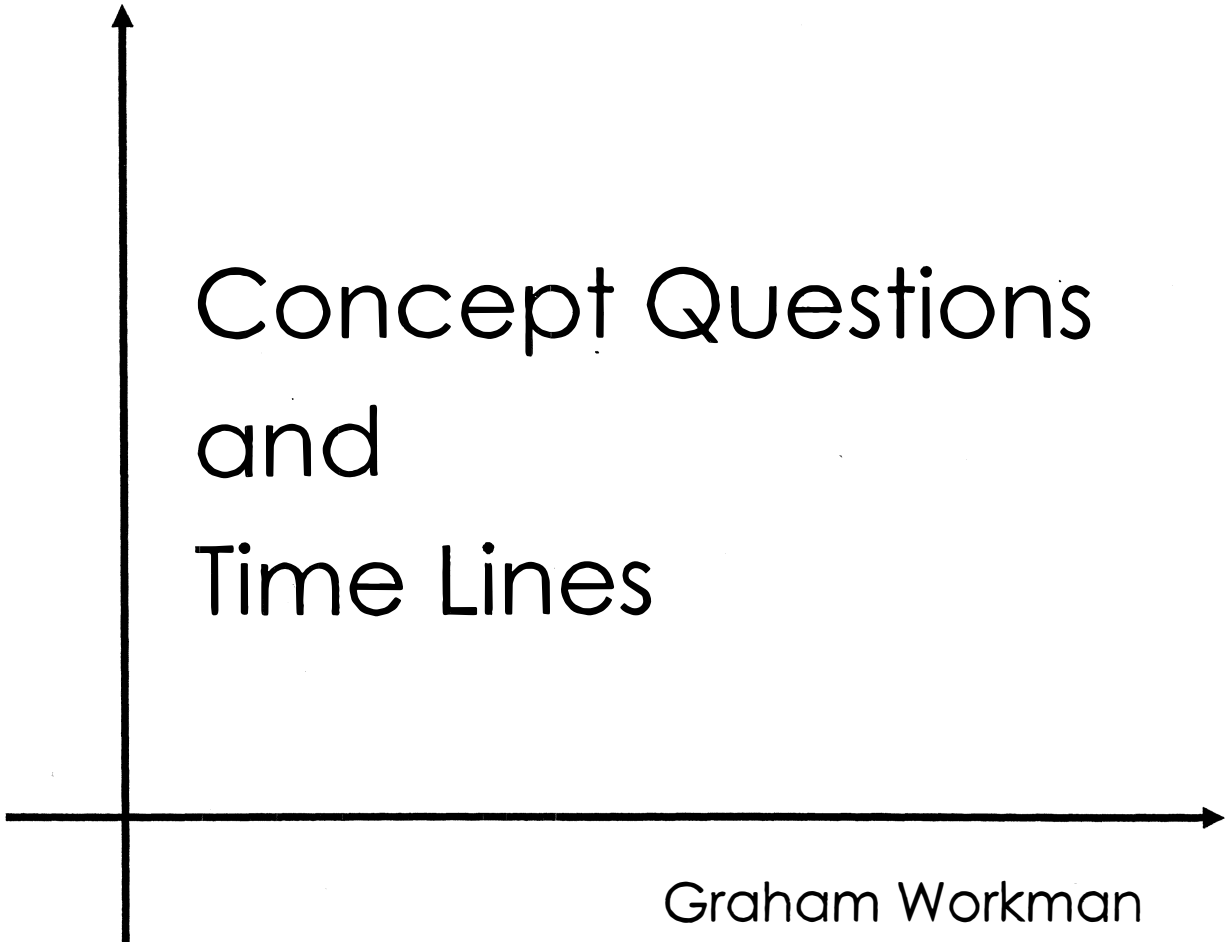


NEW EDITION



# Concept Questions and Time Lines

Graham Workman

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Gem Publishing

# Concept Questions and Time Lines

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## **Acknowledgements of the author**

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## **Dedication**

To my mother

## **Illustrations**

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Popular Films for Language Use 1 (Gem Publishing)

Popular Films for Language Use 2 (Gem Publishing)

Popular Films for Language Use 3 (Gem Publishing)

Popular Films for Business English 1 (Gem Publishing)

## **New edition**

The new edition contains extra practice exercises for making concept questions, new practice materials for learners, and new illustrations throughout to help with clarifying context and concept. The book has been restructured into more accessible sections with clearer referencing, and the photocopyable section has been revised.

## **Feedback on these materials**

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[www.gempublish.com](http://www.gempublish.com)

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## Concept Questions with Time Lines

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OHT2	Present simple (2) – timetable future
OHT3	Present Continuous – diary future
OHT4	<i>going to</i> (1) – expressing an intention
OHT5	<i>going to</i> (2) – making a prediction
OHT6	Future Simple (1) – spontaneous decisions
OHT7	Future Simple (2) – inevitable future fact
OHT8	Future Continuous (1) – activity in progress at a future point in time
OHT9	Future Perfect Simple – an action completed in the future
OHT10	Future Perfect Continuous – future duration use
OHT11	Past Simple – a finished action in the past
OHT12	Present Perfect Simple (1) – Unfinished Past: unfinished period of time use
OHT13	Present Perfect Simple (2) – Unfinished Past: duration use
OHT14	Present Perfect Simple (3) – Indefinite Past: result use
OHT15	Present Perfect Simple (4) – Indefinite Past: experience use
OHT16	<i>for</i> and <i>since</i>
OHT17	Present Perfect Continuous (1) – Unfinished Past: duration of activity use
OHT18	Present Perfect Continuous (2) – Indefinite Past: result of a recently stopped activity
OHT19	Past continuous – an action in progress at a past point in time
OHT20	Interrupted Past Continuous – interrupted past activity
OHT21	Past Perfect – sequencing two past actions
OHT22	Past Perfect Continuous (1) – duration of an activity up to a past time
OHT23	Past Perfect Continuous (2) – result of an activity at a past time
OHT24	<i>used to</i> – discontinued past habit
OHT25	<i>by</i> – meeting deadlines
OHT26	<i>until</i> – saying when an action stops
OHT27	<i>remember to do</i> – remembering before an action
OHT28	<i>remember doing</i> – remembering after an action
OHT29	<i>stop to do</i> – stopping one action in order to do another
OHT30	<i>stop doing</i> – stopping an action
OHT31	<i>wish</i> + <i>past simple</i> – present dissatisfaction
OHT32	<i>wish</i> + <i>past perfect</i> – expressing regret
OHT33	<i>wish</i> + <i>would</i> / <i>wouldn't</i> – expressing annoyance, wanting change in the future

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	OHT40 needn't have done / didn't need to do	
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This book provides everything you need to use concept questions and time lines in your teaching. There is guidance on how to draw time lines as well as practical, step-by-step guidelines on how to make concept questions yourself. Section 3 provides practice in doing this, and the answers to the exercises are found in Section 8.

When you are familiar with how time lines and concept questions work, you are ready to use the photocopiable materials provided in this book. Section 5 contains the photocopiable materials for language forms that are often dealt with on language courses. Below is a simple procedure for using them.

- 1 Using the Contents page or the Index, select the photocopiable pages you require. These are the pages which contain the Time Line, Concept and Concept Questions for the item you are teaching. They are marked OHT (Overhead Transparency). Copy the pages onto photocopiable overhead transparencies.
- 2 Using an overhead projector, gradually reveal the different sections of what is on the transparency. This is best done by placing a piece of paper under the transparency as this will allow you to read what is on it without revealing it to your audience. Show the Time Line first, ask the accompanying Concept Questions to check understanding, and then reveal the box which contains the description of the Concept.
- 3 Learners can copy the time lines and concept definitions into their books or you can give your learners a copy of the transparency for reference purposes.
- 4 Remember that time lines and concept questions are designed to *check understanding of meaning* – they don't teach meaning. You have to illustrate the meaning first, either with a situation, an example sentence, or a contextualised sentence from a reading passage, and then use the time lines and concept questions to check that learners have understood the concept correctly.
- 5 At the bottom of some of the photocopiable OHT pages there are references to grammar handouts in Section 6 and follow-up practice activities in Section 7. These are materials that you can copy and use with your learners.

**What are Time Lines?**

They are lines and drawings that provide a visual representation of different verb forms, showing when things happen or are happening in the present, past or future.

**How do you draw them?**

The basic drawing is a horizontal and a vertical line.

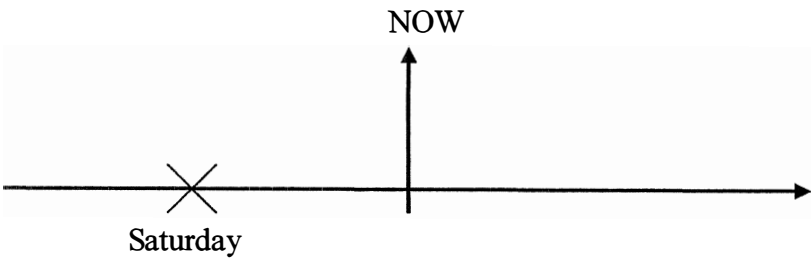
The horizontal line represents time while the vertical line represents now, the present moment. Everything to the left of this vertical line represents the Past, while everything to the right represents the Future.



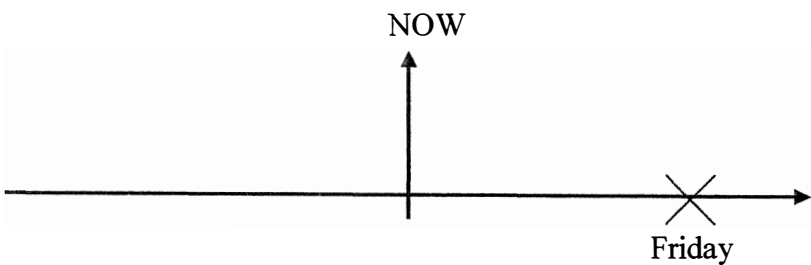
There are certain conventions for representing actions on time lines.

A cross is used to show a single, complete action:

“I saw a good film on Saturday.”

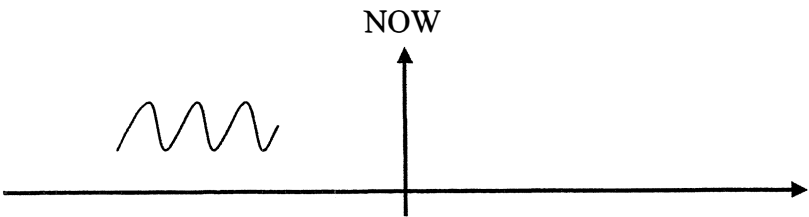


“He will be thirty on Friday.”



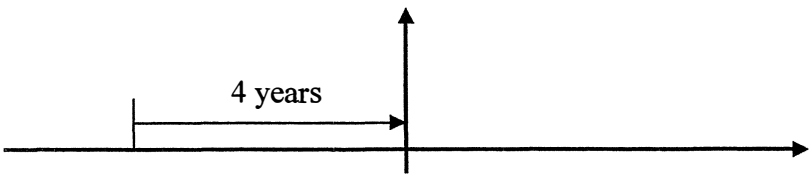
A wavy line is used to show a continuous action:

“I was watching TV.”



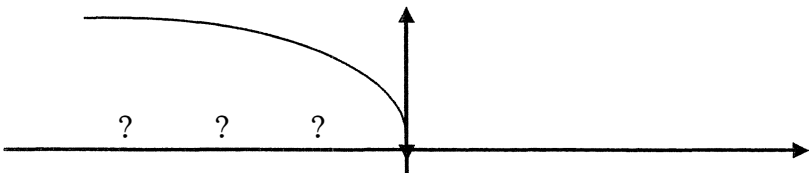
A straight line is used to show the duration of an action:

“I’ve lived here for 4 years.”



A curved line with question marks is used to show an action that does not have a specific point in time:

“I’ve found someone’s keys.”

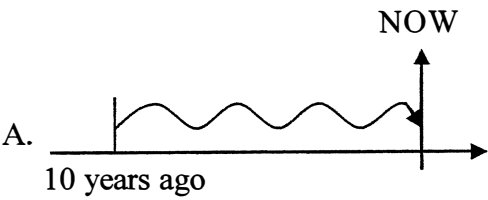


**Why use them?**

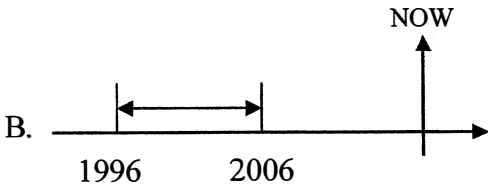
The visual channel is being used to convey understanding of abstract concepts. This can be more memorable than just explanations, and is particularly effective with *visual learners*.

**Exercise 1** Match the sentences below with their corresponding time lines.

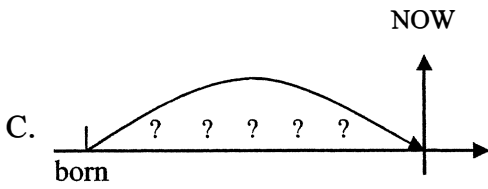
1. Have you ever been there?



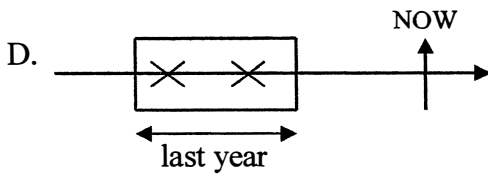
2. When John arrived I left.



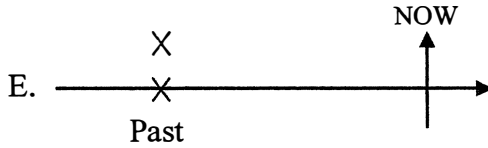
3. I've been studying French for 10 years.



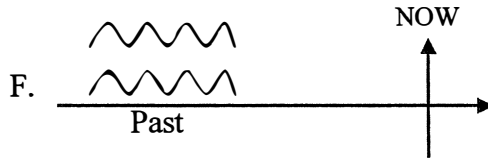
4. While John was cooking, I was watching TV.



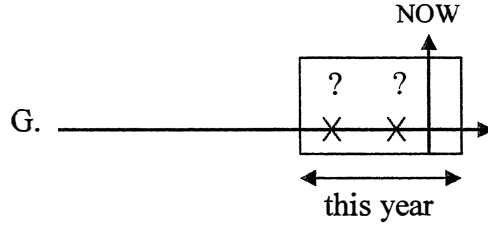
5. He worked there for 10 years.



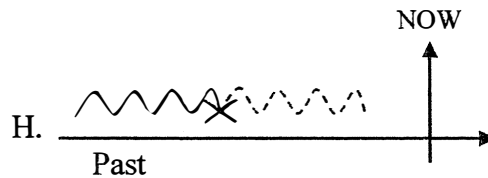
6. She was cooking when he arrived.



7. I've been to France twice this year.



8. I went there twice last year.



**Exercise 2** Make time lines for the following sentences.

- 1 She had left when I arrived.
  
- 2 She's been to Paris.
  
- 3 Oh look! It's been snowing.
  
- 4 She'll be having dinner at 8 o'clock.
  
- 5 I'll have finished the book by Friday.
  
- 6 He stopped to have a drink.
  
- 7 He'd been swimming in the sea for two hours when they rescued him.
  
- 8 He used to smoke.

**What are concept questions?**

They are questions that are designed to check learners have understood the meaning of a piece of grammar, an item of vocabulary or a functional expression. The word “concept” is used to signify the essential meaning of a piece of language.

**Why use them?**

Firstly, because they are an efficient and effective way of checking learners have understood something. They are more effective, for example, than asking learners “Do you understand?” because a) learners may think they have understood something correctly but in reality they have not, and b) learners may be reluctant in a classroom setting to say out loud in front of their peers that they have not understood something since this may expose them to ridicule.

Secondly, because concept questions always work. The concept questions for an item will always be the same since the essential meaning of a piece of language does not change. There may be some examples when the meaning is partly dependent upon the context, but simple adaptation of the concept questions will take care of this. Once you know the concept questions for the use of a particular tense, for example, they will never change and will always work, whatever the example sentence.

Thirdly, because they are a tool for developing the language awareness of teachers. By learning to design and use concept questions, teachers learn to think closely about the meaning of items of language in a systematic and thorough way. In other words, they can be used to develop a teacher’s language awareness skills.

**When do you ask them?**

Concept questions can be used on two occasions. Firstly, they can be used when a new piece of language is introduced and the teacher wants to check that all the learners have understood the meaning. They are therefore used during the “Checking understanding” stage of a lesson, or at any time a new piece of language comes up and needs checking. They are particularly useful when the item of language is complex, or does not exist in the learners’ language, or is used in a different way, or is a false friend.

Secondly, they can be used as a correction technique, either to remind the learner of a concept they have forgotten, or to get the learner to think about the concept of a piece of language they are using. For example, if a learner says “I visit my aunt at 3 o’clock on Saturday”, you may want to check if the learner wants to talk about a regular habit (ie something the learner does every Saturday at this time) or whether the learner wants to talk about a definite arrangement for this Saturday at 3pm. By asking the learner “Is this something you do every Saturday?” and “Is it a definite arrangement?” we get the learner to think about the difference in meaning and the correct form that is needed.

**How many concept questions do you ask?**

It depends on the meaning of the item being checked, but usually it will be somewhere between one and five. If you find that you are asking a lot more questions than this, it probably indicates that you are asking some questions which are either superfluous or irrelevant.

### How do you make them?

Look at the sentence below:

He used to play football.

Firstly you need to break down the meaning of this sentence into a number of statements.

- 1 He doesn't play football now.
- 2 He played football in the past.
- 3 He played football many times in the past.

These three statements are a complete description of the meaning of "used to" (Past Habit) in the example sentence. All that needs to be done now is to turn the statements into questions.

- |                                     |              |
|-------------------------------------|--------------|
| 1 Does he play football now?        | (No)         |
| 2 Did he play football in the past? | (Yes)        |
| 3 Did he play once or many times?   | (Many times) |

Notice that the answer we expect learners to give is written in brackets. If, for example, the learners answer "Yes" to the first question, we know that they have not understood correctly and clarification is needed.

There are also several other design features that need to be considered. Notice that the language used in the concept questions is simpler than the language being checked. The answers that the learners are required to give are short and simple. Furthermore, we do not use the item itself in the concept question. We do not, for example, ask "Did he use to play football?" since it is possible to answer "Yes" without understanding the meaning of "used to". All the rules for the design and use of concept questions are summarised below.

#### Rules for the design and use of concept questions

- 1 Break down the concept of the item into a series of statements of meaning. A dictionary may be helpful if the item is a piece of vocabulary.
- 2 Make sure the statements of meaning are expressed in simple language.
- 3 Turn the statements into questions.
- 4 The questions should be concise and simple.
- 5 The language you use must be simpler than the language you are checking.
- 6 The questions should not normally use the language you are checking.
- 7 Sort the questions into a logical order.
- 8 Write down the correct answers you expect the learners to give.
- 9 The answers should be short and simple.
- 10 If they answer incorrectly, state the correct answer and provide clarification.

The same procedure applies for checking the concept of vocabulary items and functional exponents, though with these you will need to take into account other features such as register, style and connotation. For example, for the following sentence:

"Could you open the door for me, please?"

The concept questions are:

- 1 Is this an order or a request? (Request)
- 2 Am I being polite or impolite? (Polite)

In conclusion, well-designed concept questions not only check understanding but also allow you to talk about the meaning of language in a very simple and clear way.

**Exercise 3** What is wrong with these concept questions?**1** I'm seeing the doctor on Friday.

- a) Am I feeling well? (No)
- b) Am I going to see the doctor on Friday? (Yes)
- c) Will I see the doctor on Friday? (Yes)
- d) Do I want to see the doctor? (Yes)
- e) Do I have a date with my doctor? (Yes)

**2** I'll see him at 7.00.

- a) Will I see him at 6.00? (No)
- b) Will I see him at 7.00? (Yes)

**3** I should have told her.

- a) Would it have been a good idea if I had decided to tell her? (Yes)
- b) What might have happened, had I told her? (I don't know)

**4** Another cowboy bites the dust.

- a) Does the cowboy chew the dust? (No)
- b) Does the cowboy eat the dust? (No)
- c) Does the cowboy bite the dust? (Yes)

**5** I didn't know if I was coming or going.

- a) Was I coming? (I don't know)
- b) Was I going? (I don't know)
- c) Did I know if I was coming or going? (No)

**6** I have to leave early.

- a) Is it incumbent upon me to make an early exit? (Yes)
- b) Is there an external obligation upon me which is forcing me to undertake an action which will take place prior to the time I would normally choose to do it? (Yes)

**7** He managed to open the window.

Did he manage to open the window? (Yes)

**8** hedge

- a) Is it really a hedge? (Yes)
- b) How do you know? (???)

**9** wardrobe

- a) Is it a chest of drawers? (No)
- b) Is there one in your house? (No)

**10** wardrobe

What is wrong in this interchange between teacher and student?

Teacher: Who knows what a wardrobe is?

Student: I know! I know! It's a kind of fish.

Teacher: Well, you're almost right.



**Exercise 4**

What is wrong with the following ways of checking understanding?

- 1      “Do you understand?”
- 2      “You all know what a *plaster* is, yes?”
- 3      “OK, you all seem to have understood that, so we’ll move on.”

**Exercise 5**

Look at the following concept questions and say if they are good or not, and why.

**1      floor**

- a)    Where am I standing?
- b)    Is the floor inside or outside?
- c)    Can you stand on the floor outside?

**2      chest of drawers**

- a)    Is it made of wood?
- b)    Where do you find a chest of drawers?
- c)    What do people usually put in a chest of drawers?

**3      The water is boiling.**

- a)    What is happening to the water?
- b)    Is it very hot?
- c)    How hot?

**4      This meat is tough.**

- a)    Do I have to chew it a lot before I can swallow it?
- b)    Is the meat expensive?
- c)    Is it easy or difficult to cut?

**5      kettle**

- a)    Do you make tea in it?
- b)    What’s it for?
- c)    Do you boil water in it?

