

GRAMMAR REFERENCE AND PRACTICE



1.1 INFORMATION QUESTIONS (page 3)

Information questions		
Question words	To ask about ...	Examples
Where	places	Where do you live?
When	times	When's your birthday?
Why	reasons	Why did you try to call me earlier?
What	things	What's your email address?
		What color do you like the best?
Which	a specific group of things or people	Which floor is your apartment on?
Who	people	Who's your boss?
Whose	who things belong to	Whose phone is this?
How	ways to do things	How do you make chocolate cake?



A Complete the questions with the words in the box. Then match them with the answers.

How	What	When	Where	Which	Who	Whose	Why
1	Where	can we get some coffee?	d	a	Oh, they're mine. Thanks.		
2		does the movie start?		b	At 6:30, I think.		
3		keys are these?		c	Because it's too hot in here.		
4		would you like to drink?		d	There's a café on the corner.		
5		are all the windows open?		e	Just some water, please.		



1.2 INDIRECT QUESTIONS (page 5)



Indirect questions			
Questions within questions		Questions within statements	
Do you have any idea	where he was born?	I'd like to know	where he was born.
Can you tell me	if she plays any sports?	I want to find out	if she plays any sports.
Do you know		I wonder	

A Put the words in the correct order to make indirect questions.

- have / Do / idea / where / born / you / your roommate / was / any / ?
Do you have any idea where your roommate was born?
- know about / my cousins / I wonder / if / anniversary party / my parents' / .
I wonder if my parents' anniversary party is with my cousins.
- and Eva / you / married / know / if / Ramiro / are / Do / ?
Do you know if Ramiro and Eva are married?
- to / retire / when / like / my boss / I'd / know / is going to / .
I'd like to know when my boss is going to retire.
- people / I / those / want / are / to / who / find out / .
I want to find out who those people are.



2.1 PRESENT PERFECT WITH *EVER*, *NEVER*, *FOR*, AND *SINCE* (page 13)

Present perfect with *ever* and *never* (for experience)

Have you ever played video games?

Yes, I **have**. I've **played** them many times.

No, I **haven't**. I've **never played** them.

Has he ever traveled to another country?

Yes, he **has**. He's **traveled** to ten countries.

No, he **hasn't**. He's **never traveled** anywhere.

Present perfect with *for* and *since*

How long **has** your car **been** outside?

It's **been** outside **for** two years.

How long **have** you **had** your comic books?

I've **had** them **since** I was 12.

Have you **ridden** your bikes lately?

No. We **haven't ridden** them **since** college.

A Make complete sentences or questions in the present perfect from these words. Add *for* or *since* when needed.

1 you / ever / buy / car / ?

Have you ever bought a car?

2 We / not see / Maria / a few years / .

3 They / never / clean / their garage / !

4 You / live in / the same house / 11 years / .

5 he / ever / visit / your family / ?

6 Nadia / not play / computer games / she was 16 / .

7 Roberto / has / his car / a long time / .

8 I / not eat / meat / 2015 / .



2.2 PRESENT PERFECT WITH *ALREADY* AND *YET* (page 15)

Present perfect with *already* and *yet*

already

I've **already** made folders.

She's **already** tried the camera.

yet

I haven't tried the camera **yet**.

He hasn't made folders **yet**.

Have you tried the camera **yet**?

Yes, I have. / No, I haven't.

Has he made folders **yet**?

Yes, he has. / No, he hasn't.

A Look at the sentences. Write sentences with opposite meanings. Use the words in parentheses ().

1 I haven't used my new computer yet. (already / three times)

I've already used my new computer three times.

