow.  
\_\_\_\_\_
8. He \_\_\_\_\_ (work) overtime today.  
\_\_\_\_\_
9. You \_\_\_\_\_ (call) me tonight, right?  
\_\_\_\_\_
10. My parents \_\_\_\_\_ (not visit) this weekend.  
\_\_\_\_\_
11. Someone \_\_\_\_\_ (knock) on the door.  
\_\_\_\_\_
12. This computer \_\_\_\_\_ (not work).  
\_\_\_\_\_
13. You \_\_\_\_\_ (do) well in this course.  
\_\_\_\_\_
14. We \_\_\_\_\_ (not see) eye to eye.  
\_\_\_\_\_
15. Everything \_\_\_\_\_ (go) on sale because the store \_\_\_\_\_ (close) permanently.  
\_\_\_\_\_

---

**Unit 4: Present Perfect**

---

**exercise****R-4**

Complete each sentence with the perfect/passive form of the verb provided. If not is also provided, place it appropriately in the sentence. Then rewrite the sentence using a contraction.

EXAMPLE: The workers have not finished (not finish) yet.

*The workers haven't finished yet.*

1. It \_\_\_\_\_ (be) a long day.  
\_\_\_\_\_
2. He \_\_\_\_\_ (live) in many countries.  
\_\_\_\_\_
3. Who \_\_\_\_\_ (not complete) the assignment?  
\_\_\_\_\_
4. We \_\_\_\_\_ (not have) much rain this year.  
\_\_\_\_\_
5. You \_\_\_\_\_ (write) a great song.  
\_\_\_\_\_
6. They \_\_\_\_\_ (not return) yet.  
\_\_\_\_\_
7. I \_\_\_\_\_ (not sleep) well lately.  
\_\_\_\_\_
8. Lee \_\_\_\_\_ (not give) his report.  
\_\_\_\_\_
9. There \_\_\_\_\_ (not be) any accidents this year.  
\_\_\_\_\_
10. She \_\_\_\_\_ (move) to another apartment.  
\_\_\_\_\_
11. We \_\_\_\_\_ (not know) each other very long.  
\_\_\_\_\_

12. It \_\_\_\_\_ (rain) all day.

\_\_\_\_\_

13. They \_\_\_\_\_ (find) the perfect apartment.

\_\_\_\_\_

14. Everyone \_\_\_\_\_ (hear) the news.

\_\_\_\_\_

15. Who \_\_\_\_\_ (not make) a mistake?

\_\_\_\_\_

## Unit 5: Present Perfect Progressive

### exercise

### R-5

Complete each question or sentence based on the statement provided.

EXAMPLE: It has been raining a long time.

Has it been raining a long time?

*They have been discussing the problem.*

1. Have \_\_\_\_\_

2. They haven't \_\_\_\_\_

*She has been living in the same house for thirty years.*

3. Has \_\_\_\_\_

4. How long \_\_\_\_\_

*He has been waiting a long time.*

5. He hasn't \_\_\_\_\_

6. How long \_\_\_\_\_

*You have been listening closely.*

7. You haven't \_\_\_\_\_

8. Have \_\_\_\_\_

*They have been getting ready for the upcoming game.*

9. They haven't \_\_\_\_\_

10. Have \_\_\_\_\_

*They have been monitoring the situation closely.*

11. Have \_\_\_\_\_

12. They haven't \_\_\_\_\_

*We have been working together for twenty years.*

13. Have \_\_\_\_\_

14. How long \_\_\_\_\_

15. We haven't \_\_\_\_\_

## Unit 6: Simple Past

### exercise

### R-6

Complete each sentence with the simple past form of the verb in parentheses. Then rewrite the sentence in the negative, using the contraction didn't.

EXAMPLE: I heard (hear) the news.

*I didn't hear the news.*

1. The bus \_\_\_\_\_ (leave) on time.

\_\_\_\_\_

2. I \_\_\_\_\_ (like) the movie.

\_\_\_\_\_

3. Jason \_\_\_\_\_ (remember) the password.

\_\_\_\_\_

4. Sara \_\_\_\_\_ (know) the answer.

\_\_\_\_\_

5. You \_\_\_\_\_ (tell) the truth.

\_\_\_\_\_

6. I \_\_\_\_\_ (call) my parents last night.  
\_\_\_\_\_
7. We \_\_\_\_\_ (order) enough pizza for everyone.  
\_\_\_\_\_
8. They \_\_\_\_\_ (sell) their house.  
\_\_\_\_\_
9. She \_\_\_\_\_ (forget) my name.  
\_\_\_\_\_
10. We \_\_\_\_\_ (have) enough money.  
\_\_\_\_\_
11. The president \_\_\_\_\_ (attend) the conference.  
\_\_\_\_\_
12. It \_\_\_\_\_ (snow) last night.  
\_\_\_\_\_
13. They \_\_\_\_\_ (finish) by the deadline.  
\_\_\_\_\_
14. He \_\_\_\_\_ (play) video games all day.  
\_\_\_\_\_
15. The whole family \_\_\_\_\_ (go) to Disneyland.  
\_\_\_\_\_

## Unit 7: Be Verb Forms, Simple Past

### exercise

### R-7

Choose the correct verb. Then rewrite the sentence as a yes/no question.

EXAMPLE: Everyone **was/were** happy.

*Was everyone happy?*

1. The room **was/were** too dark.
- \_\_\_\_\_

2. There **was/were** an accident in front of our apartment building.

---

3. The students in the class **was/were** from many different countries.

---

4. The news **was/were** good.

---

5. Her parents **was/were** late.

---

6. The people next to you **was/were** from Australia.

---

7. There **was/were** empty seats on the plane.

---

8. Your teacher **was/were** nice.

---

9. The instructions **was/were** clear.

---

10. Everyone **was/were** healthy.

---

11. The flight **was/were** on time.

---

12. No one **was/were** ready.

---

13. The sidewalks **was/were** slippery.

---

14. The concert tickets **was/were** expensive.

---

15. The store **was/were** open late during the holiday season.

---

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**Unit 8: Past Progressive (*Be* Verb + *-ing*)**

---

**exercise****R-8**

Complete each sentence with the past progressive form of the verb in parentheses.

EXAMPLE: No one was complaining (complain).

1. In 2018, he \_\_\_\_\_ (take) classes in computer science.
2. I \_\_\_\_\_ (think) about you all day.
3. Nothing \_\_\_\_\_ (happen).
4. By 6:00 P.M., the guests \_\_\_\_\_ (arrive).
5. I read an interesting article while I \_\_\_\_\_ (wait) for you.
6. The sun \_\_\_\_\_ (shine) just a few minutes ago.
7. When they arrived at the gate, the other passengers \_\_\_\_\_ (board).
8. Three years ago, we \_\_\_\_\_ (live) in Hawaii.
9. The buses \_\_\_\_\_ (run) late yesterday.
10. You \_\_\_\_\_ (sleep) when I got home.
11. Everyone \_\_\_\_\_ (talk) about the game.
12. When we met, we \_\_\_\_\_ (study) for a final exam.
13. Who \_\_\_\_\_ (wave) at you?
14. Last year he \_\_\_\_\_ (work) as a ski instructor.
15. I did the dishes while I \_\_\_\_\_ (listen) to a podcast.

---

**Unit 9: Past Perfect**

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**exercise****R-9**

Complete each hypothetical statement with the past perfect form of the verb in parentheses. If not is also provided, make a contraction with not.

EXAMPLE: I wish I hadn't forgotten (forget, not) my glasses.

1. If Joe \_\_\_\_\_ (leave) home earlier, he wouldn't have missed the bus.
2. I would feel better if I \_\_\_\_\_ (sleep) longer last night.
3. She would have completed the project if the printer \_\_\_\_\_ (break, not).
4. If the plane \_\_\_\_\_ (be) on time, we wouldn't be in this traffic jam right now.
5. I wish it \_\_\_\_\_ (rain, not) all day.
6. If Marie \_\_\_\_\_ (feel) better, she would have come along.
7. We wouldn't have gotten lost if there \_\_\_\_\_ (be) more signs.
8. I wish you \_\_\_\_\_ (tell) me about your troubles sooner.
9. If they \_\_\_\_\_ (study) more, they would have earned higher test scores.
10. Lisa wouldn't have gotten the job if you \_\_\_\_\_ (help, not) her.
11. If you \_\_\_\_\_ (miss, not) the call, you might have received a job offer.
12. He wishes he \_\_\_\_\_ (remember) her name.
13. She would have finished her paper if there \_\_\_\_\_ (be, not) a power outage.
14. If we \_\_\_\_\_ (eat) breakfast, we wouldn't be hungry now.
15. I wish you \_\_\_\_\_ (say, not) that.



## Unit 10: Past Perfect Progressive

### exercise

### R-10

Use the pronoun and the past perfect progressive form of the verb given to create a sentence that contains a contraction. If not is also given, use a negative contraction.

EXAMPLE: (We, plan)

We'd been planning our trip for weeks.

1. (I, listen, not) \_\_\_\_\_ closely enough.
2. (They, work) \_\_\_\_\_ overtime, so they needed a rest day.
3. (You, answer, not) \_\_\_\_\_ your e-mail messages, so your mother was worried.
4. (It, blow, not) If \_\_\_\_\_ so hard, the fire wouldn't have spread.
5. (I, feel, not) \_\_\_\_\_ well, so I made a doctor's appointment.
6. (She, study) \_\_\_\_\_ hard, so she was prepared for the test.
7. (I, tell) \_\_\_\_\_ the truth, but no one believed my story.
8. (He, follow, not)  
For some reason, he \_\_\_\_\_ the directions.
9. (We, expect, not) \_\_\_\_\_ a visitor.
10. (They, hope) \_\_\_\_\_ for better results.
11. (We, snack) \_\_\_\_\_ all day, so we weren't hungry for dinner.
12. (It, rain) \_\_\_\_\_ for hours, so they canceled the soccer match.
13. (She, sneeze) \_\_\_\_\_ all morning, but she didn't want to leave work early.
14. (They, walk) \_\_\_\_\_ an hour before they noticed the dark clouds.
15. (I, wait, not) \_\_\_\_\_ long at all.

---

**Unit 11: Simple Future**

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**exercise****R-11**

Complete each sentence with the simple future form of the verb in parentheses. If **not** is also provided, place it appropriately in the sentence. Then rewrite the sentence using a contraction.

EXAMPLE: I will call (call) you later today.

*I'll call you later today.*

1. It \_\_\_\_\_ (be, not) too late when we arrive.  
\_\_\_\_\_
2. She \_\_\_\_\_ (take) the exam on Tuesday.  
\_\_\_\_\_
3. They \_\_\_\_\_ (discuss, not) politics at the dinner table.  
\_\_\_\_\_
4. Unless the forecast changes, it \_\_\_\_\_ (be) sunny next week.  
\_\_\_\_\_
5. We \_\_\_\_\_ (finish, not) the project until Friday.  
\_\_\_\_\_
6. I \_\_\_\_\_ (meet) you in an hour.  
\_\_\_\_\_
7. He \_\_\_\_\_ (change, not) his ways.  
\_\_\_\_\_
8. You \_\_\_\_\_ (tell, not) anyone my secret, will you?  
\_\_\_\_\_
9. They \_\_\_\_\_ (take) the bus to school next year.  
\_\_\_\_\_
10. We \_\_\_\_\_ (work) until 5:00 p.m.  
\_\_\_\_\_
11. She \_\_\_\_\_ (turn) twenty in March.  
\_\_\_\_\_

12. They \_\_\_\_\_ (give) new students a tour on Friday.

\_\_\_\_\_

13. There \_\_\_\_\_ (be, not) any more flights today.

\_\_\_\_\_

14. He \_\_\_\_\_ (answer, not) his phone after 9:00 p.m.

\_\_\_\_\_

15. I \_\_\_\_\_ (text) you the address.

\_\_\_\_\_

## **Unit 12: Be Going To**

### **exercise**

### **R-12**

*Complete the following questions based on the statements provided.*

EXAMPLE: We are going to meet tomorrow.

When are we going to meet?

