

1 Can I use the future after *when* or *if*?

1 Tick the correct sentence in each pair.

- 1 a When she starts her new job she'll get a company car.
 b When she'll start her new job she'll get a company car.
- 2 a If you miss the train you'll have to take a taxi.
 b If you will miss the train you'll have to take a taxi.

If and *when* can link two parts of a sentence.

We often use the present simple directly after these words, even though we are talking about the future:

When I retire, I'll travel round the world.

The same thing happens when we use *before*, *after*, *until*, *by the time* and *as soon as*:

I'll phone you as soon as I arrive.

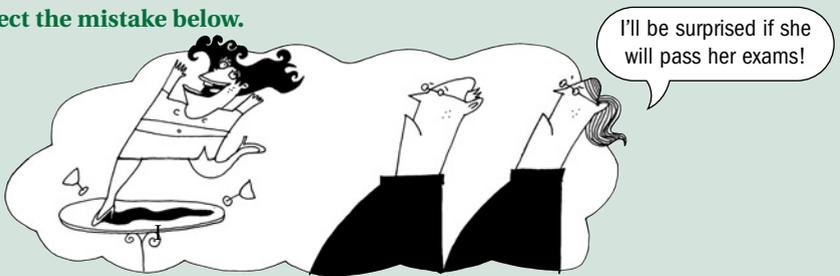
By the time we get home, it will be dark.

We can use *will* after *when* if we use *when* as a question word:

When will I see you again?



2 Correct the mistake below.



I surprised her exams!

3 Complete the sentences below using the correct form of the verbs.

- 1 If you^{treat} (treat) her so unfairly she'll walk out of the job.
- 2 Could you phone me when (you / have) the results of the test?
- 3 By the time they (arrive) the match will be over.
- 4 If Kathy (get) in touch next week, I'll let you know.
- 5 Let's go out for a drink after we (finish) these accounts.
- 6 I don't like unexpected visitors, so I hope she rings before she (arrive)!
- 7 You can't drive a car in England until you (be) seventeen.
- 8 You (have to / retake) the exam if you (fail) it.

Cambridge University Press

978-0-521-52062-1 – Common Mistakes at First Certificate ... and how to Avoid them

Susanne Tayfour

Excerpt

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2 How do I use present tenses to talk about the future?

1 Tick the correct sentence in each pair.

- 1 a Sara won't be able to come; she's going skiing next weekend.
 b Sara won't be able to come; she'll go skiing next weekend.
- 2 a Can you tell me what time the next train leaves?
 b Can you tell me what time the next train will leave?

Several different future forms are possible, but in general we most commonly use the present continuous to talk about an arrangement:

I'm taking my exam tomorrow!

We use *will* for instant reactions, predictions and promises:

That's the doorbell! I'll get it!

Compare:

I'll probably stay in tomorrow night. (I've got no arranged plans)

I'm playing squash tomorrow night. (I've already arranged it)

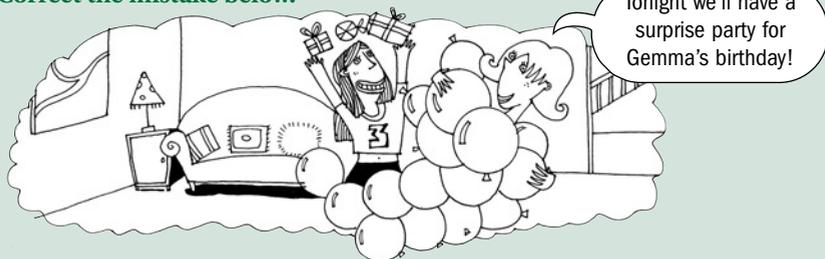
We use the present simple for future timetabled events.

Compare:

The plane leaves at 8 am. (timetabled event)

I'm leaving the house at 5.30 am. (personal arrangement)

2 Correct the mistake below.



Tonight Gemma's birthday!

3 Complete the sentences below using the correct form of the verbs.

- 1 The conference *starts* (*start*) at 9 am, so we'll have to set off early.
- 2 It's very gloomy weather; I think I (*stay*) indoors today.
- 3 The only direct flight (*leave*) at 5 am, which means an early start.
- 4 Sorry I'm late. I promise it (*happen*) again!
- 5 'Have you heard from Luca recently?' 'He (*get married*) next month.'
- 6 Gwen and Tom (*go*) to Mauritius for their honeymoon.
- 7 There's no hurry, the film (*not / start*) until 9 pm.
- 8 I normally leave work early on Friday, but this Friday I (*work*) late.