2 Ken hasn't downloaded any apps yet. (already / ten new apps)

3 My parents haven't seen my apartment yet. (already / twice)

4 I've already ridden my new bike. (not / yet)

5 Vicky has downloaded new apps. (not / any apps / yet)

6 I've already chosen my online profile photo. (not / yet)



3.1 ARTICLES (page 23)

Articles

Use *a / an* ...

when something isn't definite: *Is there **a** ferry in your city?*

with jobs: *I'm studying to be **an** engineer.*

Use *the* ...

for something you've mentioned before: *How often does **the** ferry run?*

for something your listener knows: *He works in **the** city.*

with ordinals: *What time does **the** first ferry leave?*

with superlative adjectives: *Where can I find **the** most unusual sculptures?*

for only one thing: *Don't sit in **the** sun too long.*

Don't use an article ...

with noncount nouns or plural nouns: *Where can I play **music**? I like to draw **monuments**.*

when you talk about something in general: ***Hostels** are usually cheap.*

for the names of countries*, cities, and continents: *I'm from **Russia**. I live in **Moscow**.*

for the names of parks, streets, single mountains, and lakes: ***Central Park** is on **Fifth Avenue**.*

**but: the United States (the US), the United Kingdom (the UK), the Philippines*

A Complete the sentences with *a, an, the*, or – (no article).

- There's a Russian embassy in my city. I think the embassy is on – Fourth Avenue.
- I'm – engineer, and I design – bridges and – tunnels.
- There's – sculpture of a horse near – river. Have you seen it?
- You can get – information about – city at your hotel. Then you can email me – information.



3.2 MODALS FOR ADVICE (page 25)

Modals for advice

Affirmative statements	Negative statements	Yes/no questions	Information questions
You should take the subway.	You shouldn't take the bus.	Should I take a bus? Yes, you should . No, you shouldn't .	Which line should I take?
You could get the train to Terminal 3.	X	Could I take a train? Yes, you could . No. That's not possible.	How should I book my ticket?
I'd walk. It's not too far.	I wouldn't take that route.	Would you take the subway? Yes, I would . No, I wouldn't .	What would you do?
shouldn't = should not	wouldn't = would not	I'd = I would	

A Match the questions (1–5) with the responses (a–e). Then practice with a partner.

- | | |
|---|---|
| 1 Should I meet you at the airport? ____ | a You should go in the morning. |
| 2 How do I get to the library from here? ____ | b No. I'd check the schedule online. |
| 3 Do you know when the bus leaves? ____ | c Yes. Let's meet in the parking lot. |
| 4 Would you take a train to Chicago? ____ | d You could take the subway to Oak Street. |
| 5 What is the best time to take the ferry? ____ | e No, I wouldn't. It takes too long. I'd fly. |



4.1 BE GOING TO AND WILL FOR PREDICTIONS (page 35)

be going to and will for predictions

She'll be shocked. = She's **going to** be shocked.

She **won't** like it. = She's **not going to** like it.

I **think** they'll be late. = I **think** they're **going to** be late.

I **don't think** he'll retire soon. = I **don't think** he's **going to** retire soon.

NOTE: We don't use *will* to make a prediction about something when there is evidence. Instead, we use *be going to*.

The sky is dark. It's **going to** rain. NOT The sky is dark. It ~~will~~ rain.

A Put the words in the correct order to make sentences.

- embarrassed / be / He'll / really / . _____
- be / it / I / think / fascinating / will / . _____
- to / disappointed / going / They / are / be / . _____
- won't / surprised / She / be / probably / . _____
- will / don't / be / I / amusing / think / it / . _____
- going / enjoy / He / to / it / not / is / . _____



4.2 WILL FOR SUDDEN DECISIONS; PRESENT CONTINUOUS FOR FUTURE PLANS (page 37)

will for sudden decisions

I'll **deal** with renting tents, OK?
OK, and I'll **check** places to stay.
Just a minute. I'll **check** online.

Present continuous for future plans

Are we **staying** with your cousin?
They're **staying** with Leo's cousin.
They're **not staying** in a hotel.

A Circle the correct words to complete the sentences. Then check (✓) the correct column.

	Sudden decision	Future plan
1 Thanks for inviting me to the movies. <i>I'll pay / I'm paying</i> for the tickets.	☐	☐
2 <i>He'll drive / He's driving</i> to Miami next weekend to visit his parents.	☐	☐
3 Do you want to come with us? OK, <i>I'll book / I'm booking</i> a room for you.	☐	☐
4 <i>We'll meet up / We're meeting up</i> at the Hilton Hotel at 6:30.	☐	☐
5 <i>I'll take / I'm taking</i> my kids to the zoo tomorrow. They're very excited.	☐	☐
6 The traffic isn't moving! What's going on? <i>I'll check / I'm checking</i> on my phone.	☐	☐



5.1 SIMPLE PAST (page 45)

Simple past

Sentences, yes/no questions, short answers

The ring **disappeared** in the sand.

