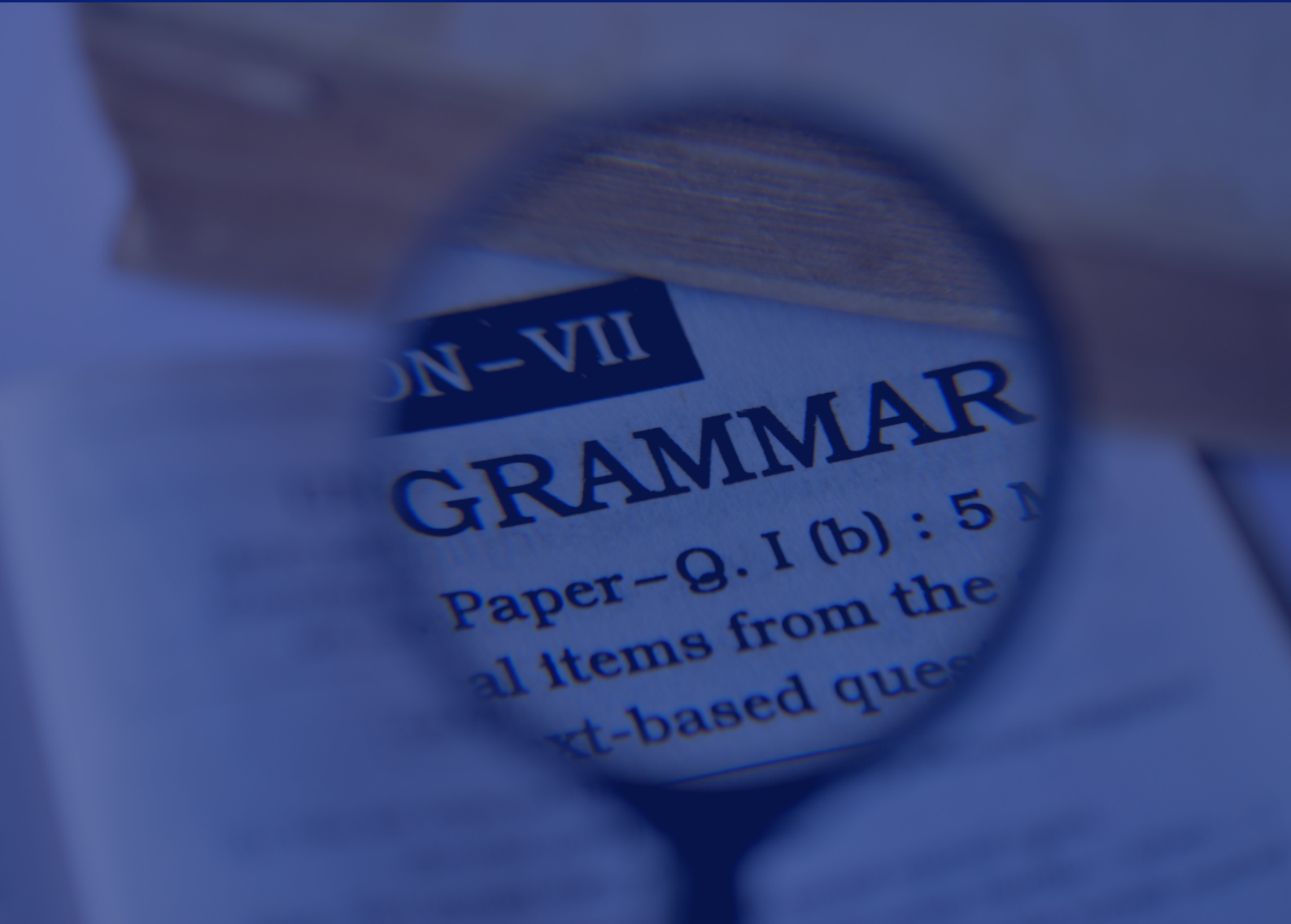


EBC International TEFL Certificate

English Grammar Guide



Contents

What is grammar?	8
<i>Grammar is hard</i>	8
A general description of grammar	8
Grammatical structures	8
Grammatical meaning	8
TASK 1: Mini-exercise	9
Presenting and explaining grammar	9
Guidelines for presenting and explaining a new grammatical structure	9
Learning how to explain English grammar	10
Present simple	11
Present simple (1)	11
Form	11
Uses	11
Exercise 1	12
Exercise 2	13
Present simple (2)	15
Exercise 3	16
Exercise 4	17
Exercise 5	17
Present continuous	19
Present continuous (1)	19
Form	19
Uses	19
Exercise 6	21

Exercise 7	21
Present continuous (2)	22
Exercise 8	23
Exercise 9	24
Exercise 10	24
Exercise 11	25
Past simple and continuous	25
Past simple	25
Form	25
Uses	26
Exercise 12	27
Exercise 13	28
Exercise 14	29
Past continuous	30
Form	30
Uses	30
Exercise 15	31
Past perfect simple and continuous	33
Past perfect simple.....	33
Form	33
Uses	33
Exercise 16	35
Exercise 17	36
Past perfect continuous	37
Form	37

Uses	37
Exercise 18	38
Exercise 19	39
Present perfect simple	40
Present perfect simple (1)	40
Form	40
Uses	40
Exercise 20	41
Exercise 21	42
Present perfect simple (2)	43
Exercise 22	44
Exercise 23	45
Exercise 24	45
Present perfect continuous	46
Form	46
Uses	46
Exercise 25	48
Exercise 26	48
Future	50
Future (1)	50
Form	50
Uses	50
Exercise 27	52
Exercise 28	53
Future (2)	54

