

# Unit 1

## Present continuous (I am doing)

**A** Study this example situation:

Sarah is in her car. She is on her way to work.  
 She's **driving** to work. (= She **is driving** ...)

This means: she is driving *now*, at the time of speaking.  
 The action is not finished.

**am/is/are + -ing** is the *present continuous*:

I	<b>am</b>	(= I'm)	<b>driving</b>
he/she/it	<b>is</b>	(= he's etc.)	<b>working</b>
we/you/they	<b>are</b>	(= we're etc.)	<b>doing</b> etc.



**B** **I am doing** something = I started doing it and I haven't finished; I'm in the middle of doing it.

- Please don't make so much noise. **I'm trying** to work. (*not* I try)
- 'Where's Mark?' 'He's **having** a shower.' (*not* He has a shower)
- Let's go out now. It **isn't raining** any more. (*not* It doesn't rain)
- How's your new job? **Are you enjoying** it?
- What's all that noise? What's **going** on? or What's **happening**?

Sometimes the action is not happening at the time of speaking. For example:

Steve is talking to a friend on the phone. He says:



Steve says '**I'm reading** ...' but he is *not* reading the book at the time of speaking.  
 He means that he has started reading the book, but has not finished it yet. He is in the middle of reading it.

Some more examples:

- Kate wants to work in Italy, so she's **learning** Italian.  
 (but perhaps she isn't learning Italian at the time of speaking)
- Some friends of mine **are building** their own house. They hope to finish it next summer.

**C** You can use the present continuous with **today / this week / this year** etc. (periods around now):

- A: You're **working** hard **today**. (*not* You work hard today)
- B: Yes, I have a lot to do.
- The company I work for **isn't doing** so well **this year**.

**D** We use the present continuous when we talk about a change that has started to happen. We often use these verbs in this way:

**getting, becoming**  
**starting, beginning**

**changing, improving**  
**increasing, rising, falling, growing**

- Is your English **getting** better? (*not* Does your English get better)
- The population of the world **is increasing** very fast. (*not* increases)
- At first I didn't like my job, but **I'm starting** to enjoy it now. (*not* I start)



## Unit 2

# Present simple (I do)

**A** Study this example situation:



Alex is a bus driver, but now he is in bed asleep. He is not driving a bus. (He is asleep.)

*but* He **drives** a bus. He is a bus driver.

**drive(s), work(s), do(es)** etc. is the *present simple*:

I/we/you/they	<b>drive/work/do</b> etc.
he/she/it	<b>drives/works/does</b> etc.

**B** We use the present simple to talk about things in general. We use it to say that something happens all the time or repeatedly, or that something is true in general:

- Nurses **look** after patients in hospitals.
- I usually **go** away at weekends.
- The earth **goes** round the sun.
- The cafe **opens** at 7.30 in the morning.

We say:

I **work**                      *but*                      he **works**                      you **go**                      *but*                      it **goes**  
 they **teach**                      *but*                      my sister **teaches**                      I **have**                      *but*                      he **has**

For spelling (-s or -es), see Appendix 6.

**C** We use **do/does** to make questions and negative sentences:

<b>do</b> <b>does</b>	I/we/you/they he/she/it	<b>work?</b> <b>drive?</b> <b>do?</b>	I/we/you/they he/she/it	<b>don't</b> <b>doesn't</b>	<b>work</b> <b>drive</b> <b>do</b>
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- I come from Canada. Where **do** you **come** from?
- I **don't go** away very often.
- What **does** this word **mean**? (*not* What means this word?)
- Rice **doesn't grow** in cold climates.

In the following examples, **do** is also the main verb (do you **do** / doesn't **do** etc.):

- 'What **do** you **do**?' 'I work in a shop.'
- He's always so lazy. He **doesn't do** anything to help.

**D** We use the present simple to say how often we do things:

- I **get** up at 8 o'clock **every morning**.
- How often do** you **go** to the dentist?
- Julie **doesn't drink** tea **very often**.
- Robert usually **goes** away **two or three times a year**.

**E** **I promise / I apologise** etc.

Sometimes we do things by saying something. For example, when you promise to do something, you can say '**I promise ...**'; when you suggest something, you can say '**I suggest ...**':

- I **promise** I won't be late. (*not* I'm promising)
- 'What do **you suggest** I do?' 'I **suggest** that you ...'

In the same way we say: **I apologise ... / I advise ... / I insist ... / I agree ... / I refuse ...** etc.