**6      She felt embarrassed.**

- a)    Did she do something wrong?
- b)    Did her face go red?
- c)    Was she ashamed?

**Exercise 6** Concept questions **with** time lines

Think of situations to illustrate the meaning of the sentences below. Then write concept questions for them and draw a time line that will help to clarify the meaning.

- 1 I'm seeing the doctor on Monday.
- 2 I'm going to see him on Monday.
- 3 "Can you see Mr Smith on Friday?"  
"No, I'm busy on Friday. I'll see him on Monday."
- 4 Look at those dark clouds. It's going to rain.
- 5 a) I lived in London for ten years.  
b) I've lived in London for ten years.
- 6 a) The students were leaving when the bell rang.  
b) The students left when the bell rang.  
c) The students had left when the bell rang.
- 7 "Goodness! You're covered in paint."  
"Yes, I've been painting the kitchen."
- 8 a) She'll be having dinner at 8.00pm.  
b) I'll have finished the book by Friday.
- 9 a) I wish I had a car.  
b) I wish I had studied harder.  
c) I wish you wouldn't smoke in here.
- 10 a) I remembered to pay the bill.  
b) I remembered paying the bill.

**Exercise 7** Concept questions **without** time lines

Think of situations to illustrate the meaning of the sentences below. Then write concept questions for them.

- 1 I had my car repaired.
  
- 2
  - a) I have to start work at 7.00am.
  - b) I don't have to get up early on Sunday mornings.
  - c) You mustn't smoke in class.
  
- 3 She should have locked the door.
  
- 4 He must be drunk.
  
- 5
  - a) I saw him swim across the river.
  - b) I saw him swimming across the river.
  
- 6 Don't ring now. She 'll be eating.
  
- 7
  - a) He needn't have got up early.
  - b) He didn't need to get up early.
  
- 8 She should pass the exam.
  
- 9 I 'm getting used to driving on the left in England.

**Exercise 8**    Concept questions for **vocabulary** and **expressions** (i)

Think of situations to illustrate the meaning of the vocabulary items and expressions below, and then write concept questions for them.

- 1        It's a cosy room.
  
- 2        The play was a flop.
  
- 3        I didn't know if I was coming or going.
  
- 4        He hesitated before jumping.
  
- 5        She makes do with very little money.
  
- 6        "You'll lose your job if you're not careful."  
          "I don't care."
  
- 7        She has a hectic life.
  
- 8        Would you mind if I smoked?

**Exercise 9**    Concept questions for **vocabulary** and **expressions** (ii)

Think of situations to illustrate the meaning of the vocabulary items and expressions below, and then write concept questions for them.

- 1        For the first three days he was completely disorientated.
  
- 2        I can't make ends meet on my salary.
  
- 3        She gave an accurate description of the thief.
  
- 4        I'll take my umbrella in case it rains.
  
- 5        I didn't mean to break it.
  
- 6        I don't mind doing the washing up.
  
- 7        John claimed it was an accident.
  
- 8        You're burning the candle at both ends.

**Exercise 10**    Concept questions for **false friends**

Write concept questions for the following items:

- 1        She's a sensitive person.
- 2        She's a sensible person.
- 3        He's a sympathetic person.
- 4        He's a confident person.
- 5        The ticket inspector checked our tickets.
- 6        The police controlled the crowds.
- 7        He felt nervous before his driving test.
- 8        It's a warehouse.
- 9        Can I look at the agenda?
- 10      Write concept questions for an item of your own choice.

**Exercise 11 False friends - choose the correct word**

Complete the sentences below with a suitable word. Exercise 10 will help you.

- 1 Inexperienced teachers sometimes find it difficult to ..... classes of noisy teenagers.
- 2 We can depend on her to behave in a very ..... manner and not do anything silly.
- 3 Be careful what you say to her. She's very ..... and easily upset.
- 4 He looked at the thermostat to ..... it was set at the right temperature.
- 5 I think we should move on to item number 4 on the .....
- 6 When I told him about my problems he wasn't very .....
- 7 Marks and Spencers is a large ..... in the centre of the city. It has several ..... on the outskirts of town so delivery is prompt.
- 8 The teacher asked the learners to ..... their written work for mistakes.

**Exercise 12 Business English false friends**

Correct the mistakes in the following sentences.

- 1 "Can you tell us what you like to do in the evenings?"  
"Yes, I like to go to bed with a romantic roman."
- 2 "I need to talk to my chef about this."  
"I think you mean *chief*."
- 3 I've said what I think about it. What is your meaning on this matter?
- 4 Could I ask you to control these figures for me?
- 5 Staff fluctuation is very high in this department.
- 6 When she got home after a hard day's work she felt nervous and started shouting at the cat.
- 7 "What do you think are the qualities of a good Team Leader?"  
"I think they have to be consequent in the way they handle people."
- 8 OK, let's meet on Friday at 3pm. I'll write it down in my agenda.
- 9 We sell our products through well-known warehouses on the high street.
- 10 Who is going to write the protocol for this meeting?

**When do I prepare my concept questions?**

You need to think about your concept questions before you teach a lesson that contains new language. They will help you to analyse the meaning of the language you are teaching and anticipate any possible difficulties your learners may have.

**How can I get help with writing them?**

The first thing you need to do is think about the way you use the item and to think of some situations in which it would occur naturally. A dictionary can help with lexical items because they will provide you with a useful description of the concept, as well as some examples of use.

**Do concept questions teach meaning?**

No, they don't. Concept questions only check understanding of meaning, so you will need to illustrate the meaning of the item before you can use them.

**How many concept questions should I ask?**

If you have done the exercises above in Section 3, you will have noticed that there are usually between two and five concept questions for each item. The exact number will depend on the concept of the particular item. Remember that concept questions check the *essential* meaning of an item, so take care not to focus on unnecessary elements.

**What are the most important characteristics of good concept questions?**

They are simple and concise. They should use language that is easier than the item that is being checked. They should require learners to give very simple, short answers like "Yes", "No", "We don't know", or something from the context that was used to illustrate the meaning. Remember to write down the correct answers that you expect learners to give in response to your questions.

**What do I do if learners don't give the correct response?**

This will tell you that the learners have not understood correctly. Tell them their answer is wrong and illustrate the meaning again so they can provide the correct response.

**Is there anything I shouldn't do?**

Yes, you shouldn't use the language of the item in your concept question. For example, if you are teaching "I used to play football", you can't ask "Did I use to play football?" because this question contains "used to", which is the item that is being checked for understanding. However, as you will see from the exercises in Section 3, you can sometimes use the item in the question if it is a vocabulary item.



**Anything else I should consider?**

Yes, remember that with some lexical items and expressions you may need to check the style of the item, eg. “Is this formal or informal language?” “Do I say this to a friend or to someone I don’t know?” When you are teaching functional language, you will also need to check learners understand what function the language is performing, eg “Am I making a request or giving an order?”

**Is it always best to use concept questions? Can’t I just tell them the meaning?**

Yes, on some occasions it can be quicker and easier to tell the learners the meaning of an item of language, especially if the item is simple and straightforward, but with more complex and unfamiliar examples of language they are essential. Concept questions have the advantage of getting learners to think about the meaning of a piece of language and serve to highlight the essential concept of the item. Above all, they are an extremely useful tool for finding out if learners really have understood something.

**Do I use concept questions only when I am presenting new language?**

You can also use them as a correction technique to get learners to think about what they have said and to guide them towards the correct form or item. Learners have to think about the meaning, and this can make the item more memorable than simply telling them what the rule or correct meaning is.

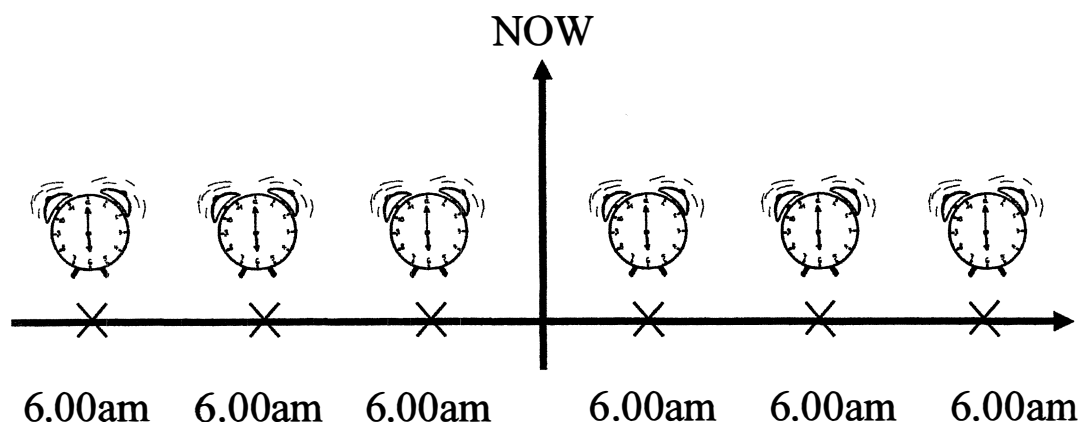
**Are concept questions the only way of checking understanding?**

No, there are other ways. For example, you can get learners to do any of the following:

- match words with definitions
- respond to commands (eg you say “Hand me that bag” and the learner does it)
- give you example sentences using the language
- do the exercises that are provided in course books and other published materials and see if they produce correct answers.

## ***Present Simple*** **habits and routines**

*I get up at 6.00 every morning.*



### **Concept**

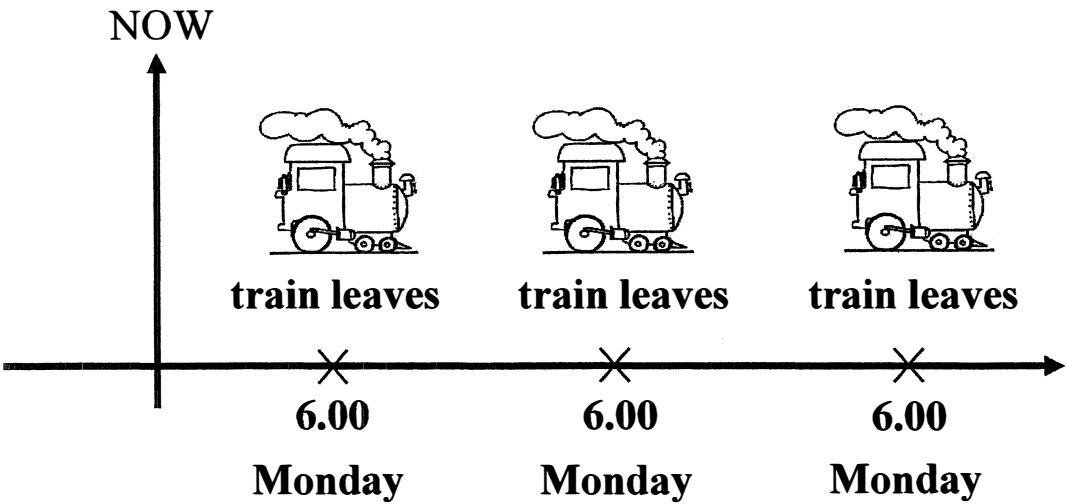
The Present Simple is used to talk about routines or habits.

### **Concept Questions**

- 1 Is this something I do every day? (Yes)
- 2 Is it a routine / habit? (Yes)

*Present Simple*  
**timetable future**

The train *leaves* at 6.00 on Monday.



**Concept**

The Present Simple is used to talk about future events on a timetable or programme of events. This use is sometimes called the “timetable future”.

**Concept Questions**

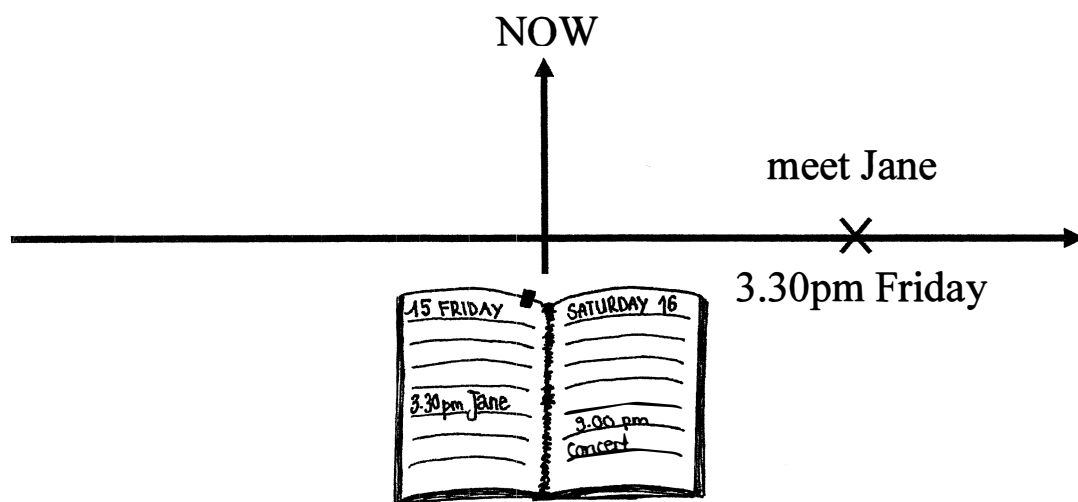
- 1 Is it on a timetable? (Yes)
- 2 Does this happen at the same time every Monday? (Yes)

**Grammar Handouts** See page 73

**Practice Materials** See page 79

## ***Present Continuous*** **diary future**

*I'm meeting Jane at 3.30 on Friday.*



### **Concept**

The Present Continuous is used to talk about definite future arrangements. This use is sometimes called the “diary future”. The time reference is given or understood.

### **Concept Questions**

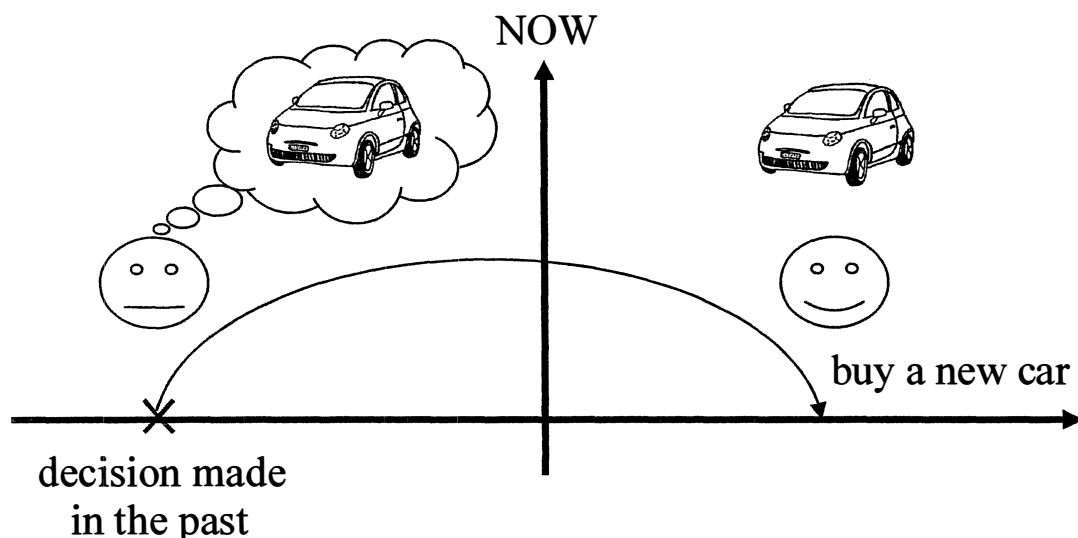
- 1 Are we talking about the present or the future? (Future)
- 2 Is it a definite arrangement? (Yes)
- 3 So is it in my diary? (Yes)

**Grammar Handouts** See page 73

**Practice Materials** See page 79

## *going to* expressing an intention

*I'm going to* buy a new car.



### **Concept**

*going to* is used to express an intention or plan. The decision was made before the moment of speaking. It is not a definite arrangement.

### **Concept Questions**

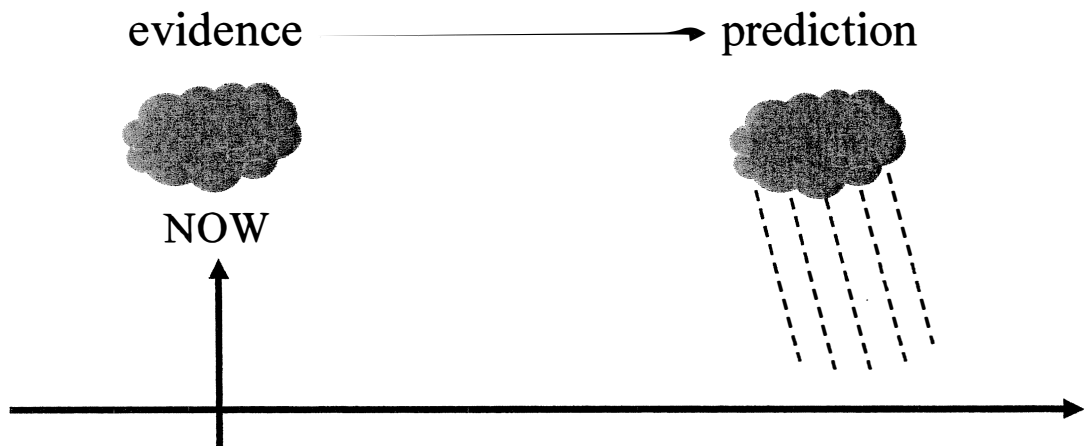
- 1 Are we talking about the future? (Yes)
- 2 Is this a plan / intention? (Yes)
- 3 Did I decide now or in the past? (In the past)
- 4 Is it a definite arrangement? (No)

**Grammar Handouts** See page 73

**Practice Materials** See pages 78, 79

## *going to* making a prediction

“Look at those dark clouds.”  
“Yes, it’s *going to* rain.”



### Concept

*going to* is used to make a prediction about the future, based on evidence in the present.

### Concept Questions

- 1 Are we talking about the future? (Yes)
- 2 Are we making a prediction? (Yes)
- 3 What is the evidence for this prediction? (Dark clouds)

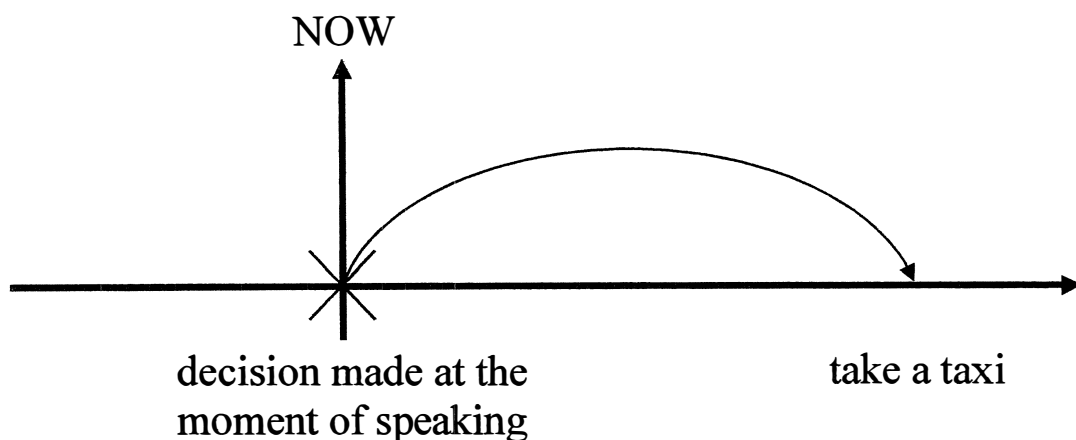
**Grammar Handouts** See page 73

**Practice Materials** See page 79

## *Future Simple* making a spontaneous decision

“There are no buses today.”

“OK. I’ll take a taxi.”



### **Concept**

The Future Simple is used to express a decision made at the moment of speaking – i.e. it is a spontaneous decision.

The contracted form *I’ll* is used in spoken English.

### **Concept Questions**

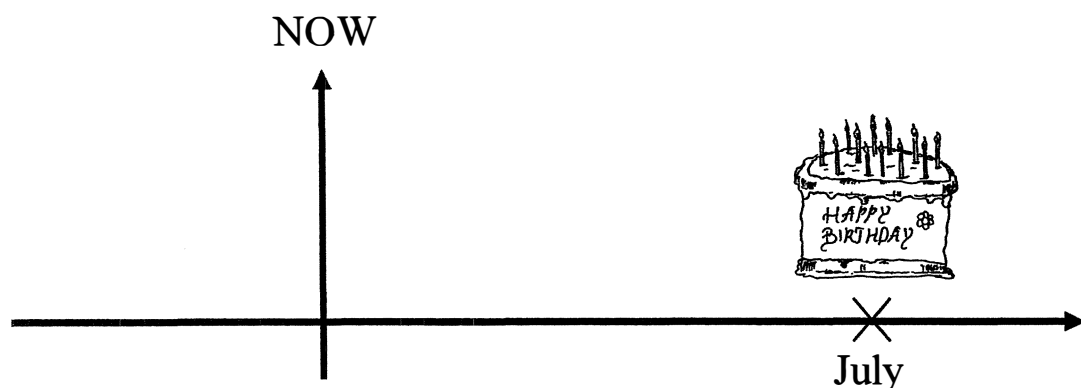
- 1 Did I decide now or in the past? (Now)
- 2 Is it a spontaneous decision? (Yes)

**Grammar Handouts** See page 73

**Practice Materials** See page 79

## *Future Simple* future as inevitable fact

I'll be thirty in July.



### Concept

The Future Simple is used to talk about inevitable future events, i.e. things in the future that cannot be changed.

The contracted form *I'll* is used in spoken English.