Exercise 29	55
Exercise 30	55
Exercise 31	56
Future (3)	56
Exercise 32	58
Exercise 33	59
Exercise 34	59
Conditionals	60
Conditionals (1)	60
Exercise 35	61
Exercise 36	62
Exercise 37	62
Conditionals (2)	62
Exercise 38	64
Exercise 39	64
Exercise 40	64
Conditionals (3)	65
Exercise 41	66
Answer key	67
Exercise 1a	67
Exercise 1b	67
Exercise 2	67
Exercise 3	68
Exercise 4	68
Exercise 5	69

Exercise 6	69
Exercise 7	70
Exercise 8	70
Exercise 9	71
Exercise 10	71
Exercise 11	72
Exercise 12	73
Exercise 13	73
Exercise 14	74
Exercise 15	74
Exercise 16	74
Exercise 17	75
Exercise 18	75
Exercise 19	76
Exercise 20	76
Exercise 21	77
Exercise 22	77
Exercise 23	77
Exercise 24	78
Exercise 25	78
Exercise 26	78
Exercise 27	79
Exercise 28	80
Exercise 29	80
Exercise 30	80

Exercise 31	80
Exercise 32	81
Exercise 33	81
Exercise 34	81
Exercise 35	82
Exercise 36	82
Exercise 37	82
Exercise 38	83
Exercise 39	83
Exercise 40	84
Exercise 41	84

What is grammar?

Grammar is hard

English grammar is difficult to teach because it does not always follow standard rules. In addition, it is alien to the student's language and requires that you, the teacher, fully understand it.

A general description of grammar

- Grammar: "the way of arranging words to make correct sentences";
- Grammar also applies to units smaller than sentences from phrases down to individual words, e.g. "He sold ..." versus "He solded ...";
- Grammar also includes the changing of spelling and pronunciation in different contexts.

Grammatical structures

- A specific grammar instance is called a "structure," e.g. the past tense.
- There is no grammatical concept of gender in English. However, Spanish, German and French, for example, all have specific rules regarding grammar and gender.

Grammatical meaning

GRAMMAR = MEANING

Incorrect grammar can lead to confusion; therefore, it must be taught.

- Grammar affects meaning;
- Some argue the accuracy of form over grammatical correctness; however, an incorrectly constructed phrase could lead to potentially disastrous circumstances;
- Language knowledge is useless if the meaning is not conveyed;
- A grammatical structure can be quite challenging to teach.

TASK 1: Mini-exercise

In your own words, explain when and why you would use present perfect (I have gone shopping) versus past simple (I went shopping).

Presenting and explaining grammar

- You will find that if your students' language has a rigid grammatical structure, they will expect you to be able to explain the English equivalents;
- It can be challenging to present and explain grammar;
- You must understand what is involved in the grammatical structures;
- You must show examples and formulate explanations that will clearly illustrate the grammatical structure;
- You need to know how to present the structure's form and meaning in a way that is clear, simple, accurate and helpful;
- You must find a balance between accuracy and simplicity when presenting grammatical examples;

Guidelines for presenting and explaining a new grammatical structure

- A good presentation should include oral and written examples plus form, meaning and context usage;
- Students must have plenty of in-context examples of the grammatical structure and understand when and how to use it;
- Your explanations and illustrations should cover the great majority of instances as students are likely to encounter exceptions;
- Do not dive into a considerable amount of detail as it may confuse the students;
- A generalisation is more helpful even if it is not 100% accurate;
- Explain practical rhyming rules such as "i before e except after c" (even though it isn't always true);
- Allow the students to experiment, e.g. rearranging sentences like "I wouldn't do that if I were you." can become "If I were you, I wouldn't do that.";

- Don't let students guess. Give them the essential rules and guidelines and then experiment within them.

Learning how to explain English grammar

Before you can teach grammar, you'll need to understand it;

- Native English speakers know grammar, but most do not know how to explain it;
- The following sections in this unit comprise an introductory grammar course to become familiar with explaining English grammar.

Present simple

Present simple (1)

Form

Positive

I / you / we / they work.

He / she / it works.

Negative

I / you / we / they **do not work**

He / she / it **does not work**

Interrogative

Do I / you / we / they **work**?

Does he / she / it **work**?

Uses

Presenting factual information, e.g. about company activities

- Our company **employs** over 100,000 people, **operates** in many overseas markets, and **offers** a wide range of hi-tech products for the 21st century.

Actions and situations which are generally true

- Imperial Tobacco **belongs** to the Hanson group.
- High taxation **discourages**
- We **bring** our products to many markets
- A good brand **guarantees** a certain level of quality to customers.
- British wines usually **have** a sweet taste

- Competition **is** good for consumers.

Verbs used only in the present simple

Many verbs are almost always used in the present simple tense and not with "ing".

These

verbs usually refer to:

- **mental states:** believe, doubt, forget, imagine, know, realise, recognise, regret, remember, suppose, think, understand
- **likes and dislikes:** admire, dislike, hate, like, love, want, wish
- **possession:** belong to, contain, have, include, own, possess
- **appearance:** appear, look, like, resemble, seem
- **being:** be, consist of, depend, exist
- **perception:** hear, see, smell, taste

Saying how often you or other people do things, habitual actions

We usually use the present simple with frequency adverbs:

- I *never smoke* at work.
- He **plays** golf *every Sunday morning*.
- I *often take* files home at the weekend.
- When she **gets** to the office, she *always checks* her e-mail first.

Exercise 1

Read the two statements below and use the verbs to complete them, paying attention to the verb endings. The first one has been done for you in both cases.