## Exercises

## 2.1 Complete the sentences using the following verbs:

cause(s)    close(s)    connect(s)    go(es)    live(s)    ~~speaks(s)~~    take(s)

- Tanya speaks German very well.
- Ben and Jack ..... to the same school.
- Bad driving ..... many accidents.
- The museum ..... at 4 o'clock on Sundays.
- My parents ..... in a very small flat.
- The Olympic Games ..... place every four years.
- The Panama Canal ..... the Atlantic and Pacific oceans.

## 2.2 Put the verb into the correct form.

- Julia doesn't drink (not / drink) tea very often.
- What time ..... (the banks / close) here?
- I have a car, but I ..... (not / use) it much.
- Where ..... (Maria / come) from? Is she Spanish?
- 'What ..... (you / do)?' 'I'm an electrician.'
- Look at this sentence. What ..... (this word / mean)?
- David isn't very fit. He ..... (not / do) any sport.
- It ..... (take) me an hour to get to work in the morning. How long ..... (it / take) you?

## 2.3 Complete the sentences using these verbs. Sometimes you need the negative.

believe    eat    flow    ~~go~~    ~~grow~~    make    rise    tell    translate

- The earth goes round the sun.
- Rice doesn't grow in cold climates.
- The sun ..... in the east.
- Bees ..... honey.
- Vegetarians ..... meat.
- An atheist ..... in God.
- An interpreter ..... from one language into another.
- Liars are people who ..... the truth.
- The River Amazon ..... into the Atlantic Ocean.

## 2.4 You ask Lisa questions about herself and her family. Write the questions.

- You know that Lisa plays tennis. You want to know how often. Ask her.  
How often do you play tennis ?
- Perhaps Lisa's sister plays tennis too. You want to know. Ask Lisa.  
..... your sister .....
- You know that Lisa goes to the cinema a lot. You want to know how often. Ask her.  
..... ?
- You know that Lisa's brother works. You want to know what he does. Ask Lisa.  
..... ?
- You're not sure whether Lisa speaks Spanish. You want to know. Ask her.  
..... ?
- You don't know where Lisa's grandparents live. You want to know. Ask Lisa.  
..... ?

## 2.5 Complete using the following:

I agree    I apologise    I insist    I promise    I recommend    ~~I suggest~~

- Mr Evans is not in the office today. I suggest you try calling him tomorrow.
- I won't tell anybody what you said. ....
- (in a restaurant) You must let me pay for the meal. ....
- ..... for what I said. I shouldn't have said it.
- The new restaurant in Baker Street is very good. .... it.
- I think you're absolutely right. .... with you.

# Unit 3

## Present continuous and present simple 1 (I am doing and I do)

### A Compare:

#### present continuous (I am doing)

We use the continuous for things happening at or around the time of speaking. The action is not complete.

#### I am doing

past now future

- The water **is boiling**. Be careful.
- Listen to those people. What language **are they speaking**?
- Let's go out. It **isn't raining** now.
- 'I'm busy.' 'What **are you doing**?'
- I'm **getting** hungry. Let's go and eat.
- Kate wants to work in Italy, so she's **learning** Italian.
- The population of the world **is increasing** very fast.

We use the continuous for *temporary* situations (things that continue for a short time):

- I'm **living** with some friends until I find a place of my own.
- A: You're **working** hard today.  
B: Yes, I have a lot to do.

See Unit 1 for more information.

#### present simple (I do)

We use the simple for things in general or things that happen repeatedly.

#### I do

past now future

- Water **boils** at 100 degrees Celsius.
- Excuse me, **do you speak** English?
- It **doesn't rain** very much in summer.
- What **do you usually do** at weekends?
- I always **get** hungry in the afternoon.
- Most people **learn** to swim when they are children.
- Every day the population of the world **increases** by about 200,000 people.

We use the simple for *permanent* situations (things that continue for a long time):

- My parents **live** in London. They have lived there all their lives.
- Joe isn't lazy. He **works** hard most of the time.

See Unit 2 for more information.

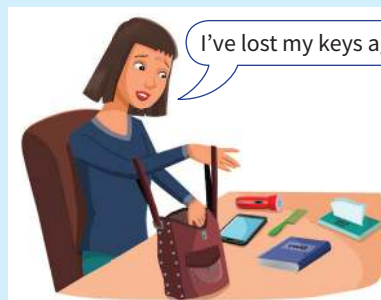
### B I always do and I'm always doing

I **always do** something = I do it every time:

- I **always go** to work by car. (*not* I'm always going)

I'm **always doing** something = I do it too often or more often than normal.