1. Marianne is going to give the presentation.

Who \_\_\_\_\_

2. You are going to leave early so that you can avoid holiday traffic.

Why \_\_\_\_\_

3. Taxes are going to increase next year.

Are \_\_\_\_\_

4. He is going to fax the forms this afternoon.

When \_\_\_\_\_

5. Lesley is going to guide the tour.

Who \_\_\_\_\_

6. They are going to invite the president and the first lady.

Whom \_\_\_\_\_

7. Jan is going to work in Morocco.

Is \_\_\_\_\_

8. The trip is going to cost around \$1,500.

How much \_\_\_\_\_

9. She is going to visit for three weeks.

How long \_\_\_\_\_

10. They are going to stay in Mexico City.

Where \_\_\_\_\_

11. They are going to arrive at 3:00.

When \_\_\_\_\_

12. My friends are going to fly to London for a book festival.

Why \_\_\_\_\_

13. The procedure is going to take forty-five minutes.

How long \_\_\_\_\_

14. I am going to go home this weekend.

Are \_\_\_\_\_

15. Rob is going to retire next year.

Who \_\_\_\_\_

## Unit 13: Future Progressive (Will Be Verb + -ing)

### exercise

### R-13

Use the pronoun and the future progressive form of the verb given to create a sentence that contains a contraction. If not is also given, use a negative contraction.

EXAMPLE: (We, go)

We'll be going home next month.

1. (We, think) \_\_\_\_\_ of you while you're away.
2. (They, study) \_\_\_\_\_ a new language.
3. (My brother, stay, not) \_\_\_\_\_ home very long.
4. (I, work, not) \_\_\_\_\_ while I'm on vacation.
5. (The company, support, not) \_\_\_\_\_ that project much longer.
6. (You, play, not) \_\_\_\_\_ in the title match if you don't train more often.
7. (She, travel) \_\_\_\_\_ throughout Asia next year.
8. (My friend, visit, not) \_\_\_\_\_ this month.
9. (We, share) \_\_\_\_\_ a room.
10. (Artur, rely, not) \_\_\_\_\_ on anyone for help.
11. (They, visit) \_\_\_\_\_ their relatives this summer.
12. (Amal, come, not) \_\_\_\_\_ with us.
13. (He, graduate) \_\_\_\_\_ in May.
14. (I, look, not) \_\_\_\_\_ over your shoulder anymore.
15. (It, get) \_\_\_\_\_ dark sooner.

## Unit 14: Future Perfect

### exercise

### R-14

Complete each sentence with the future perfect form of the verb in parentheses.

EXAMPLE: By the end of the week, I will have worked (work) ten extra hours.

1. In two months, most of the students \_\_\_\_\_ (complete) all graduation requirements.
2. By the end of the week, you \_\_\_\_\_ (receive) your results.
3. When we reach El Paso, we \_\_\_\_\_ (drive) 1,400 miles.
4. In 2020, I \_\_\_\_\_ (live) in the same place for ten years.
5. When Amanda turns thirty, she \_\_\_\_\_ (visit) all the continents.
6. By the end of today, they \_\_\_\_\_ (fast) for twenty-four hours.
7. When you arrive in Amsterdam, you \_\_\_\_\_ (spend) over ten hours on an airplane.
8. By the time he retires, Brian \_\_\_\_\_ (be) a teacher for forty-three years.
9. The storm \_\_\_\_\_ (pass) by the time our flight arrives.
10. In three weeks, we \_\_\_\_\_ (take) all of our final exams.
11. By Sunday, they \_\_\_\_\_ (announce) the winners.
12. When the doctor leaves at the end of the day, he \_\_\_\_\_ (see) twenty patients.
13. \_\_\_\_\_ you \_\_\_\_\_ (finish) your program by the end of the year?
14. \_\_\_\_\_ they \_\_\_\_\_ (prepare) the room by the time guests arrive?
15. \_\_\_\_\_ she \_\_\_\_\_ (start) her new business by this time next year?

## Unit 15: Future Perfect Progressive

### exercise

### R-15

Complete each sentence with the future perfect progressive form of the verb in parentheses.

EXAMPLE: By tomorrow, I will have been looking (look) for my watch for a week.

1. When the bus finally arrives, we \_\_\_\_\_ (wait) for an entire hour.
2. By 2020, the foundation \_\_\_\_\_ (fund) art projects for ten years.
3. By the time my sister gets here, she \_\_\_\_\_ (travel) for thirty-six hours.
4. When the class ends, they \_\_\_\_\_ (study) English for a whole year.
5. I \_\_\_\_\_ (blog) for ten years by the beginning of September.
6. By the time we get to the top of the mountain, we \_\_\_\_\_ (hike) for five hours.
7. On January 1, my parents \_\_\_\_\_ (live) in South Africa for five years.
8. On his birthday, Ian \_\_\_\_\_ (play) the guitar for twenty-five years.
9. By the end of the week, the workers \_\_\_\_\_ (protest) for a month.
10. When I turn forty, I \_\_\_\_\_ (work) for this company for seven years.
11. He \_\_\_\_\_ (run) for four hours when he finishes the marathon.
12. On their anniversary tour, they \_\_\_\_\_ (sing) together for ten years.
13. By the time they reach their destination, they \_\_\_\_\_ (travel) for three days.
14. By Election Day, the candidate \_\_\_\_\_ (campaign) hard for seven months.
15. Zac and Lexi \_\_\_\_\_ (meditate) for twenty hours by the end of the retreat.

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**Unit 16: Imperative**

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**exercise****R-16**

Complete each sentence with the imperative form of the verb in parentheses. Then rewrite the sentence in the negative, using the contraction *don't*.

EXAMPLE: Tell (tell) me the news.

*Don't tell me the news.*

1. \_\_\_\_\_ (call) me at work.

\_\_\_\_\_

2. \_\_\_\_\_ (play) on the grass.

\_\_\_\_\_

3. \_\_\_\_\_ (stop) here.

\_\_\_\_\_

4. \_\_\_\_\_ (buy) the newspaper today.

\_\_\_\_\_

5. \_\_\_\_\_ (look) up.

\_\_\_\_\_

6. \_\_\_\_\_ (ask) questions.

\_\_\_\_\_

7. \_\_\_\_\_ (walk) here.

\_\_\_\_\_

8. \_\_\_\_\_ (go) over there.

\_\_\_\_\_

9. \_\_\_\_\_ (talk) to me.

\_\_\_\_\_

10. \_\_\_\_\_ (follow) me.

\_\_\_\_\_



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**Unit 17: Passive**

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**exercise****R-17**

Complete each sentence with the passive form of the verb indicated in parentheses.

EXAMPLE: The building was designed (design, past) by Frank Gehry.

1. Announcements \_\_\_\_\_ (post, present) daily.
2. Tourists \_\_\_\_\_ (give, present) free maps.
3. Governance \_\_\_\_\_ (share, present).
4. Old phone books \_\_\_\_\_ (recycle, present).
5. Names \_\_\_\_\_ (list, present) in alphabetical order.
6. Many jobs \_\_\_\_\_ (create, past) this year.
7. Important documents \_\_\_\_\_ (shred, past).
8. The proposal \_\_\_\_\_ (revise, past) twice.
9. The outside door \_\_\_\_\_ (lock, past) at midnight.
10. Our passports \_\_\_\_\_ (check, past) before we left the airport.
11. The movie \_\_\_\_\_ (direct, past) by Martin Scorsese.
12. The cost \_\_\_\_\_ (recalculate, future).
13. Your name \_\_\_\_\_ (call, future) when the doctor is ready to see you.
14. This topic \_\_\_\_\_ (discuss, future) at a future meeting.
15. Due dates \_\_\_\_\_ (adjust, future) as needed.

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**Unit 18: Hypothetical Conditional**

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**exercise****R-18**

Complete each conditional sentence with the correct form of the verb indicated in parentheses. In the main clause, use *would* or *would have* before the main verb.

Example: If we worked (work, simple past) faster, we would finish (finish) on time.

1. He \_\_\_\_\_ (do) much better if he \_\_\_\_\_ (work, simple past) harder.
2. If I \_\_\_\_\_ (have, simple past) the time, I \_\_\_\_\_ (take) tennis lessons.
3. If we \_\_\_\_\_ (meet, simple past) at four o'clock, we \_\_\_\_\_ (have) time for a walk before dinner.
4. Camille \_\_\_\_\_ (be) happy if we \_\_\_\_\_ (visit, simple past) her this summer.
5. If I \_\_\_\_\_ (be, simple past) not so tired, I \_\_\_\_\_ (go) out with you this evening.
6. You \_\_\_\_\_ (have) more energy if you \_\_\_\_\_ (get, simple past) more sleep.
7. If you \_\_\_\_\_ (shop, simple past) earlier, you \_\_\_\_\_ (avoid) long lines.
8. If I \_\_\_\_\_ (be) you, I \_\_\_\_\_ (accept) the job offer.
9. They \_\_\_\_\_ (win) if the star \_\_\_\_\_ (play, past perfect).
10. If you \_\_\_\_\_ (listen, past perfect) more closely, you \_\_\_\_\_ (remember) the directions.
11. If the weather \_\_\_\_\_ (be, past perfect) better, we \_\_\_\_\_ (play) golf.
12. I \_\_\_\_\_ (visit) you if I \_\_\_\_\_ (know, past perfect) your new address.
13. If Louise \_\_\_\_\_ (drive, past perfect) slowly, she \_\_\_\_\_ not \_\_\_\_\_ (have) an accident.
14. If he \_\_\_\_\_ (pay, past perfect) his bills on time, he \_\_\_\_\_ (have) a better credit score.
15. We \_\_\_\_\_ (save) a lot of time if we \_\_\_\_\_ (take, past perfect) the shortcut.

## Unit 19: Phrasal Verbs

### exercise

### R-19

Complete each sentence with the form of the phrasal verb indicated in parentheses.

EXAMPLE: I signed up (sign up, simple past) for a summer course.

1. Who \_\_\_\_\_ (turn off, simple past) the lights?
2. I \_\_\_\_\_ (turn in, simple future) my report tomorrow.
3. He always \_\_\_\_\_ (point out, simple present) my mistakes.
4. He \_\_\_\_\_ (pick up, past progressive) his son at school when he received a text from his best friend.
5. Someone \_\_\_\_\_ (break into, simple past) their apartment.
6. The lawyer \_\_\_\_\_ (go over, future perfect) the contract by the time we meet.
7. For years, I \_\_\_\_\_ (call up, present perfect progressive) my parents every Sunday morning.
8. She \_\_\_\_\_ (clean out, past progressive) her desk when she found the old letter.
9. The plane \_\_\_\_\_ already \_\_\_\_\_ (take off, present perfect).
10. \_\_\_\_\_ you \_\_\_\_\_ (look up, present progressive) the phone number?
11. \_\_\_\_\_ you \_\_\_\_\_ (back up, simple past) your files?
12. I \_\_\_\_\_ (pay off, simple future) my loan in December.
13. You finally \_\_\_\_\_ (take down, simple past) last year's calendar.
14. \_\_\_\_\_ he \_\_\_\_\_ (turn in, present progressive) his resignation tomorrow?
15. He \_\_\_\_\_ (check through, perfect perfect) his luggage, but he still hasn't found his wallet.

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**Unit 20: Modal Auxiliary Verbs**

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**exercise****R-20**

Complete each sentence with the modal or semi-modal auxiliary verb that provides the meaning indicated in parentheses.

EXAMPLE: You may (modal, permission) use your notes during the test.

1. We \_\_\_\_\_ (modal, certainty) work late today.
2. You \_\_\_\_\_ (modal, advice) talk to a lawyer.
3. He \_\_\_\_\_ (modal, possibility) be right.
4. Everyone \_\_\_\_\_ (modal, obligation) take the final exam.
5. She \_\_\_\_\_ (modal, ability) speak five different languages.
6. You \_\_\_\_\_ (modal, permission) use your notes during the test.
7. Back then, we \_\_\_\_\_ (modal, past habit) play soccer every afternoon.
8. He \_\_\_\_\_ (modal, advice) spend less time in front of a computer screen.
9. They \_\_\_\_\_ (semi-modal, certainty) come to the party, aren't they?
10. We \_\_\_\_\_ (semi-modal, past habit) send letters; now we talk on the phone.
11. I \_\_\_\_\_ (semi-modal, obligation) attend tomorrow's meeting.
12. She really \_\_\_\_\_ (semi-modal, advice) see a doctor.
13. He \_\_\_\_\_ not \_\_\_\_\_ (semi-modal, ability) afford such an expensive apartment.
14. Who \_\_\_\_\_ (semi-modal, certainty) win the World Cup?
15. We \_\_\_\_\_ (semi-modal, obligation) leave on Sunday.