Statement 1

Verb list: admit, introduce, lead, welcome, mean, work, depend, improve, stay, come, spend

Restless"? Yes. Dissatisfied? True. We cheerfully **admit**..... it. We always
change and continuous improvement. Today consumers more than \$25 billion a

year on our products. We – or a very close second - in all our business segments, which that vigorous growth on our imagination, commitment and skill. So we regularly new products, distribution channels and round the clock to be more efficient. Most of all, we absolutely, and unequivocally, 100% geared towards the customer, who's No.1 in our book!

Statement 2

Verb list: believe, strive, develop, deliver, enable, help, give, endeavour, acknowledge, foster

Eastman Kodak Companybelieves..... that a diverse group of highly skilled people in an organisational culture which them to apply their collective talents to shared objectives, the most significant value to customers and shareowners alike. The company and its employees to support an inclusive Kodak culture that unique thinking in the context of teamwork and shared business goals. Kodak to provide a flexible, supportive work environment that employees as partners in the business and community. To this end, it employees access to a multitude of work/life resources and programmes that individuals balance their commitment to meeting business needs with their personal, family and community responsibilities.

Exercise 2

Complete these sayings appropriately, using these verbs.

Verb list: buy, believe, believe, tend, promise, say, put, mean, talk

- "Every time we a foreign car we someone else out of work". (Woodrow Wyatt)
- "Money they; all it ever said to me was "Goodbye". (Cary Grant)
- "Democracy government by discussion but it is only effective if you can stop people talking." (Clement Attlee, British Prime Minister)

- "Politicians are the same all over." "They to build a bridge even where there's no river." (Khrushchev)
- "In a hierarchy every employee to rise to his level of incompetence." (L.J.Peter)
- "Not all Germans in God, but they in the Bundesbank." (Jacques Delors)

Present simple (2)

Saying how often you or other people do things/give instructions/ give directions

- I **play** tennis twice a week.
- A: "How do I **get** to your office?"
- B: "You **turn** left after the station, **cross** the bridge, and it's the second building on your right."
- **Place** the CD in the drive and **click** on the icon.

Talking about timetables and scheduled events with future reference

- The bus **leaves** at 8.35 tomorrow morning.
- The exhibition **opens** on the 25th of January.
- The legislation **comes** into force on the 1st of January

These are seen as fixed, and the speaker is unlikely to influence them.

Providing a summary or abstract at the beginning of the report

The first section of this report **provides** introductory comments, **focuses** on significant new developments and **highlights** some of our operations outside the United States. The second section **analyses** the results for the group as a whole. The final two sections **address** our consolidated cash flows and financial condition. The report **concludes** by pointing out the need for further investment if the group continues its expansion policy.

Newspaper headlines

The use of the present simple creates a sense of dramatic impact.

- **Unilever sells coffee operations**
- **Russia doubles tea import duties**
- **PepsiCo link with Suntory**
- **Markets tumble as investors take profits**
- **Shortages force up food prices**

- **Bank regulator blocks merger**

Doing by saying

We use the present simple with certain verbs that describe their function. When we tell them, we "perform" the action. For example, saying "I **promise** to meet you at the airport" is making a promise. Other examples include:

I **resign**!

I **demand** to see the manager.

I **apologise**.

I **admit** I was wrong.

I **declare** this meeting open.

I **advise** you to look again at our proposal.

Exercise 3

Read the following dialogue about travel arrangements. Then, insert the correct verb conjugation based on the verbs shown in brackets.

Traveller	Hello, I (need) to go to London next Friday and come back on the same day. I have a meeting which (start) at 11 o'clock.
Agent (do) you (want) to fly or take the train?
Traveller	That..... (depend) on the price. How much does it (cost)?
Agent	The train (be) cheaper and (get) you right into the centre of London. It (take) just three hours.
Traveller	OK, that's fine. What about times?

Agent	Well, the Eurostar..... (leave) Paris at 7.19 and (arrive) in London at 10.13 local time.
Traveller	What time (do) I..... (have to) check-in?
Agent	Not later than 20 minutes before departure.
Traveller	OK, How (do) I..... (make) a reservation?

Exercise 4

Complete the introduction to this report using these verbs.

Verb list: highlight, recommend, focus, call for, provide

This report on the employment of women and children in many emerging nations. In particular, it the conditions endured by thousands of workers in places where child labour, poverty wages and health risks are endemic. Each chapter an analysis of the situation on a country-by-country basis.

The report that retailers should lay down strict rules to make sure overseas suppliers pay sufficient wages to meet basic needs. It also companies to draw up a code of conduct and employ inspectors to make manufacturers keep it.

Exercise 5

Match the beginning and ends of the headlines.

1 Ford seeks to cut	a) sends out shockwaves
2 Bourses slip	b) death of employment
3 Sao Paulo debt crisis	c) on US technology report

4 China renews attack	d) backing to stay afloat
5 Pessimists foresee	e) as dollar falls against yen
6 Underwater venture needs	f) 1bn in costs

Present continuous

Present continuous (1)

Form

Positive

I am working.

You / we / they **are working.**

He / she / it **is working.**

Negative

I am not working.

You / we / they **are not working.**

He / she / it **is not working.**

Interrogative

Am I working?

Are you / we / they working?

Is he / she / it working?

Uses

Talking about an event in progress at the moment of speaking

- "What **are you doing?**" "I**'m trying** to find a file."
- I'm afraid Mr Bansall can't see you right now. He**'s interviewing** someone

We also often use the continuous with verbs of movement when the action has just started:

- **I'm leaving.** Can you tell Rosemary I'll see her tomorrow?
- "Can I speak to John?" "Sorry, he's out. No, hold on, he's just **coming** down the corridor."