She **didn't find** it.

Did she **find** the ring?

Yes, she **did**. / **Yes**. She **found** it.

No, she **didn't**. / **No**. She **didn't find** it.

Information questions

Where did she search?

How did she find it?

Who helped her?

What happened next?

A Choose the correct verb for each sentence. Use the simple past.

discover

drop

make

not ask

return

tell

- 1 She _____ her new coffee cup on the floor.
- 2 _____ you _____ Marina's books to her?
- 3 I _____ my favorite jacket in the back of my closet.
- 4 He _____ a wonderful dinner for us when he got home.
- 5 _____ they _____ you about their trip to Bolivia?
- 6 I _____ him for his email address.



5.2 PAST CONTINUOUS AND SIMPLE PAST (page 47)

Past continuous and simple past

Event in progress

While/When I **was looking** at some art,

The subway doors **were closing**

While/When you **were talking** to Joe,

It **was raining** a lot

Action that interrupts

the subway **came**.

when I **looked up**.

your earring **fell off**.

when we **left** the restaurant.

NOTE: The order can change.

The subway came **when/while** I **was looking** at some art.

When I looked up, the subway doors **were closing**.

A Write sentences. Use the simple past and past continuous of the verbs.

- 1 I / give my friend a ride to the airport / when / my car break down
I was giving my friends a ride to the airport when my car broke down.
- 2 When / I wash the dishes, / my ring fall off

- 3 When / I look up, / the train leave the station

- 4 Finn lose his phone / while / he walk in the park

- 5 While / they have a picnic, / it start to rain



6.1 QUANTIFIERS (page 55)

Quantifiers

With count nouns

Almost all of the walls have graffiti.
 There are **so many** walls with graffiti.
 There are **several** walls with graffiti.
 There are **a few / very few / so few** walls with graffiti.
 There are **almost no** walls covered with graffiti.
 There are **almost none**.

With non-count nouns

Almost all of the graffiti looks ugly.
 There's **so much** graffiti.
 There's **a little / very little / so little** graffiti.
 There's **almost no** graffiti.
 There's **almost none**.

A Complete the sentences with the correct words from the box.

few little many much no several

- This store isn't usually busy. I don't know why there are so _____ people here.
- I didn't bring much food. I just brought a _____ sandwiches.
- This bus is crowded. There are almost _____ seats left.
- I'm not sure exactly how long the trip is, but I think it takes _____ hours.
- It's been very dry recently. There's been very _____ rain.
- Be quiet! There's no need to make so _____ noise!



6.2 PRESENT AND FUTURE REAL CONDITIONALS (page 57)

Present real conditionals

The present real conditional shows the usual result of a present situation. It can describe something that is generally true, a fact, or a habit.

Condition (if/when clause)

If there **is** a lot of garbage in the street,
When you **speak** angrily to noisy neighbors,

Result (main clause)

people often **leave** more trash there.
 they **don't stop** making noise.

Future real conditionals

The future real conditional shows the likely result of a possible future situation.

Condition (if clause)

If you **explain** your feelings clearly,
If she **talks** to him calmly,
If you **make** a special area for graffiti,

Result (main clause)

they **will understand**.
 he'll probably **listen**.
 people **won't paint** on other buildings.

'll = will won't = will not

A Complete the sentences with the correct form of the verbs in parentheses ().

Present situations:

- When crime _____ (not be) a problem, neighborhoods _____ (be) safe.
- If I _____ (drive) to work, I _____ (listen) to the traffic report before I leave.

Future situations:

- If my sister's neighbors _____ (play) music loudly this weekend, she _____ (get) angry.
- There _____ (be) less trash if people _____ (recycle).



7.1 USED TO (page 67)

used to

You can use **used to** for actions that happened regularly in the past but do not happen now, and for states that were true in the past but are not true anymore.

	Affirmative	Negative	Questions	Short answer
I / You / He / She / We / They	used to buy CDs.	didn't use to like pop music.	Did you use to listen to pop music? What did you use to like?	Yes, I did . No, I didn't .