---

**Unit 21: Gerunds**

---

**exercise****R-21**

Complete each sentence with the form of the gerund indicated in parentheses.

EXAMPLE: The server recommended ordering (order, simple) the seafood stew.

1. They delayed \_\_\_\_\_ (announce, simple) the winners until Saturday.
2. I finished \_\_\_\_\_ (type up, simple) the report yesterday.
3. You'll risk \_\_\_\_\_ (lose, simple) your job if you aren't on time every day.
4. My father quit \_\_\_\_\_ (smoke, simple) last year.
5. Her car keeps \_\_\_\_\_ (break down, simple).
6. She admits \_\_\_\_\_ (take, perfect) drugs before the race.
7. Laura denied \_\_\_\_\_ (be, perfect) at the scene of the crime.
8. They appreciated \_\_\_\_\_ (receive, perfect) your support.
9. I miss \_\_\_\_\_ (meet, passive) at the airport by my grandparents.
10. We mind \_\_\_\_\_ (punish, passive) unjustly.
11. Did you enjoy \_\_\_\_\_ (introduce, passive) to so many new people?
12. Somehow she avoided \_\_\_\_\_ (put, passive) in an awkward position.
13. Carl appreciates \_\_\_\_\_ (give, passive perfect) the opportunity to study abroad
14. They disliked \_\_\_\_\_ (treat, passive perfect) so rudely.
15. He hated \_\_\_\_\_ (interrupt, passive perfect).

---

**Unit 22: Infinitives**

---

**exercise****R-22**

*Complete each sentence with the form of the infinitive indicated in parentheses.*

EXAMPLE: The company plans to open (open, simple) another factory.

1. My brother offered \_\_\_\_\_ (help, simple).
2. The storm caused us \_\_\_\_\_ (arrive, simple) late.
3. They agreed \_\_\_\_\_ (meet, simple) in person.
4. I hope \_\_\_\_\_ (work, progressive) during the summer months.
5. The little boy pretended \_\_\_\_\_ (sleep, progressive).
6. This rule seems \_\_\_\_\_ (defeat, progressive) the purpose of education.
7. I wanted \_\_\_\_\_ (finish, perfect) the project by now, but I had to change my plans.
8. You intended \_\_\_\_\_ (complete, perfect) the application forms by yesterday.
9. She claims \_\_\_\_\_ (meet, perfect) the prime minister.
10. The car needs \_\_\_\_\_ (fix, passive).
12. He expects \_\_\_\_\_ (reward, passive) for his efforts.
11. Everyone deserves \_\_\_\_\_ (hear, passive).
13. The problem seems \_\_\_\_\_ (solve, passive perfect).
14. We expected \_\_\_\_\_ (pay, passive perfect) by now.
15. She planned \_\_\_\_\_ (promote, passive perfect) by the time she was twenty-five.

## Unit 23: Gerunds or Infinitives

### exercise

### R-23

*Underline the gerund or infinitive. Circle the reason that the gerund or the infinitive is used. If either a gerund or infinitive could be used, circle "No significant change in meaning."*

1. He remembered to bring his cell phone.

**Memory to perform action**

**Vivid depiction**

**No significant change in meaning**

2. I regretted speaking sharply to my best friend.

**Memory of action**

**Memory to perform action**

**Vivid depiction**

3. At around five o'clock, it started to snow.

**Memory of action**

**Vivid depiction**

**No significant change in meaning**

4. The kids loved going to the zoo.

**Memory of action**

**Vivid depiction**

**No significant change in meaning**

5. Kevin hates to study on Friday nights.

**Actual occurrence**

**Potential occurrence**

**No significant change in meaning**

6. Prices continued to increase last year.

**Actual occurrence**

**Vivid depiction**

**No significant change in meaning**

7. My uncle always liked telling jokes.

**Actual occurrence**

**Vivid depiction**

**Potential occurrence**

8. When the clown appeared on stage, everyone began to laugh.

**Actual occurrence**

**Vivid depiction**

**No significant change in meaning**

9. I remembered giving you the password.

**Memory of action**

**Memory to perform action**

**Vivid depiction**

10. Amy prefers to work on the weekends.

**Vivid depiction**

**Potential occurrence**

**No significant change in meaning**

11. They stopped to ask me questions about the town.

Indication of purpose

Cessation of activity

No significant change in meaning

12. I didn't forget meeting him.

Memory of action

Memory to perform action

Potential occurrence

13. She began painting when she was twelve.

Memory of action

Memory to perform action

No significant change in meaning

14. My friend doesn't like to take elevators.

Actual occurrence

Vivid depiction

Potential occurrence

15. They suddenly stopped laughing.

Indication of purpose

Cessation of activity

No significant change in meaning

## Appendix: Chart of Irregular Verbs

exercise

R-24

Complete the chart with the correct perfect/passive form of the irregular verb. (Review Unit 4.)

Pattern 1

rebuild

*rebuilt*

overspend

\_\_\_\_\_

bend

\_\_\_\_\_

Pattern 2

feel

*felt*

flee

\_\_\_\_\_

sleep

\_\_\_\_\_

Pattern 3

break

*broken*

write

\_\_\_\_\_

know

\_\_\_\_\_



**Pattern 4**

sing

*sung*

drink

\_\_\_\_\_

hang

\_\_\_\_\_

**Pattern 5**

put

*put*

hurt

\_\_\_\_\_

let

\_\_\_\_\_

**exercise****R-25**

Complete each sentence with the present perfect form of the verb in parentheses.

1. Both countries \_\_\_\_\_ (rebuild) their economies.
2. He \_\_\_\_\_ (feel) more energetic lately.
3. The receptionist \_\_\_\_\_ (put) me on hold.
4. She \_\_\_\_\_ (break) the world record twice in a row.
5. They \_\_\_\_\_ (know) about the fire hazard for over a year.
6. You \_\_\_\_\_ (sing) that song too many times.
7. I \_\_\_\_\_ (read) that book already.
8. We \_\_\_\_\_ (hear) that story before.
9. Josh \_\_\_\_\_ (go) out with friends.
10. I \_\_\_\_\_ not \_\_\_\_\_ (do) my homework yet.
11. They \_\_\_\_\_ still not \_\_\_\_\_ (leave) for the airport.
12. Her dad \_\_\_\_\_ not \_\_\_\_\_ (meet) her boyfriend.
13. \_\_\_\_\_ they \_\_\_\_\_ (be) here before?
14. \_\_\_\_\_ he \_\_\_\_\_ (have) any experience in marketing?
15. \_\_\_\_\_ you \_\_\_\_\_ (lose) your keys again?

## exercise

## R-26

Complete the chart with the correct simple past form of the irregular verb. (Review Unit 6.)

Pattern 1	spend	<i>spent</i>
	lend	_____
	resend	_____
Pattern 2	mean	<i>meant</i>
	tell	_____
	keep	_____
Pattern 3a	break	<i>broke</i>
	write	_____
	know	_____
Pattern 3b	hang	<i>hung</i>
	sit	_____
	feed	_____
Pattern 4	put	<i>put</i>
	quit	_____
	cut	_____

## exercise

## R-27

Complete each sentence with the simple past form of the verb in parentheses.

1. The book \_\_\_\_\_ (cost) \$20.00.
2. He \_\_\_\_\_ (come) to the party alone.
3. The company \_\_\_\_\_ (spend) an enormous amount on advertising.
4. The owners \_\_\_\_\_ (sell) their business.
5. I \_\_\_\_\_ (give) him your message.

6. She \_\_\_\_\_ (put) the groceries in the back seat of the car.
7. We \_\_\_\_\_ (eat) in silence.
8. They \_\_\_\_\_ (say) good night and \_\_\_\_\_ (leave).
9. I \_\_\_\_\_ (have) a headache last night.
10. You \_\_\_\_\_ not \_\_\_\_\_ (tell) me about it.
11. The politician \_\_\_\_\_ not \_\_\_\_\_ (write) his own speeches.
12. She \_\_\_\_\_ not \_\_\_\_\_ (speak) English at home.
13. \_\_\_\_\_ you \_\_\_\_\_ (know) him very well?
14. \_\_\_\_\_ they \_\_\_\_\_ (take) any notes during the lecture?
15. \_\_\_\_\_ he \_\_\_\_\_ (go) to the meeting yesterday?

## APPENDIX

# Chart of Irregular Verbs

Base Form	-s Form (Present Tense, Third Person, Singular)	-ing Form (Present Participle)	Past Form	-en Form (Past Participle)
be	is (third-person singular) am (first-person singular) are (other person/ number combinations)	being	was (first- and third-person singular) were (other person/number combinations)	been
become	becomes	becoming	became	become
begin	begins	beginning	began	begun
blow	blows	blowing	blew	blown
break	breaks	breaking	broke	broken
bring	brings	bringing	brought	brought
broadcast	broadcasts	broadcasting	broadcasted, broadcast	broadcasted, broadcast
build	builds	building	built	built
buy	buys	buying	bought	bought
choose	chooses	choosing	chose	chosen

Base Form	-s Form (Present Tense, Third Person, Singular)	-ing Form (Present Participle)	Past Form	-en Form (Past Participle)
come	comes	coming	came	come
cost	costs	costing	cost	cost
cut	cuts	cutting	cut	cut
do	does	doing	did	done
dream	dreams	dreaming	dreamed, dreamt	dreamed, dreamt
drink	drinks	drinking	drank	drunk
drive	drives	driving	drove	driven
eat	eats	eating	ate	eaten
fall	falls	falling	fell	fallen
feel	feels	feeling	felt	felt
find	finds	finding	found	found
fly	flies	flying	flew	flown
forget	forgets	forgetting	forgot	forgotten
get	gets	getting	got	gotten, got
give	gives	giving	gave	given
go	goes	going	went	gone
grow	grows	growing	grew	grown
hang (suspend)	hangs	hanging	hung	hung

Base Form	-s Form (Present Tense, Third Person, Singular)	-ing Form (Present Participle)	Past Form	-en Form (Past Participle)
have	has	having	had	had
hear	hears	hearing	heard	heard
hit	hits	hitting	hit	hit
hold	holds	holding	held	held
hurt	hurts	hurting	hurt	hurt
keep	keeps	keeping	kept	kept
know	knows	knowing	knew	known
lead	leads	leading	led	led
leave	leaves	leaving	left	left
lend	lends	lending	lent	lent
let	lets	letting	let	let
lie (to rest or recline)	lies	lying	lay	lain
lose	loses	losing	lost	lost
make	makes	making	made	made
meet	meets	meeting	met	met
pay	pays	paying	paid	paid
put	puts	putting	put	put
quit	quits	quitting	quit	quit

<b>Base Form</b>	<b>-s Form (Present Tense, Third Person, Singular)</b>	<b>-ing Form (Present Participle)</b>	<b>Past Form</b>	<b>-en Form (Past Participle)</b>
read	reads	reading	read	read
ride	rides	riding	rode	ridden
ring	rings	ringing	rang	rung
rise	rises	rising	rose	risen
run	runs	running	ran	run
say	says	saying	said	said
see	sees	seeing	saw	seen
sell	sells	selling	sold	sold
send	sends	sending	sent	sent
set	sets	setting	set	set
shake	shakes	shaking	shook	shaken
show	shows	showing	showed	showed, shown
sing	sings	singing	sang	sung
sink	sinks	sinking	sank	sunk
sit	sits	sitting	sat	sat
sleep	sleeps	sleeping	slept	slept
speak	speaks	speaking	spoke	spoken
spend	spends	spending	spent	spent

Base Form	-s Form (Present Tense, Third Person, Singular)	-ing Form (Present Participle)	Past Form	-en Form (Past Participle)
spread	spreads	spreading	spread	spread
stand	stands	standing	stood	stood
steal	steals	stealing	stole	stolen
take	takes	taking	took	taken
teach	teaches	teaching	taught	taught
tell	tells	telling	told	told
think	thinks	thinking	thought	thought
throw	throws	throwing	threw	thrown
understand	understands	understanding	understood	understood
wear	wears	wearing	wore	worn
win	wins	winning	won	won
write	writes	writing	wrote	written



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# Glossary

**ASPECT** A grammatical category that provides information about the duration or completeness of an action, a state, or an event. Aspect may also provide information about actions, states, or events in relation to a specific time or to another action, state, or event.