### Concept Questions

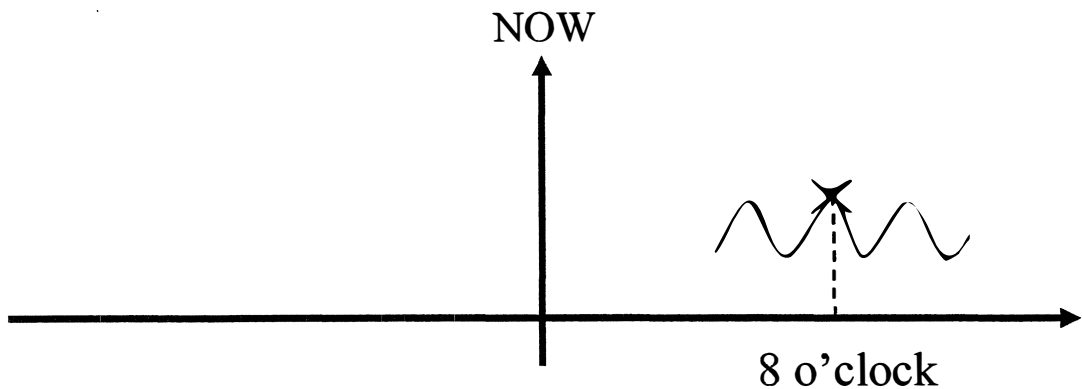
- 1 Are we talking about the future? (Yes)
- 2 Can this future fact be changed? (No)
- 3 Is it inevitable? (Yes)

**Grammar Handouts** See page 73



***Future Continuous***  
**activity in progress at a future point in time**

*I'll be having dinner at 8 o'clock.*

**Concept**

The Future Continuous is used to talk about an activity in progress at a future point in time. It is used in the same way as the Past Continuous and the Present Continuous but refers to the future.

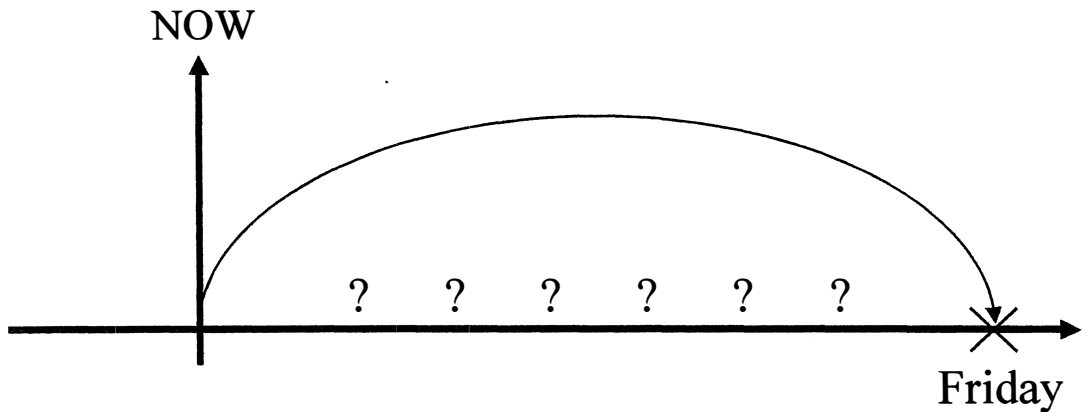
**Concept Questions**

- 1 Do I start having dinner before 8 o'clock? (Yes)
- 2 Am I still having dinner after 8 o'clock? (Yes)
- 3 So is this action in progress at 8 o'clock? (Yes)

**Practice Materials** See page 88

## ***Future Perfect Simple*** **an action completed in the future**

*I'll have finished* the book by Friday.



### **Concept**

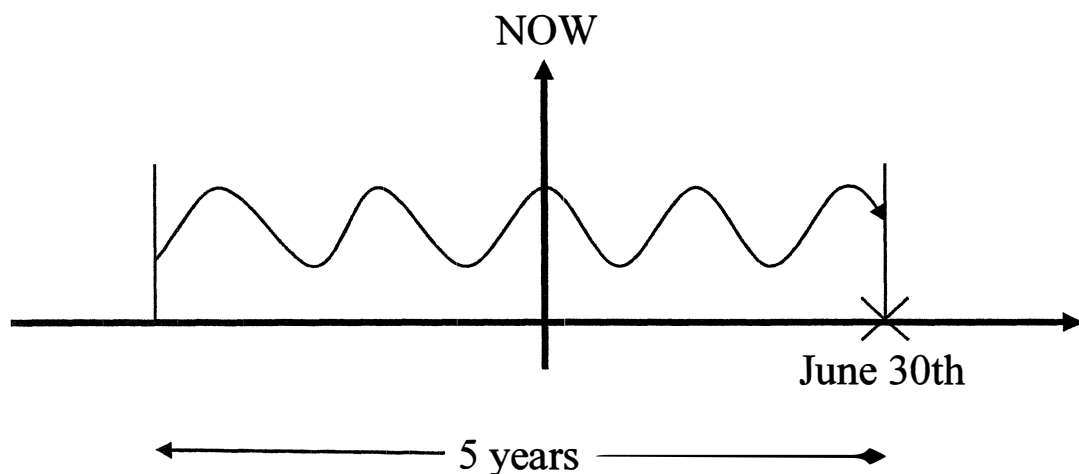
The Future Perfect Simple is used to talk about a future action that will be completed at or before a specified time. It is often used with the word *by*, eg *by 2050*.

### **Concept Questions**

- 1 Imagine it is Friday. Is the book finished? (Yes)
- 2 Is the action completed between now and Friday? (Yes)
- 3 Do we know exactly when? (No)

## ***Future Perfect Continuous*** **future duration use**

*I'll have been working here for 5 years  
by the end of June.*



### **Concept**

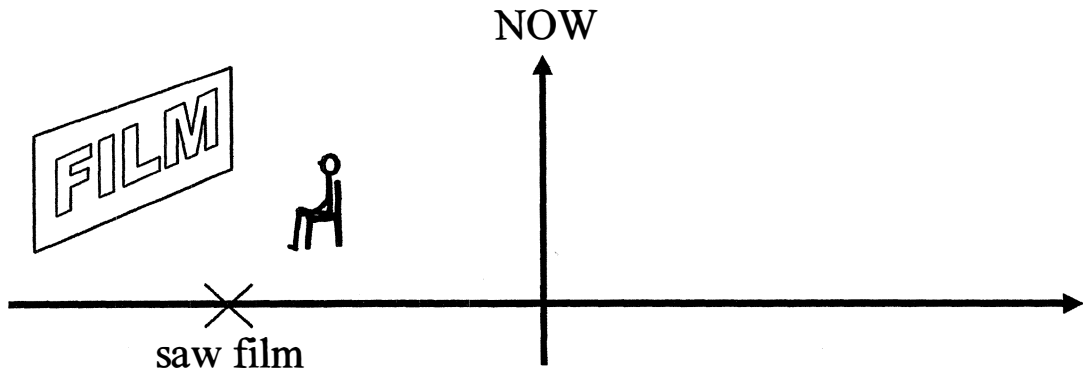
The Future Perfect Continuous is used to talk about the duration of an activity that started in the past and extends to a future point in time. It is often used with the word *by*.

### **Concept Questions**

- 1 Am I talking about a period of time that started in the past and continues up to a future point in time? (Yes)
- 2 Am I most interested in the duration of the activity? (Yes)

***Past Simple***  
**a finished action in the past**

*I saw* a good film last night.



**Concept**

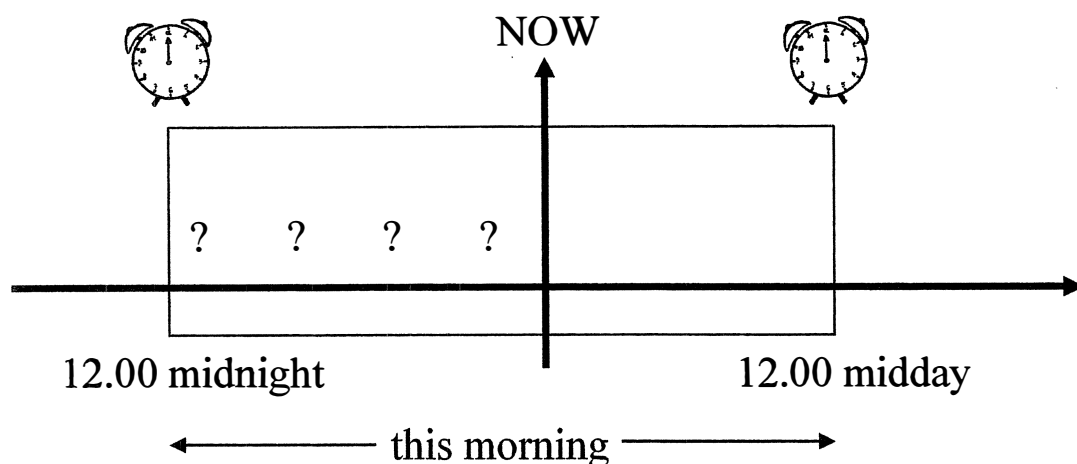
The Past Simple is used to talk about things that happened in the past, are finished and have no connection with the present. We usually know when the action happened.

**Concept Questions**

- 1 Is the action in the past? (Yes)
- 2 Is the action finished? (Yes)
- 3 Is there any connection with the present? (No)
- 4 Do we know when it happened? (Yes, usually)

## ***Present Perfect Simple – Unfinished Past*** **unfinished period of time use**

*Have you seen Joe this morning?*



### **Concept**

The Present Perfect Simple is used to talk about things that have happened in an unfinished period of time that includes the present. It is used with expressions like *this morning, this week, this month, this year*.

### **Concept Questions**

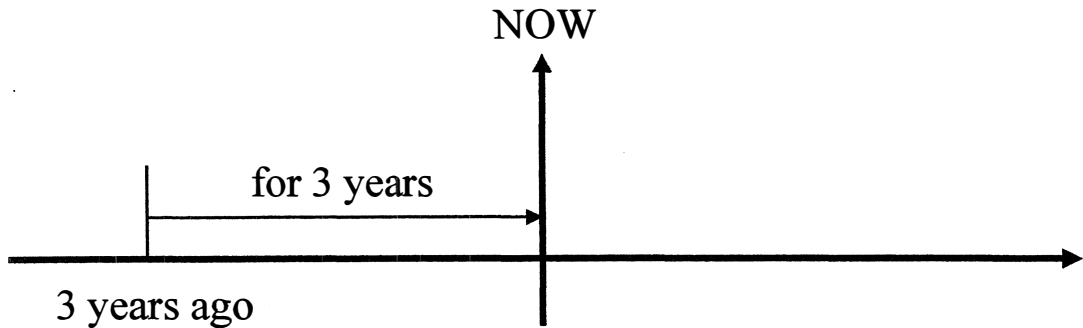
- 1 Is it still this morning? (Yes)
- 2 What do we say in the afternoon? (Did you see Joe this morning?)
- 3 Why? (Because the morning is finished and there is no longer any connection with the present)

**Grammar Handouts** See pages 74-75

**Practice Materials** See page 80, 86

## ***Present Perfect Simple – Unfinished Past*** **duration use**

She *has worked* here for 3 years.



### **Concept**

The Present Perfect Simple is used to talk about the duration of an action that started in the past and continues up to and includes the present. It is often used with *for* and *since*. To ask questions we use “How long ....?” eg “How long has she worked here?”

### **Concept Questions**

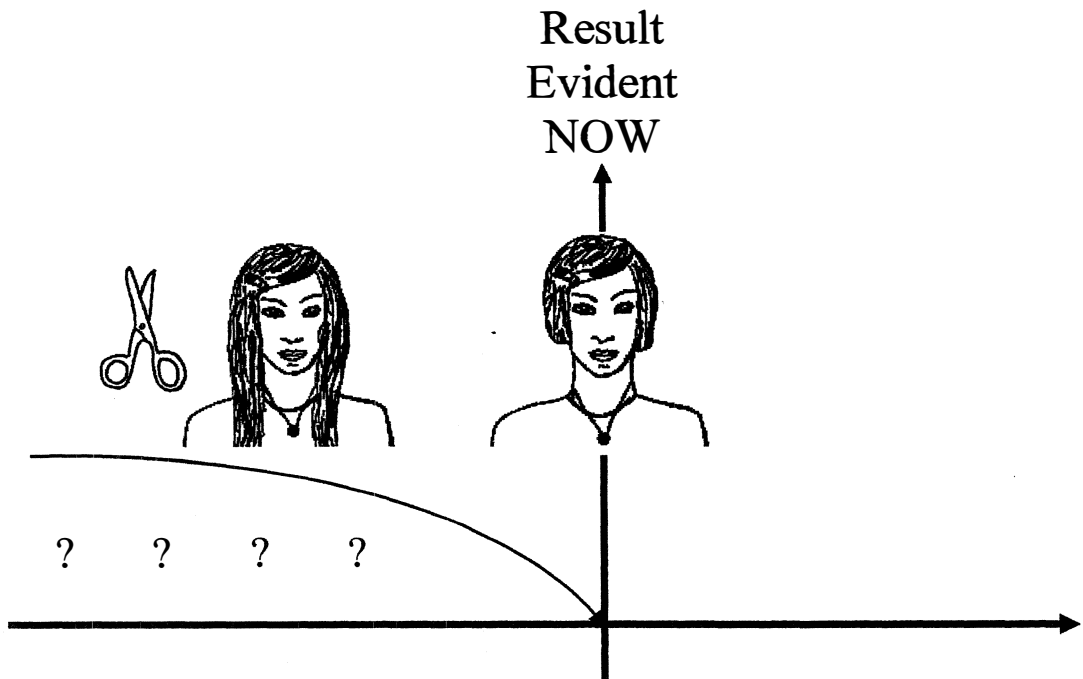
- 1 Do we know when the action started? (Yes)
- 2 Does the action continue up to and include the present? (Yes)
- 3 Does she still work here? (Yes)
- 4 What are we interested in? (The duration of the action)

**Grammar Handouts** See pages 74-75

**Practice Materials** See pages 35, 80, 81, 86

## ***Present Perfect Simple – Indefinite Past*** **result use**

“Oh, you *have cut* your hair.



### **Concept**

The Present Perfect Simple is used to talk about the present result of an action completed at an unspecified time in the past.

### **Concept Questions**

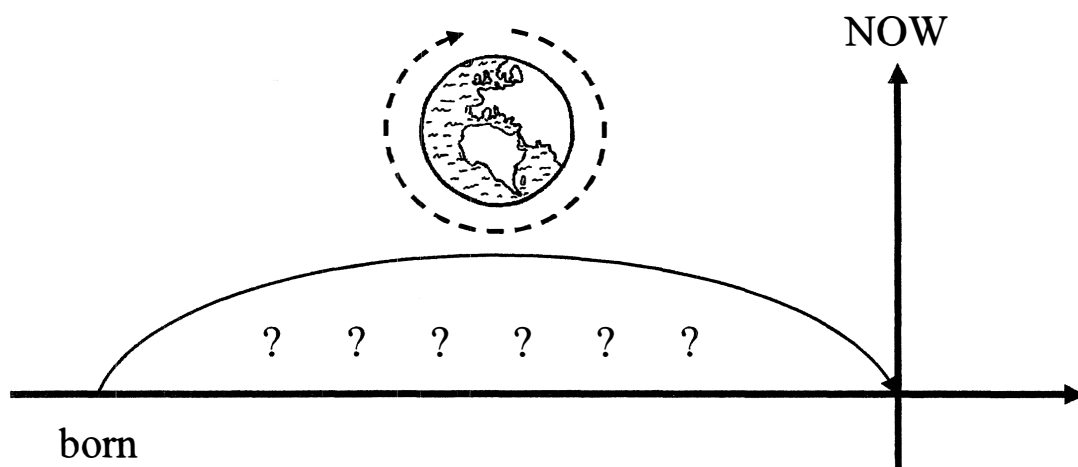
- 1 Did something happen in the past? (Yes)
- 2 Do we know when it happened? (No)
- 3 Is there a result in the present? (Yes)

**Grammar Handouts** See pages 74-75

**Practice Materials** See pages 80, 86

## ***Present Perfect Simple – Indefinite Past*** **experience use**

He has travelled all round the world.



### **Concept**

The Present Perfect Simple is used to talk about experiences people have had at some time in their lives. When it happened is not specified. It can be used with *ever* and *never*, eg “Have you ever ...?” “I’ve never ...”.

### **Concept Questions**

- 1 Did he travel round the world at some time in his life? (Yes)
- 2 Do we know when he did this? (No)
- 3 Is he still alive? (Yes)
- 4 So is this experience still with him in the present? (Yes)
- 5 What do we say when he is no longer alive? (He travelled)

**Grammar Handouts** See pages 74-75

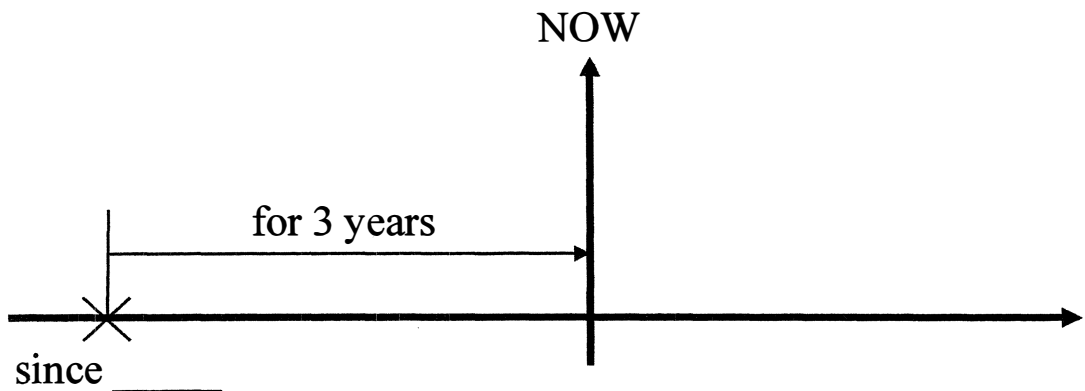
**Practice Materials** See pages 80, 82-83, 84-85, 86



## *for* and *since*

She has worked here *for* 3 years.

She has worked here *since* \_\_\_\_.



*for* + a period of time  
eg for 3 years

*since* + a specific point in time  
eg since \_\_\_\_

**Grammar Handouts** See pages 74-75

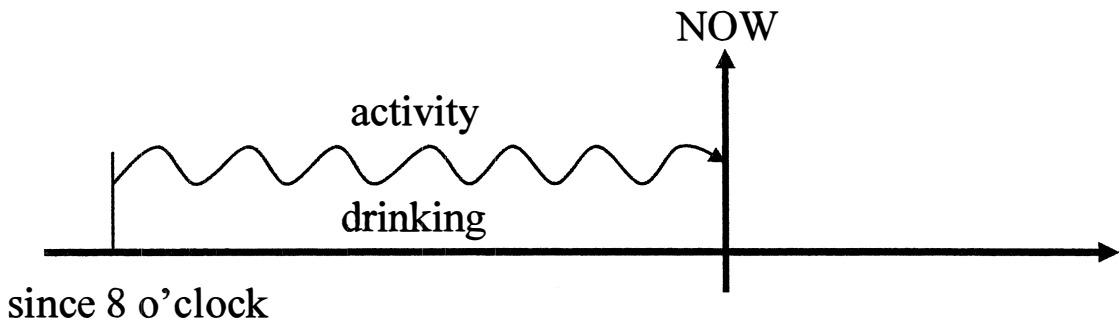
**Practice Materials** See page 81

## ***Present Perfect Continuous***

### ***Unfinished Past***

#### **duration of activity use**

He *has been drinking* since 8 o'clock.



### **Concept**

The Present Perfect Continuous is used to talk about the duration of an activity that started in the past and continues up to and includes the present. It is often used with *for* and *since*. To ask questions we use “How long ... ?”

### **Concept Questions**

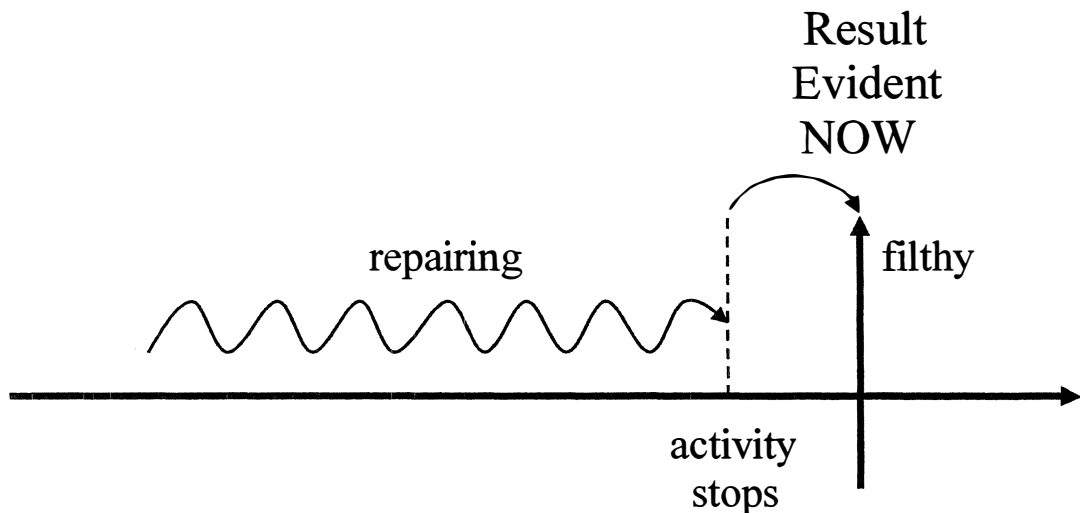
- 1 Do we know when the activity started? (Yes)
- 2 Does the activity continue up to and include the present? (Yes)
- 3 Is the action still continuing? (Yes)
- 4 What are we interested in? (The duration of the activity)

**Grammar Handouts** See pages 76-77

**Practice Materials** See page 87

***Present Perfect Continuous***  
***Indefinite Past***  
**result of a recently stopped activity**

*He has been repairing the car. He's filthy.*



### **Concept**

The Present Perfect Continuous is used to talk about the result of a recently stopped activity. The result of the activity is evident in the present.