A Complete the sentences with the verbs in parentheses () and the correct form of **used to**.

- Did you use to go to school with Terry Johnson? (go)
- That company _____ famous all around the world. (be)
- I _____ to the radio, but I don't have a radio now. (listen)
- He _____ chocolate, but now he loves it. (not eat)
- Who _____ she _____ married to? (be)
- I _____ my friends at the local coffee shop. (meet)



7.2 COMPARISONS WITH (NOT) AS ... AS (page 69)

Comparisons with (not) as ... as

We can use **as ... as** to say that two things are the same or similar. **not as ... as** means the first thing is less than the second thing.

Subject	Verb	as	Adjective	as	
The new series	is isn't	as	good funny	as	the first series
Subject	Verb	as	Adverb	as	
I	train don't train	as	hard often much	as	my brother does.
Subject	Verb	as	Noun	as	
My old phone	had didn't have	as	many ringtones much memory	as	my new one.

A Are the sentences true (T) or false (F)? Change one or two words in each false sentence to make it true.

- F Tablet screens are as big as TV screens. Tablet screens aren't as big as TV screens.
- Birds can fly as fast as planes. _____
- Movies aren't as long as series. _____
- Buses don't have as many seats as movie theaters. _____
- Shoes aren't as expensive as socks. _____
- A lake has as much water as an ocean. _____



8.1 PRESENT PERFECT CONTINUOUS (page 77)

Present perfect continuous

Use the present perfect continuous for an action or event that started in the past and continues into the present time.

What **have you been doing**?

I've **been painting** pictures recently.

I **haven't been going out** lately.

What **has she been doing**?

She's **been making** sushi lately.

She **hasn't been eating out** recently.

Have you been going out lately?

Yes, I have.

No, I haven't.

Has he been playing soccer recently?

Yes, he has.

No, he hasn't.

A Complete the conversation with the present perfect continuous of the verbs in parentheses ().

A What ¹ are you ² doing at work these days? (do)

B I ³ design software. (design)

A That's interesting. ⁴ are you working with other people? (work)

B Yes, I ⁶ am working. I ⁷ work with a guy in our Japan office. (work)

A Will you have the opportunity to go to Japan?

B I think so. My boss ⁸ is planning a trip for me, but it won't happen this month. (plan)

A So, ⁹ are you having any fun lately? (have)

B No, I ¹¹ don't have time at all, but I have some free time this weekend (not go out). Let's meet up!



8.2 PRESENT PERFECT VS. PRESENT PERFECT CONTINUOUS (page 79)

Present perfect vs. present perfect continuous

Present perfect

I've **cleaned** the bathroom.

I've **made** some cookies.

She's **worked** for the company for 24 years.

So far, we've **watched** four episodes of the series.

We've **watched** that movie twice.

Present perfect continuous

I've **been cleaning** the bathroom.

I've **been making** cookies. That's why the kitchen is a mess.

She's **been working** for the company for three months.

I've **been going** to the gym three times a week.

A Complete the sentences with the verbs in parentheses (). Use the present perfect or the present perfect continuous.

1 I 've been riding my mountain bike a lot recently. (ride)

2 My essay is going well. I have written six pages so far. (write)

3 We just got here. We have waited for long. (not wait)

4 Sorry about my dirty clothes. I have worked on my car. (work)

5 I was born in this town. I have lived here since 1998. (live)

6 She's getting better on the guitar. She practices every day. (practice)

7 You can't look at my painting. I haven't finished it. (not finish)

8 He knows how to make cookies. He has made them before. (make)



9.1 MODALS OF NECESSITY: HAVE TO, NEED TO, MUST (page 87)

Modals of necessity: *have to, need to, must*

I **have to** / **need to** take enough courses to get a degree.

I **don't have to** / **don't need to** choose a job yet.

Why do you **have to** / **need to** get a degree?

Do you **have to** / **need to** choose a major?

Yes, I do. / No, I don't.

NOTE: We mainly use *must* in formal situations.

Students **must** enroll in four classes each semester.

A Complete the sentences with the correct form of the words in parentheses ().