Describing current situations and ongoing projects

The time reference is at and around "now", before or after the situation mentioned. The condition may not be in progress at the exact moment of speaking.

- We're **waiting** for permission to go ahead with the project.
- The company **is redesigning** its product line.
- My boss **is dealing** with your enquiry, but you won't get a quick answer.

Describing temporary situations

The following examples use the present continuous tense to describe temporary situations.

- They're **staying** at the Crillon Hotel until the end of the week.
- He's **working** in Libya on a fixed-term contract.

Exercise 6

Look at the pictures and write down what is happening in each one. Please write both singular and plural forms using the following verbs:

Verb list: check, cash, show, work, speak, drill



Sample answer:

The woman **is carrying** her shopping bag.

The women **are carrying** their shopping bags.

Exercise 7

Complete these sentences using the following verbs.

Verb list: drive, do stay, invest

1 There are no trains this week because of the strike, so...

2 Her boss is off sick at the moment, so ...

3 We've got builders in our house, so ...

4 There are rumours of a devaluation, so...

Present continuous (2)

Changing, developing situations

We use the present continuous to describe changes that have started but not finished.

- The number of people using the internet **is growing**.
- The Amazon rainforest **is disappearing** at an alarming rate.
- Consumers in the industrialised world **are becoming** increasingly concerned with healthy living.

Personal arrangements and plans

We use the present continuous to refer to a future time when discussing arrangements and fixed plans made before speaking. We often use a time expression unless we are sure that the other person knows we are talking about the future:

- **I'm seeing** Mr Poorhassan next weekend.
- **I'm taking** the client to the best restaurant in town.
- She's got a new job, so she's **leaving** the firm in October.

We also use the present continuous with verbs of movement to talk about actions that are just beginning:

- It's one o'clock. **I'm going** to the canteen for lunch. **Are you coming?**

Talking about repeated actions

- His daughter **is taking** driving lessons.
- His wife **is** always **telling** him not to work so hard.
- We **are** constantly **monitoring** our products for quality.

If we describe repeated situations using the present continuous with "always", the situation is often unplanned or can express annoyance. Compare:

- I always **meet** Dave in the car park (planned)
- I'm always **meeting** Dave in the car park. (by chance or could express annoyance)

Exercise 8

Complete the sentences about possible changes made to the following sectors. The verb you should use is shown in brackets.

Example:

Business and finance

(to set) - *The government **is setting** up new enterprise schemes.*

1. the environment (to change)

2. taxation (to pay)

3. the law (to catch)

4. transportation (to start)

5. education (to pass)

6. health (to close)

Exercise 9

Complete this dialogue appropriately, using verbs (shown in brackets) in the present continuous.

A: Are you free next Wednesday?

B: No, sorry. I'm afraid I (to meet)

A: Well, I can't make it on Thursday, so what about Friday?

B: In the morning I (to go) to the dentist, but in the afternoon I (to do) anything special.

A: OK, so let's meet on Friday afternoon.

Exercise 10

Which of these ideas do you associate with the present simple (PS) and the present continuous (PC)?

1. regular activity	2. permanent and factual situations
3. temporary situations	4. a present arrangement for the future
5. fixed timetables	6. mental states
7. giving instructions	8. trends and changing situations
9. an event in progress	10. doing by saying

Exercise 11

Study these sentences and decide which example corresponds to each of 1-10 above.

1. I'm replacing Bill because he's off sick.
2. The scheduled flight leaves next Monday at 8.15 from JFK.
3. The technician is mending the photocopier so you can't use it right now.
4. I'm seeing Bill Sykes tomorrow afternoon. I've got it in my diary.
5. The conference room measures 164 square metres.
6. I admit there has been a mistake.
7. I understand they have gone bankrupt.
8. Enter PIN, select menu, choose a language, press OK.
9. With the internet, the world is getting smaller.
10. We have a management meeting once a month.

Past simple and continuous

Past simple

Form

Positive

I / you / he / she / it / we / they **worked**

I / he / she / it **was** late.

You / we / they **were** late.

Negative

I / you / he / she / it / we / they **did not work**.

I / he / she / it **was not** late.

You / we / they **were not** late.

Interrogative

Did I / you / he / she / it / we / they **work**?

Was I / he / she / it late?

Were you / we / they late?

Uses

Talking about completed actions that happened in the past

- Alexander Graham Bell **invented** the telephone.
- John **read** the contract.

Referring to a definite moment or period in the past

- I **met** the President yesterday.
- I **spoke** to them an hour ago.
- Ted Turner **launched** CNN in 1980.
- The standard of living in Europe **rose** during the 1960s.
- They **discussed** the problem at last week's meeting.

Describing something

When George Eastman **introduced** the first Kodak camera in 1888, he **wanted** to supply photography tools at the lowest possible price to the most significant number of people. The rapid growth of his business **made** large-scale production a necessity. The creation of innovative tools and processes for manufacturing film **enabled** the Eastman company to turn out high-quality merchandise at prices that **put** them within the general public's reach.

In reports of things that have already happened

We use the past simple in annual reports when they refer back to the previous year's trading:

Last year **was** a challenging year for our group. We **earned** more than a billion dollars. We **generated** record cash flow, and many of our businesses **posted** significant gains in sales, profit and market share. However, our total earnings **declined**, our overseas subsidiaries **experienced** substantial problems and our US production facilities **under-performed**.

Exercise 12

What made these people famous? Write correct sentences, and change the form of the verb.

Example: John Logie Baird gave the first demonstration of television in 1926.