**AUXILIARY VERB** A specialized verb that provides information about tense, aspect, or modality. *Be*, *have*, and *do* can be used as auxiliary verbs, although they can also be used as main verbs. Words such as *must*, *can*, and *may* are modal auxiliary verbs. Modal auxiliary verbs are used to signal obligation, ability, possibility, and other meanings.

**GERUND** The *-ing* form of a verb, functioning as a noun. Some verbs can be followed by gerunds (e.g., I enjoy **going** to concerts.).

**HYPOTHETICAL CONDITIONAL** A grammatical structure consisting of two parts: an *if* clause that expresses an impossible or only slightly possible occurrence and a consequence clause, sometimes introduced by *then*.

**IMPERATIVE** A grammatical structure characterized by the presence of the base form of a verb and the absence of a subject. The subject *you* is usually not expressed (e.g., Be quiet.). Imperatives are generally used in instructions, directions, warnings, and commands.

**INFINITIVE** The base form of a verb preceded by *to*. When an infinitive follows a verb, it functions as a noun (e.g., We want **to see** you soon.).

**PHRASAL VERB** A verb + particle combination that carries a specific meaning (e.g., **Turn in** your paper.).

**PRONOUN** Usually a single word, such as *it*, *she*, or *I*, which functions as a noun phrase. A pronoun is marked for person (first, second, or third) and number (singular or plural).

**SUBJECT (SINGULAR, PLURAL, NONCOUNT)** The noun phrase (sometimes just a single noun or a pronoun) that carries out the action or assumes the state expressed by the verb. Singular subjects refer to one entity; plural subjects refer to more than one entity. Noncount subjects are not able to be counted (e.g., furniture, sugar). A verb conjugated as third-person singular is used with a noncount noun.

**TENSE** A grammatical category that provides information about the placement in time of an action, a state, or an event.

**VOICE (ACTIVE AND PASSIVE)** The grammatical category that provides information about the way a subject is related to a verb. In the active voice, the subject generally performs an action, whereas in the passive voice, the subject generally undergoes the action.

**WH-QUESTIONS** Questions that elicit specific pieces of information and that are introduced by question words usually beginning with the letters *w* and *h* (e.g., *who*, *what*, *where*, *why*). The question word *how* is an exception.

**YES/NO QUESTIONS** Questions that can be answered “yes” or “no,” although other responses such as “maybe” are possible.



# Answer Key

## Part I The Present Tense

### Unit 1 Simple Present

1-1

- |                 |                 |
|-----------------|-----------------|
| 1. eat          | habitual action |
| 2. carries      | habitual action |
| 3. speak        | fact            |
| 4. produces     | fact            |
| 5. make         | custom          |
| 6. watches      | habitual action |
| 7. says         | custom          |
| 8. begins       | future time     |
| 9. live         | fact            |
| 10. grow        | fact            |
| 11. wear        | custom          |
| 12. shake, meet | custom          |

1-2

The correct subjects and verbs are provided. Other parts of the sentence may vary.

1. She always **makes** strawberry pies for the Fourth of July.
2. I **take** the garbage out every Tuesday night.
3. It **gives** me a headache.
4. They **come** to our house on Labor Day.
5. I **use** my computer every day.
6. He **leaves** in ten minutes.
7. They **like** the theater.
8. She **writes** poetry and short stories.
9. We **listen** to the baseball games on KXLE.
10. It **contains** something fragile.
11. It **starts** at 9:00.
12. He **understands** the theory.

1-3

1. He **does not go** to school every day.
2. My roommate **does not like** snakes.
3. You **do not know** my family.
4. The owner **does not open** the store every day at 8:00.
5. We **do not help** our neighbors.
6. My friends **do not send** me letters.
7. I **do not feel** tired.
8. She **does not speak** five different languages.
9. They **do not study** in the library.
10. We **do not listen** to pop music.
11. They **do not grow** tomatoes in their backyard.
12. This car **does not run** well.

1-4

1. He **doesn't go** to school every day.
2. My roommate **doesn't like** snakes.
3. You **don't know** my family.
4. The owner **doesn't open** the store every day at 8:00.

5. We **don't help** our neighbors.
6. My friends **don't send** me letters.
7. I **don't feel** tired.
8. She **doesn't speak** five different languages.
9. They **don't study** in the library.
10. We **don't listen** to pop music.
11. They **don't grow** tomatoes in their backyard.
12. This car **doesn't run** well.

1-5

1. **Does** the artist **show** his work at a local gallery?
2. **Do** they **meet** on Thursday mornings?
3. **Does** she **work** hard?
4. **Do** you **commute** to work?
5. **Does** it **seem** like a good decision?
6. **Does** this **work** require patience?
7. **Do** the Carsons **live** in a small town?
8. **Don't** you **believe** my story?
9. **Does** the patient **feel** better?
10. **Does** the lecture **end** at 5:30?
11. **Does** the plot **involve** many characters?
12. **Do** most students **complete** the program in four years?

1-6

1. Who **knows** the answer?
2. How **does** she **look**?
3. Why **do** they always **go** to that restaurant?
4. How often **do** they **go** golfing?
5. Where **do** we **turn** left?
6. How much **does** the notebook **cost**?
7. Who **worries** too much?
8. How often **do** you **exercise** at the gym?
9. What **do** Jerry and Carol **repair**?
10. What **does** she **teach**?
11. Whom **does** Mark **blame** for his problems?
12. Where **do** many people **go** for their vacations?

## Unit 2 Be Verb Forms, Simple Present

2-1

1. am
2. are, am
3. are
4. is
5. is
6. are
7. are
8. am
9. is
10. is
11. is
12. are

2-2

1. is
2. are
3. are
4. is
5. are
6. is

7. is
8. are
9. are
10. is
11. is
12. is

2-3

1. **She's** a student.
2. **I'm** an engineer.
3. **There's** a test on Tuesday.
4. **You're** next.
5. **It's** difficult.
6. **We're** from Canada.
7. **He's** a supervisor.
8. **They're** really funny.
9. **I'm** sick today.
10. **There's** a package for you on the table.
11. **He's** first on the list.
12. **It's** cold in here.

2-4

1. **She's not** a student.
2. **I'm not** an engineer.
3. **There's not** a test on Tuesday.
4. **You're not** next.
5. **It's not** difficult.
6. **We're not** from Canada.
7. **He's not** a supervisor.
8. **They're not** really funny.
9. **I'm not** sick today.
10. **There's not** a package for you on the table.
11. **He's not** first on the list.
12. **It's not** cold in here.

2-5

1. isn't
2. aren't
3. isn't
4. aren't
5. aren't
6. isn't

2-6

1. **Is** Portland in the state of Oregon?
2. **Is** your car in the garage?
3. **Is** he in a good mood?
4. **Are** they friends?
5. **Is** Sam depressed?
6. **Is** her computer broken?
7. **Are** there many items on the menu?
8. **Is** the coffee too hot?
9. **Is** the city hall the oldest building in town?
10. **Is** there a bank near here?
11. **Is** the museum open on Thursday evenings?
12. **Are** the lights off?

2-7

1. Who **is** the editor of the local newspaper?
2. How tall **is** she?
3. Who **are** they?

4. Where **is** his roommate right now?
5. When **is** the graduation ceremony?
6. What color **is** the house?
7. What **is** that?
8. Where **are** the scissors?
9. Who **is** the producer?
10. Where **are** the children?
11. How late **is** the library open?
12. Where **are** they?

### Unit 3 Present Progressive (*Be* Verb + *-ing*)

3-1

- |                  |  |
|------------------|--|
| 1. am studying   | temporary situation  |
| 2. are going     | future time  |
| 3. am writing    | activity in progress                                       |
| 4. is pulling    | activity in progress                                       |
| 5. are moving    | future time  |
| 6. are acting    | activity in progress                                       |
| 7. am using      | temporary situation  |
| 8. are eating    | future time (or activity in progress if said while eating) |
| 9. is having     | temporary situation  |
| 10. is mowing    | activity in progress                                       |
| 11. am turning   | future time  |
| 12. is living    | temporary situation  |
| 13. is snowing   | activity in progress                                       |
| 14. are standing | activity in progress                                       |
| 15. are speaking | activity in progress                                       |
| 16. is growing   | activity in progress                                       |

3-2

1. sells
2. is selling
3. am boiling
4. boils
5. visit
6. are visiting
7. goes
8. is going
9. am doing
10. do

3-3

The correct subjects and verbs are provided. Other parts of the sentence may vary.

1. **He's paying** for dinner.
2. **It's hailing.**
3. **We're meeting** in the conference room.
4. Right now **they're losing** the game.
5. **She's waiting** in line.
6. **You're carrying** a heavy backpack.
7. **I'm wearing** a hat today.
8. **We're reading** the same book.
9. **She's calling** the movie theater.
10. **He's selling** his old bicycle.
11. **They're staying** at home tonight.
12. **I'm assisting** a customer right now.

3-4

1. I **am not buying** a new car tomorrow.
2. She **is not studying**.
3. We **are not leaving** soon.
4. They **are not coming** with us.
5. Carla **is not living** with her parents.
6. I **am not cooking** dinner tonight.
7. The band **is not performing** tonight.
8. My mother **is not visiting** this weekend.
9. They **are not sleeping**.
10. We **are not going** to the park today.
11. They **are not fixing** the road.
12. She **is not quitting** her job.

3-5

1. I'm **not buying** a new car tomorrow.
2. She's **not studying**. OR She **isn't studying**.
3. We're **not leaving** soon. OR We **aren't leaving** soon.
4. They're **not coming** with us. OR They **aren't coming** with us.
5. Carla's **not living** with her parents. OR Carla **isn't living** with her parents.
6. I'm **not cooking** dinner tonight.
7. The band's **not performing** tonight. OR The band **isn't performing** tonight.
8. My mother's **not visiting** this weekend. OR My mother **isn't visiting** this weekend.
9. They're **not sleeping**. OR They **aren't sleeping**.
10. We're **not going** to the park today. OR We **aren't going** to the park today.
11. They're **not fixing** the road. OR They **aren't fixing** the road.
12. She's **not quitting** her job. OR She **isn't quitting** her job.

3-6

1. **Is** the mail carrier **delivering** a package to our house?
2. **Is** the boat **sinking**?
3. **Are** they **causing** trouble?
4. **Is** he **worrying** about his course grade?
5. **Is** Helen **publishing** her autobiography?
6. **Is** the teacher **inviting** everyone in class to a party?
7. **Is** the committee **announcing** the winner of the contest today?
8. **Is** the engineer **explaining** the process?
9. **Is** Mandy **singing** at her sister's wedding?
10. **Is** the company **expanding**?
11. **Is** Phil **arranging** the conference?
12. **Are** the police **accusing** him of the crime?

3-7

1. What **are** they **eating**?
2. Who **is coming** along?
3. What **are** we **watching** on television tonight?
4. What **is** she **showing** them?
5. Whom **are** you **meeting**?
6. Why **are** they **wearing** special clothes?
7. What **is** he **hoping** for?
8. What **is happening**?
9. What **are** Alex and Terry **playing**?
10. Where **are** they **moving**?
11. Who **is staring** at us?
12. Who **is winning**?