- 1 He _____ call the office in San Francisco right away. (need to)
- 2 You _____ buy us a gift, but it was very nice of you. (not have to)
- 3 The college _____ reply within ten days. (must)
- 4 How much homework _____ you _____ do last night? (have to)
- 5 She _____ make a decision now. (not need to)
- 6 _____ we _____ have a degree to get a job at that company? (have to)



9.2 MODALS OF PROHIBITION AND PERMISSION (page 89)

Modals of prohibition and permission

Use *can't* and *must not* + the base form of a verb to say what is prohibited or what is not allowed. *Must not* is stronger than *can't*. When speaking, we often use *can't* instead of *must not*.

Prohibition: *can't, must not*

You **can't** waste time.

We **can't** leave work early.

You **must not** do chores around the house.

They **must not** take their laptops out of the building.

Permission: *can, may, could*

You **can** / **may** take short breaks.

They **can** / **may** work from home on Fridays.

Can / **Could** / **May** I email you?

– Yes, you **can** / **may**.

– No, you **can't** / **may not**.

A Cross out the word or phrase that does not work in each sentence.

- 1 The official company handbook says: "You ~~can~~ / *must not* / *can't* have drinks at your desk because they might spill."
- 2 We need to be in the office four days a week, but we *can* / *may* / *could* work from home on Fridays.
- 3 A *Can* / *Must* / *Could* I use your laptop? B Sure. No problem.
- 4 A May I come to work a few minutes late tomorrow? B Yes, you *can* / *could* / *may*.
- 5 Employers *can't* / *must not* / *couldn't* hire people without experience.
- 6 You *can* / *can't* / *may* have the meeting in my office tomorrow. There's enough room for everyone.



We often use *please* when asking for permission.

Can I please come to work late tomorrow?

Can I come to work late tomorrow, please?

Don't use *could* in statements. This shows a possibility, not permission.



10.1 SIMPLE PRESENT PASSIVE (page 99)

Simple present passive

We use the passive when we're more interested in the action, or in the person or thing receiving the action – and less interested in, or don't know, the person or thing doing the action. We can use **by** to say who or what is doing the action.

The furniture **is made** in this factory.

The chairs **are used** in restaurants.

The price **isn't written** on the label.

The beds **aren't sold** in the US.

The meals **are cooked** by a famous chef.

Where **are** the beds **sold**?

Are the beds **sold** in the US?

Yes, they are. / No, they aren't.

A Write the sentences in the passive.

- 1 They make all the furniture from wood.
- 2 You cook the dish in the oven.
- 3 They sell the snacks at local supermarkets.
- 4 Where do you find these plants?
- 5 Do they play the sport in Mexico?
- 6 You don't eat the dish in summer.
- 7 They use this technology in hospitals.
- 8 You don't see the animals during the day.

All the furniture is made from wood.



10.2 SIMPLE PAST PASSIVE (page 101)

Simple past passive

My laptop **was designed** in the US.

This dress **was designed by** my friend.

The coffee beans **were imported**.

My laptop **wasn't made** in the US.

The coffee beans **weren't grown** in Canada.

Was the fruit **picked and frozen** right away?

Yes, it **was**. / No, it **wasn't**.

Were the computers **shipped** from China?

Yes, they **were**. / No, they **weren't**.

Where **were** the computers **shipped** from?

Who **were** the computers **shipped by**?

A Circle the correct active or passive verb.

- 1 I *bought* / *was bought* a tablet online. It *shipped* / *was shipped* to me right away.
- 2 These pictures *painted* / *were painted* by my sister. She *trained* / *was trained* really well.
- 3 My house *built* / *was built* more than 100 years ago. I have no idea who *built* / *was built* it.
- 4 These shoes *made* / *were made* locally, but those *imported* / *were imported* from Italy.
- 5 She *sent* / *was sent* the birthday card on Tuesday, and it *delivered* / *was delivered* the next day.
- 6 I *caught* / *was caught* this fish last summer and *froze* / *was frozen* it right away.