### **Concept Questions**

- 1 Does the car work now? (Maybe yes, maybe no. We don't know)
- 2 Is the man repairing the car now? (No)
- 3 Did he stop repairing the car a short time ago? (Yes)
- 4 How do we know? (He's filthy)

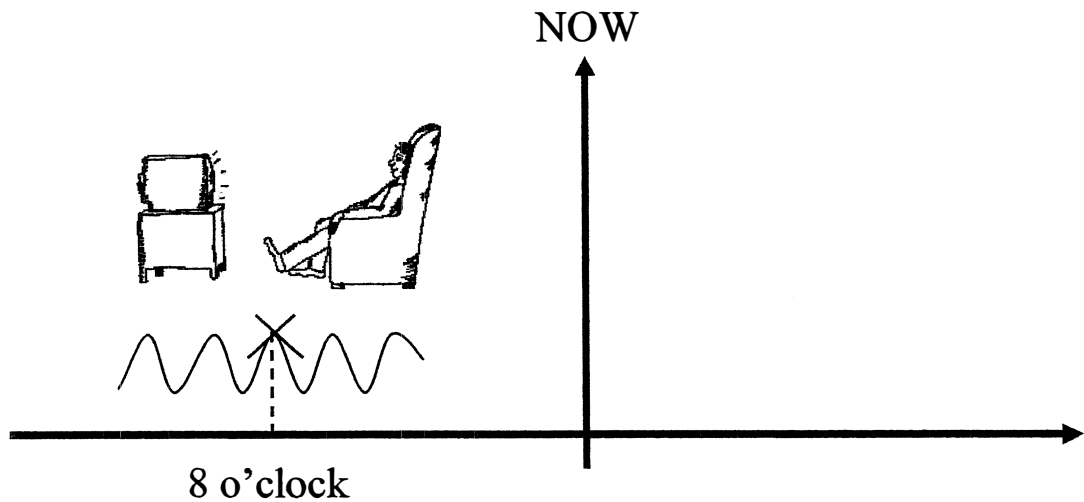
**Grammar Handouts** See pages 76-77

**Practice Materials** See page 87

## *Past Continuous*

**an action in progress at a past point in time**

*I was watching TV at 8 o'clock.*



### **Concept**

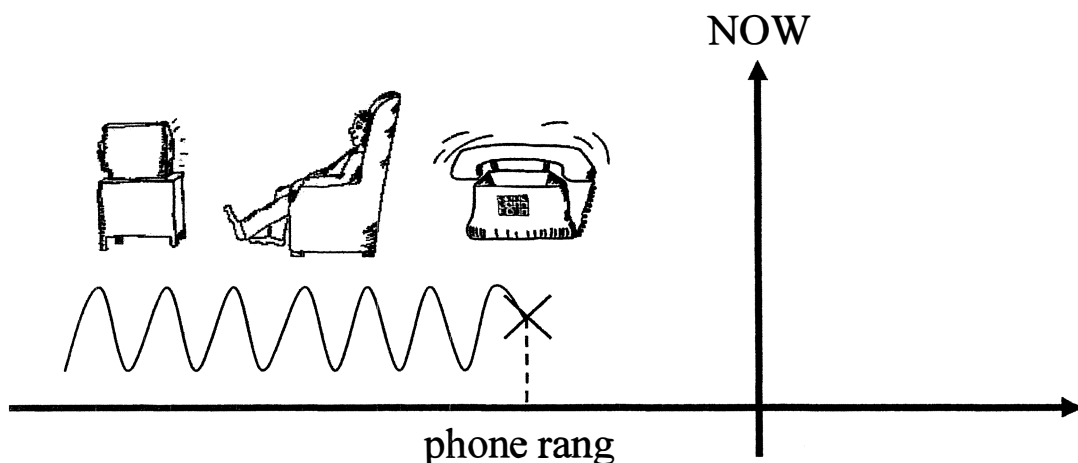
The Past Continuous is used to talk about an action that was in progress at a past point in time.

### **Concept Questions**

- 1 Did I start watching TV before 8 o'clock? (Yes)
- 2 Was I still watching after 8 o'clock? (Yes)
- 3 So was the action in progress at 8 o'clock? (Yes)

## ***Interrupted Past Continuous*** **interrupted past activity**

I *was watching* TV when the phone *rang*.  
The phone *rang* while I *was watching* TV.



### **Concept**

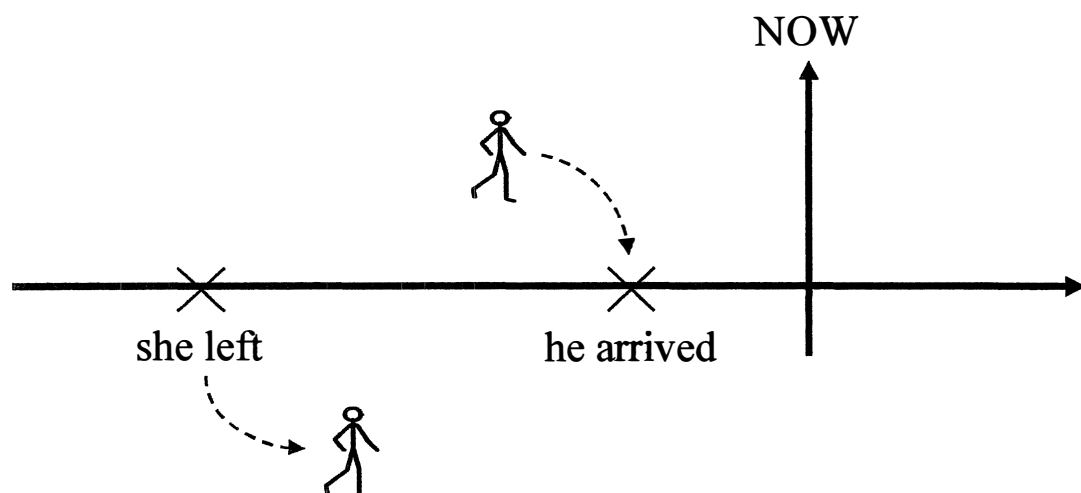
The Interrupted Past Continuous is used to talk about an activity that was in progress and interrupted by a single complete action in the past. It is made with the Past Continuous, the Past Simple and the words *when* or *while*.

### **Concept Questions**

- 1 Did I start watching TV before the phone rang? (Yes)
- 2 Was the action in progress when the phone rang? (Yes)
- 3 Did I stop watching TV? (Yes)
- 4 Why? (To answer the phone)

## *Past Perfect* sequencing two past actions

She had left when he arrived.



### Concept

The Past Perfect is used to talk about two actions in the past and to make clear the sequence of events. It shows that one action happened before the other.

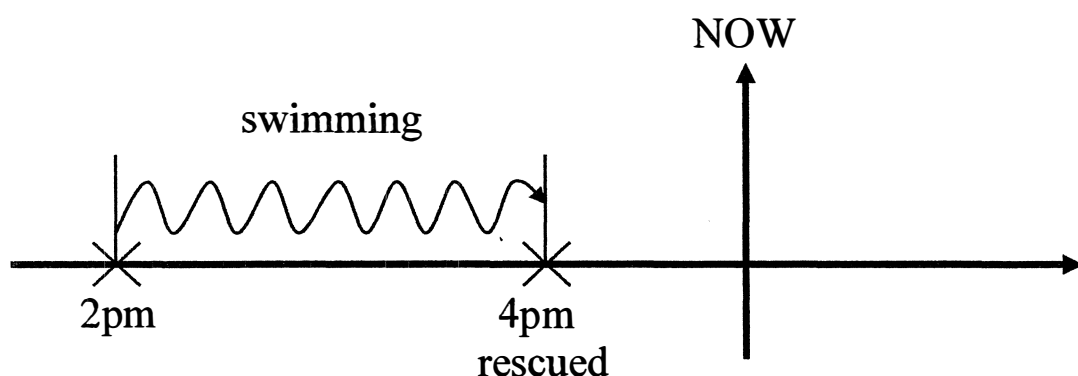
### Concept Questions

- 1 Are we talking about the past? (Yes)
- 2 How many actions are there in the past? (Two)
- 3 Did both actions happen at the same time? (No)
- 4 So did one action happen before the other? (Yes)
- 5 Which action happened first? (She left)

## ***Past Perfect Continuous***

**duration of an activity up to a past point in time**

They *had been swimming* in the water for 2 hours when they were rescued.



### **Concept**

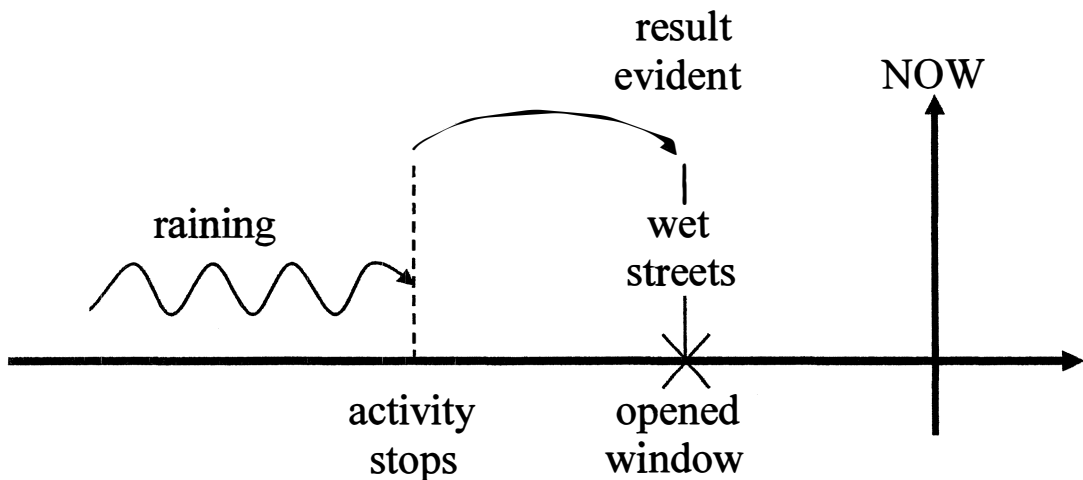
The Past Perfect Continuous is used to talk about the duration of an activity that continued up to a specified point in time in the past. The words *for* and *since* are used to talk about the duration of the activity. The word *when* is often used to introduce the past time reference.

### **Concept Questions**

- 1 When did they start swimming? (2pm)
- 2 What time did they stop swimming? (4pm)
- 3 How long were they swimming in the water? (2 hours)
- 4 Did they stop swimming when they were rescued? (Yes)

## ***Past Perfect Continuous*** **result of an activity at a past point in time**

I opened the window and saw the streets were wet. It *had been raining*.



### **Concept**

The Past Perfect Continuous is used to talk about the result of a past activity that stopped before a point in time in the past. The result of the activity is evident at this past point in time.

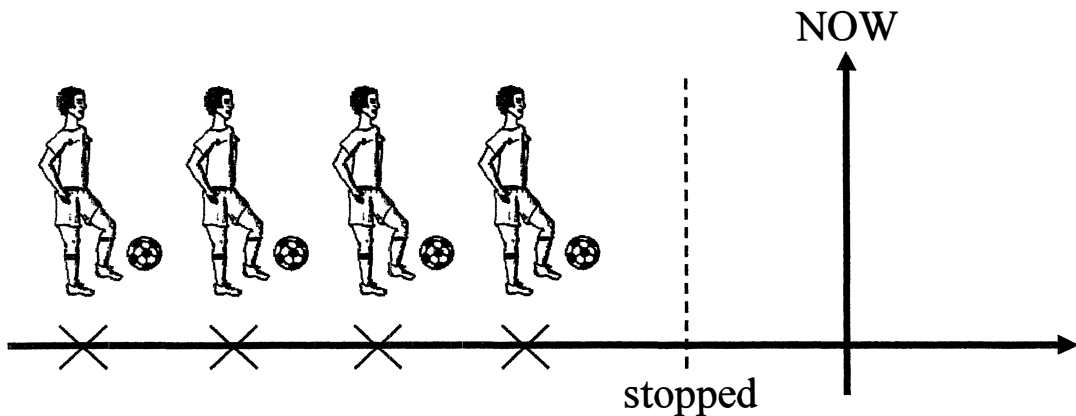
### **Concept Questions**

- 1 Was it raining when I opened the window? (No)
- 2 Did it stop raining a short time before this? (Yes)
- 3 How did I know? (Because the streets were wet)



*used to*  
**discontinued past habit**

He *used to* play football.



**Concept**

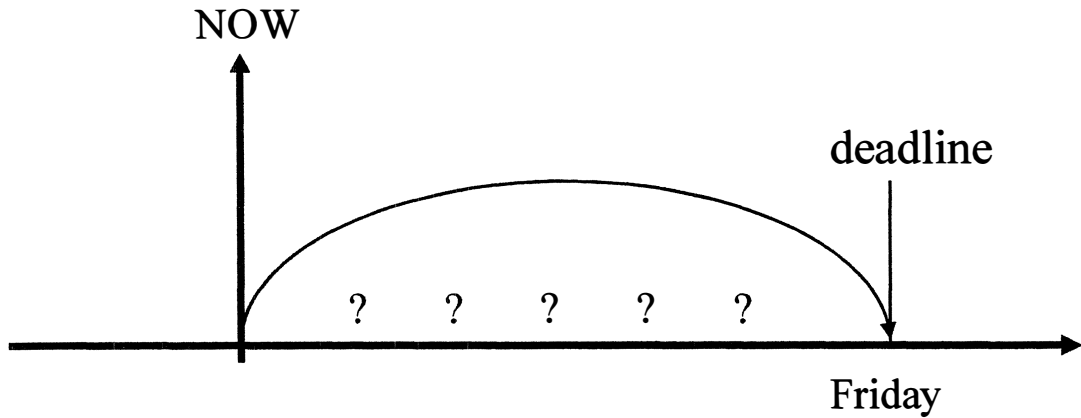
*used to* expresses a discontinued past habit. It highlights the fact that the person does not do this anymore in the present.

**Concept Questions**

- 1 Does he play football now? (Yes)
- 2 Did he play football in the past? (Yes)
- 3 Did he play once or many times? (Many times)

# *by* meeting deadlines

You must do the work *by* Friday.



## Concept

*by* is used to talk about something that will happen at or before a certain time. There is a deadline.

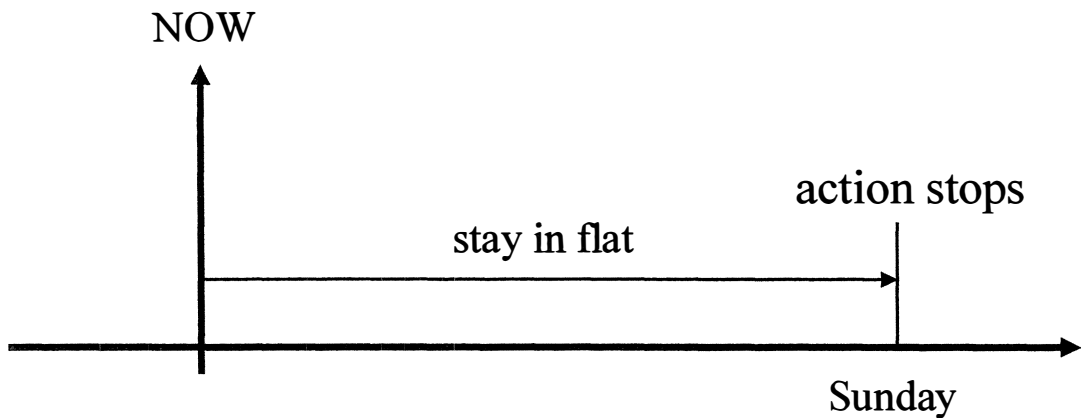
## Concept Questions

- 1 Is it OK to do the work after Friday? (No)
- 2 Is there a deadline? (Yes, Friday)
- 3 Is the work completed some time between now and Friday? (Yes)

**Practice Materials** See page 90

***until***  
**saying when an action stops**

You can stay in my flat *until* Sunday.



**Concept**

*until* is used to say that an action will continue up to a certain time and then stop.

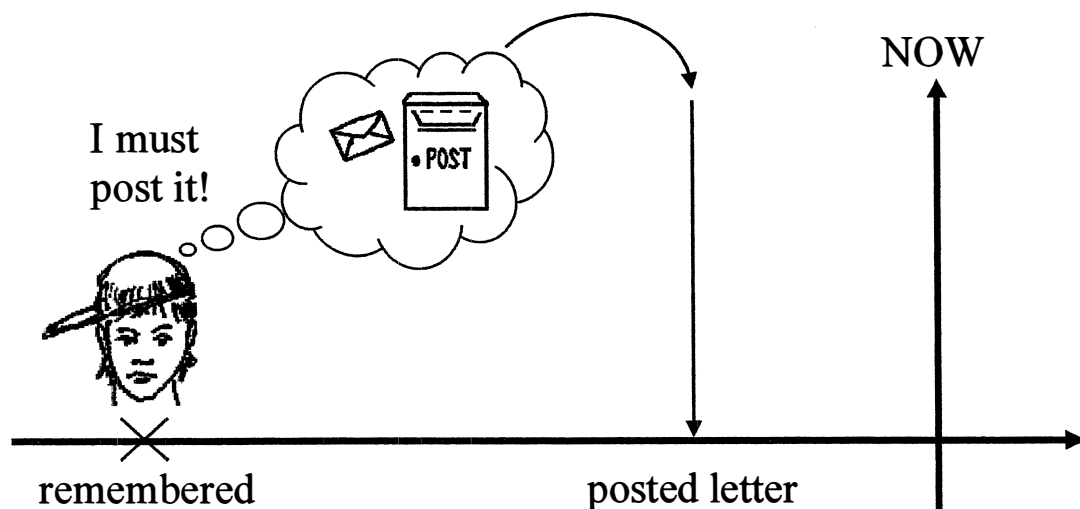
**Concept Questions**

- 1 Can she stay in my flat between now and Sunday? (Yes)
- 2 What happens on Sunday? (She leaves the flat)

**Practice Materials** See page 90

***remember to do***  
**remembering before an action**

*I remembered to post the letter.*



**Concept**

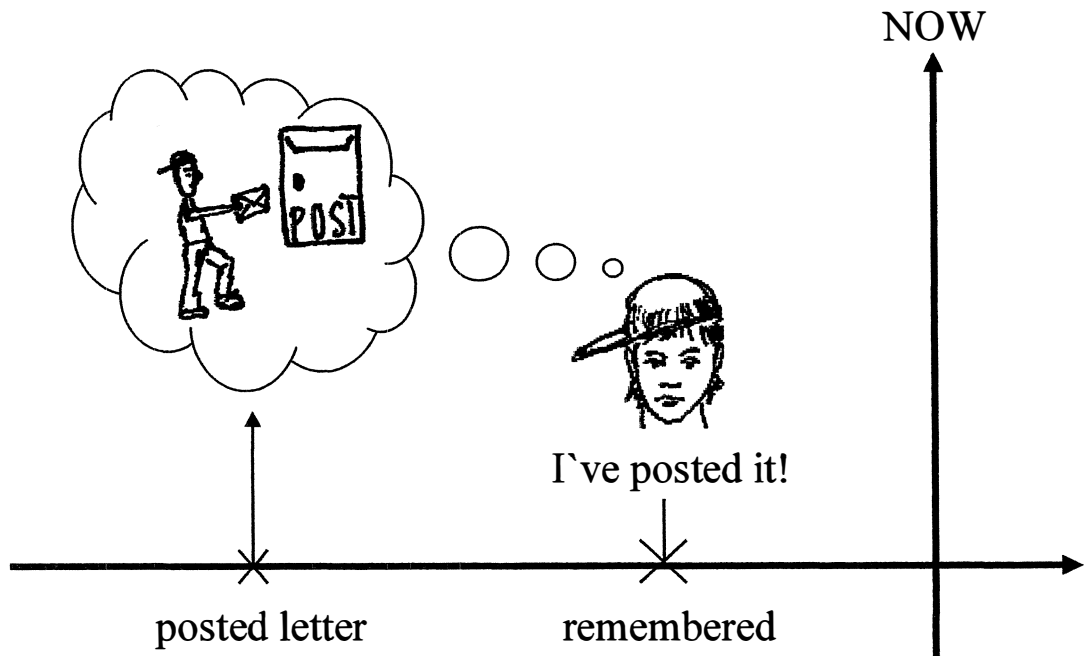
*remember + infinitive* is used to show we remember before doing an action and then do it. In other words, we do not forget to do something.

**Concept Questions**

- 1 Did I remember before or after posting the letter? (Before)
- 2 What did I think when I remembered? (I must post the letter!)

***remember doing***  
**remembering after an action**

*I remembered posting the letter.*



**Concept**

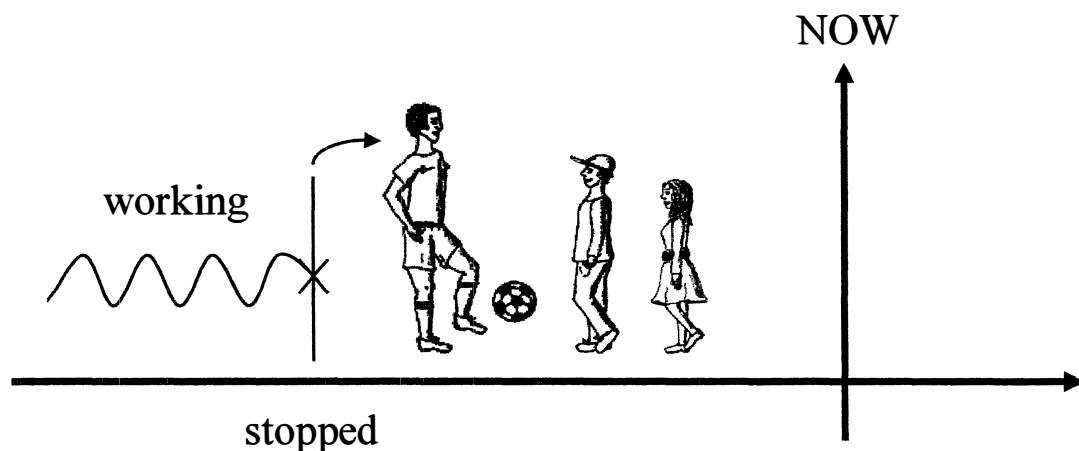
*remember + ing* is used to show we remember after doing the action. In other words, we are looking back at something we did earlier.