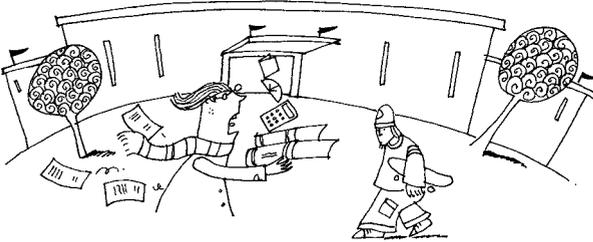
3 How do I form indirect questions?

1 Tick the correct sentence in each pair.

- 1 a Can you tell me where is the bank?
 b Can you tell me where the bank is?
- 2 a He asked me what does 'kitsch' mean?
 b He asked me what 'kitsch' means.

When we use a phrase like *do you know*, *can you tell me*, etc. in front of a question, the word order is inverted:

What does 'enigmatic' mean? → **Do you know what 'enigmatic' means?**



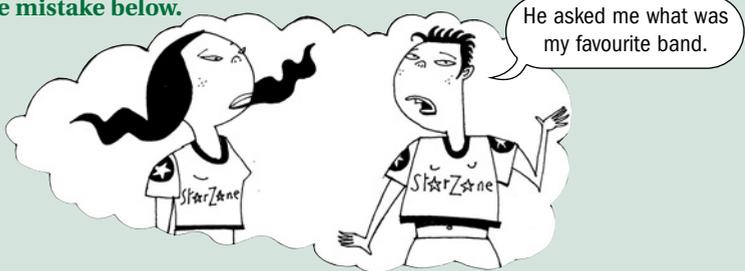
Where's the exam hall? → **Can you tell me where the exam hall is?**

When we report a question to someone else the same change in word order happens:

'What's the time?' → **He asked me what the time was.**

☆ Don't forget that in reported speech the verb goes back a tense.

2 Correct the mistake below.



He band.

3 Complete the sentences using the words in brackets.

- 1 Could you tell me *what time the next train is*. (*what time / next / train*)?
- 2 I don't know (*where / cinema*).
- 3 Could you tell me (*you come home / late / tonight*)?
- 4 They wondered (*whether / film / start*).
- 5 Have you any idea (*how / I get to / Oxford Street*)?
- 6 She asked me (*I know / Ellen*).
- 7 I asked her (*what / want / birthday*).
- 8 He wanted to know (*when / her birthday*).

Cambridge University Press

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TEST 1

1 Underline the most suitable tense.

- When I *go / will go* on holiday, I'll send you a postcard.
- She asked me where *could she learn / she could learn* Arabic.
- If you *will get / get* this new job, will you get a pay rise?
- When *does the course finish / is the course finishing*?
- I *go / am going* to Oxford next week.
- The plane *will arrive / arrives* at 7 pm so we should make the connection.
- Ring me as soon as *you get / you'll get* here.
- Annie *comes / is coming* over this weekend.

2 Look at Emma's diary and complete the conversations using the correct form of the verbs in the box.

be	be
do	do
go	go
go	go
finish	leave
leave	meet
play	take

May	
Thursday 7	1 pm - tennis 7 pm - concert
Friday 8	2.30 pm - job interview!
Saturday 9	7 am - flight

Monica: Would you like to come for lunch on Thursday?

Emma: Sorry, I can't. I (1) tennis.

Monica: What about dinner on Thursday evening?

Emma: I (2) to a concert.

Monica: When (3) your job interview?

Emma: It (4) on Friday afternoon.

Monica: Ring me as soon as it (5) What (6) (you) afterwards?

Emma: I don't know yet. I think I (7) straight home.

Monica: I (8) Julian at seven o'clock – why don't you come along and join us?

* * * *

Jamie: What (9) (you) next weekend?

Emma: I (10) to Naples.

Jamie: What time (11) (you)?

Emma: Very early. The plane (12) at 7 am.

Jamie: (13) (you) to the airport by train?

Emma: I haven't thought about that yet. I think I (14) a taxi.

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3 Emma rings the travel agent to ask some questions. Look at the advert and her notes, then complete her questions.

Tourwise Travel
Weekend in Naples

- Evening/morning flights
- Choice of 3* hotels
- Conveniently situated
- Day trips to Capri

- 1 How many nights is it?
- 2 Are the trips included in the price?
- 3 Do all rooms have showers?
- 4 How far is it from the station?
- 5 Can we visit Pompeii?

- 1 Could you tell me ?
- 2 Do you know ?
- 3 Have you any idea ?
- 4 Do you have any idea ?
- 5 Can you tell me ?

4 Emma is back from holiday. Complete her friends' questions using the words in brackets. Use between two and five words.