## Unit 4 Present Perfect

4-1

1. have built
2. have eaten
3. have lent
4. have spoken
5. has fallen
6. have known
7. have sold
8. has rained
9. have kept
10. has spent
11. have cut

4-2

1. He's rented
2. It's worked
3. We've been
4. They've lost
5. She's waited
6. You've reached
7. I've applied
8. We've developed
9. She's ignored
10. He's found
11. They've gone
12. I've forgotten

4-3

1. They **have not chosen** a location for the conference.
2. She **has not completed** her work.
3. We **have not studied** our options.
4. I **have not received** my test results.
5. You **have not mentioned** his name before.
6. He **has not reviewed** the plans.
7. It **has not disappeared**.

4-4

1. They **haven't chosen** a location for the conference.
2. She **hasn't completed** her work.
3. We **haven't studied** our options.
4. I **haven't received** my test results.
5. You **haven't mentioned** his name before.
6. He **hasn't reviewed** the plans.
7. It **hasn't disappeared**.

4-5

1. **Have** you **put** the dishes away?
2. **Have** they **offered** her a new job?
3. **Have** we **received** good news?
4. **Has** he **checked** the oil in the car?
5. **Has** Jackson **obtained** a driver's license?
6. **Has** the new student **arrived**?
7. **Has** Jeanette **responded** to our message?
8. **Have** the archaeologists **discovered** new fossils?
9. **Have** you **made** your lunch?
10. **Has** the business **expanded**?
11. **Has** Sarah **arranged** the meeting?
12. **Has** the program **been** successful?

4-6

1. What **have** they **given** to charities?
2. Who **has appeared** on television?
3. How many games **has** she **missed**?
4. Who **has passed** the first part of the test?
5. How many of his novels **have** you **read**?
6. What color **has** Les **painted** his house?
7. Who **has sung** at the White House?
8. What **has happened**?
9. Who **has influenced** your decision?
10. Which courses **has** he **taken**?
11. How many years **have** you **taught** English?
12. Whom **have** they **invited** to the party?

## Unit 5 Present Perfect Progressive

5-1

1. has been hurting
2. has been causing
3. has been exercising
4. have been drinking
5. has been worrying
6. has been earning
7. have been paying
8. have been following
9. have been sitting
10. have been applying
11. have been helping
12. have been rising

5-2

1. He's been expecting
2. It's been changing
3. We've been developing
4. They've been checking
5. She's been exploring
6. You've been complaining
7. I've been calculating

5-3

1. He has not been ignoring
2. It has not been improving
3. We have not been commuting
4. They have not been buying
5. She has not been doing
6. You have not been finishing
7. I have not been riding

5-4

1. He hasn't been ignoring the evidence.
2. It hasn't been improving much.
3. We haven't been commuting together this year.
4. They haven't been buying much lately.
5. She hasn't been doing her work.
6. You haven't been finishing your projects on time.
7. I haven't been riding the bus to school.

5-5

1. **Have** you **been paying** all your bills on time?
2. **Has** the noise **been bothering** them?
3. **Has** traffic **been moving** slowly?

4. **Has** she **been waiting** a long time?
5. **Have** they **been reducing** the number of accidents?
6. **Has** the suspect **been lying**?
7. **Have** you **been reading** an interesting novel?
8. **Has** the government **been allowing** journalists into the country?
9. **Has** she **been keeping** good records?
10. **Have** they **been considering** the proposal?
11. **Has** he **been staying** close to home?
12. **Has** she **been making** progress?

5-6

1. Where **has** Paula **been traveling**?
2. How long **has** he **been living** in Miami?
3. What **have** they **been searching** for?
4. Who **has been watching** the children?
5. How often **have** they **been going** to the Virgin Islands?
6. What **has** the guide **been arranging**?
7. Who **has been taking** notes?
8. How long **have** you **been attending** the university?
9. What **have** they **been planning**?
10. What **has** he **been talking** about?
11. How **have** you **been feeling** lately?
12. How long **has** she **been standing** there?

## Part II The Past Tense

### Unit 6 Simple Past

6-1

1. worked
2. waited
3. remembered
4. needed
5. missed
6. sold
7. went
8. met
9. cut
10. wore

6-2

1. lived
2. have lived
3. have studied
4. studied
5. traveled
6. have traveled
7. have worked
8. worked
9. has built
10. built

6-3

1. He **did not come** to work on time.
2. My roommate **did not like** the movie.
3. She **did not understand** the problem.
4. We **did not take** a wrong turn.
5. The students **did not need** help with the homework.
6. The driver **did not blame** me for the accident.
7. I **did not listen** to the directions.
8. She **did not earn** a degree in economics.

9. He **did not calculate** the taxes.
10. They **did not complain** about the weather.

6-4

1. He **didn't come** to work on time.
2. My roommate **didn't like** the movie.
3. She **didn't understand** the problem.
4. We **didn't take** a wrong turn.
5. The students **didn't need** help with the homework.
6. The driver **didn't blame** me for the accident.
7. I **didn't listen** to the directions.
8. She **didn't earn** a degree in economics.
9. He **didn't calculate** the taxes.
10. They **didn't complain** about the weather.

6-5

1. **Did** they **elect** a new president?
2. **Did** she **deliver** the report?
3. **Did** you **expect** us earlier?
4. **Did** Tho **pass** his driver's test?
5. **Did** the committee **explore** the issues?
6. **Did** he **explain** the problem?
7. **Did** the director **have** an appointment at 3:00?
8. **Did** you **forget** the map?
9. **Did** the bank **lend** him some money?
10. **Did** they **offer** him a job?

6-6

1. Who **wrote** *Beloved*?
2. Who **won** the contest?
3. Which way **did** he **turn**?
4. How many countries **did** they **travel** to?
5. How long **did** you **teach** biology?
6. How much **did** the repair **cost**?
7. How long **did** they **stay** at the party?
8. How far **did** she **run**?
9. Where **did** they **move**?
10. How far **did** they **climb**?

## Unit 7 Be Verb Forms, Simple Past

7-1

1. was
2. were
3. were
4. was
5. was
6. were
7. was
8. were
9. was
10. was

7-2

1. was
2. were
3. was
4. was
5. were
6. were

7. was
8. was
9. were
10. was

7-3

1. weren't
2. wasn't
3. weren't
4. wasn't
5. weren't
6. wasn't
7. weren't
8. weren't
9. weren't
10. wasn't

7-4

1. **Was** the concert in the park?
2. **Was** the road under construction?
3. **Was** everyone on time?
4. **Were** the textbooks expensive?
5. **Was** the job stressful?
6. **Was** the program a success?
7. **Were** there many apartments for rent?
8. **Was** the parking lot full?
9. **Were** the tickets free?
10. **Was** the computer on?

7-5

1. Who **was** the president of the United States in 1980?
2. How **was** the trip?
3. Where **were** his grandparents from?
4. Where **were** they?
5. When **was** the field trip?
6. How long **was** the gym open on Sunday?
7. What items **were** on sale?
8. How **was** the traffic?
9. Who **was** there?
10. How long **was** the movie?

## Unit 8 Past Progressive (*Be Verb + -ing*)

8-1

1. was being
2. was ringing
3. was waiting, was dreaming
4. were living
5. was taking, was studying
6. was putting
7. was knocking, was getting
8. was raining
9. were going
10. were cleaning

8-2

1. complete action
2. action in progress
3. action in progress
4. complete action

5. action in progress
6. complete action
7. complete action
8. action in progress
9. action in progress
10. complete action

8-3

1. He **was not attending** a conference.
2. They **were not laughing**.
3. I **was not complaining** about the work.
4. She **was not helping** us.
5. Ted **was not studying** last night.
6. They **were not paying** attention.
7. I **was not talking** to myself.
8. You **were not speaking** loud enough.
9. They **were not doing** their homework.
10. We **were not trying** hard.

8-4

1. He **wasn't attending** a conference.
2. They **weren't laughing**.
3. I **wasn't complaining** about the work.
4. She **wasn't helping** us.
5. Ted **wasn't studying** last night.
6. They **weren't paying** attention.
7. I **wasn't talking** to myself.
8. You **weren't speaking** loud enough.
9. They **weren't doing** their homework.
10. We **weren't trying** hard.

8-5

1. **Was** the band **giving** a free concert?
2. **Was** the light **blinking** on and off?
3. **Were** you **watching** the championship on television?
4. **Were** they **being** careful?
5. **Was** it **snowing** all day?
6. **Were** Gabe and Don **singing** together?
7. **Were** they **closing** the store?
8. **Were** the companies **considering** a merger?
9. **Were** they **recycling** most of the waste products?
10. As young children, **were** they always **getting** into trouble?

8-6

1. Where **were** they **protesting**?
2. Who **was using** this computer?
3. What **were** you **watching** on television last night?
4. What **was** the committee **discussing**?
5. What **was bothering** them?
6. Who **was spreading** rumors?
7. Where **was** he **working**?
8. How fast **was** she **driving**?
9. What **was** he **reading** during class today?
10. Where **were** they **standing**?

## Unit 9 Past Perfect

9-1

1. had attended
2. had held
3. had sold
4. had met
5. had felt
6. had hit
7. had sat
8. had run
9. had snowed
10. had been

9-2

1. arrived, had left
2. had finished, went
3. had assigned, completed
4. was, had worked
5. wore, had given
6. revised, had written
7. had knocked, entered
8. knew, had taken
9. read, had received
10. celebrated, had passed

9-3

1. They **had not met**
2. it **had not changed**
3. We **had not considered**
4. He **had not wanted**
5. She **had not driven**
6. You **had not spoken**
7. I **had not sent**

9-4

1. **They'd met** before.  
They **hadn't met** before.
2. Because **it'd changed** color, no one could see it.  
Because it **hadn't changed** color, no one could see it.
3. **We'd considered** all the possibilities.  
We **hadn't considered** all the possibilities.
4. **He'd wanted** help from us.  
He **hadn't wanted** help from us.
5. **She'd driven** to the party.  
She **hadn't driven** to the party.
6. **You'd spoken** English before you came to the United States.  
You **hadn't spoken** English before you came to the United States.
7. **I'd sent** my application in on time.  
I **hadn't sent** my application in on time.

9-5

1. **Hadn't** she **called** before she arrived?
2. **Hadn't** they **obtained** permission before they started the experiment?
3. **Had** Pat **won** the first race before he ran the second race?
4. **Had** they **closed** the road?
5. **Had** they **canceled** the game without prior notice?

9-6

1. Who **had received** job offers before they graduated?
2. How many track records **had** Peter **broken** by the age of eighteen?
3. How long **had** she **taught** English before she went to law school?
4. When **had** he **arrived** at the gate?
5. How long **had** they **dated** before they got married?

## Unit 10 Past Perfect Progressive

10-1

1. had been working
2. had been discussing
3. had been studying
4. had been increasing
5. had been playing
6. had been raining
7. had been watching
8. had been writing
9. had been studying
10. had been working

10-2

1. The supervisor **had not been assigning**
2. The weather **had not been improving**
3. Jodi and I **had not been following**
4. They **had not been checking**
5. She **had not been ignoring**
6. You **had not been getting**
7. I **had not been exercising**

10-3

1. He **hadn't been expecting**
2. **It'd been changing**
3. **We'd been hoping**
4. They **hadn't been looking**
5. **She'd been lying**
6. You **hadn't been joking**
7. **I'd been thinking**

10-4

1. **Had** you **been working** too hard?
2. **Had** he **been living** by himself?
3. **Had** she **been talking** too loudly?
4. **Had** they **been waiting** a long time?
5. **Had** the suspect **been telling** the truth?

10-5

1. Who **had been making** the arrangements?
2. How long **had** he **been thinking** about moving?
3. What **had** they **been using** before the new shipment arrived?
4. Who **had been leading** the discussion when the argument started?
5. How long **had** they **been working** on the project?



## Part III The Future Tense

### Unit 11 Simple Future

11-1

1. will commute
2. will require
3. will give
4. will visit
5. will be
6. will announce
7. will leave
8. will complete
9. will call
10. will expand

11-2

1. They'll believe
2. I'll deliver
3. You'll like
4. It'll end
5. He'll help
6. She'll introduce
7. We'll sit

11-3

1. He **will not finish** by tomorrow.
2. You **will not have** a lot of fun there.
3. She **will not know** the answer.
4. We **will not ignore** the problem.
5. They **will not keep** your secret.
6. He **will not lie** to you.
7. I **will not need** help with my homework.
8. Marian **will not be** alone.
9. I **will not mention** your name.
10. They **will not be** late.