**Concept Questions**

- 1 Did I remember before or after posting the letter? (After)
- 2 What did I think when I remembered? (I've posted the letter!)

***stop to do***  
**stopping one action in order to do another**

He *stopped to play* with his children.



**Concept**

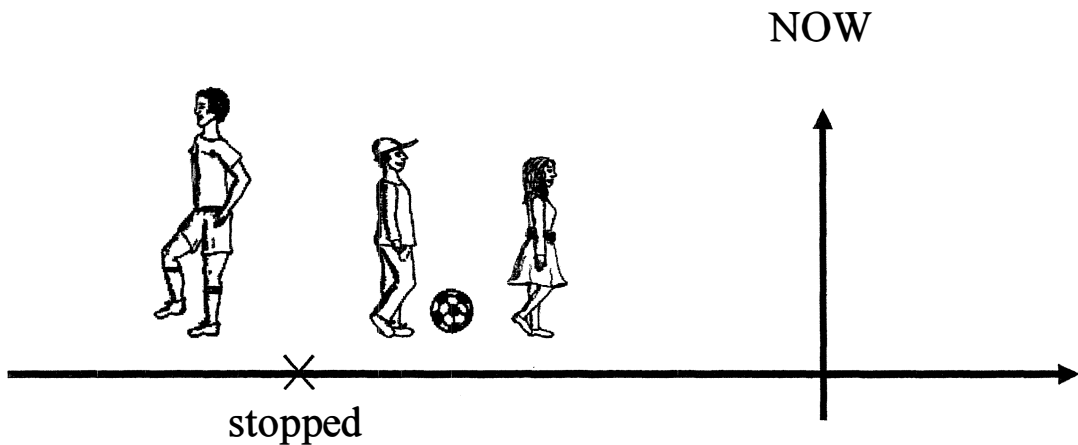
*stop + infinitive* is used to show we stop one action in order to do a different action.

**Concept Questions**

- 1 Was he doing something before he played with his children? (Yes, eg he was working)
- 2 Did he stop that action? (Yes)
- 3 Why? (In order to play with his children)

***stop doing***  
**stopping an action**

He *stopped playing* with his children.



**Concept**

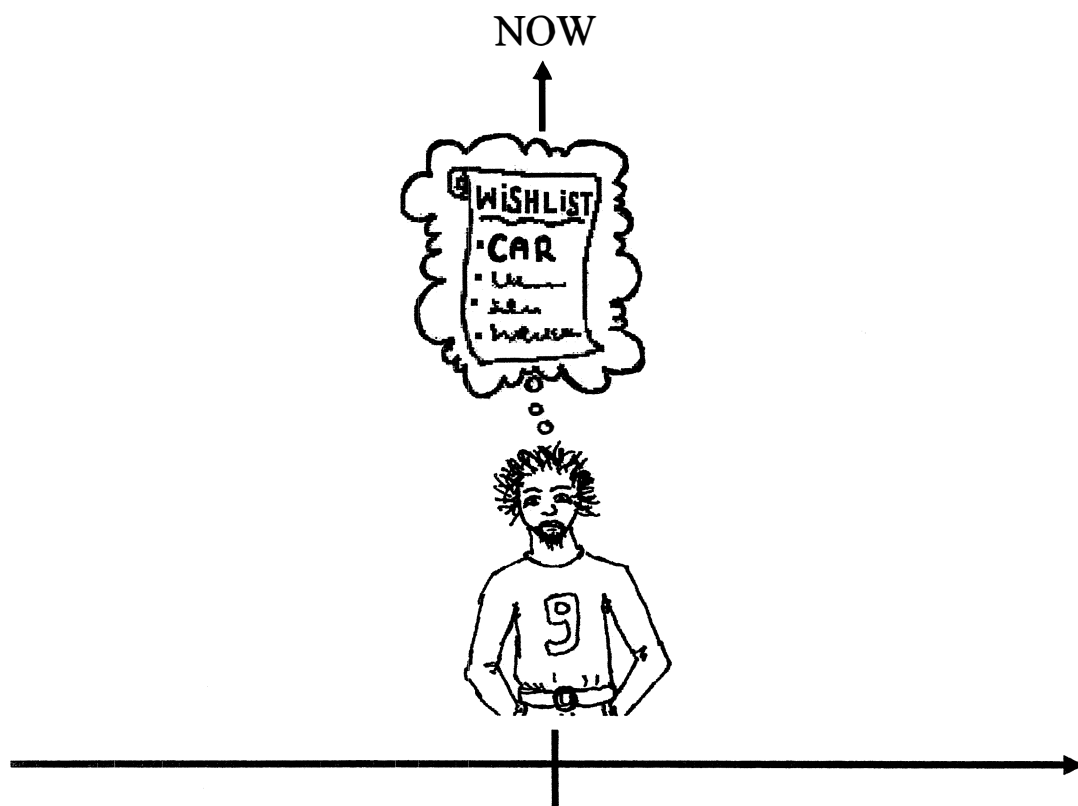
*stop + -ing* is used to show that an action stops.

**Concept Questions**

- 1 Was he playing with his children? (Yes)
- 2 Did he stop that action? (Yes)

## *Wish + Past Simple* present dissatisfaction

*I wish I had a car.*



### Concept

*wish + Past Simple* is used to express our dissatisfaction with something in the present.

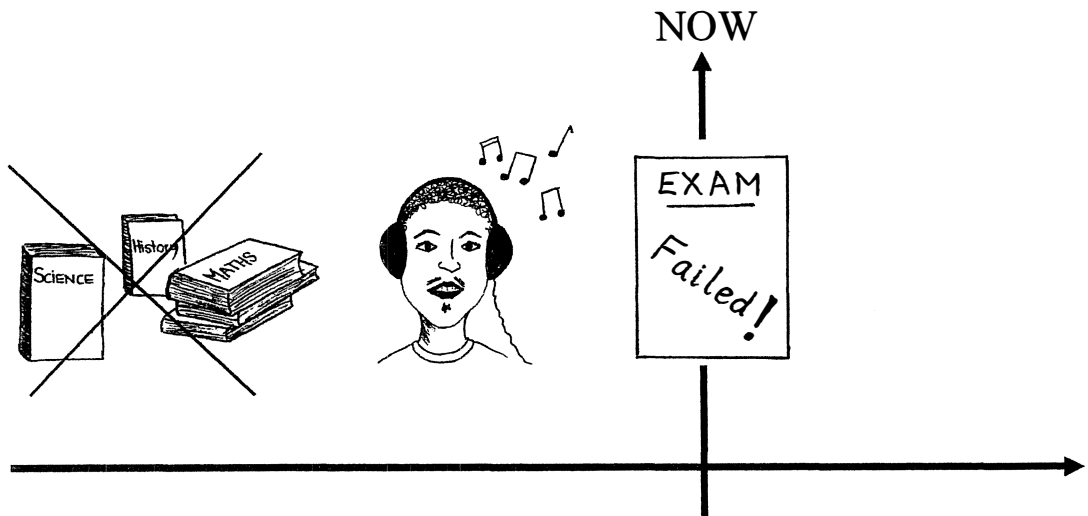
### Concept Questions

- 1 Are we talking about past, present or future? (Present)
- 2 Do I have a car? (No)
- 3 Would I like to have a car? (Yes)
- 4 How do I feel about this situation? (Dissatisfied)



## *wish + Past Perfect* expressing regret

*I wish I had studied harder.*



### Concept

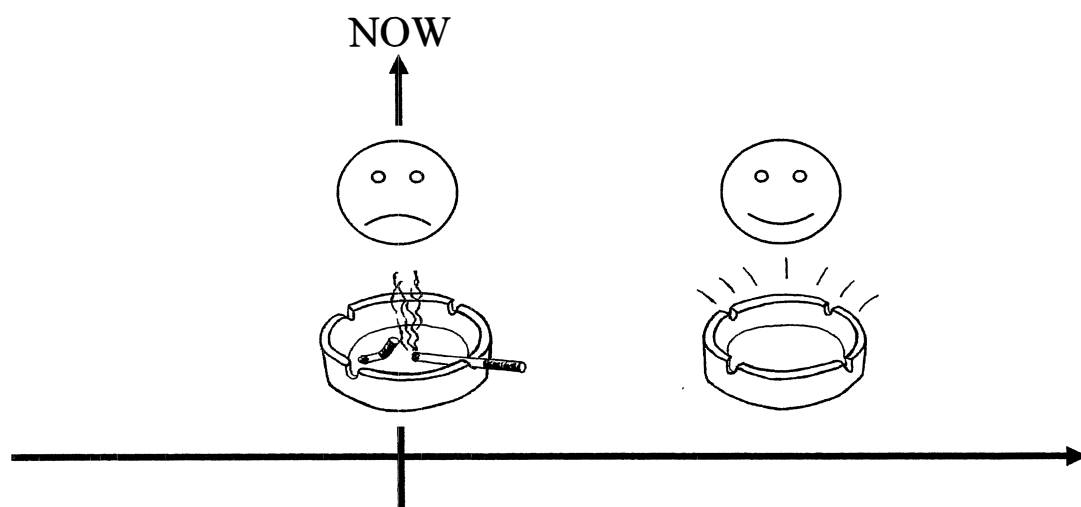
*wish + Past Perfect* is used to express our regret about something we did or did not do in the past.

### Concept Questions

- 1 Are we talking about the past, present or future? (Past)
- 2 Did I study hard? (No)
- 3 What did I do? (I spent my time listening to music)
- 4 How do I feel about the situation? (Regretful)
- 5 Why? (Because I failed the exam)

***wish + would / wouldn't***  
**expressing annoyance**  
**wanting change in the future**

*I wish you wouldn't smoke in here.*



**Concept**

*wish + would / wouldn't* is used to express our irritation and annoyance, and to say we want something to change in the future.

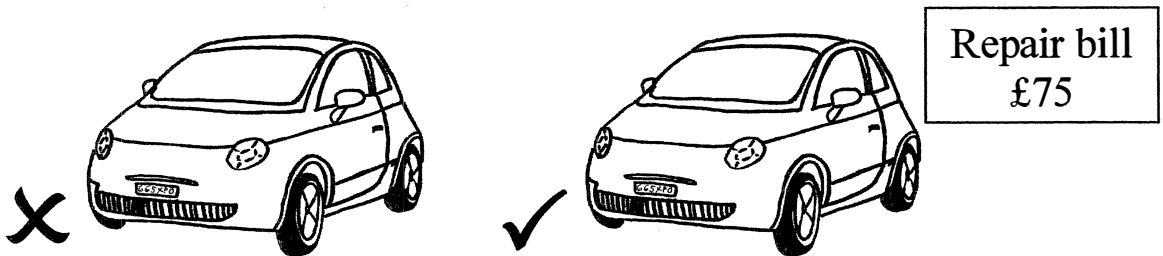
**Concept Questions**

- 1 Are we talking about the past, present or future? (Future)
- 2 Is the person smoking now? (Maybe yes, maybe no)
- 3 How do I feel about this situation? (Annoyed, irritated)
- 4 Do I want something to change in the future? (Yes)
- 5 What do I want to happen in the future? (The person stops smoking in here)

## *to have something done*

### **Example situation**

My car was not working properly. I had problems starting it in the mornings. I took it to the garage. They repaired it. I paid the bill.



*I had my car repaired.*

### **Concept**

*to have something done* is used when we arrange for someone (eg a car mechanic, a hairdresser, a painter) to do something for us.

### **Concept Questions**

- 1 Did I repair my car? (No)
- 2 Did someone else repair it? (Yes)
- 3 Why? (Because I couldn't do it or didn't want to)
- 4 Did I pay someone to do it for me? (Yes)

## ***have to / don't have to / mustn't***

What is the difference in meaning between *have to*, *don't have to*, and *mustn't* in these three sentences?

- 1 I *have to* start work at 7.00am.
- 2 I *don't have to* get up early on Sunday mornings.
- 3 You *mustn't* smoke in class.

### **Concept**

*have to* is used to talk about something that is necessary, you have no choice.

*don't have to* is used to talk about something that is not necessary, you have a choice, i.e. you can do it if you want.

*mustn't* is used to talk about something that is prohibited, i.e. it is essential you do not do something.

### **Concept Questions**

I have to start work at 7.00am.

- 1 Is it necessary to start work at 7.00am? (Yes)
- 2 Is there a choice? (No)

I don't have to get up early on Sunday mornings.

- 1 Is it necessary to get up early on Sunday? (No)
- 2 Is there a choice? (Yes)
- 3 Can I get up early on Sunday if I want to? (Yes)

You mustn't smoke in class.

- 1 Can I (Am I allowed to) smoke in class? (No)
- 2 Is there a choice? (No)
- 3 Is it prohibited / forbidden? (Yes)

**Practice Materials** See p.89

## *must be / can't be / could be*

### **Example situation**

I see a man in the street. He is not walking straight, he smells of beer and is singing very loudly.



He *must be* drunk.

### **Concept**

*must be / can't be / could be* are used to make a deduction about something in the present.

*must be* and *can't be* show we are 99% sure.

*could be* shows we are 50% sure.

### **Concept Questions**

- 1 Do I think he is drunk? (Yes)
- 2 How sure am I? (Very sure, 99% sure)
- 3 Why am I so sure? (He isn't walking straight, etc)
- 4 Am I making a deduction? (Yes)
- 5 What do I say if I am 100% sure? (He is drunk)

***must have / can't have / could have***  
***+ past participle***

**Example situation**

Last night I saw a man in the street. He was not walking straight, he smelled of beer and was singing very loudly.

He *must have been* drunk.

**Concept**

*must have / can't have / could have + past participle* are used to make a deduction about something in the past.

*must have* and *can't have + past participle* show we are 99% sure.

*could have + past participle* shows we are 50% sure.

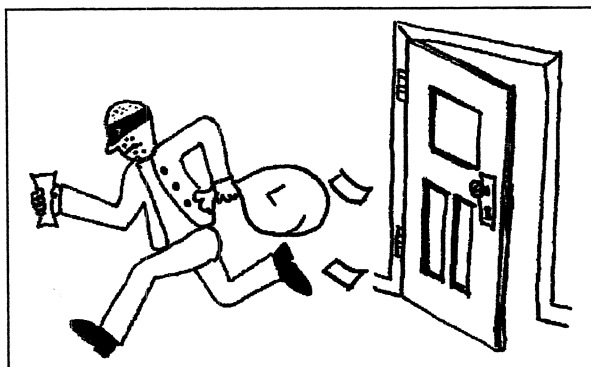
**Concept Questions**

- 1 Do I think he was drunk? (Yes)
- 2 How sure am I? (Very sure, 99% sure)
- 3 Why am I so sure? (He wasn't walking straight, etc)
- 4 Am I making a deduction about something in the past? (Yes)
- 5 What do I say if I am 100% sure? (He was drunk)

## *should have + past participle*

### **Example situation**

Jane left her house and did not lock the door. When she returned she found that someone had stolen her money.



She *should have* locked the door.

### **Concept**

*should have + past participle* is used to express criticism of past actions.

### **Concept Questions**

- 1 Did she lock the door? (No)
- 2 Was it a good idea to lock the door? (Yes)
- 3 Why? (Because someone stole her money)
- 4 Am I criticising her? (Yes)

## *It's time + past simple*

What is the difference between these two sentences?

- 1 It's 9 o'clock. It's time for us to leave.
- 2 It's getting late. *It's time we left.*

### **Concept**

*It's time + past simple* is used to express the idea that something should have happened before now.

It is often used to criticise someone or something, eg "It's time you found a job."

### **Concept Questions**

*It's time for us to leave.*

- 1 Is now the correct time to leave? (Yes)

*It's time we left.*

- 1 Are we talking about the past or the present? (Present)
- 2 Do I think we should have left before now? (Yes)
- 3 Why? (Because it is late, etc)



## *needn't have done / didn't need to do*

What is the difference between these two sentences?

- 1 She *needn't have got up* early.
- 2 She *didn't need to get up* early.

### **Concept**

*needn't have done* is used to talk about things which were done but were not necessary.

*didn't need to do* is used to talk about things which were not necessary and we either did not do them or we chose to do them because we wanted to.

### **Concept Questions**

She *needn't have got up* early.

- 1 Did she get up early? (Yes)
- 2 Was it necessary? (No)
- 3 Did she know that before? (No)
- 4 Did she think it was necessary? (Yes)

She *didn't need to get up* early.

- 1 Was it necessary to get up early? (No)
- 2 Did she know that before? (Yes)
- 3 Did she get up early? (No, because it wasn't necessary) OR  
(Yes, but only because she wanted to)

## ***Present Perfect Simple + already***

### **Example situation**

The postman delivers my letters every day at 7.00am.  
One morning he delivers the letters at 6.00am. I say:

“The postman has *already* delivered the letters.”

What does the word *already* mean?

### **Concept**

*already* is used to show that something is earlier than expected.

### **Concept Questions**

- 1 What time does the postman usually deliver the letters? (7.00am)
- 2 What time does he deliver the letters on this day? (6.00am)
- 3 Is this earlier than expected? (Yes)
- 4 So why do we use the word *already*?  
(To show that something is earlier than expected)

## ***Present Perfect Simple + yet***

### **Example situation**

The postman delivers my letters every day at 7.00am.  
One morning it is 9.00am and he still has not delivered the letters. I say or ask:

“The postman has not delivered the letters *yet*.”

“Hasn’t the postman delivered the letters *yet*?”

What does the word *yet* mean?

### **Concept**

*yet* is used to show that something is later than expected.

### **Concept Questions**

- 1 What time does the postman usually deliver the letters? (7.00am)
- 2 Is the delivery time on this day later than expected? (Yes)
- 3 So why do we use the word *yet*?  
(To show that something is later than expected)

## *Future Continuous*

Why is the Future Continuous used in the sentence below?

“Is now a good time to ring Jane?”

“No, don’t ring now. *She’ll be eating.*”

### **Concept**

The Future Continuous can be used to make deductions about activities happening in the present.

### **Concept Questions**

- 1 Are we talking about the present or the future? (Present)
- 2 Do I think she is eating now? (Yes)
- 3 How sure am I? (Very sure, 99%)
- 4 Why am I so sure? (Because she usually eats at this time)
- 5 Am I making a deduction? (Yes)

## *in case*

Why is *in case* used in the sentence below?

I'll take my umbrella *in case* it rains.

### **Concept**

*in case* is used to talk about being prepared for things that may happen in the future.

### **Concept Questions**

- 1 Is it raining now? (No)
- 2 Is there a possibility it will rain in the future? (Yes)
- 3 Do I want to be prepared if it rains? (Yes)

## *should*

Why is *should* used in the sentence below?

“Jane has studied very hard.”

“Yes, she *should* pass the exam in June.”

### **Concept**

*should* can be used to express our belief about the probability of a future event, based on our knowledge of the situation or circumstances.

### **Concept Questions**

- 1 Do I think she will probably pass the exam? (Yes)
- 2 Why do I think this? (Because she has studied very hard)
- 3 Am I expressing a belief about the future? (Yes)
- 4 What is this belief based on? (My knowledge of Jane and the exam, ie the circumstances)

## *try to do / try doing*

What is the difference between these two sentences?

- 1 The door was locked so I *tried to open* the window.
- 2 The room was hot so I *tried opening* the window.

### **Concept**

*try + infinitive* is used to say we make an effort to do something difficult.

*try + -ing* is used to say we do something as an experiment to see what will happen, perhaps to solve a problem. It is often used to make suggestions, eg “Why don’t you try ... -ing?” or “Have you tried ... -ing?”

### **Concept Questions**

*The door was locked so I tried to open the window.*

- 1 Did I make an effort to do this? (Yes)
- 2 Was it difficult? (Yes)
- 3 Did I open the window? (Maybe yes, maybe no, probably not)

*The room was hot so I tried opening the window.*

- 1 Did I open the window? (Yes)
- 2 Did I do it as an experiment? (Yes)
- 3 Did I do it to help solve a problem? (Yes)
- 4 What was the problem? (The room was hot)
- 5 Did it solve the problem? (Maybe yes, maybe no, probably not)

## *(don't) mind + -ing*

What does *don't mind* mean in the sentence below?

“I know you're busy but can you help me in the kitchen?”

“OK. I *don't mind doing* the washing up.”

### **Concept**

*don't mind + -ing* is used to say that we feel OK about doing something and it does not annoy or upset us. We use “Do you mind ... ?” to ask politely if something is OK with someone else.

### **Concept Questions**

- 1 Do I especially like doing the washing up? (No)
- 2 Do I especially dislike doing the washing up? (No)
- 3 Do I feel OK about doing the washing up? (Yes)
- 4 Is it a problem for me? (No)



## *be used to + -ing*

### **Example situation**

Some people find it difficult to work late at night. I find it easy to do because I have done it many times.

*I'm used to working late at night.*

### **Concept**

*be used to + -ing* is used to say that something is not difficult for us because it is familiar to us.

### **Concept Questions**

- 1 Am I talking about the past or the present? (Present)
- 2 Do I find it easy to work late at night? (Yes)
- 3 Why? (Because I have done it many times)
- 4 So am I accustomed to it? (Yes)

## ***get used to + -ing***

### **Example situation**

In my country everyone drives on the right. I visit England and I drive on the left. At first it is difficult for me, but after some time it starts to become easier.

*I'm getting used to driving on the left.*

### **Concept**

*get used to + -ing* is used to say that something was difficult for us at first but now it is gradually becoming easier and more familiar.

### **Concept Questions**

- 1 Do I usually drive on the right? (Yes)
- 2 Is driving on the left new and strange for me? (Yes)
- 3 Is it becoming easier and more familiar? (Yes)
- 4 Why? (Because I have done it many times)
- 5 So am I becoming accustomed to it? (Yes)

## ***Zero Conditional***

If you *heat* ice, it *melts*.