For example:



I'm **always losing** them = I lose them too often, or more often than normal.

- Paul is never satisfied. He's **always complaining**. (= he complains too much)
- You're **always looking** at your phone. Don't you have anything else to do?

## Exercises

### 3.1 Are the underlined verbs OK? Correct them where necessary.

- 1 Water boils at 100 degrees Celsius. OK
- 2 How often are you going to the cinema? do you go
- 3 Ben tries to find a job, but he hasn't had any luck yet.
- 4 Martina is phoning her mother every day.
- 5 The moon goes round the earth in about 27 days.
- 6 Can you hear those people? What do they talk about?
- 7 What do you do in your spare time?
- 8 Sarah is a vegetarian. She doesn't eat meat.
- 9 I must go now. It gets late.
- 10 'Come on! It's time to leave.' 'OK, I come.'
- 11 Paul is never late. He's always starting work on time.
- 12 They don't get on well. They're always arguing.

### 3.2 Put the verb into the correct form, present continuous or present simple.

- 1 a I usually get (I / usually / get) hungry in the afternoon.
- b I'm getting (I / get) hungry. Let's go and eat something.
- 2 a '..... (you / listen) to the radio?' 'No, you can turn it off.'
- b '..... (you / listen) to the radio a lot?' 'No, not very often.'
- 3 a The River Nile ..... (flow) into the Mediterranean.
- b The river ..... (flow) very fast today – much faster than usual.
- 4 a I'm not very active. .... (I / not / do) any sport.
- b What ..... (you / usually / do) at weekends?
- 5 a Rachel is in New York right now. .... (She / stay) at the Park Hotel.
- b ..... (She / always / stay) there when she's in New York.

### 3.3 Put the verb into the correct form, present continuous or present simple.

- 1 Why are all these people here? What's happening (What / happen)?
- 2 Julia is good at languages. .... (She / speak) four languages very well.
- 3 Are you ready yet? ..... (Everybody / wait) for you.
- 4 I've never heard this word. How ..... (you / pronounce) it?
- 5 Kate ..... (not / work) this week. She's on holiday.
- 6 I think my English ..... (improve) slowly. It's better than it was.
- 7 Nicola ..... (live) in Manchester. She has never lived anywhere else.
- 8 Can we stop walking soon? ..... (I / start) to get tired.
- 9 Sam and Tina are in Madrid right now. .... (They / visit) a friend of theirs.
- 10 'What ..... (your father / do)?' 'He's an architect.'
- 11 It took me an hour to get to work this morning. Most days ..... (it / not / take) so long.
- 12 I ..... (I / learn) to drive. My driving test is next month. My father ..... (teach) me.

### 3.4 Finish B's sentences. Use **always -ing**.

- 1 A: I've lost my keys again.  
 B: Not again! You're always losing your keys
- 2 A: The car has broken down again.  
 B: That car is useless. It .....
- 3 A: Look! You've made the same mistake again.  
 B: Oh no, not again! I .....
- 4 A: Oh, I've left my phone at home again.  
 B: Typical! .....



## Unit 4

# Present continuous and present simple 2 (I am doing and I do)

### A

We use continuous forms (**I'm waiting**, **it's raining** etc.) for actions and happenings that have started but not finished.

Some verbs (for example, **know** and **like**) are not normally used in this way. We don't say 'I am knowing', 'they are liking'. We say 'I **know**', 'they **like**'.

The following verbs are not normally used in the present continuous:

<b>like</b>	<b>want</b>	<b>need</b>	<b>prefer</b>	
<b>know</b>	<b>realise</b>	<b>understand</b>	<b>recognise</b>	
<b>believe</b>	<b>suppose</b>	<b>remember</b>	<b>mean</b>	
<b>belong</b>	<b>fit</b>	<b>contain</b>	<b>consist</b>	<b>seem</b>

- I'm hungry. I **want** something to eat. (*not* I'm wanting)
- Do** you **understand** what I **mean**?
- Anna **doesn't seem** very happy right now.

### B think

When **think** means 'believe' or 'have an opinion', we do not use the continuous:

- I **think** Mary is Canadian, but I'm not sure. (*not* I'm thinking)
- What **do** you **think** of my idea? (= what is your opinion?)

When **think** means 'consider', the continuous is possible:

- I'm **thinking** about what happened. I often **think** about it.
- Nicky **is thinking** of giving up her job. (= she is considering it)

### C see hear smell taste look feel

We normally use the present simple (not continuous) with **see/hear/smell/taste**:

- Do** you **see** that man over there? (*not* are you seeing)
- The room **smells**. Let's open a window.
- This soup **doesn't taste** very good.