- 1 'Is your Italian better now?' asked Peter. (*her*)
 Peter asked Emma if
- 2 'What is Capri like?' asked Mariam. (*was*)
 Mariam asked Emma like.
- 3 'Do you have a suntan?' asked Anne. (*had*)
 Anne asked Emma a suntan.
- 4 'What do you think of Italian food?' asked Glenn. (*thought*)
 Glenn asked Anne Italian food.
- 5 'Do you want to visit Italy again?' asked Julia. (*wanted*)
 Julia wondered if Emma again.

5 Are these sentences right or wrong? Correct those which are wrong.

- 1 When will you get back from Italy?
- 2 I'm not sure where is the exhibition.
- 3 They asked me if my sister still lived in New York.
- 4 I'll have a shower as soon as I'll get home.
- 5 He wondered what did I do in my spare time.
- 6 Excuse me! Could you tell me where is the town hall?
- 7 She asked me why I was so late.
- 8 As soon as you'll come we'll have lunch.

4 Have or have got?

1 Tick the correct sentence in each pair.

- 1 a I'd got a terrible headache all day yesterday.
- b I had a terrible headache all day yesterday.
- 2 a I hope you have fun on the sailing course next week.
- b I hope you have got fun on the sailing course next week.

We can use either *have* or *have got* to talk about owning or possessing something, or to describe personal characteristics:

She's got a bad temper. = *She has a bad temper.*

We have a new car. = *We've got a new car.*



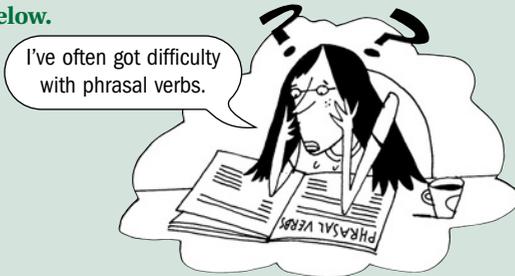
We use *have*, not *have got*, to talk about actions or experiences in expressions such as *have lunch*, *have a bath*, *have difficulty*, *have fun*, *have an accident*, *have a holiday*, etc.

We don't usually use *have got* in the past or the future.

I usually have fun when I see Marcus. (Not ~~*I usually have got fun ...*~~)

I had a pet rabbit when I was young. (Not ~~*I had got a pet rabbit ...*~~)

2 Correct the mistake below.



I with phrasal verbs.

3 Complete the sentences with the correct form of *have* or *have got*.

- 1 *Did you have* (you) a good holiday last week?
- 2 What time (she / usually) lunch?
- 3 Mahmoud his own business in London, but he's hardly ever there.
- 4 I'll have to do some overtime. I any money at the moment.
- 5 He can't walk very well at the moment, he an accident last week.
- 6 My sister very long hair when she was young.
- 7 Her new boyfriend a very good sense of humour. He never gets a joke.
- 8 'The reception on this line's not very good, what are you doing?'
 'I a bath!'

5 When do I use the present perfect?

1 Tick the best sentence in each pair.

- 1 a That writer won a prize last year for his new novel.
 b That writer's won a prize last year for his new novel.
- 2 a Regina's been a secretary since 1999, even though she finds it very dull.
 b Regina is a secretary since 1999, even though she finds it very dull.

We use the present perfect:

- to talk about events that are relevant now or happened recently:
*Where's my mobile? It's **disappeared!***
- to refer to something that happened at some time in our lives, when the time is not important and not stated:
*I've **met** one of South America's most famous writers.*
- to talk about something that started in the past and continues now (often with *for* or *since* to show how long):
*I've **worked** in London for five years. (I work there now.)*
*I've **lived** in that flat since 1998. (I live there now.)*
 (not ~~I live in that flat since 1998.~~)



We use the past simple to talk about events in the past or if we refer to a finished time:

*I **worked** in London for five years but now I work in Sydney.*

2 Correct the mistake below.



Yes, I a student.

3 Are these sentences right or wrong? Correct those which are wrong.

- 1 It's our anniversary. We ~~are married~~ for ten years. *We have been married.*
- 2 This is the fourth time I've called but there's still no reply.
- 3 There's no milk left; someone's drunk it all.
- 4 I have worked as a translator when I lived in Spain.
- 5 Where's John? I haven't seen him since ages.
- 6 I never ate Japanese food before, so I'd be curious to try it.
- 7 How many times did you turn up late for work last month?
- 8 How many plays has Shakespeare written?

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When do I use the past perfect?

1 Tick the correct sentence in each pair.

- 1 a Sarah looked different because she had lost weight.
b Sarah looked different because she lost weight.
- 2 a I'd worked for five years by the time I started college last year.
b I'd worked for five years by the time I'd started college last year.