### **Concept**

The Zero Conditional is used to express a general rule or scientific fact that is always true.

### **Concept Questions**

- 1 Is this always true? (Yes)
- 2 Are we talking about a single event or a general truth? (A general truth)
- 3 How certain is the result clause? (100%)

## ***First Conditional***

If it *rains*, I *will stay* at home.

### **Concept**

The First Conditional is used to talk about a situation that we see as possible in the future.

It is called the “Possible Conditional”.

It can be used to express a variety of functions, eg an offer, a threat, a warning, a consequence.

### **Concept Questions**

- 1 Are we talking about the present or the future? (Future)
- 2 Is it possible this will happen in the future? (Yes)
- 3 How probable is the if-clause? (50/50)
- 4 How certain is the result clause? (100%)

## ***Second Conditional***

If I *won* a lot of money, I *would buy* a big house.

If I *were* you, I *would stop* smoking.

### **Concept**

The Second Conditional is used to talk about a situation that we see as either improbable or unreal.

It is called the “Improbable Conditional”.

It can be used to give advice, make offers, and talk about a variety of hypothetical situations.

### **Concept Questions**

- 1 Are we talking about the past, present or future?  
(Present or future)
- 2 Is this a real or imagined situation? (Imagined)
- 3 How probable is the if-clause? (Improbable or unreal)
- 4 How certain is the result clause? (100%)

## ***Third Conditional***

If I *had studied* harder, I *would have passed* the exam.

### **Concept**

The Third Conditional is used to speculate about the consequences of something that did not happen in the past. It is called the “Impossible Conditional”. It can be used to express regret or relief.

### **Concept Questions**

- 1 Are we talking about the past, present or future? (Past)
- 2 Is it a real or imagined situation? (Imagined)
- 3 Did I study hard? (No)
- 4 Did I pass the exam? (No)
- 5 How certain is the result clause? (100%)
- 6 What do I feel? (Regret)
- 7 What am I doing? (Speculating about a different past)

FUTURES

Different ways of talking about the future

Will + Shall

1 Spontaneous decision	eg <i>OK, I'll see you at 7.00.</i>
2 Making requests	eg <i>Will you let me know as soon as possible?</i>
3 Expressing a prediction, belief or opinion about the future	eg <i>I don't think they'll win the match.</i>
4 Inevitable future fact	eg <i>John will be thirty next week.</i>
5 Promise or threat	eg <i>I'll give you the money tomorrow.</i> eg <i>I'll punch you on the nose.</i>
6 Making an offer	eg <i>I'll give you a hand with that.</i> eg <i>Shall I open the window for you?</i>
7 Making a suggestion	eg <i>Shall we go out tonight?</i>
8 1st Conditional	eg <i>If it rains I'll stay at home.</i>

Going to

1 Plan or intention – <i>not</i> a definite arrangement. Decision made in the past.	eg <i>I'm going to book a holiday in Greece.</i>
2 Making a prediction based on evidence in the present.	eg <i>I feel terrible. I think I'm going to faint.</i> eg <i>Look at those clouds. It's going to rain.</i>

Present Continuous

Definite future arrangement (the "diary future"). A future time reference is given.	eg <i>I'm meeting Paul at 3 o'clock.</i>
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Present Simple

The "timetable future"	eg <i>My plane leaves at 7.00 in the morning.</i>
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Present Perfect Simple

Two things are always true about all uses of the Present Perfect:

- (i) there is always a connection with the present.
- (ii) if we talk about an action in the past, we do not know when the action happened.

In other words, the Present Perfect Simple is a *present* tense. Although reference is sometimes made to events that happened at an unspecified time in the past, we are only interested in the effect they have in the *present*.

Two categories of use

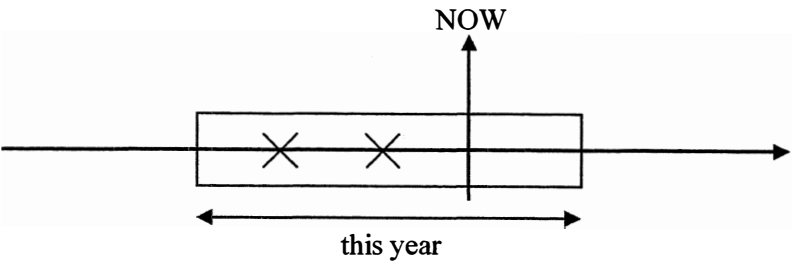
The Present Perfect Simple has two categories of use called the *Unfinished Past* and the *Indefinite Past*. Each category has two sub-categories.

1 Unfinished Past

(i) Unfinished Period of Time Use

The Present Perfect Simple is used to talk about things which have happened in an unfinished period of time that includes the present. It is used with expressions such as *this morning, this week, this month, this year*.

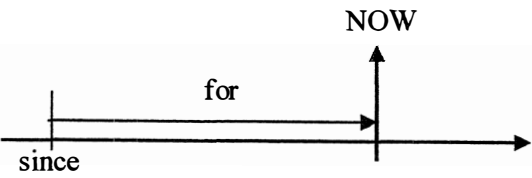
eg I've visited Paris twice this year.



(ii) Duration Use

The Present Perfect Simple is used to talk about the duration of an action that started in the past and continues up to and includes the present. It is often used with *for* and *since*. To ask questions we use "How long ... ?"

eg I've worked here for 10 years (and I still work here).



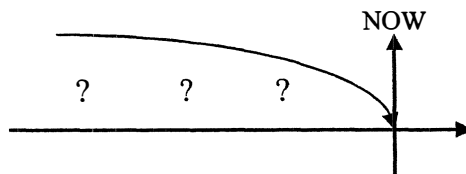


## 2 Indefinite Past

### (i) Result Use

The Present Perfect Simple is used to talk about the *present* result of an action completed at an unspecified time in the past.

eg I've repaired the car (so it now works).



This use of the Present Perfect is often used to report news events:

eg Six people have been rescued.

Sometimes the result of the past action is evident in the present:

eg Oh, you've dyed your hair!

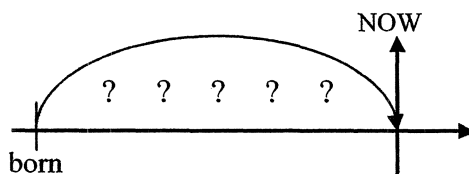
To highlight the result of something in the very recent past, we add the word *just*:

eg They've just arrived and are taking off their coats.

### (ii) Experience Use

The Present Perfect Simple is used to talk about experiences people have had at some time in their lives. When the action happened is not specified and is not important.

eg She has travelled all round the world.



It is used with *ever* and *never* to ask questions and give answers about experiences:

eg "Have you ever ...?" "No, I've never ..."

eg Have you ever driven a racing car?

eg I've never eaten frogs legs.

It is also used with superlatives and expressions such as "This is the first time ...":

eg You're the most wonderful person I've ever met.

eg This is the first time I've drunk champagne.

### Present Perfect with adverbs

The Present Perfect can be used with adverbs such as *already* and *yet*.

Note: *already* = earlier than expected

*yet* = later than expected

eg There's no need to introduce us – we've already met.

eg Haven't you finished yet? I did it in five minutes!

eg We asked her to be here at six but she hasn't arrived yet.

Present Perfect Continuous

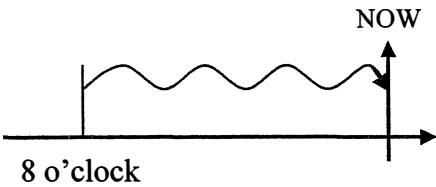
Two categories of use

There are two categories of use for the Present Perfect Continuous.

1 Unfinished Past – duration of activity use

The Present Perfect Continuous is used to talk about the duration of an activity that started in the past and continues up to and includes the present. It is often used with the words *for* and *since*. To ask questions we use “How long ...?”

eg He’s been drinking since 8 o’clock.

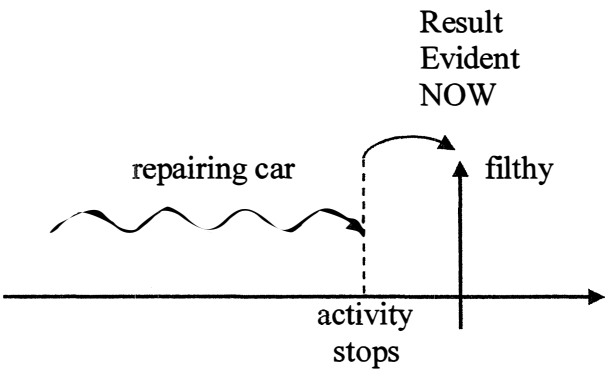


Note that we are interested in the *duration of the activity*. If we are interested in completed actions, we use the Present Perfect Simple, eg “He has drunk 10 pints of beer.”

2 Indefinite Past – result of a recently stopped activity

The Present Perfect Continuous is used to talk about the result of a recently stopped activity. The result of the activity is evident in the present.

eg He’s been repairing the car. He’s filthy.



In contrast, if we say “He’s repaired the car” we are interested in a completed action and the sentence tells us the car now works. Look, for example, at these sentences:

- I’ve written three letters.
- I’ve drunk four pints of beer.
- I’ve bought six Christmas presents.

These sentences show we are interested in completed actions. We cannot say, for example:

- X I've been writing three letters. X
- X I've been drinking four pints of beer. X
- X I've been buying six Christmas presents. X

If the meaning of a sentence implies a short, completed action, we cannot put the verb in the continuous form. For example, we cannot say:

- X I've been losing my pen. X
- X I've been breaking my leg. X

The action of breaking a leg is a short, complete action. However, the sentence "I've been breaking rocks" is correct because "breaking" in this sentence is an activity and not a complete action.

Note also that some verbs do not usually take the continuous form (eg state verbs such *believe*, *know*, *love*) so they would not normally be used in the Present Perfect Continuous, eg:

- X I've been knowing him since April. X

**will vs going to****Exercise 13**

Complete these sentences with *will* or *going to*. Compare your answers with your partner.

- 1 A: Poor Jane went to hospital yesterday.  
B: Oh dear! I'm sorry to hear that. I \_\_\_\_\_ send her some flowers.
- 2 A: It's cold in this room.  
B: Yes, you're right. I \_\_\_\_\_ turn on the heater.
- 3 A: I believe you're having difficulty with your wife these days.  
B: Yes, I \_\_\_\_\_ divorce her.
- 4 A: Oh dear! I can't do this homework.  
B: Don't worry. I \_\_\_\_\_ help you.
- 5 A: Did you remember to book seats for the theatre?  
B: Oh no, I forgot. I \_\_\_\_\_ telephone for them now.
- 6 A: Do you love Jane?  
B: Yes, I love her and we \_\_\_\_\_ get married.
- 7 A: It's John's birthday tomorrow.  
B: Is it? I haven't got any money for a present but I \_\_\_\_\_ send him a card.
- 8 A: What are your plans for the summer?  
B: We \_\_\_\_\_ travel around Europe.
- 9 A: Dave is very angry with you.  
B: Is he? I didn't realise. I \_\_\_\_\_ ring him and apologise.
- 10 A: Why are you leaving so early?  
B: Because the teacher gave us a lot of homework, and I \_\_\_\_\_ do it very carefully.

## Futures

### Exercise 14

Work with your partner. All the sentences below have the wrong future form. Put the *correct* future form in the sentences and explain your choice.

- 1 I feel terrible. I think I'll faint.
- 2 I'm afraid I can't come to the cinema because I'll have a party tonight.
- 3 Don't worry. I help you.
- 4 Next year I'll take the Proficiency exam, but I haven't enrolled in a class yet.
- 5 Look at the timetable. The train is going to leave at 8 o'clock.
- 6 "I don't know how to use this machine."  
"OK, I'm explaining how it works."
- 7 All the tickets for Friday are sold out? Okay, then I'm taking two tickets for Saturday.
- 8 I listened to the weather forecast this morning. They say it's raining tomorrow.
- 9 I've got an appointment at the dentist's. I'll go this afternoon.
- 10 It's no good. You can't stop me! I'll jump. (standing on top of the Eiffel Tower)

Different uses of the Present Perfect Simple

Below are the different categories of use for the Present Perfect Simple:

- 1     **The Unfinished Past**
  - (i)    Unfinished period of time use
  - (ii)   Duration use
- 2     **The Indefinite Past**
  - (i)    Result use
  - (ii)   Experience use

Further information on these categories is given in the Present Perfect Simple grammar handouts on pages 74-75 . Use this to help you do the exercise below.

Exercise 15

Look at the sentences below and decide which category of use they belong to.

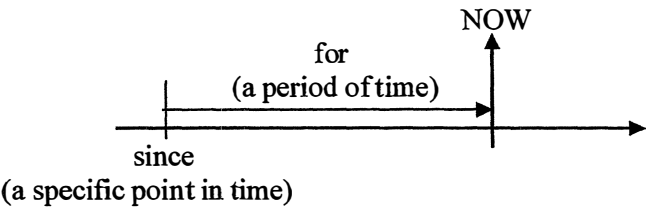
		CATEGORY OF USE
1	Have you seen her latest film?	_____
2	I haven't seen him for ages.	_____
3	I've visited my aunt twice this year.	_____
4	I see you've painted the room.	_____
5	I've loved you since I first met you.	_____
6	We've decided to get married.	_____
7	This is the first time I've tasted caviar.	_____
8	We've lived here as long as I can remember.	_____
9	You're the most wonderful person I've ever met.	_____
10	I've never been to America.	_____

Now write your own sentences using the Present Perfect Simple and find out if your partner can say which category they belong to.

for vs since

Look at the following sentences:

I've known her *for* 8 years.  
I've known him *since* 2001.



**for** is used to talk about *a period of time*, eg 8 years

**since** is used with *a specific point in time*, eg 2001

Exercise 16

Put the words in the box below with **for** or **since**.

Christmas	1996	10 minutes	ages	years
a long time	October	I left school	June 12 <sup>th</sup>	3 o'clock
four days	5 weeks	I arrived	a fortnight	he kissed me

<div>for</div>	<div>since</div>

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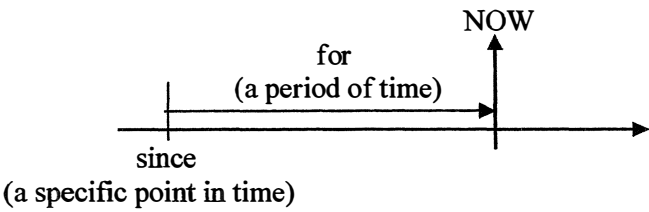


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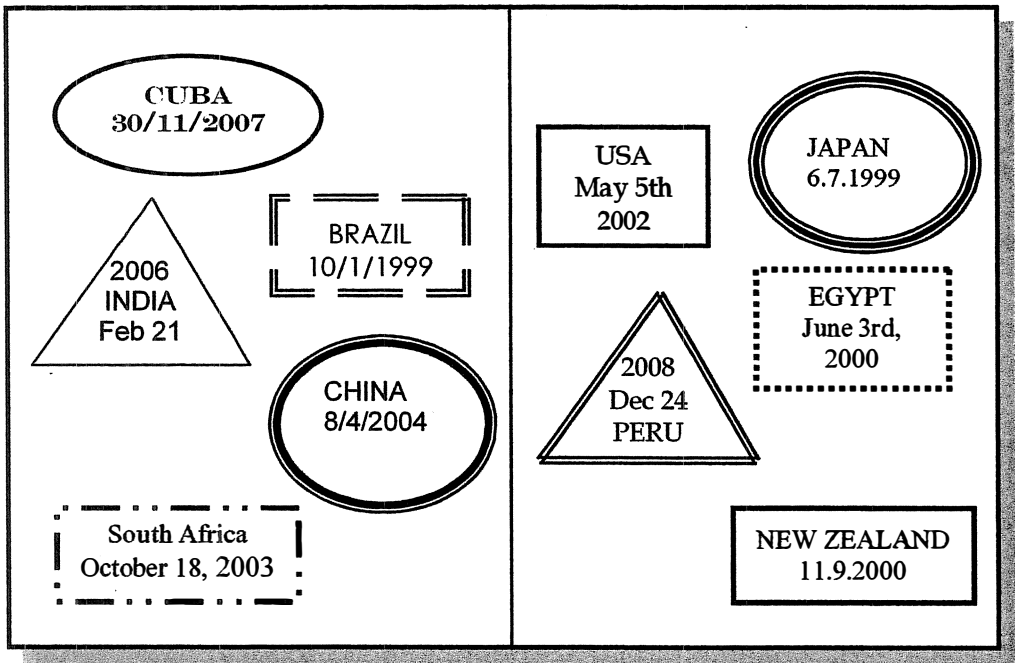
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a long time	October	I left school	June 12 <sup>th</sup>	3 o'clock
four days	5 weeks	I arrived	a fortnight	he kissed me

<div>for</div>	<div>since</div>

The Passport Game

Student A

This is your passport. It shows the countries you have visited.



1 Find out if your partner has visited the countries below.

COUNTRY	YES/NO	If “YES”, WHEN?
MEXICO		
CUBA		
QATAR		
RUSSIA		
BRAZIL		
INDIA		
TAIWAN		
USA		
PERU		
CHINA		

A: Have you ever been to X?  
B: No, I haven’t.

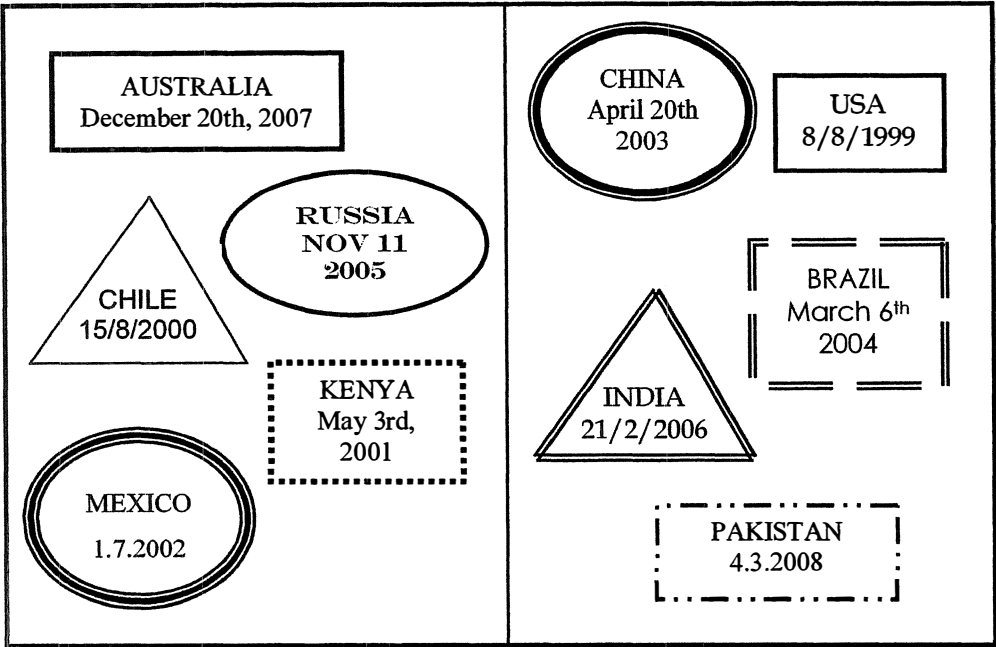
A: Have you ever visited Y?  
B: Yes, I have.  
A: When did you go there?  
B: (I went there) on 21st April, 2003.

- 2 How many countries have you both visited? \_\_\_\_\_
- 3 Which country did you both visit at the same time? \_\_\_\_\_
- 4 Now find out which European countries your partner has visited, when they went there and what they did there. Then report back to the rest of the class.

The Passport Game

Student B

This is your passport. It shows the countries you have visited.



1 Find out if your partner has visited the countries below.

COUNTRY	YES/NO	If "YES", WHEN?
USA		
KENYA		
CHILE		
EGYPT		
JAPAN		
CHINA		
CANADA		
BRAZIL		
PANAMA		
INDIA		

A: Have you ever been to X?  
B: No, I haven't.

A: Have you ever visited Y?  
B: Yes, I have.  
A: When did you go there?  
B: (I went there) on 21st April, 2003.

- 2 How many countries have you both visited? \_\_\_\_\_
- 3 Which country did you both visit at the same time? \_\_\_\_\_
- 4 Now find out which European countries your partner has visited, when they went there and what they did there. Then report back to the rest of the class.

## The “Have you ever ... ?” Game

### Student A

Ask your partner questions. Start your questions with: **Have you ever .... ?**

Find out if your partner has ever:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| - had an accident                | - got drunk and been sick        |
| - killed an animal               | - stolen from a hotel/restaurant |
| - asked someone to marry him/her | - hitch-hiked alone              |
| - slept on a mountain            | - been robbed                    |
| - driven a very expensive car    | - broken a bone                  |

You can also think of your own questions to ask.

**Listen to your partner’s story and decide if it is TRUE or FALSE**

If you are not sure, you can ask questions using the Past Simple, eg

When did you ... ?

What did you ... ?

Why did you ... ?

Take turns asking and answering questions.

Remember that when your partner asks you a question, you *must always* answer “Yes, I have” and then describe what happened, even if it is not true.

Try to make your partner believe you!

## The “Have you ever ... ?” Game

### Student B

Ask your partner questions. Start your questions with: **Have you ever .... ?**

Find out if your partner has ever:

- spoken to a famous person
- stayed in hospital
- travelled up a river
- been in a hot air balloon
- lost a lot of money
- had a terrible experience in a plane
- had more than one boy/girlfriend at the same time
- slept on a beach
- made a speech to a lot of people
- won a sports competition

You can also think of your own questions to ask.

**Listen to your partner’s story and decide if it is TRUE or FALSE**

If you are not sure, you can ask questions using the Past Simple, eg

When did you ... ?

What did you ... ?

Why did you ... ?

Take turns asking and answering questions.

Remember that when your partner asks you a question, you *must always* answer “Yes, I have” and then describe what happened, even if it is not true.