You can use the present simple or continuous to say how somebody **looks** or **feels** now:

- You **look** well today. *or* You're **looking** well today.
- How **do** you **feel** now? *or* How **are** you **feeling** now?

*but*

- I usually **feel** tired in the morning. (*not* I'm usually feeling)

### D am/is/are being

You can say **he's being** ..., **you're being** ... etc. to say how somebody is behaving *now*:

- I can't understand why he's **being** so selfish. He isn't usually like that.  
(**being** selfish = behaving selfishly now)
- 'The path is icy. Don't slip.' 'Don't worry. I'm **being** very careful.'

Compare:

- He never thinks about other people. He's **very** selfish.  
(= he is selfish generally, not only now)
- I don't like to take risks. I'm **a** very careful person.

We use **am/is/are being** to say how a person is *behaving* (= doing something they can control) now.

It is not usually possible in other situations:

- Sam **is** ill. (*not* is being ill)
- Are** you tired? (*not* are you being tired)

## Exercises

### 4.1 Put the verb into the correct form, present continuous or present simple.

- Are you hungry? Do you want (you / want) something to eat?
- Alan says he's 90 years old, but nobody ..... (believe) him.
- She told me her name, but ..... (I / not / remember) it now.
- Don't put the dictionary away. .... (I / use) it.
- Don't put the dictionary away. .... (I / need) it.
- Air ..... (consist) mainly of nitrogen and oxygen.
- Who is that man? What ..... (he / want)?
- Who is that man? Why ..... (he / look) at us?
- Who is that man? ..... (you / recognise) him?
- ..... (I / think) of selling my car. Would you be interested in buying it?
- I can't make up my mind. What ..... (you / think) I should do?
- Gary wasn't well earlier, but ..... (he / seem) OK now.

### 4.2 Use the words in brackets to make sentences.

<p>1</p>  <p>(you / not / seem / very happy today)  <u>You don't seem very happy today.</u></p>	<p>2</p>  <p>Are you OK?          You look worried.          (I / think) .....</p>
<p>3</p>  <p>(who / this umbrella / belong to?)          .....          I've no idea.</p>	<p>4</p>  <p>(this / smell / good)          .....</p>
<p>5</p>  <p>Excuse me. (anybody / sit / there?)          .....          No, it's free.</p>	<p>6</p>  <p>(these gloves / not / fit / me)          .....          They're too small.</p>

### 4.3 Are the underlined verbs OK? Correct them where necessary.

- Nicky is thinking of giving up her job. OK
- It's not true. I'm not believing it. I don't believe it.
- I'm feeling hungry. Is there anything to eat? .....
- I've never eaten that fruit. What is it tasting like? .....
- I'm not sure what she does. I think she works in a shop. .....
- Look over there. What are you seeing? .....
- You're very quiet. What are you thinking about? .....

### 4.4 Complete the sentences. Use **is/are being** (continuous) or **is/are** (simple).

- I can't understand why he's being so selfish. He isn't usually like that.
- You'll like Sophie when you meet her. She ..... very nice.
- Sarah ..... very nice to me at the moment. I wonder why.
- They ..... very happy. They've just got married.
- You're normally very patient, so why ..... so unreasonable about waiting ten more minutes?
- Would you like something to eat? ..... hungry?



## Unit 5

# Past simple (I did)

**A** Study this example:

Wolfgang Amadeus Mozart **was** an Austrian musician and composer. He **lived** from 1756 to 1791. He **started** composing at the age of five and **wrote** more than 600 pieces of music. He **was** only 35 years old when he **died**.

**lived/started/wrote/was/died** are all *past simple*

W.A. Mozart



1756-1791

**B** Very often the past simple ends in **-ed** (*regular verbs*):

- I work in a travel agency now. Before that I **worked** in a department store.
- They **invited** us to their party, but we **decided** not to go.
- The police **stopped** me on my way home last night.
- Laura **passed** her exam because she **studied** very hard.

For spelling (**stopped**, **studied** etc.), see Appendix 6.

But many verbs are *irregular*. The past simple does *not* end in **-ed**. For example:

- |                      |   |
|----------------------|---|
| write → <b>wrote</b> | <input type="checkbox"/> Mozart <b>wrote</b> more than 600 pieces of music. |
| see → <b>saw</b>     | <input type="checkbox"/> We <b>saw</b> Alice in town a few days ago.        |
| go → <b>went</b>     | <input type="checkbox"/> I <b>went</b> to the cinema three times last week. |
| shut → <b>shut</b>   | <input type="checkbox"/> It was cold, so I <b>shut</b> the window.          |

For a list of irregular verbs, see Appendix 1.