11-4

1. He **won't finish** by tomorrow.
2. You **won't have** a lot of fun there.
3. She **won't know** the answer.
4. We **won't ignore** the problem.
5. They **won't keep** your secret.
6. He **won't lie** to you.
7. I **won't need** help with my homework.
8. Marian **won't be** alone.
9. I **won't mention** your name.
10. They **won't be** late.

11-5

1. **Will** they **tell** us on Friday?
2. **Will** she **report** the incident?
3. **Will** you **laugh** at my mistakes?
4. **Will** Mitch **need** some help?
5. **Will** the noise **bother** you?
6. **Will** he **lend** us some money?
7. **Will** Dr. Silvis **be** free at 4:00?
8. **Will** we **meet** later?
9. **Will** they **use** your plan?
10. **Will** Federal Express **deliver** the package to our house?

**11-6**

1. Who **will repair** his car?
2. When **will** the class **meet**?
3. When **will** Rhonda **finish** the report?
4. How much **will** it **cost**?
5. Whom **will** they **blame** for the mistake?
6. Who **will choose** the scholarship winners?
7. How long **will** the supervisor **be** on vacation?
8. What **will** they **complain** about?
9. Who **will lead** the discussion?
10. When **will** the dance group **perform**?

## Unit 12 *Be Going To*

**12-1**

1. is going to be
2. are going to build
3. is going to buy
4. am going to cancel
5. are going to climb
6. are going to celebrate
7. is going to call
8. is going to come
9. is going to deliver
10. are going to elect

**12-2**

- |                |                 |
|----------------|-----------------|
| 1. is going to | imminent action |
| 2. will        | commitment      |
| 3. am going to | imminent action |
| 4. is going to | imminent action |
| 5. will        | commitment      |

**12-3**

1. Taxes **are not going to increase**
2. It **is not going to snow**
3. We **are not going to go**
4. He **is not going to listen**
5. She **is not going to travel**
6. You **are not going to have**
7. I **am not going to forget**

**12-4**

1. **He's not going to come OR He isn't going to come**
2. **It's going to rain**
3. **I'm going to clean**
4. **They're not going to believe OR They aren't going to believe**
5. **She's not going to call OR She isn't going to call**
6. **You're going to do**
7. **I'm not going to cook**

**12-5**

1. **Are they going to consider** your proposal?
2. **Are you going to enter** the park at the north gate?
3. **Is** the doctor **going to explain** the procedure?
4. **Are we going to explore** our new neighborhood today?
5. **Is** he **going to fix** it for free?
6. **Are you going to follow** us?
7. **Is** she **going to get** into trouble?
8. **Is** it **going to happen** soon?
9. **Is** he **going to like** this idea?
10. **Are we going to look** for a new apartment today?

12-6

1. Who **is going to move** to Chile?
2. How much **is she going to earn**?
3. When **are we going to eat**?
4. When **are they going to improve** the roads?
5. When **are you going to develop** the film?
6. Whom **are they going to invite**?
7. When **are the legislators going to discuss** the bill?
8. Where **is he going to live**?
9. Who **is going to march** in the parade?
10. When **is the eclipse going to occur**?

## Unit 13 Future Progressive (*Will Be Verb + -ing*)

13-1

1. will be representing
2. will be leaving
3. will be following
4. will be waiting
5. will be watching
6. will be producing
7. will be providing
8. will be snowing
9. will be wearing
10. will be opening

13-2

1. They **will not be appearing**
2. It **will not be starting**
3. We **will not be reading**
4. He **will not be arriving**
5. She **will not be staying**
6. You **will not be living**
7. I **will not be making**

13-3

1. He **won't be joining**
2. It'll **be affecting**
3. I'll **be treating**
4. They **won't be needing**
5. She **won't be arriving**
6. you'll **be flying**
7. I **won't be thinking**

13-4

1. **Will I be seeing** you next week?
2. **Will they be traveling** by bus?
3. **Will Takamitsu be assisting** Heather?
4. **Will they be offering** special packages at the end of the season?
5. **Will you be checking** your e-mail daily?

13-5

1. Who **will be taking** notes?
2. Who **will be receiving** an award?
3. Where **will they be sitting**?
4. How far **will you be driving** on your first day?
5. When **will she be finishing** her project?

## Unit 14 Future Perfect

14-1

1. will have left
2. will have written
3. will have introduced
4. will have flown
5. will have eaten

14-2

1. You **will not have rested**
2. they **will not have eaten**
3. We **will not have finished**
4. Mark **will not have slept**
5. She **will not have saved**

14-3

1. **they'll have completed**
2. he **won't have finished**
3. **you'll have recovered**
4. They **won't have made**
5. **She'll have given**

14-4

1. **Will** the landscape **have changed** by the time he's an adult?
2. By July 11, **will** we **have made** our decision?
3. By the time you start your new job, **will** you **have finished** your degree?
4. By the time we get home, **will** he **have called** already?
5. When we get to the movie theater, **will** the movie **have started** already?

14-5

1. **will have become** the record holder?
2. **will** she **have lived** in Moscow when her family arrives?
3. **will** Andy **have run**?
4. **will** they **have spent**?
5. **will** he **have written**?

## Unit 15 Future Perfect Progressive

15-1

1. will have been living
2. will have been discussing
3. will have been practicing
4. will have been playing
5. will have been working

15-2

1. they **will not have been talking**
2. the subways **will not have been running**
3. they **will not have been producing**
4. the dance troupe **will not have been performing**
5. she **will not have been working**

15-3

1. they **won't have been working**
2. **they'll have been broadcasting**
3. **we'll have been renting**
4. **they'll have been returning**
5. he **won't have been assisting**

15-4

1. **will have been making** the schedule for five years?
2. **will** the dance contestants **have been dancing**?
3. **will** we **have been using** this computer?
4. **will** you **have been working** on this paper?
5. **will** Ron **have been keeping** a journal?

## Part IV Imperative, Passive, and Hypothetical Conditional

### Unit 16 Imperative

16-1

1. answer
2. Have
3. Open
4. be
5. Finish
6. Call
7. Bake
8. Meet
9. Turn
10. Drive

16-2

1. Do not be  
**Don't be** late!
2. Do not run  
**Don't run** on the deck of the pool.
3. Do not forget  
**Don't forget** your homework.
4. Do not lie  
**Don't lie** to me.
5. Do not shout  
**Don't shout** at us.
6. Do not drink  
**Don't drink** the water.
7. Do not start  
**Don't start** the car yet.
8. Do not blame  
**Don't blame** me.
9. Do not boil  
**Don't boil** the water too long.
10. Do not break  
**Don't break** anything.

16-3

1. Let's make
2. Let's not forget
3. Let's not stay
4. Let's call
5. Let's celebrate

### Unit 17 Passive

17-1

1. will be rewarded  
**He'll be rewarded** for his work.
2. were affected  
They **were affected** by the changes in the tax law.
3. are delivered  
**They're delivered** daily.

4. are grown  
**They're grown** in Idaho.
5. were announced  
They **were announced** yesterday.
6. will be changed  
**They'll be changed** next week.
7. will be rescheduled  
**It'll be rescheduled.**
8. are invited  
**They're invited** to the party.
9. was blamed  
She **was blamed** for the error.
10. was destroyed  
**It was destroyed.**

17-2

1. is being broadcast (OR broadcasted)  
**It's being broadcast** (OR **broadcasted**) around the world.
2. are being developed  
**They're being developed.**
3. was being carried  
**It was being carried** to the plane when one of the suitcases popped open.
4. were being discussed  
They **were being discussed** when we arrived.
5. is being considered  
**It's being considered.**
6. were being checked  
They **were being checked** when the alarm rang.
7. are being elected  
**They're being elected** this year.
8. is being closed  
**It's being closed** because of safety problems.
9. were being ignored  
They **were being ignored** by the politicians.
10. are being collected  
**They're being collected** for the poor.

17-3

1. has been promoted  
**He's been promoted.**
2. will have been assigned  
**They'll have been assigned** by the time we arrive.
3. had been delayed  
**They'd been delayed** at the airport, so they were late.
4. will have been finished  
**It'll have been finished** when the director meets with us.
5. had been praised  
**It'd been praised** highly.
6. will have been notified  
**We'll have been notified** of any problems before we leave.
7. have been made  
**They've been made.**
8. has been offered  
**It's been offered** to Laila.
9. has been revised  
**It's been revised.**
10. had been improved  
**They'd been improved** since my previous visit.

17-4

1. The game **was not canceled**.
2. Rita **has not been fired**.
3. By this time next year, the project **will not have been completed**.
4. Some of the important issues **are not being discussed**.
5. Our bags **are not being searched**.
6. Your x-rays **will not be returned** to you.
7. The recent findings **are not being presented** to the public.
8. The cell phone **had not been taken** from the car.
9. This computer **has not been used** before.
10. The document **is not being prepared** by the secretary.

17-5

1. **Were** all questions **answered**?
2. **Has** everyone **been notified** of the cancellation?
3. **Will** the basketball game **be broadcast** (OR **broadcasted**)?
4. **Is** the road being **repaired**?
5. **Had** enough evidence **been collected**?
6. **Was** he **impressed** by the report?
7. **Have** the costs for the project **been calculated**?
8. **Are** jobs **being cut**?
9. **Are** solutions to the problem **being explored**?
10. **Will** the clock **be fixed** tomorrow?

17-6

1. Who **has been elected**?
2. What **was explored**?
3. Who **was given** a scholarship?
4. What **is grown** in Hawaii?
5. Who **is being honored** at the special dinner tonight?
6. When **are** the invitations **being sent**?
7. When **were** the books **moved** to the new library?
8. Where **are** the new lights **being installed**?
9. How many credits **are required** for graduation?
10. What **was damaged** in the fire?

## Unit 18 Hypothetical Conditional

18-1

1. were, would change
2. checked, would know
3. commuted, would cost
4. had, would go
5. visited, would meet
6. mailed, would receive
7. lowered, would shop
8. earned, would buy
9. exercised, would be
10. were, would tell

18-2

1. had rained, would have canceled
2. had been, would have been
3. had known, would have taken
4. had followed, would have been
5. had studied, would have passed
6. had been, would have received
7. had raised, would have protested
8. had repaired, would have left
9. had revised, would have been
10. had been, would have hired

## Part V Phrasal Verbs and Modal Auxiliary Verbs

### Unit 19 Phrasal Verbs

19-1

go/goes out, went out, will go out  
am/is/are going out, was/were going out, will be going out  
has/have gone out, had gone out, will have gone out  
has/have been going out, had been going out, will have been going out

19-2

1. has taken away
2. was putting on
3. will find out
4. am looking up
5. will be signing up
6. had put off
7. will have read through
8. has been putting out
9. will have been going over
10. take out
11. pointed out
12. had been paying back

19-3

am/is/are set up, was/were set up, will be set up  
am/is are being set up, was/were being set up  
has/have been set up, had been set up, will have been set up

19-4

1. had been eaten up
2. was blocked in
3. has been put out
4. will be blown up
5. is being slowed down
6. is brought about
7. was being broken into
8. will have been brought out

19-5

1. She **brought** the books **back** yesterday.  
She **brought** them **back** yesterday.
2. They **called** the game **off**.  
They **called** it **off**.
3. I **checked** the book **out** on Monday.  
I **checked** it **out** on Monday.
4. I **crossed** some names **out**.  
I **crossed** them **out**.
5. Someone **turned** the washing machine **off**.  
Someone **turned** it **off**.
6. I **called** my parents **up** last night.  
I **called** them **up** last night.
7. She **closed** her suitcase **up** and put it on the scale.  
She **closed** it **up** and put it on the scale.
8. I **cleaned** my desk **out** this morning.  
I **cleaned** it **out** this morning.
9. She **wrote** the number **down**.  
She **wrote** it **down**.
10. They **gave** their old furniture **away**.  
They **gave** it **away**.
11. Victor **helped** his sister **out**.  
Victor **helped** her **out**.
12. She **took** a map **down** and gave it to us.  
She **took** it **down** and gave it to us.