11.1 PHRASAL VERBS (page 109)

Phrasal verbs		
No object	With object, separable	With object, inseparable
Things hardly ever work out the first time.	They set up a company. (They set it up .)	Get over the problem. (Get over it.) Work at something you're good at. (Work at it.)
You need to stand out .	I figured out the answer. (I figured it out .)	
Don't give up when it gets tough.	Keep up the hard work. (Keep it up.)	
	Give up candy and you'll feel better. (Give it up.)	

A Complete the sentences. Put the second word of the verb and *it* in the correct order.

- When did you set it up ? up / it
- I just can't figure _____ ? out / it
- She's really working _____. at / it
- I've decided to give _____. up / it
- You'll get _____ soon. over / it
- I hope you keep _____. up / it



11.2 PRESENT AND FUTURE UNREAL CONDITIONALS (page 111)

Present and future unreal conditionals

The present and future unreal conditional describes the possible result of an imagined situation in the present or future.

Condition (if clause)

If you **had** a million dollars,
If I **had** a million dollars,
If I **had** a million dollars,
If I **offered** you a million dollars,

Result (main clause)

what **would** you **do**?
I'd **start** a business.
I **wouldn't** work.
would you **swim** across a river full of crocodiles?
Yes, I **would**.
No, I **wouldn't**.

A Complete the sentences with the correct form of the verbs in parentheses ().

- If Viggo had (have) a better job, he would be (be) happier.
- Lorenzo _____ (walk) to work if he _____ (live) closer.
- I _____ (consider) moving to Japan if I _____ (not have) a cat.
- If we _____ (start) a business, we _____ (not see) our friends much.
- If I _____ (be) you, I _____ (do) more research before making a decision.
- Mara _____ (not know) what to do if her parents _____ (not help) her.



'd = would wouldn't = would not

The condition (if clause) can also be in the second part of the sentence. Note there is no comma when the result (main clause) is first.

What would happen if I won the race?

You would be famous if you won the race.



12.1 INDEFINITE PRONOUNS (page 119)

Indefinite pronouns

Indefinite pronouns are used when the noun is unknown or not important.

with every-

Everyone was mad at me.

The peas flew **everywhere**.

I ate **everything** on my plate.

with some-

Can **someone** pass me the ketchup?

My wallet fell out of my bag **somewhere**.

Would you like **something** to eat?

with any-

Anyone can make a mistake.

I can't find the salt **anywhere**.

Can I help you with **anything**?

with no-

No one / Nobody blamed me for the accident.

There's **nowhere** to eat in this area.

Is there really **nothing** in the fridge?

A Circle the correct indefinite pronouns.

- I asked *someone* / *anyone* about the café, but he didn't know *nothing* / *anything* about it.
- The kids want to watch *anything* / *something* on TV. Is there *anything* / *everything* good on right now?
- Let's go *anywhere* / *somewhere* nice for lunch. Does *anybody* / *nobody* know a great restaurant?
- No one* / *Anyone* can join the company gym, and it's free. It doesn't cost *anybody* / *anything*.
- I've made *something* / *anything* for dinner. It's *nothing* / *something* special, but I hope you like it.
- Everyone* / *Anyone* loves this beach. They say there's *nowhere* / *everywhere* like it.



No one is two words. The other indefinite pronouns are one word.



12.2 REPORTED SPEECH (page 121)

Reported speech

Reported speech tells us what someone says in another person's words. In reported speech, we use a reporting verb – for example, *say* or *tell* – followed by a *that* clause.

Tense / Verb	What someone said (direct speech)	How it's reported (reported speech)
Simple present	"I play baseball."	She said that she played baseball.
Present continuous	"I'm working all day."	He said he was working all day.
Simple past	"I spoke to Ken."	He told me that he had spoken to Ken.
Present perfect	"I've seen the report."	She told me she had seen the report.
Future with <i>going to</i>	"I'm going to quit my job."	He said he was going to quit his job.
Future with <i>will</i>	"I'll call you soon."	She said that she would call me soon.
<i>can</i>	"I can see you on Friday."	He told me he could see me on Friday.

A Write what the person said.

- He said that he was thrilled with the idea.
- She said she couldn't come to the party.
- He told me he was going to eat out.
- She told me that she wouldn't be home.
- He said that he was going shopping.

"I'm thrilled with the idea."

"I _____."

"I _____."

"I _____."

"I _____."