John Logie Baird	give	the first demonstration of television in 1926.
The Wright brothers	make	the first flight in 1903.
Neil Armstrong	land	on the surface of the moon in 1969.
Pierre and Marie Curie	discover	radium in 1902.
Gutenberg	invent	the printing press in 1434.
Isaac Singer	patent	the first commercial sewing machine in 1851.

Exercise 13

Complete each paragraph using the verbs in the boxes.

Verb list: have, say, begin, introduce, open

In 1985 Simon Bell his computer business at the University of Southampton. In 1987 his company the Z5000 machine which the magazine PC journal "may become the next industry benchmark". The following year he an office in the United States and soon offices in 28 countries.

Verb list: amount, decide, employ, run, go

In 1989, Bell public. By now the firm 750 people and sales to over \$159 million. Then two years later, employees to celebrate the 1st of April by hanging a giant inflatable banana outside company headquarters, the first of many publicity stunts. On another occasion, the CEO the London marathon.

Verb list: set up, launch, total, offer

In 1992 Bell free installation of applications software as a standard option and in 1993 the low-priced Explorer PCs, one of the most highly praised systems in the industry. In 1996 Bell an internet computer store, through its website www.bell.com. Last year sales more than \$10 million a day.

Exercise 14

Complete the extract choosing from these verbs. There are more verbs than necessary.

delay, choose, improve, give, make, stabilise, hinder

Last year the international situation in the hydrocarbons industry to some extent. However, the volatile foreign exchange rates currency management more difficult and relatively weak demand expansion projects. We, therefore to focus our efforts on specific opportunities where our know-how us a technical advantage over the particularly aggressive competition. As a result, we propose doubling our dividend.

Past continuous

Form

Positive

I **was working**.

You / we / they **were working**.

He / she / it **was working**.

Negative

I **was not working**.

You / we / they **were not working**.

He / she / it **was not working**.

Interrogative

Was I working?

Were you / we / they working?

Was he / she / it working?

Uses

Emphasising the duration or continuity of a past event

- He **was working** on the report all day long.
- During the 1990s, computer scientists **were trying** to deal with the millennium bug.

Describing a background event

We use the past continuous to describe an event that was in progress when it was interrupted by another event. The second, shorter event, is in the past simple:

- I **was** just leaving the office when he **arrived**.
- We **were talking** about safety procedures when the fire alarm **went off**.

For repeated events

- He **was visiting** clients last weekend, so he didn't come into the office. (several different clients)
- Last month **we were** having problems with the production line. (several different problems)

However, the past continuous is not generally used for habitual past or repeated actions:

- The production line **stopped** five times yesterday. (NOT *was stopping)
- When I was at business school, we often **worked** on case studies. (NOT *were working on)

Making polite requests

- I **was wondering** if you could give me a lift downtown.

There is no idea of past time here. The past verb form is a polite formula and makes the request less direct.

For events planned in the past that did not take place

- I **was planning** to visit the exhibition, but I went to a football match instead.
- She **was thinking** about phoning them yesterday but didn't have the time.

Exercise 15

Use the words in the box to give explanations for the following events.

The first has been done for you.

NOTE: the first and second columns are not in order.

<u>funds</u>	plummet
the President	suffer
the fire bell	<u>run out</u>
my work	complain
their value	ring
customers	speak

We scrapped the project because	funds were running out.
They evacuated the building because	
He sold his shares quickly because	
He didn't wish to interrupt because	
I cut down on drinking because	
We were forced to withdraw the model because	

Past perfect simple and continuous

Past perfect simple

Form

Positive

I / you / we / they **had worked**.

He / she / it **had worked**.

Negative

I / you / we / they **had not worked**.

He / she / it **had not worked**.

Interrogative

Had I / you / we/they **worked**?

Had he / she / it **worked**?

Uses

Talking about events that happened before other events

The first (earlier) action uses the past perfect, and the second (later) action uses the past tense.

In this extract, the events in bold type refer to an earlier past.

*He **had climbed** into a giant industrial tumble dryer = before the accident*

*His employer **had not given** him proper training = before the accident*

*There **had been** an unlawful killing = before the trial*

Mr Bennett had died = before the trial

After he **had climbed** into a giant industrial tumble dryer, Paul Bennett was killed to free a piece of cloth trapped inside. The machine started accidentally, and Paul Bennett was spun to death at a heat of 43°C. It became evident that his employer **had not given** him proper training. A jury decided that there **had been** an "unlawful killing" - it was satisfied beyond a reasonable doubt that Mr Bennett **had died** due to manslaughter.

With I wish, If only and I'd rather

We use the past perfect to talk about events that did not happen:

- I wish I **had been** more interested in English at school.
- If only I **had bought** those shares; they've gone up 27%.
- I'd rather he'd **asked** me before taking my car.

In the negative, the sentence expresses regret for events that did take place:

- He wishes he **hadn't left** his previous job. (but he did)

Emphasising the recent nature and duration of actions

If we want to focus on continuous activity taking place in an earlier past, we use the past continuous form:

>>>	>>>	>>>
earlier past	past	Present

They **had been testing** the drug for years before it came onto the market. Finally, she had to take a break because she'd **been working** far too hard.

Exercise 16

Read the CV and complete the sentences about Susan George using these verbs.

Verb list: develop, market, attend, pass, spend

- Before she went to Lancaster University, Susan three 'A' level exams.
- Before she got her degree in biology, she three years in Lancaster.
- Before she joined Fisons, she a marketing course.
- Before she worked at Rootes AgriTec, she disease-resistant rice plants.
- Before she became a Product Manager at Boots, she remedies for Alzheimer's disease.