We use the past perfect when we talk about the past and we want to refer to something that happened before this:

*By the time the fire brigade **arrived**, the building **had burnt down**.*

*The dog **ran down the street**. It **had jumped out of the car**.*

☆ Notice how we often use the past perfect and the past simple together.

We often use the past perfect after a reporting verb in the past:

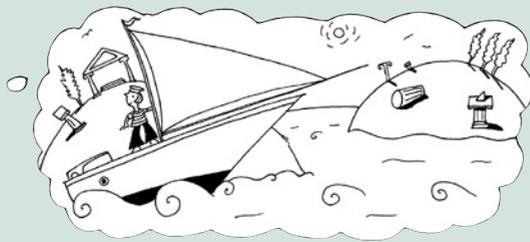
*David asked me if Sarah **had lost weight**.*

We often use the past perfect when we talk about past events out of sequence. To talk about events in the same order as they happened, we use the past simple:

*The dog **jumped out of the car**. It **ran down the street**. (after jumping out of the car)*

2 Correct the mistake below.

Two years ago I had been to Greece.
I had sailed around the islands.



Two years ago around the islands.

3 Complete the sentences using the correct form of the verbs.

- 1 She asked me if I *had seen* (*see*) her cat.
- 2 When Paul started university he (*never live*) away from home before.
- 3 There's no point in going now! We (*miss*) the start of the film.
- 4 We arrived at the party at midnight, but most people (*leave*) by then.
- 5 I was held up at work, so by the time I (*arrive*), they (*stop*) serving hot food.
- 6 Typical! Just as I got into the bath the telephone (*ring*)!
- 7 When she got home she (*realise*) she (*forget*) her keys.
- 8 Why didn't you tell me you (*change*) your telephone number?

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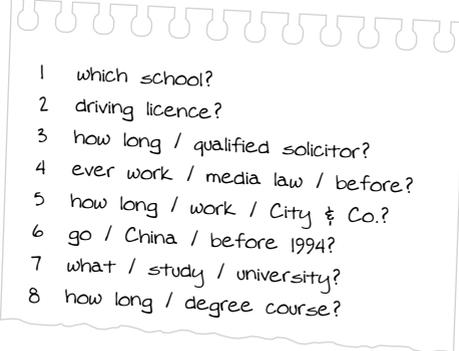
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TEST 2

1 Underline the correct words.

- 1 Take some vitamin tablets! That's the second time you've come down with a cold *last month / this month*.
- 2 What's George been up to? I haven't heard from him since *last week / this week*.
- 3 John and Isobel fell out twice *last month / this month*.
- 4 We lived in Istanbul *three years ago / since 1998*.
- 5 She's really pestering him! That's the third time she's called him *yesterday / so far today*.

2 Read John's CV and the interviewer's notes. Write the interviewer's questions.

Curriculum Vitae			
John Armstrong			
Present	City & Co Solicitors		
1994	Beacon & Sons solicitors, Beijing		
1990	Leeds University: degree course		

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

3 Fill in the gaps using the appropriate tense.***A surprise too far***

When I (1) (*leave*) college in Dublin in 1980, I (2) (*go*) to Madrid to work for a large manufacturing company. I (3) (*never / work*) abroad before and I (4) (*not / know*) anyone in Madrid, so I (5) (*find*) it a bit lonely at first. One weekend I (6) (*decide*) to get a 'last minute' flight to Dublin for a surprise visit to my boyfriend. When I (7) (*arrive*) at Dublin airport I (8) (*phone*) him but he (9) (*not be*) at home. His flatmate (10) (*tell*) me that he (11) (*go*) away for the whole weekend. I (12) (*feel*) so disappointed. I (13) (*not tell*) him that I was coming because I wanted it to be a surprise. I (14) (*stay*) the weekend then (15) (*go*) back to Madrid on Monday morning. When I got to my flat I (16) (*find*) a note under the door. It was from my boyfriend. He (17) (*come*) to Madrid at the weekend to visit me as a surprise! By the time I (18) (*get*) the note he (19) (*fly*) back to Dublin.

4 Underline the correct tense.

- Of course I can't go out! I *broke / 've broken* my leg.
- Despite the bad reviews, I think it's the best show I *d / 've* ever seen.
- Katri's *waited / waited* outside for two hours until her boyfriend arrived.
- In your advertisement, you *had stated / stated* that all the rooms have showers.
- Two years ago my sister and I *had gone / went* on a package holiday to Spain. It was a complete disaster! We had a terrible time.
- The course *started / has started* two weeks ago, so you should be able to catch up easily.
- He's an old friend. I *know / 've known* him for ages.
- Yesterday morning I *'ve been / went* to enrol on a computing course.