Try to make your partner believe you!

## Present Perfect Simple vs Past Simple

### Exercise 17

Put the verbs in brackets in the correct tense. Use *either* the Present Perfect Simple *or* the Past Simple.

- Giovanni \_\_\_\_\_ (come) to London four months ago. When he \_\_\_\_\_ (arrive), he \_\_\_\_\_ (go) to stay with some friends who \_\_\_\_\_ (live) in London since 1996.
- A: I'm looking for Susan. \_\_\_\_\_ you \_\_\_\_\_ (see) her?  
B: I \_\_\_\_\_ (see) her yesterday, but I \_\_\_\_\_ (not see) her today.
- Helen Smith is one of the most interesting people I \_\_\_\_\_ (met). She is only twenty-five, but she \_\_\_\_\_ (travel) to over fifty different countries. Five years ago she \_\_\_\_\_ (be) a bank clerk in Brighton, but she \_\_\_\_\_ (decide) to give up her job and see the world. Since then, her life \_\_\_\_\_ (change) completely.

The first time she \_\_\_\_\_ (go) abroad was seven years ago, when she \_\_\_\_\_ (be) just eighteen. She \_\_\_\_\_ (take) a boat to France and \_\_\_\_\_ (hitch-hike) around Europe for five weeks. She \_\_\_\_\_ (visit) Europe many times since that first trip, of course, but that first holiday \_\_\_\_\_ (be) the one which \_\_\_\_\_ (make) her start travelling. However, it was not all enjoyable. When she \_\_\_\_\_ (be) in Madrid, somebody \_\_\_\_\_ (steal) her purse. She \_\_\_\_\_ (lose) all her money, so she \_\_\_\_\_ (work) in a restaurant for a fortnight. She \_\_\_\_\_ (make) some good friends there, and \_\_\_\_\_ (return) several times since then.

How did she find the money to visit all these different countries? After her first trip abroad, she \_\_\_\_\_ (go) home and \_\_\_\_\_ (work) for two years, saving all the time. Now she travels continually, finding work when her money gets low. "I \_\_\_\_\_ (make) a lot of friends," she says, "and I \_\_\_\_\_ (learn) to speak several languages. I \_\_\_\_\_ (have) some difficulties, and I \_\_\_\_\_ (often be) sick, but I \_\_\_\_\_ (never think) of giving up my travels. The first time I \_\_\_\_\_ (go) abroad \_\_\_\_\_ (change) my life, and I \_\_\_\_\_ (want) to travel ever since."

## Present Perfect Simple vs Present Perfect Continuous

### Exercise 18

Discuss with your partner the difference in meaning between these sentences.

1.     a)     I've lived in London for 10 years.  
       b)     I've been living in London for 10 years.
2.     a)     He's drunk 10 pints of beer.  
       b)     He's been drinking since 8 o'clock.
3.     a)     He's repaired the car.  
       b)     He's been repairing the car. He's filthy.

What conclusions can you draw about the way the Present Perfect Simple and Present Perfect Continuous are used?

### Exercise 19

Look at the sentences below. Discuss if you can put them into the Present Perfect Continuous or not and explain why.

1.     I've broken my leg.
2.     I've cut some bread.
3.     I've started the car.
4.     I've known her for 5 years.
5.     I've loved him since I first met him.
6.     I've written three letters.
7.     I've caught a cold.
8.     I've lost my ticket.

## Future Continuous

### Exercise 20

Discuss the different uses of the future continuous in the sentences below.

- 1 This time tomorrow we'll be lying on the beach.
- 2 In tonight's programme we'll be talking to the Prime Minister.
- 3 Will you be passing the post office on your way home?
- 4 Don't ring now – she'll be sleeping.

### Exercise 21

Match the sentences above with the descriptions of the different uses of the Future Continuous below.

- A To talk about or ask about future activities that have been planned.
- B To talk about an activity in progress at a future point in time.
- C To make a deduction about a present activity based on knowledge of someone's routine or what normally happens at this time.
- D To introduce polite requests.  
(If the activity has already been planned or will take place in the natural course of events, no inconvenience is being imposed on the person who is being asked to do something.)

### Exercise 22

Match the sentences below with the different uses of the future continuous (A, B, C, D) above.

- 1 Don't ring now – she'll be putting the children to bed.
- 2 Will you be going to the party on Saturday?
- 3 Will you be going to the shops today? I've run out of milk.
- 4 In America it's 8.00 am, so children everywhere will be getting ready for school.
- 5 Will you be making any more films?
- 6 The sun will be setting in a minute.
- 7 We'll be arriving around 6 o'clock.
- 8 Will you be staying long?
- 9 It's 10 o'clock in Miami now so their plane will be landing at this moment.
- 10 Will you be driving home in my direction? My car isn't working.



*have to / don't have to / mustn't***Exercise 23**

Complete the sentences below with *have to*, *don't have to*, or *mustn't*.

- 1 You \_\_\_\_\_ do your homework.
- 2 You \_\_\_\_\_ come to class on time.
- 3 You \_\_\_\_\_ talk loudly in the library.
- 4 You \_\_\_\_\_ give your teacher presents.
- 5 You \_\_\_\_\_ study hard if you want to pass all your exams.
- 6 You \_\_\_\_\_ drive a car if you are drunk.
- 7 Young people in Israel \_\_\_\_\_ do military service.
- 8 You \_\_\_\_\_ touch this electric switch. It's dangerous.
- 9 You \_\_\_\_\_ forget to post these letters. They are very important.
- 10 We \_\_\_\_\_ leave now or we'll miss the bus.
- 11 The doctor has told me I \_\_\_\_\_ take these tablets three times a day.
- 12 I've just bought myself a car. Now I \_\_\_\_\_ ask other people to give me a lift.
- 13 They are very rich so they \_\_\_\_\_ get up early in the morning or go to work.
- 14 You \_\_\_\_\_ fall in love with your teacher.
- 15 You \_\_\_\_\_ say "mustn't" when you mean "don't have to"!

Now write some sentences of your own with similar gaps in them to test your partner.

**by vs until**

**by** is used to say something will happen at or before a certain time. There is a deadline.

eg This work must be finished **by** the end of the week.

**until** is used to say that something will continue up to a certain time and then stop.

eg You can stay with us **until** you find a job.

**Exercise 24**

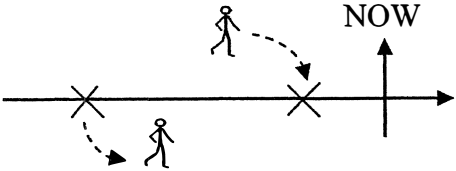
Put *by* or *until* in the sentences below.

- 1 You can stay in my apartment \_\_\_\_\_ the end of the month.
- 2 We'll have to leave \_\_\_\_\_ 3 o'clock or we'll miss the train.
- 3 This form must be returned \_\_\_\_\_ April 17.
- 4 We'll have to wait \_\_\_\_\_ they have made a decision about the contract.
- 5 The report must be completed \_\_\_\_\_ Tuesday.
- 6 Do you think you can finish preparing the presentation \_\_\_\_\_ Easter?
- 7 Negotiations continued \_\_\_\_\_ they agreed on a price.
- 8 We must come to a decision \_\_\_\_\_ Friday.
- 9 I'll work on the presentation \_\_\_\_\_ Friday and then send it to Head Office.
- 10 The new building will be finished \_\_\_\_\_ the end of the year.

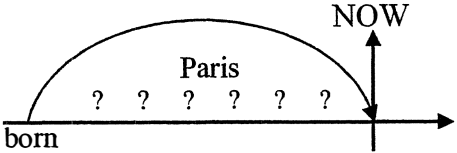
Exercise 1 1C; 2E; 3A; 4F; 5B; 6H; 7G; 8D

Exercise 2

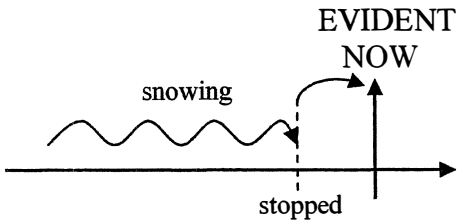
1 She had left when I arrived.



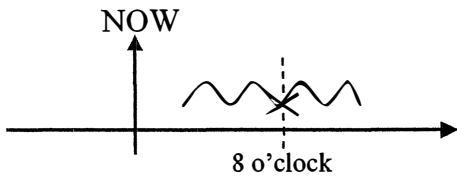
2 She's been to Paris.



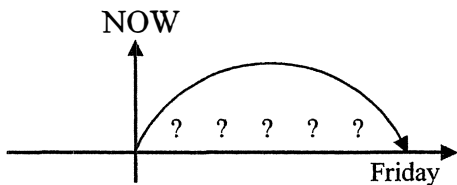
3 Oh look! It's been snowing.



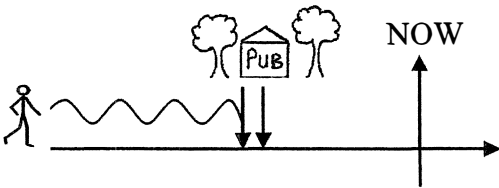
4 She'll be having dinner at 8 o'clock.



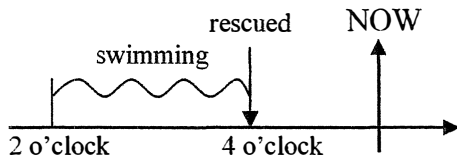
5 I'll have finished the book by Friday.



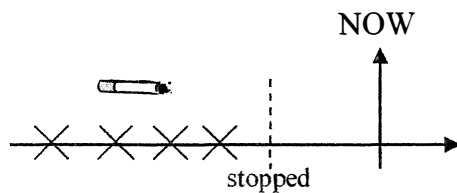
6 He stopped to have a drink.



7 He'd been swimming in the sea for two hours when they rescued him.



8 He used to smoke.



**Exercise 3**

- 1a) Irrelevant to the concept of the present continuous when used to express future meaning.
- 1b) It will create confusion if you use one future form to check the meaning of a different future form.
- 1c) Same as 1b).
- 1d) Same as 1a).
- 1e) It depends on your relationship with the doctor! The word “appointment” is more suitable.
  
- 2a) Irrelevant question.
- 2b) You cannot use “will” in the concept question because this is the form you are trying to check the learners have understood.
  
- 3a) The language is too complicated and more difficult than the target item.
- 3b) Again, this is confusing. Simpler language is needed.
  
- 4 Questions a), b) and c) do not check understanding of the non-literal meaning of the expression, ie to fall dead, especially in combat.
  
- 5 All of the questions a), b) and c) fail to deal with the idiomatic meaning of the expression. They are asking questions about the literal meaning of the words rather than the non-literal meaning of the whole utterance.
  
- 6a) This is an example of poorly graded language as it is unnecessarily complex. Remember the **KISS** principle: **Keep It Short and Simple**.
- 6b) This is too long and complicated, and sounds like a badly-written definition from a grammar book.
  
- 7 Turning the example sentence into a question does not check understanding. Also it is not possible to check understanding of an item by using it in this way in a question.
  
- 8a) This is too philosophical to work as a concept question.
- 8b) Like the philosophical question “When is a table not a table?”, this is somewhat existential and is probably unanswerable.
  
- 9a) Checking the meaning of something can sometimes involve checking what it does not mean, eg if it is similar to another word or is easily confused with it, but in this case there is no relationship whatsoever between the two items.
- 9b) This does not check if the learner has understood the word “wardrobe”, and it is not possible to know if the learner has one in their house or not.
  
- 10 As teachers we often want to reject what learners say in a positive way that is not discouraging, but when dealing with meaning the answers have to be completely correct, so the response that is required here is a clear and definite “No, a wardrobe is not a kind of fish”.

**Exercise 4**

1 *"Do you understand?"*

Learners might think they have understood correctly when in fact they are mistaken. Secondly, learners may feel uncomfortable saying they have not understood something when they are among other learners.

2 *"You all know what a 'plaster' is, yes?"*

The teacher is making the assumption that everyone understands the word, when this may not be the case. Little opportunity is given to the learners to say "no".

3 *"OK, you all seem to have understood that, so we'll move on."*

There is the danger here that if just one learner answers the questions correctly, the teacher may make the assumption that everyone has understood. The teacher needs to be careful not to move on too quickly before checking all the learners have understood.

**Exercise 5**

1 floor

1a) This is slightly ambiguous and may be better for eliciting the word rather than checking understanding. It might be better to say "What am I standing on?"

1b) Fine.

1c) Perhaps it is better to say "Is there a floor outside?"

2 chest of drawers

2a) The question needs to be more specific.

2b) Fine. (Answer: usually in the bedroom)

2c) Good. (Answer: clothes)

3 The water is boiling.

3a) A good question to elicit the word "boiling" but it does not check understanding of the meaning.

3b) Good.

3c) Good.

4 This meat is tough.

4a) OK, but it could be simplified, eg. "Is it easy or difficult to eat?"

4b) Irrelevant question.

4c) Good.

5 kettle

5a) This is OK if it is in contrast to a teapot.

5b) OK.

5c) Good.

6 She felt embarrassed.

6a) OK if the answer to the question is "No" and in contrast to the meaning of *ashamed*. Better to ask "Did she think she had done something silly/stupid?" (Answer: yes)

6b) Good. You could also ask "Did she feel uncomfortable?" (Answer: yes).

6c) There is possible confusion here with the difference in meaning between *embarrassed* and *ashamed*.

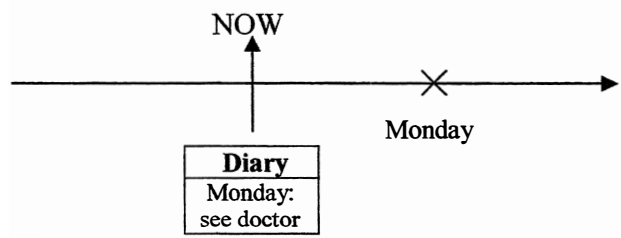
Exercise 6

- 1
- I'm seeing the doctor on Monday* (Present Continuous as future – definite arrangement use)

1 Are we talking about the present or the future? (The future)

2 Is it a definite arrangement? (Yes)

3 Is it in my diary? (Yes)

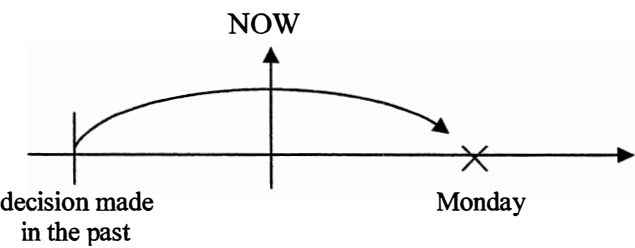


- 2
- I'm going to see him on Monday* (“going to” – intention/plan, decision made in the past)

1 Is this an intention/plan? (Yes)

2 Did I decide now or in the past? (In the past)

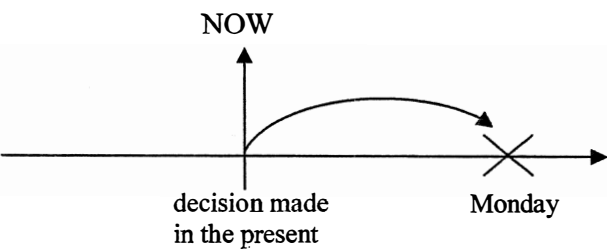
3 Is it a definite arrangement? (No, it's only an intention/plan)



- 3
- I'll see him on Monday* (“I'll” – future as spontaneous decision)

1 Did I decide now or in the past? (Now)

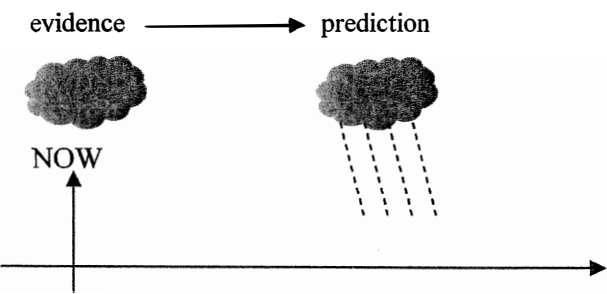
2 So is it a spontaneous decision? (Yes)



- 4
- Look at those dark clouds. It's going to rain* (“going to” – prediction based on evidence)

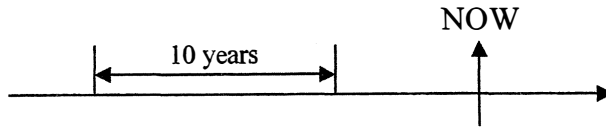
1 Is this a prediction about the future? (Yes)

2 What is the evidence? How do I know? (Dark clouds in the sky)



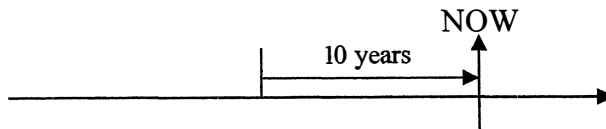
5a) *I lived in London for ten years.*

- |   |                                                        |       |
|---|--------------------------------------------------------|-------|
| 1 | Do I live in London now?                               | (No)  |
| 2 | Did I live in London in the past?                      | (Yes) |
| 3 | So are we talking about a finished action in the past? | (Yes) |
| 4 | Is there any connection with the present?              | (No)  |



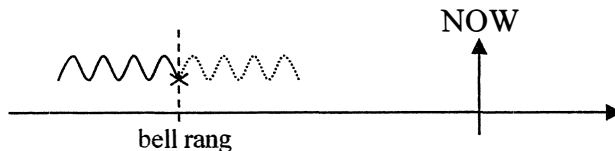
5b) *I've lived in London for ten years.*

- |   |                                         |                 |
|---|-----------------------------------------|-----------------|
| 1 | Do I live in London now?                | (Yes)           |
| 2 | When did I start living there?          | (Ten years ago) |
| 3 | Is there a connection with the present? | (Yes)           |



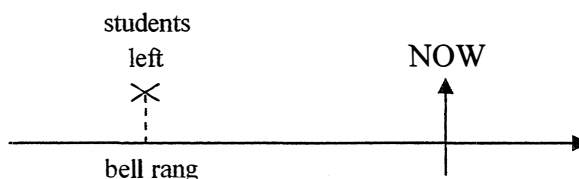
6a) *The students were leaving when the bell rang.*

- |   |                                                       |       |
|---|-------------------------------------------------------|-------|
| 1 | Did the students start to leave before the bell rang? | (Yes) |
| 2 | Did they finish leaving before the bell rang?         | (No)  |
| 3 | Was the action in progress when the bell rang?        | (Yes) |



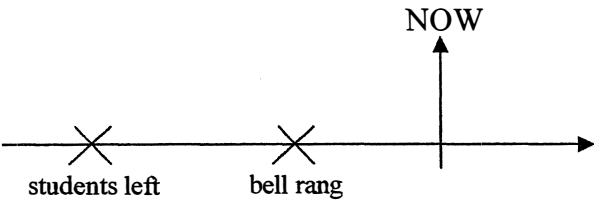
6b) *The students left when the bell rang.*

- |   |                                                       |       |
|---|-------------------------------------------------------|-------|
| 1 | Did the students start to leave before the bell rang? | (No)  |
| 2 | Did these two actions both happen at the same time?   | (Yes) |



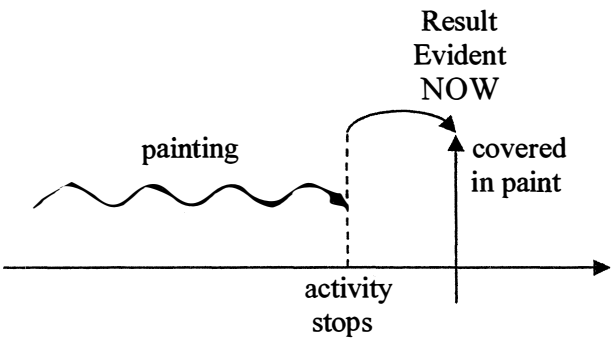
6c) *The students had left when the bell rang.*

- 1 Did the students start to leave before the bell rang? (Yes)
- 2 Did the students finish leaving before the bell rang? (Yes)
- 3 Did these two actions happen at the same time? (No)
- 4 Was one action completed before the other? (Yes)
- 5 Which action was completed first? (The students left)



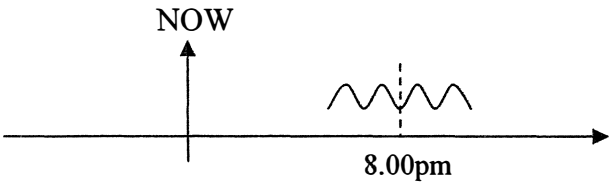
7 *I've been painting the kitchen.* (Present Perfect Continuous – evidence in the present of a recently stopped activity)

- 1 Have I finished painting the kitchen? (We don't know. Maybe yes, maybe no)
- 2 Am I painting the kitchen now? (No)
- 3 Did I stop a short time ago? (Yes)
- 4 How do you know? (Because I'm covered in paint)



8a) *She'll be having dinner at 8.00pm.* (Activity in progress at a future point in time)

- 1 Does she start having dinner before 8.00pm? (Yes)
- 2 Is she still having dinner after 8.00pm? (Yes)
- 3 So is the action in progress at 8.00pm? (Yes)





8b) *I'll have finished the book by Friday.*

- 1

Imagine it is Friday. Is the book finished?

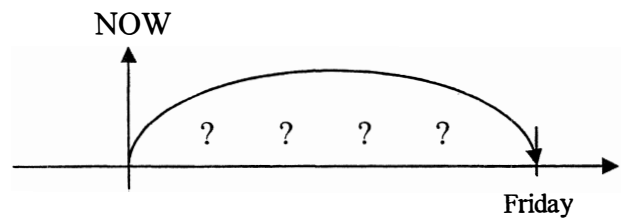
(Yes)
- 2

Is the action completed between now and Friday?

(Yes)
- 3

Do we know exactly when?

(No)



9a) *I wish I had a car.* (“wish” + past – dissatisfaction with the present)

- 1

Are we talking about the past, the present or the future?