NAME:	Susan Mary GEORGE
ADDRESS:	31 Whitstable Road, Canterbury, Kent.
DATE OF BIRTH:	The 9th of July, 1975
QUALIFICATIONS:	Simon Langton Grammar School 1993
	GCE 'A' Levels: Maths (Grade B), Biology (Grade B), Chemistry (Grade C)
	Lancaster University 1993-1996
	BSc 2.1 Biochemistry
	Keele Management College 1997
	Eight-week course in marketing

WORK EXPERIENCE:	1997-1999 Fisons Pharmaceutical Products
	Research assistant responsible for the development of genetically modified disease-resistant rice plants.
	1999-2000 Rootes AgriTec
	Junior executive responsible to Product Manager for commercialising new remedies for Alzheimer's disease.
	2000- Boots
	Product Manager, responsible for over-the-counter medicines.

Exercise 17

Susan has been relatively successful, but things did not always turn out as she had hoped, Change the verb form in brackets,

- She wishes she (get) better 'A' level grades.
- She wishes she (obtain) a distinction at degree level.
- She wishes she (do) a doctorate.
- She wishes the marketing course (last) longer than eight weeks.

Past perfect continuous

Form

Positive

I / you / we / they **had been working**.

He / she / it **had been working**.

Negative

I / you / we / they **had not been working**.

He / she / it **had not been working**.

Interrogative

Had I / you / we / they **been working**?

Had he / she / it **been working**?

Uses

Talking about events that happened before other events

Like the past perfect simple, the past perfect continuous looks back to an event before another past event.

The main difference is that the past perfect continuous form emphasises the duration of the first event.

So we usually use the past perfect continuous with an expression indicating how long, over an hour for a long time, since 1999, etc.

- **I'd been trying** to get through for over an hour before someone answered the phone.

- He'd **been thinking** of going abroad for a long time, and then he got a post in Singapore,
- Before they closed down the subsidiary, it **had been losing** money for years.

Finished and unfinished activities

Compare:

1. When I last saw her, she'd been planning a new sales strategy.
2. When I last saw her, she'd planned a new sales strategy.

In sentence one, the planning may or may not have been completed; we don't know whether they abandoned the new sales strategy or not.

In sentence two, it is clear that the planning was completed.

Note that we do not use the continuous form with verbs describing permanent states, perception, etc. In such cases, we use the past perfect simple.

- The man who said there was no future in computers hadn't understood their significance.

(**INCORRECT**: "The man who said there was no future in computers **hadn't been understanding** their significance.")

Exercise 18

Complete the following sentences using either the past perfect simple or continuous.

- My flight from Sydney arrived late because there (be) a bomb alert before the plane took off. When we finally left, we (wait) for over five hours.
- (work) hard all year, so I felt I needed a rest.
- (see) the designs before they went on show but they..... (not impress) me.
- When I bought my BIP shares, their value (fall) for some time,

- The merchant bank didn't know that one of their traders (hide) huge losses.
- The employee was dismissed because he (steal) company property ever since he was taken on.
- It took me 20 minutes to realise I..... (look) in the wrong file.

Exercise 19

Read the extract about Marcel Birch's early career and complete the sentences. If it is impossible to use the past perfect continuous, use the simple form.

Marcel Birch set up in business in 1949. His critics later acknowledged him as the creator of France's most successful company and its third best-known brand after Dior and Chanel.

He was educated in Italy as a child, followed by two years at the Lycée Français in Madrid. He completed his secondary education in Bordeaux where he received the nickname "Baron" – a title he carried for the rest of his life. At 18, he began selling torches door-to-door and later said that this experience was critical to his entrepreneurial success. He studied mathematics and philosophy at university and started work as a production manager for an office machine company after graduation. He then joined Stephens (a sizeable French pen manufacturer) as a production executive. Still, the Second World War interrupted his career, and when it was over, he decided he wanted to set up on his own.

- Critics of Marcel Birch had to admit that he (build) France's most successful company.
- Before moving to Bordeaux Birch (study) in Spain for over two years.
- Before going to university, Birch (go) door-to-door selling torches.
- Birch (study) maths and philosophy at university before he got work as a production manager.
- Before the Second World War broke out he (work) for Stephens as a production executive.

Present perfect simple

Present perfect simple (1)

Form

Positive

I / you / we / they **have worked**.

He / she / it **has worked**.

Negative

I / you / we / they **have not worked**.

He / she / it **has not worked**.

Interrogative

Have I / you / we / they **worked**?

Has he / she / it **worked**?

Uses

Talking about the present results of past actions

This extract describes information technology's impact over the last few years in its present significance.

- T. **has shaken up** company structures just as much as external markets, says Vanessa Houlder.
- To enthusiasts, information technology is forging a productivity revolution. It **has changed** not just the nature of markets and competition. Inside companies, it **has also changed**. It has broken **down** the barriers of geography and time. It **has**

flattened organisational structures, eliminating vast numbers of jobs, while making others more demanding and effective.

Announcing news

The use of the present perfect focuses on current relevance:

- Our fax number **has changed**.
- We've just **lowered** our prices.
- They **have updated** their website.
- The government **has announced** a decrease in corporation tax.
- Telecom Italia **has asked** its chief executive to complete negotiations over its plans to participate in a new digital pay-TV system.

With time adverbs

We use the present perfect simple to say how long a situation that began in the past has lasted up to the moment of speaking.

- He's **been** vice-president for 10 years.
- He's **had** the same job since 1996.
- She's always **been** a creative person.

Note the use of prepositions "for" and "since". These are frequently used with time adverbs.

Exercise 20

Choose between the past simple and present perfect. The first one has been done for you.