**C** In questions and negative sentences we use **did/didn't** + infinitive (**enjoy/see/go** etc.):

I she they	enjoyed <b>saw</b> <b>went</b>	<b>did</b>	you she they	enjoy? <b>see?</b> <b>go?</b>	I she they	<b>didn't</b>	enjoy <b>see</b> <b>go</b>
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- I enjoyed the party a lot. **Did** you **enjoy** it?
- How many people **did** they **invite** to the wedding?
- I **didn't buy** anything because I **didn't have** any money.
- '**Did** you **go** out?' 'No, I **didn't**.'

Sometimes **do** is the main verb in the sentence (did you **do**?, I didn't **do**):

- What **did** you **do** at the weekend? (*not* What did you at the weekend?)
- I **didn't do** anything. (*not* I didn't anything)

**D** The past of **be** (**am/is/are**) is **was/were**:

I/he/she/it	<b>was/wasn't</b>	<b>was</b>	I/he/she/it?
we/you/they	<b>were/weren't</b>	<b>were</b>	we/you/they?

- I **was** annoyed because **they were** late.
- Was the weather** good when **you were** on holiday?
- They weren't** able to come because **they were** so busy.
- I **wasn't** hungry, so I didn't eat anything.
- Did you go out last night or **were you** too tired?

## Exercises

### 5.1 Read what Laura says about a typical working day:



LAURA

I usually get up at 7 o'clock and have a big breakfast. I walk to work, which takes me about half an hour. I start work at 8.45. I never have lunch. I finish work at 5 o'clock. I'm always tired when I get home. I usually cook a meal in the evening. I don't usually go out. I go to bed at about 11 o'clock, and I always sleep well.

Yesterday was a typical working day for Laura. Write what she did or didn't do yesterday.

- |   |                         |                  |    |       |                           |
|---|-------------------------|------------------|----|-------|---------------------------|
| 1 | She <u>got up</u> ..... | at 7 o'clock.    | 7  | ..... | at 5 o'clock.             |
| 2 | She .....               | a big breakfast. | 8  | ..... | tired when .....          |
| 3 | She .....               |                  | 9  | ..... | a meal yesterday evening. |
| 4 | It .....                | to get to work.  | 10 | ..... | out yesterday evening.    |
| 5 | .....                   | at 8.45.         | 11 | ..... | at 11 o'clock.            |
| 6 | .....                   | lunch.           | 12 | ..... | well last night.          |

### 5.2 Complete the sentences using the following verbs in the correct form:

buy    catch    cost    fall    hurt    sell    spend    teach    throw    ~~write~~

- Mozart wrote more than 600 pieces of music.
- 'How did you learn to drive?' 'My father ..... me.'
- We couldn't afford to keep our car, so we ..... it.
- Dave ..... down the stairs this morning and ..... his leg.
- Joe ..... the ball to Sue, who ..... it.
- Kate ..... a lot of money yesterday. She ..... a dress which ..... £100.

### 5.3 You ask James about his holiday in the US. Write your questions.

- YOU: Where did you go ?  
 JAMES: To the US. We went on a trip from San Francisco to Denver.
- YOU: How ..... ? By car?  
 JAMES: Yes, we hired a car in San Francisco.
- YOU: It's a long way to drive. How long ..... ?  
 JAMES: Two weeks. We stopped at a lot of places along the way.
- YOU: Where ..... ? In hotels?  
 JAMES: Yes, small hotels or motels.
- YOU: ..... good?  
 JAMES: Yes, but it was very hot – sometimes too hot.
- YOU: ..... the Grand Canyon?  
 JAMES: Of course. It was wonderful.

### 5.4 Complete the sentences. Put the verb into the correct form, positive or negative.

- It was warm, so I took off my coat. (take)
- The film wasn't very good. I didn't enjoy it much. (enjoy)
- I knew Sarah was busy, so I ..... her. (disturb)
- We were very tired, so we ..... the party early. (leave)
- It was hard carrying the bags. They ..... really heavy. (be)
- The bed was very uncomfortable. I ..... well. (sleep)
- This watch wasn't expensive. It ..... much. (cost)
- The window was open and a bird ..... into the room. (fly)
- I was in a hurry, so I ..... time to call you. (have)
- I didn't like the hotel. The room ..... very clean. (be)