**19-6**

1. Jacob **is not writing down** the address.
2. She **has not booted up** the computer.
3. The hot weather **was not wearing us down**.
4. The books **were not brought back** yesterday.
5. The painting on the sidewalk **has not been washed off**.
6. I **am not bringing** my friend over tonight.
7. They **do not vote down** most proposals.
8. He **did not make up** the story.
9. I **will not print out** my paper on that printer.
10. The report **was not turned in** on time.
11. She **did not set it down** carefully.
12. They **had not been locked out** of their car before.

## Unit 20 Modal Auxiliary Verbs

**20-1**

1. will
2. should
3. may
4. must
5. can
6. would
7. May
8. must
9. may
10. will
11. should
12. Can
13. may
14. would

**20-2**

1. are going to
2. ought to
3. used to
4. have to
5. is able to
6. used to
7. ought to
8. have to
9. are able to
10. is going to

**20-3**

1. was going to
2. ought to
3. had to
4. was able to
5. was going to
6. ought to
7. had to
8. were able to

**20-4**

1. might [modal], be able to [semi-modal]
2. are going to [semi-modal], be able to [semi-modal]
3. might [modal], have to [semi-modal]
4. are going to [semi-modal], have to [semi-modal]
5. will [modal], have to [semi-modal]

20-5

1. You **should not**
2. We **cannot**
3. Martin **is not able to**
4. The supervisor **is not going to**
5. They **may not**
6. You **must not**
7. we **would not**
8. they **will not**
9. I **do not have to**
10. You **should not**

20-6

1. You **shouldn't smoke** in this restaurant.
2. We **can't escape** the heat today.
3. Martin **isn't able to find** his books.
4. The supervisor **isn't going to be** happy.
5. No contraction possible
6. You **mustn't tell** anyone.
7. When we were little, we **wouldn't go** inside until 10:00.
8. For some reason, they **won't answer** their phone.
9. Tomorrow, I **don't have to get up** early.
10. You **shouldn't worry** so much.

20-7

1. should have
2. should have
3. should have OR could have OR ought to have
4. may have been OR might have been
5. must have
6. should have
7. may have OR might have
8. should have
9. must have
10. should have been OR could have been OR ought to have been

## Part VI Gerund and Infinitive Complements

### Unit 21 Gerunds

21-1

1. having
2. being surprised
3. having mentioned
4. trying
5. having been invited
6. eating
7. having been chosen
8. reviewing
9. having been
10. being treated
11. stopping
12. being given
13. playing
14. damaging
15. being introduced

21-2

- The verbs and possible gerunds are provided. Other parts of the sentence may vary.
1. I **enjoy visiting** my relatives.
  2. I **have avoided writing** letters.
  3. I **dislike doing** chores on the weekend.

4. I **liked being told** the story about the three little pigs.
5. I **miss seeing** my friend Judy.

## Unit 22 Infinitives

22-1

1. to be working
2. to pay
3. to have earned
4. to have fainted
5. to be hired
6. to help
7. to have been leaked
8. to be networking
9. to have received
10. to be given
11. to meet
12. to stay
13. to turn in
14. to move
15. to close

22-2

The verbs and infinitives are provided. Other parts of the sentence may vary.

1. I **plan to go** to the park.
2. I **intend to be** right here.
3. I **need to buy** a new notebook.
4. I **want to have** a pizza.
5. I **expect to study** chemistry.

22-3

1. him to exercise
2. us to attend
3. my sister to ride
4. me to turn
5. people to touch
6. Brent and me to be
7. local artists to hang
8. the protesters to leave
9. me to rethink
10. employers to provide
11. Robyn to major
12. everyone to conserve

## Unit 23 Gerunds or Infinitives

23-1

- |                            |                                  |
|----------------------------|----------------------------------|
| 1. infinitive: to rain     | no significant change in meaning |
| 2. infinitive: to bring    | memory to perform action         |
| 3. gerund: quitting        | memory of action                 |
| 4. infinitive: to talk     | no significant change in meaning |
| 5. gerund: going           | vivid depiction                  |
| 6. infinitive: to clean up | hypothetical occurrence          |
| 7. gerund: returning       | memory of action                 |
| 8. gerund: throwing        | vivid depiction                  |
| 9. infinitive: to make     | no significant change in meaning |
| 10. infinitive: to take    | potential occurrence             |

## Review Exercises

### R-1

1. He **doesn't work** on Sundays.
2. **Does** he **work** on Sundays?
3. When **does** he **work**?
4. Who **works** on Sundays?
5. This laptop **doesn't need** a new battery.
6. **Does** this laptop **need** a new battery?
7. **Do** you **like** action films?
8. You **don't like** action films.
9. What kind of films **do** you **like**?
10. **Does** your sister **live** in Chicago?
11. My sister **doesn't live** in Chicago.
12. Where **does** your sister **live**?
13. **Do** the teachers **meet** on Friday afternoons?
14. The teachers **don't meet** on Friday afternoons.
15. When **do** the teachers **meet**?

### R-2

1. is; **It's** simple.
2. are; **We're** in a traffic jam.
3. is; **There's** a parking lot next to the restaurant.
4. am; **I'm** tired today.
5. are; **They're** at home.
6. is; **She's** my sister.
7. are; **You're** right.
8. is; **It's** sunny this morning.
9. is; **There's** a free concert today.
10. am; **I'm** in a hurry.
11. is; **He's** a doctor.
12. are; **You're** next.
13. are; **They're** teammates.
14. are; **We're** at home.
15. is; **She's** busy right now.

### R-3

1. I **am studying** for a test right now. **I'm** studying for a test right now.
2. It **is not raining** anymore. **It's** not raining anymore. OR It **isn't** raining anymore.
3. **Are** you **not coming** to class today? **Aren't** you coming to class today?
4. We **are moving** to another apartment. **We're** moving to another apartment.
5. She **is watching** television tonight. **She's** watching television tonight.
6. They **are not telling** anyone about the accident. **They're** not telling anyone about the accident.  
OR They **aren't** telling anyone about the accident.
7. I **am cleaning** the kitchen tomorrow. **I'm** cleaning the kitchen tomorrow.
8. He **is working** overtime today. **He's** working overtime today.
9. You **are calling** me tonight, right? **You're** calling me tonight, right?
10. My parents **are not visiting** this weekend. My parents **aren't** visiting this weekend.
11. Someone **is knocking** on the door. **Someone's** knocking on the door.
12. This computer **is not working**. This **computer's** not working. OR This computer **isn't** working.
13. You **are doing** well in this course. **You're** doing well in this course.
14. We **are not seeing** eye to eye. **We're** not seeing eye to eye. OR We **aren't** seeing eye to eye.
15. Everything **is going** on sale because the store **is closing** permanently. **Everything's** going on sale because the **store's** closing permanently.

### R-4

1. It **has been** a long day. **It's** been a long day.
2. He **has lived** in many countries. **He's** lived in many countries.
3. Who **has not completed** the assignment? Who **hasn't** completed the assignment?
4. We **have not had** much rain this year. We **haven't** had much rain this year.
5. You **have written** a great song. **You've** written a great song.
6. They **have not returned** yet. They **haven't** returned yet.

7. I **have not slept** well lately. I **haven't** slept well lately.
8. Lee **has not given** his report. Lee **hasn't** given his report.
9. There **have not been** any accidents this year. There **haven't** been any accidents this year.
10. She **has moved** to another apartment. **She's** moved to another apartment.
11. We **have not known** each other very long. We **haven't** known each other very long.
12. It **has rained** all day. **It's** rained all day.
13. They **have found** the perfect apartment. **They've** found the perfect apartment.
14. Everyone **has heard** the news. **Everyone's** heard the news.
15. Who **has not made** a mistake? Who **hasn't** made a mistake?

## R-5

1. **Have** they **been discussing** the problem?
2. They **haven't been** discussing the problem.
3. **Has** she **been living** in the same house for thirty years?
4. How long **has** she **been living** in the same house?
5. He **hasn't been** waiting a long time.
6. How long **has** he **been waiting**?
7. You **haven't been** listening closely.
8. **Have** you **been listening** closely?
9. They **haven't been getting** ready for the upcoming game.
10. **Have** they **been getting** ready for the upcoming game?
11. **Have** they **been monitoring** the situation closely?
12. They **haven't been** monitoring the situation closely.
13. **Have** we **been working** together for twenty years?
14. How long **have** we **been working** together?
15. We **haven't been working** together for twenty years.

## R-6

1. The bus **left** on time. The bus **didn't leave** on time.
2. I **liked** the movie. I **didn't like** the movie.
3. Jason **remembered** the password. Jason **didn't remember** the password.
4. Sara **knew** the answer. Sara **didn't know** the answer.
5. You **told** the truth. You **didn't tell** the truth.
6. I **called** my parents last night. I **didn't call** my parents last night.
7. We **ordered** enough pizza for everyone. We **didn't order** enough pizza for everyone.
8. They **sold** their house. They **didn't sell** their house.
9. She **forgot** my name. She **didn't forget** my name.
10. We **had** enough money. We **didn't have** enough money.
11. The president **attended** the conference. The president **didn't attend** the conference.
12. It **snowed** last night. It **didn't snow** last night.
13. They **finished** by the deadline. They **didn't finish** by the deadline.
14. He **played** video games all day. He **didn't play** video games all day.
15. The whole family **went** to Disneyland. The whole family **didn't go** to Disneyland.

## R-7

1. The room **was** too dark. **Was** the room too dark?
2. There **was** an accident in front of our apartment building. **Was** there an accident in front of our apartment building?
3. The students in the class **were** from many different countries. **Were** the students in the class from many different countries?
4. The news **was** good. **Was** the news good?
5. Her parents **were** late. **Were** her parents late?
6. The people next to you **were** from Australia. **Were** the people next to you from Australia?
7. There **were** empty seats on the plane. **Were** there empty seats on the plane?
8. Your teacher **was** nice. **Was** your teacher nice?
9. The instructions **were** clear. **Were** the instructions clear?
10. Everyone **was** healthy. **Was** everyone healthy?
11. The flight **was** on time. **Was** the flight on time?
12. No one **was** ready. **Was** no one ready?
13. The sidewalks **were** slippery. **Were** the sidewalks slippery?
14. The concert tickets **were** expensive. **Were** the concert tickets expensive?
15. The store **was** open during the holiday season. **Was** the store open during the holiday season?

**R-8**

1. In 2012, he **was taking** classes in computer science.
2. I **was thinking** about you all day.
3. Nothing **was happening**.
4. By 6:00 P.M., the guests **were arriving**.
5. I read an interesting article while I **was waiting** for you.
6. The sun **was shining** just a few minutes ago.
7. When they arrived at the gate, the other passengers **were boarding**.
8. Three years ago, we **were living** in Hawaii.
9. The buses **were running** late yesterday.
10. You **were sleeping** when I got home.
11. Everyone **was talking** about the game.
12. When we met, we **were studying** for a final exam.
13. Who **was waving** at you?
14. Last year he **was working** as a ski instructor.
15. I did the dishes while I **was listening** to a podcast.

**R-9**

1. If Joe **had left** home earlier, he wouldn't have missed the bus.
2. I would feel better if I **had slept** longer last night.
3. She would have completed the project if the printer **hadn't broken**.
4. If the plane **had been** on time, we wouldn't be in this traffic jam right now.
5. I wish it **hadn't rained** all day.
6. If Marie **had felt** better, she would have come along.
7. We wouldn't have gotten lost if there **had been** more signs.
8. I wish you **had told** me about your troubles sooner.
9. If they **had studied** more, they would have earned higher test scores.
10. Lisa wouldn't have gotten the job if you **hadn't helped** her.
11. If you **hadn't missed** the call, you might have received a job offer.
12. He wishes he **had remembered** her name.
13. She would have finished her paper if there **hadn't been** a power outage.
14. If we **had eaten** breakfast, we wouldn't be hungry now.
15. I wish you **hadn't said** that.