Sandra McCartney, Trevor McCartney's daughter, *joined/ has joined* the troubled Paris fashion house Shloé barely a year ago. It *took/has taken* her just one year to reverse its fortunes. Previously Shloé *was/has been* virtually invisible as a significant force in the world of fashion. But almost single-handedly, she *transformed/has transformed* Shloé into the most talked about fashion brand in the world. She *increased/has increased* sales

fivefold. Paris *didn't see/hasn't seen* anything like it since the young Yves Bernard *took/has taken* the city by storm 30 years ago.

When she *was/has been* appointed, it *was/has been* clear she *knew/ has known* what she *had/has had* to do. 'I want to bridge the gap between the consumer and the press. At the moment, fashion is just sort of stuck in the middle.'

So far, Sandra *stuck/has stuck* to her philosophy of avoiding outrageous and uncommercial catwalk creations. She *kept/has kept* to the simple philosophy of designing clothes that they would want to wear. As her best friends are some of the world's most famous faces, it also brings her significant publicity.

Exercise 21

Complete these announcements, read out today during a radio programme called "Business in Action". Complete each one, using these verbs in either the past simple or the present perfect.

Verb list: announced, buy, give, issue, slump

Breaking news, MOOGLE that it will take over troubled MICROSOFT for \$10 billion.

Shares in SPARKS AND MENCER (Britain's biggest retailer) by more than 10% over the last 24 hours after the firm a profit warning.

Europe's postal market is becoming increasingly competitive. Only weeks after the British government the state-controlled POST OFFICE greater commercial freedom, it Germany's third-largest private carrier, BUNDEPOST.

Present perfect simple (2)

Talking about life experiences

He's **done** many jobs in his time. He's **sold** encyclopedias, he's **been** a Journalist, he's **worked** in a shoe factory, and now he's a trade unionist.

There is no focus here on when he did these things in the past. Only the experiences are essential.

With expressions referring to 'time up to now.'

Have you *ever visited* Beijing? (ever = at any previous time up to now)

I've *never seen* Niagara Falls. (never = at no previous time up to now)

I've *already had* a word with Bruce. (already = before now)

Hasn't she **decided** what to do *yet*? (yet = until the present time)

We've **had** a good year *so far*. (so far = up until now)

We've **snowballed** *over the past few years*. (over the past few years = recent years up until now)

After this is the first/second time

- This is the first time we **have (ever) received** a complaint.
- It's only the second time **we've met**.

Referring to a completed event in the future after when, as soon as, etc.

- I can't make a decision if I **haven't received** all the data.
- I'll phone you when I've **received** confirmation. (OR when I receive it)
- I won't make a decision until I **have spoken** to the CEO. (OR until I talk to the CEO)
- I'll leave as soon as I've **finished**. (OR as soon as I finish)

Exercise 22

Look at Christopher Harvey's CV and ask and answer questions using the present perfect or past simple when appropriate.

EDUCATION	
1997-1999:	MBA, INSAID, Final project: "Setting up an import company in Spain."
1993-1996:	BA Business Studies, Thamesford Management School
	Final project: "Market survey of perfume sales in France, Spain and Italy."
EMPLOYMENT	
1996-1998:	ComprasFacil (Spain)
	Marketing assistant reporting to the marketing director. I was in charge of a dealer development programme involving a team of five other staff members, responsible for creating a mail-order catalogue sent to 5,000 customers, creating a database on competing products, and planning road-shows to launch new products.
1994-1995:	Ibexsa (Spain)
	Export assistant in charge of order processing, customs clearance, dealing with delivery delays.
LANGUAGES:	Spanish: fluent English: fluent

**COMPUTER
SKILLS:**

Windows, Microsoft Office, QuarkXpress, Photoshop

- Did he live abroad?
- Did he study economics?
- Was he in charge of a team?
- Has he set up a business?
- Has he had direct sales experience?
- Has he lived in Spain?

Exercise 23

Sort the following words into two categories: Used with the present perfect and used with the past simple.

ago, yet, so far, lately, since, last year, over the previous two years, for the past three weeks, yesterday, at 3 o'clock, during the 1990s

Exercise 24

Choose the correct adverb.

- I've [yet] / [already] / [so far] spoken to Peter about it.
- We've made a lot of progress [over the past three years] / [since three years] / [during three years].
- We set up [two years ago] / [during the 1970's] / [over the last two years].

Present perfect continuous

Form

Positive

I / you / we / they **have been working**.

He / she / it **has been working**.

Negative

I / you / we / they **have not been working**.

He / she / it **has not been working**.

Interrogative

Have I / you / we / they **been working**?

Has he / she / it **been working**?

Uses

Talking about continuous activities

We use the present perfect continuous when focusing on an extended timeline. This is because the situation or activity started in the past and has been in progress until now.

- Exports **have been growing** steadily over the past six months.
- Foreign earnings **have been moving** ahead to record levels.

The above situations are incomplete; the present perfect simple, on the other hand, tells us that the action has finished.

Compare:

I've been reading your proposals. (the focus is on the activities)

She's **been checking** the calculations.

I've read your proposal. (the focus is on their completion)

She's **checked** the calculations.

Talking about the effect of recent events

- "Why are your hands so dirty?" **"I've been trying** to repair my car all afternoon,"
- "You look tired!" **"I've been working** on the report all day."

What is important is the present result or evidence of this recent activity - in the first example, his hands are dirty; in the second, he looks tired.

Talking about repeated actions

Compare:

Have you **seen** my wife? (I'm looking for her)

Have you **been seeing** my wife? (I suspect you're both having an affair)

But we cannot use -ing if we specify the number of occasions or a quantity:

- **I've been playing** a lot of golf recently.
- **I've played golf** twice this week. (NOT* I've been playing...)
- **I've written** 15 pages today. (NOT* I've been writing ...)