(The present)
- 2

Do I have a car?

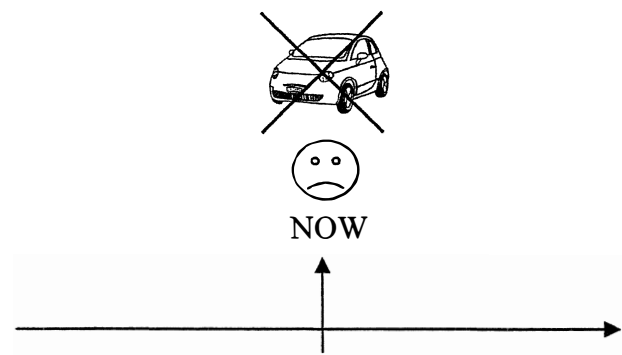
(No)
- 3

Would I like to have a car?

(Yes)
- 4

How do I feel about this situation?

(Dissatisfied)



9b) *I wish I had studied harder.* (“wish” + past perfect – regret about the past)

- 1

Are we talking about the past, the present or the future?

(The past)
- 2

Did I study hard?

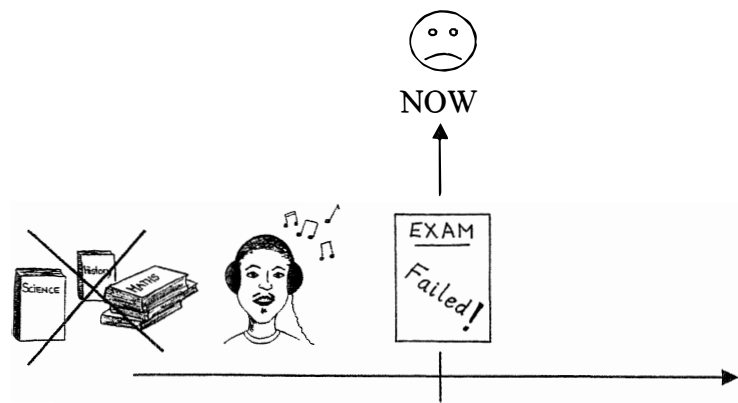
(No)
- 3

How do I feel?

(Regretful)
- 4

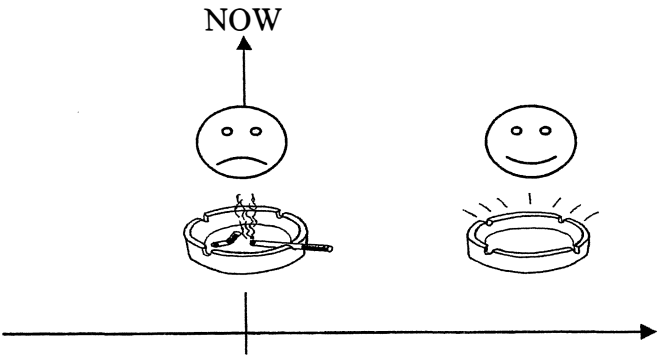
Why?

(Because I failed the exam)



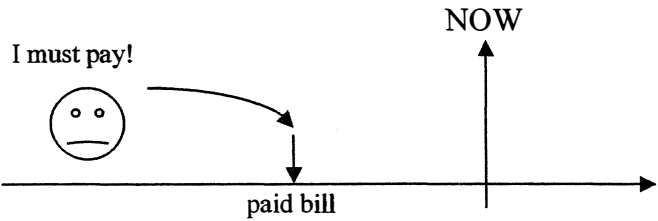
9c) *I wish you wouldn't smoke in here.* (“wish” + would – annoyance, desiring change in the future)

- 1 Are we talking about the past, the present or the future? (The future)
- 2 Is the person smoking now? (Maybe yes, maybe no)
- 3 How do I feel about this situation? (Irritated, annoyed)
- 4 Do I want something to change in the future? (Yes)
- 5 What do I want to happen in the future? (The person stops smoking in here)



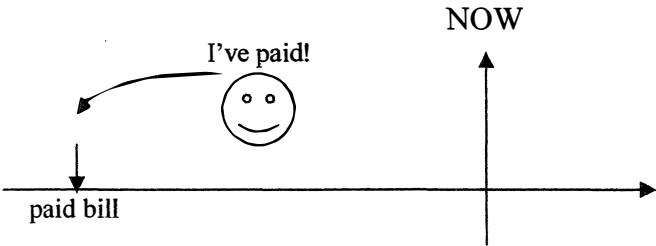
10a) *I remembered to pay the bill.* (Remembering before the action)

- 1 Did I remember before I paid the bill? (Yes)
- 2 What did I think when I remembered? (I must pay the bill! I mustn't forget to pay the bill!)



10b) *I remembered paying the bill.* (Remembering after the action)

- 1 Did I remember after I paid the bill? (Yes)
- 2 What did I think when I remembered? (I've paid the bill!)



## Exercise 7

- 1 *I had my car repaired.* (“to have something done” - causative use of “have”)
- 1 Did I repair my car? (No)
  - 2 Did someone else repair it? (Yes)
  - 3 Did I pay someone to do it for me? (Yes)
  - 4 Why didn't I do it? (Because I couldn't do it or didn't want to do it)
- 2a) *I have to start work at 7.00am.* (“have to” – to express obligation/necessity)
- 1 Is it necessary to start work at 7.00am? (Yes)
  - 2 Do I have a choice? (No)
- 2b) *I don't have to get up early on Sunday.* (“don't have to” – absence of necessity/obligation)
- 1 Is it necessary to get up early on Sunday? (No)
  - 2 Do I have a choice? (Yes)
  - 3 Can I get up early on Sunday if I want to? (Yes)
- 2c) *You mustn't smoke in class.* (“mustn't” – to express prohibition)
- 1 Can I (Am I allowed to) smoke in class? (No)
  - 2 Do I have a choice? (No)
  - 3 Is it prohibited / forbidden? (Yes)
  - 4 Is there a rule against it? (Yes)
- 3 *She should have locked the door.* (“should have” + participle – criticism of a past action)
- 1 Did she lock the door? (No)
  - 2 Was it a good idea to lock the door? (Yes)
  - 3 Why? (Because someone stole all her money, etc)
  - 4 Am I criticising her? (Yes)
- 4 *He must be drunk.* (“must be” – to express deduction)
- 1 Do I think he is drunk? (Yes)
  - 2 How sure am I? (Very sure, 99% sure)
  - 3 Why am I so sure? (Because he isn't walking straight, etc)
  - 4 Am I making a deduction? (Yes)
  - 5 What do I say if I am 100% sure? (He is drunk)
- 5a) *I saw him swim across the river.*
- 1 Did I see him get into the river and start swimming? (Yes)
  - 2 Did I see him get out of the river on the other side? (Yes)
  - 3 Did I see all or part of the action? (All of the action)

5b) *I saw him swimming across the river.*

- 1 Did I see him get into the river and start swimming? (No)
- 2 Did I see him get out of the river on the other side? (No)
- 3 Did I see all or part of the action? (Part of the action)

6 *Don't ring now. She 'll be eating.* (Future Continuous – deduction about a present activity)

- 1 Are we talking about the present or the future? (The present)
- 2 Do I think she is eating now? (Yes)
- 3 How sure am I? (Very sure, 99% sure)
- 4 Why am I so sure? (I know she usually eats at this time)
- 5 Am I making a deduction? (Yes)

7a) *He needn't have got up early.* (“needn't have” – absence of necessity/obligation)

- 1 Did he get up early? (Yes)
- 2 Was it necessary? (No)
- 3 Did he know that before? (No)
- 4 Did he think it was necessary? (Yes)

7b) *He didn't need to get up early.* (“didn't need to” – absence of past necessity/obligation)

- 1 Was it necessary to get up early? (No)
- 2 Did he know that before? (Yes)
- 3 Did he get up early? (No, because it wasn't necessary) OR (Yes, because he wanted to)

8 *She should pass the exam.* (“should” – expressing future probability based on knowledge)

- 1 Do I think she will probably pass the exam? (Yes)
- 2 Why do I think this? (Because she has worked very hard, etc)
- 3 Am I expressing a belief about the future? (Yes)
- 4 What is this belief based on? (Her and the exam, ie my knowledge of the circumstances)

9 *I'm getting used to driving on the left in England.* (“get used to doing” – become accustomed to something)

- 1 Do I usually drive on the right? (Yes)
- 2 Is driving on the left new and strange for me? (Yes)
- 3 Is it more familiar and easier now? (Yes)
- 4 Why? (Because I have done it many times)
- 5 So am I becoming accustomed to it? (Yes)

## Exercise 8

- 1 *It's a cosy room.*
  - 1 Is the room warm and comfortable? (Yes)
  - 2 Is it large or small? (Small)
  - 3 Do I like being in the room? (Yes)
- 2 *The play was a flop.*
  - 1 Was the play a success or a failure? (A failure)
  - 2 Was it a big failure? (Yes)
  - 3 Is this a formal or informal expression? (Informal)
- 3 *I didn't know if I was coming or going.*
  - 1 Was I very confused? (Yes)
  - 2 Why? (Because there were so many things to do)
  - 3 Did I know what to do next? (No)
  - 4 Is this a formal or informal expression? (Informal)
- 4 *He hesitated before jumping.*
  - 1 Did he jump immediately? (No)
  - 2 Did he wait a short time and then jump? (Yes)
  - 3 Why? (He was uncertain, frightened, worried)
- 5 *She makes do with very little money.*
  - 1 Does she have everything she needs? (No)
  - 2 Does she accept this situation? (Yes)
  - 3 Why? (She has no choice)
  - 4 Does she make good use of what she has? (Yes)
- 6 *"You'll lose your job if you're not careful."  
" don't care."*
  - 1 Is his job important to him? (No)
  - 2 Is he afraid of losing his job? (No)
- 7 *She has a hectic life.*
  - 1 Does she have a busy life? (Yes)
  - 2 How busy? (Very busy)
  - 3 Does she have to do a lot of things quickly? (Yes)
  - 4 Is she always in a hurry? (Yes)
- 8 *Would you mind if I smoked?*
  - 1 Do I want to smoke? (Yes)
  - 2 Am I asking for permission to smoke? (Yes)
  - 3 Do I ask this before or after I smoke the cigarette? (Before)
  - 4 Do I know the other person very well? (No, probably not)
  - 5 Why do I ask for permission? (Not everyone likes smoking)
  - 6 Am I being polite? (Yes)
  - 7 How would I ask a close friend the same question? (Is it OK if I smoke?)

## Exercise 9

- 1 *For the first three days he was completely disorientated.*
  - 1 Was the situation strange and unfamiliar for him? (Yes)
  - 2 Was he confused about where he was? (Yes)
  - 3 Was he confused about where to go? (Yes)
- 2 *I can't make ends meet on my salary.*
  - 1 Do I earn enough money for everything I need? (No)
  - 2 Does my money last till the end of the month? (No)
- 3 *She gave an accurate description of the thief.*
  - 1 Did she provide a lot of correct and precise details? (Yes)
  - 2 Were there any mistakes in her description? (No)
- 4 *I'll take my umbrella in case it rains.*
  - 1 Is it raining now? (No)
  - 2 Is there a possibility it will rain? (Yes)
  - 3 Do I want to be prepared if it rains? (Yes)
- 5 *I didn't mean to break it.*
  - 1 Did I break it? (Yes)
  - 2 Did I intend to break it? (No)
  - 3 Was it an accident? (Yes)
- 6 *I don't mind doing the washing up.*
  - 1 Do I especially like doing the washing up? (No)
  - 2 Do I especially dislike doing washing up? (No)
  - 3 Do I feel OK about doing the washing up? (Yes)
  - 4 Is it a problem for me? (No)
- 7 *John claimed it was an accident.*
  - 1 Did John say it was an accident? (Yes)
  - 2 Do we know if this is true or not? (No)
  - 3 Why? (There is no definite proof)
  - 4 Are we just reporting what John said? (Yes)
- 8 *You're burning the candle at both ends.*
  - 1 Are you working and doing things late at night (Yes)
  - 2 Do you go to bed late? (Yes)
  - 3 Do you get up early and start work again? (Yes)
  - 4 Are you getting enough sleep and relaxation? (No)

**Exercise 10**

- 1 *She's a sensitive person.*
  - 1 Are her feelings easily hurt? (Yes)
  - 2 Is she easily upset? (Yes)
- 2 *She's a sensible person.*
  - 1 Does she know what is the right thing to do in a situation? (Yes)
  - 2 Does she make good decisions based on reason and experience? (Yes)
  - 3 Does she do silly and foolish things? (No)
  - 4 What is the opposite of sensible? (Silly, foolish)
- 3 *He's a sympathetic person.*
  - 1 Does he listen to people's problems with understanding? (Yes)
  - 2 Does he share other people's feelings? (Yes)
- 4 *He's a confident person.*
  - 1 Does he have doubts about himself and his abilities? (No)
  - 2 Is he sure of himself? (Yes)
  - 3 Does he think he can and will do something well? (Yes)
- 5 *The ticket inspector checked our tickets.*
  - 1 Did he look to make sure everything was correct? (Yes)
  - 2 What kind of things can you check? (Passports, tickets, figures)
- 6 *The police controlled the crowds.*
  - 1 Is somebody in charge of something? (Yes)
  - 2 Does the person have the power to make decisions about what happens? (Yes)
  - 3 Can you control tickets, passports, figures? (No)
  - 4 Can you control people and situations? (Yes)
- 7 *He felt nervous before his driving test.*
  - 1 Is this person a little frightened? (Yes)
  - 2 What kind of things make people feel nervous? (Speaking in public, etc)
- 8 *It's a warehouse.*
  - 1 Do the public go there to buy things? (No)
  - 2 Do you keep things there? (Yes)
  - 3 Where do these things go next? (To a shop)
- 9 *Can I look at the agenda?*
  - 1 Is an agenda full of days and dates? (No, that's a diary)
  - 2 When do you use an agenda? (At a meeting)
  - 3 What is on an agenda? (A list of items for discussion)

**Exercise 11**

- 1 control; 2 sensible; 3 sensitive; 4 check; 5 agenda;  
6 sympathetic; 7 department store, warehouses; 8 check

**Exercise 12**

- 1 a romantic *novel*  
2 my *boss* (Note: *chef* = a cook; *chief* = leader of an Indian tribe)  
3 your *viewpoint*  
4 *check* these figures  
5 staff *turnover*  
6 feeling *irritable* (If we are feeling irritable then things can annoy us and we become angry easily. If we are nervous, we feel a little worried about something we are going to do, such as appear on stage or make a speech.  
7 have to be *consistent*  
8 *diary*  
9 *department stores*  
10 write the *minutes*

**Exercise 13**

- 1 I'll; 2 I'll; 3 I'm going to; 4 I'll; 5 I'll; 6 we're going to;  
7 I'll; 8 we're going to; 9 I'll; 10 I'm going to

**Exercise 14**

- 1 I'm going to (prediction based on present evidence)  
2 I'm having (present continuous for a definite arrangement);  
3 I'll (spontaneous decision and an offer);  
4 I'm going to (only an intention, no definite arrangements have been made)  
5 leaves (timetable future)  
6 I'm going to jump (intention/plan, decision made before the moment of speaking)  
7 I'll (spontaneous decision)  
8 it's going to (reporting a prediction based on evidence)  
9 I'm going (present continuous for definite arrangement)  
10 I'll (spontaneous decision)

**Exercise 16**

- 1B 2A 3D 4C

**Exercise 17**

- 1C 2A 3D 4C 5A 6B 7B 8A 9C 10D

**Exercise 18**

- for* 10 minutes, ages, a long time, 2 months, four days, 5 weeks, a fortnight  
*since* Christmas, 1996, last year, October, I left school, June 12<sup>th</sup>, 3 o'clock, I arrived,  
he kissed me

**Exercise 19**

- 1 2(ii); 2 1(ii); 3 1(i); 4 2(i); 5 1(ii); 6 2(i); 7 2(ii); 8 1(ii); 9 2(ii); 10 2(ii)



**Exercise 20**

- 1 came; arrived; went; have lived
- 2 have you seen; saw; haven't seen
- 3 have met; has travelled; was; decided; has changed; went; was; took; hitch-hiked; has visited; was; made; was; stole; lost; worked; made; has returned; went; worked; have made; have learned; have had; have often been; have never thought; went; changed; have wanted.

**Exercise 21**

- 1 There is no significant difference between:
  - a) *I've lived in London for 10 years* and
  - b) *I've been living in London for 10 years*. This is also true for other verbs such as *live, work, learn, study* when they are used in the Present Perfect Simple and the Present Perfect Continuous.
- 2
  - a) We are interested in completed actions, ie the fact that 10 pints of beer have been drunk. In contrast, in sentence
  - b) we are interested in how long the activity has been continuing up to and including the present. This is the "Unfinished Past – duration of activity use" of the Present Perfect Continuous (see OHT17).
- 3
  - a) The Present Perfect Simple shows that the action is completed and the car now works. This is the "Indefinite Past – result use" of the Present Perfect Simple (see OHT14). In contrast, in sentence
  - b) we do not know if the car now works, but we have evidence in the present ("He's filthy") of a recently stopped activity. This is the "Indefinite Past – result of a recently stopped activity" use of the Present Perfect Continuous (see OHT18).

**Exercise 22**

- 1 We use the present perfect simple in this sentence because we are describing a single, complete action. We cannot say "I've been breaking my leg" because this would describe an activity. However, we could say "I've been breaking rocks" because this is an activity and not a single, complete action.
- 2 Yes, it is possible to say "I've been cutting some bread" because this can also be an activity.
- 3 No, we cannot put this sentence into the Present Perfect Continuous because starting the car is a single, complete action. However, we can say "I've been trying to start the car" because this is an activity.
- 4 Some verbs (eg. state verbs such as *know, love*, etc) are not normally used in the continuous form, so we would not normally say "I've been knowing him" or "I've been loving him".
- 5 See answer to number 4 above.

- 6 We cannot use the Present Perfect Continuous to talk about completed actions, ie we cannot say "I've been writing three letters". We can say "I've been writing letters" because this is an activity.
- 7 We can only use the Present Perfect Simple because the act of catching a cold is a single complete action and not an activity.
- 8 We can only use the Present Perfect Simple because the act of losing a ticket is a single complete action and not an activity

**Exercise 23**

- 1 have to
- 2 have to
- 3 mustn't
- 4 don't have to
- 5 have to
- 6 mustn't
- 7 have to
- 8 mustn't
- 9 mustn't
- 10 have to
- 11 have to
- 12 don't have to
- 13 don't have to
- 14 don't have to
- 15 mustn't

**Exercise 24**

- 1 until
- 2 by
- 3 by
- 4 until
- 5 by
- 6 by
- 7 until
- 8 by
- 9 until
- 10 by

## Grammar

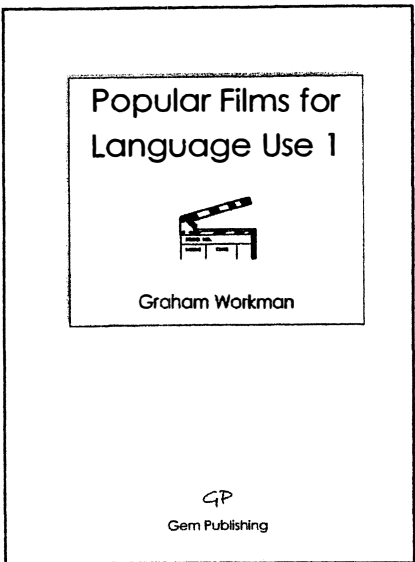
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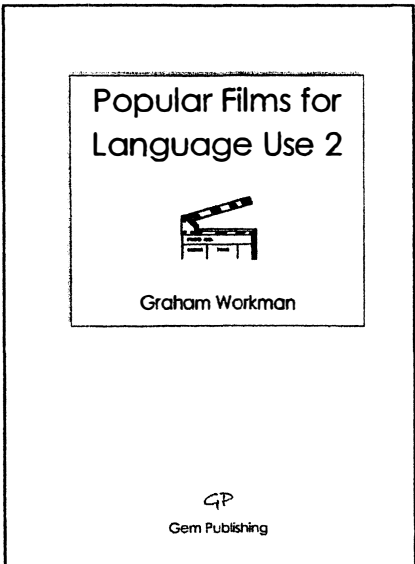
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agenda .....	16
check .....	16
claimed .....	15
confident .....	16
control .....	16
cosy .....	14
disorientated .....	15
embarrassed .....	11
flop .....	14
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I can't make ends meet on my salary .....	15
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make do .....	14
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mind + -ing .....	15
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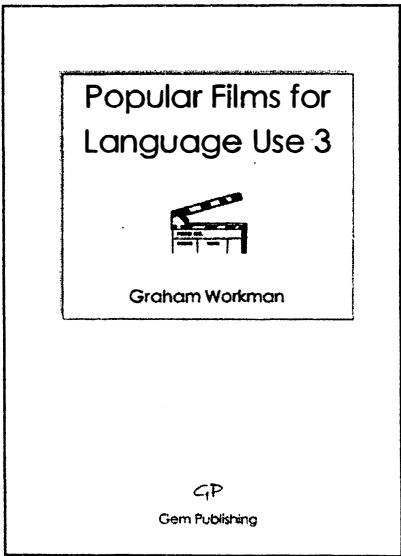
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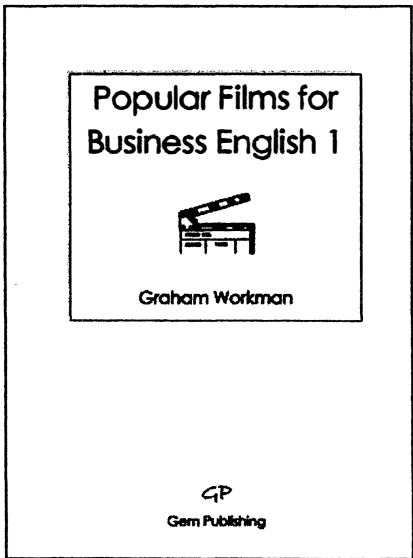
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