**R-10**

1. I **hadn't been listening** closely enough.
2. **They'd been working** overtime, so they needed a rest day.
3. **You hadn't been answering** your e-mail messages, so your mother was worried.
4. If it **hadn't been blowing** so hard, the fire wouldn't have spread.
5. I **hadn't been feeling** well, so I made a doctor's appointment.
6. **She'd been studying** hard, so she was prepared for the test.
7. **I'd been telling** the truth, but no one believed my story.
8. For some reason, **he hadn't been following** the directions.
9. **We hadn't been expecting** a visitor.
10. **They'd been hoping** for better results.
11. We **had been snacking** all day, so we weren't hungry for dinner.
12. It **had been raining** for hours, so they canceled the soccer match.
13. She **had been sneezing** all morning, but she didn't want to leave work early.
14. They **had been walking** an hour before they noticed the dark clouds.
15. I **hadn't been waiting** long at all.

**R-11**

1. It **will not be** too late when we arrive. It **won't be** too late when we arrive.
2. She **will take** the exam on Tuesday. **She'll take** the exam on Tuesday.
3. They **will not discuss** politics at the dinner table. They **won't discuss** politics at the dinner table.
4. Unless the forecast changes, it **will be** sunny next week. Unless the forecast changes, **it'll be** sunny next week.
5. We **will not finish** the project until Tuesday. We **won't finish** the project until Friday.
6. I **will meet** you in an hour. **I'll meet** you in an hour.
7. He **will not change** his ways. He **won't change** his ways.
8. You **will not tell** anyone my secret, will you? You **won't tell** anyone my secret, will you?
9. They **will take** the bus to school next year. **They'll take** the bus to school next year.
10. We **will work** until 5:00. **We'll work** until 5:00.

11. She **will turn** twenty in March. **She'll turn** twenty in March.
12. They **will give** new students a tour on Friday. **They'll give** new students a tour on Friday.
13. There **will not be** any more flights today. There **won't be** any more flights today.
14. He **will not answer** his phone after 9:00 p.m. He **won't answer** his phone after 9:00 p.m.
15. I **will text** you the address. **I'll text** you the address.

**R-12**

1. Who **is going to give** the presentation?
2. Why **are you going to leave** early?
3. **Are taxes going to increase** next year?
4. When **is he going to fax** the forms?
5. Who **is going to guide** the tour?
6. Whom **are they going to invite**?
7. **Is Jan going to work** in Morocco?
8. How much **is the trip going to cost**?
9. How long **is she going to visit**?
10. Where **are they going to stay**?
11. When **are they going to arrive**?
12. Why **are your friends going to fly** to London?
13. How long **is the procedure going to take**?
14. **Are you going to go** home this weekend?
15. Who **is going to retire** next year?

**R-13**

1. **We'll be thinking** of you while you're away.
2. **They'll be studying** a new language.
3. **My brother won't be staying** home very long.
4. **I won't be working** while I'm on vacation.
5. **The company won't be supporting** that project much longer.
6. **You won't be playing** in the title match if you don't train more often.
7. **She'll be traveling** throughout Asia next year.
8. **My friend won't be visiting** this month.
9. **We'll be sharing** a room.
10. **Artur won't be relying** on anyone for help.
11. **They'll be visiting** their relatives this summer.
12. **Amal won't be coming** with us.
13. **He'll be graduating** in May.
14. **I won't be looking** over your shoulder anymore.
15. **It'll be getting** dark sooner.

**R-14**

1. In two months, most of the students **will have completed** all graduation requirements.
2. By the end of the week, you **will have received** your results.
3. When we reach El Paso, we **will have driven** 1,400 miles.
4. In 2020, I **will have lived** in the same place for ten years.
5. When Amanda turns thirty, she **will have visited** all the continents.
6. By the end of today, they **will have fasted** for twenty-four hours.
7. When you arrive in Amsterdam, you **will have spent** over ten hours on an airplane.
8. By the time he retires, Brian **will have been** a teacher for forty-three years.
9. The storm **will have passed** by the time our flight arrives.
10. In three weeks, **we will have taken** all of our final exams.
11. By Sunday, they **will have announced** the winners.
12. When the doctor leaves at the end of the day, he **will have seen** twenty patients.
13. **Will you have finished** your program by the end of the year?
14. **Will they have prepared** the room by the time guests arrive?
15. **Will she have started** her new business by this time next year?

**R-15**

1. When the bus finally arrives, we **will have been waiting** for an entire hour.
2. By 2020, the foundation **will have been funding** art projects for ten years.
3. By the time my sister gets here, she **will have been traveling** for thirty-six hours.

4. When the class ends, they **will have been studying** English for a whole year.
5. I **will have been blogging** for ten years by the beginning of September.
6. By the time we get to the top of the mountain, we **will have been hiking** for five hours.
7. On January 1, my parents **will have been living** in South Africa for five years.
8. On his birthday, Ian **will have been playing** the guitar for twenty-five years.
9. By the end of the week, the workers **will have been protesting** for a month.
10. When I turn forty, I **will have been working** for this company for seven years.
11. He **will have been running** for four hours when he finishes the marathon.
12. On their anniversary tour, they **will have been singing** together for ten years.
13. By the time they reach their destination, they **will have been traveling** for three days.
14. By Election Day, the candidates **will have been campaigning** hard for seven weeks.
15. Zac and Lexi **will have been meditating** for twenty hours by the end of the retreat.

**R-16**

1. **Call** me at work. **Don't call** me at work.
2. **Play** on the grass. **Don't play** on the grass.
3. **Stop** here. **Don't stop** here.
4. **Buy** the newspaper today. **Don't buy** the newspaper today.
5. **Look up**. **Don't look up**.
6. **Ask** questions. **Don't ask** questions.
7. **Walk** here. **Don't walk** here.
8. **Go** over there. **Don't go** over there.
9. **Talk** to me. **Don't talk** to me.
10. **Follow** me. **Don't follow** me.

**R-17**

1. Announcements **are posted** daily.
2. Tourists **are given** free maps.
3. Governance **is shared**.
4. Old phone books **are recycled**.
5. Names **are listed** in alphabetical order.
6. Many jobs **were created** this year.
7. Important documents **were shredded**.
8. The proposal **was revised** twice.
9. The outside door **was locked** at midnight.
10. Our passports **were checked** before we left the airport.
11. The movie **was directed** by Martin Scorsese.
12. The cost **will be recalculated**.
13. Your name **will be called** when the doctor is ready to see you.
14. This topic **will be discussed** at a future meeting.
15. Due dates **will be adjusted** as needed.

**R-18**

1. He **would do** much better if he **worked** harder.
2. If I **had** the time, I **would take** tennis lessons.
3. If we **met** at 4:00, we **would have** time for a walk before dinner.
4. Camille **would be** happy if we **visited** her this summer.
5. If I **were** not so tired, I **would go** out with you this evening.
6. You **would have** more energy if you **got** more sleep.
7. If you **shopped** earlier, you **would avoid** long lines.
8. If I **were** you, I **would accept** the job offer.
9. They **would have won** if the star **had played**.
10. If you **had listened** more closely, you **would have remembered** the directions.
11. If the weather **had been** better, we **would have played** golf.
12. I **would have visited** you if I **had known** your new address.
13. If Louise **had driven** slowly, she **would not have had** an accident.
14. If he **had paid** his bills on time, he **would have had** a better credit score.
15. We **would have saved** a lot of time if we **had taken** the shortcut.



**R-19**

1. Who **turned off** the lights?
2. I **will turn in** my report tomorrow.
3. He always **points out** my mistakes.
4. He **was picking up** his son at school when he received a text from his best friend.
5. Someone **broke into** their apartment.
6. The lawyer **will have gone over** the contract by the time we meet.
7. For years, I **have been calling up** my parents every Sunday morning.
8. She **was cleaning out** her desk when she found the old letter.
9. The plane **has** already **taken off**.
10. **Are you looking up** the phone number?
11. **Have you backed up** your files?
12. I **will pay off** my loan in December.
13. You finally **took down** last year's calendar.
14. **Is he turning in** his resignation tomorrow?
15. He **has checked through** his luggage, but he still hasn't found his wallet.

**R-20**

1. We **will** work late today.
2. You **should** talk to a lawyer.
3. He **may** be right.
4. Everyone **must** take the final exam.
5. She **can** speak five different languages.
6. You **may use** your notes during the test.
7. Back then, we **would play** soccer every afternoon.
8. He **should spend** less time in front of a computer screen.
9. They **are going to** come to the party, aren't they?
10. We **used to** send letters; now we talk on the phone.
11. I **have to** attend tomorrow's meeting.
12. She really **ought to** see a doctor.
13. He **is not able to** afford such an expensive apartment.
14. Who **is going to win** the World Cup?
15. We **have to leave** on Sunday.

**R-21**

1. They delayed **announcing** the winners until Saturday.
2. I finished **typing up** the report yesterday.
3. You'll risk **losing** your job if you aren't on time every day.
4. My father quit **smoking** last year.
5. Her car keeps **breaking down**.
6. She admits **having taken** drugs before the race.
7. Laura denied **having been** at the scene of the crime.
8. They appreciated **having received** your support.
9. I miss **being met** at the airport by my grandparents.
10. We mind **being punished** unjustly.
11. Somehow she avoided **being put** in an awkward position.
12. Did you enjoy **being introduced** to so many new people?
13. Carl appreciates **having been given** the opportunity to study abroad.
14. They disliked **having been treated** so rudely.
15. He hated **having been interrupted**.

**R-22**

1. My brother offered **to help**.
2. The storm caused us **to arrive** late.
3. They agreed **to meet** in person.
4. I hope **to be working** during the summer months.
5. The little boy pretended **to be sleeping**.
6. This rule seems **to be defeating** the purpose of education.
7. I wanted **to have finished** the project by now, but I had to change my plans.
8. You intended **to have completed** the application forms by yesterday.
9. She claims **to have met** the prime minister.
10. The car needs **to be fixed**.

11. Everyone deserves **to be heard**.
12. He expects **to be rewarded** for his efforts.
13. The problem seems **to have been solved**.
14. We expected **to have been paid** by now.
15. She planned **to have been promoted** by the time she was twenty-five.

**R-23**

1. infinitive: to bring; memory to perform an action
2. gerund: speaking; memory of an action
3. infinitive: to snow; no significant change in meaning
4. gerund: going; vivid depiction
5. infinitive: to study; potential occurrence
6. infinitive: to increase; no significant change in meaning
7. gerund: telling; vivid depiction
8. infinitive: to laugh; no significant change in meaning
9. gerund: giving; memory of action
10. infinitive: to work; potential occurrence
11. infinitive: to ask; indication of purpose
12. gerund: meeting; memory of action
13. gerund: painting; no significant change in meaning
14. infinitive: to take; potential occurrence
15. gerund: laughing; cessation of activity

**R-24**

overspent, bent, fled, slept, written, known, drunk, hung, hurt, let

**R-25**

1. Both countries **have rebuilt** their economies.
2. He **has felt** more energetic lately.
3. The receptionist **has put** me on hold.
4. She **has broken** the world record twice in a row.
5. They **have known** about the fire hazard for over a year.
6. You **have sung** that song too many times.
7. I **have read** that book already.
8. We **have heard** that story before.
9. Josh **has gone** out with friends.
10. I **have not done** my homework yet.
11. They **have** still not **left** for the airport.
12. Her dad **has** not **met** her boyfriend.
13. **Have** they **been** here before?
14. **Has** he **had** any experience in marketing?
15. **Have** you **lost** your keys again?

**R-26**

lent, resent, told, kept, wrote, knew, sat, fed, quit, cut

1. The book **cost** \$20.00.
2. He **came** to the party alone.
3. The company **spent** an enormous amount on advertising.
4. The owners **sold** their business.
5. I **gave** him your message.
6. She **put** the groceries in the back seat of the car.
7. We **ate** in silence.
8. They **said** good night and **left**.
9. I **had** a headache last night.
10. You **did** not **tell** me about it.
11. The politician **did** not **write** his own speeches.
12. She **did** not **speak** English at home.
13. **Did** you **know** him very well?
14. **Did** they **take** any notes during the lecture?
15. **Did** he **go** to the meeting yesterday