Exercise 25

Mr X is overweight, and three weeks ago, Mr X's doctor put him on a diet. Pretend you are Mr X and answer these questions using present perfect continuous.

- Since you visited the doctor and told you to lose weight, what have you been trying to do?
- Who have you been working with to help you lose weight?
- What have you tried exercising as well?

Exercise 26

What explanations could there be for the following?

Statement: Thomas always looks worried and in a hurry. He also finds it difficult to sleep at night.

Explanation: He's been working too hard.

Using this example as your model, give explanations for the following statements.

- **Statement:** There are fewer knives and forks in the canteen than a month ago.

Explanation: _____

- **Statement:** Top secret company information often gets reported in the press.

Explanation: _____

- **Statement:** A lot of dead fish have been found in the river next to the chemical plant.

Explanation: _____

- **Statement:** Pamela was unable to speak any Spanish on her last trip to Madrid, but now she can.

Explanation: _____

Complete each of these sentences, using the present perfect simple or continuous.

- **Statement:** How long (you / wait)?

Explanation: _____

- **Statement:** I (play) tennis four times this week.

Explanation: _____

- **Statement:** Look outside. It (rain); the pavement's still wet.

Explanation: _____

- **Statement:** "You look tired." "I (drive) all day long."

Explanation: _____

- **Statement:** I (know) John since we were at school together.

Explanation: _____

- **Statement:** The government (announce) a drop in unemployment.

Explanation: _____

- **Statement:** I (read) a book on negotiating skills, but I don't think I'll finish it.

Explanation: _____

- **Statement:** He (work) as a consultant for three different firms in the same sector of activity; I think there's a conflict of interest and should resign.

Explanation: _____

- **Statement:** He (work) as a consultant for three different firms in the same sector of activity but was fired from the first two.

Explanation: _____

Future

Future (1)

Form

There are several ways of referring to the future. These include:

present continuous: I'm **seeing** Kamil tomorrow.

going to: We're **going to** discuss the new secret deal.

present simple: His plane **gets** to Heathrow at 12.45.

will: He **will** probably arrive late.

future perfect simple: I **will have booked** his hotel room by then.

future continuous: He **will be staying** at the Mansion House Hotel.

to be + infinitive: You **are to tell** nobody about our discussions.

Uses

Talking about plans or arrangements

We can talk about plans using the present continuous:

- I'm **meeting** Mr Wong next week. He's **arriving** on Tuesday.

Talking about present intentions

We use **going to** rather than **will** for plans, decisions and firm intentions:

She is going to leave in a month.	(= she will leave ...)
When are you going to visit us next?	(= when do you intend to ...?)
How much money are you going to offer?	(= have you decided to offer?)

In general, we prefer a present form when the future event involves a current plan, intention or arrangement. We prefer **will** when we are not focusing on a present idea. Compare:

- He's **going to take** early retirement. (present intention / arrangement)
- He's **taking** early retirement. He'll have a lot more free time. (future situation)

Making predictions

To make a prediction, we can use either **will** or **going to**:

- I'm sure you **will** enjoy your visit to our Head Office.
- I'm sure you **are going to** enjoy your visit to our Head Office.

We use **going to** when there is current external evidence for a future event and **will** when we state our intuitions:

- Look at those clouds; I think it's **going to** rain.
- I expect he'll want to stay in the best hotel. (I know what kind of person he is)

Exercise 27



Complete the following sentences using future construction and verb.

Present continuous using **TO GIVE**

The policeman told reporters, "I evidence in court tomorrow."

GOING TO used with **TO BE**

Teacher: "What do you want to be when you grow up?"

Student: "I am a fireman."

Present simple used with **TO HAVE**

She an appointment with the nurse next week.

WILL used with **TO FLY**

When Dave qualifies as a pilot, he a plane.

To be + infinitive using TO EXPLORE

My ambition as an astronaut outer-space.

Future continuous used with TO READ

If Francis gets the job with Radio South, he the nine o'clock news.

Future perfect simple used with TO WIN

If United keep playing this well, they the league by Christmas.

Exercise 28

Read the following statements. Which refers to possible events in the future? Which refers to what's happening now?

- The Treasury's forecast of 1-1.5% growth in 1999 will turn out to have been too optimistic and economic activity will slow abruptly in the early part of 1999 as companies shed excess stocks of unsold goods.

Now or Future

- As the world's telecommunications markets open up, newcomers are using the price to take market share from domestic operators.

Now or Future

- Biomedical stories have dominated the past year. No doubt BioMed will hit the headlines again. Still, there is a good chance that physics, space and astronomy will get more media attention.

Now or Future

- More powerful microprocessors and further improvements in voice and other technologies underlying computer "speech" will gradually enable PCs to handle more complex tasks, including speech. It probably will not be long before computers speak rather than display messages.

Now or Future

Future (2)

Making promises or offers

Will is used to committing the future;

- "Could you lend me \$50? I'**ll** pay you back tomorrow."
- I don't know if I can finish the job by Friday, but I'**ll** do my best.

We use will (usually contracted to '**ll**) when an offer is made at the moment of speaking:

- "Are you going? I'**ll** give you a lift to the station if you like."
- "I haven't got any means of transportation." - "Don't worry, and I'**ll** lend you my car."

Official calendars and schedules

We use the present simple for a future event based on an official calendar or schedule. The event is unlikely to change between now and then.

- The train **leaves** from Waterloo at 17.59.
- Our next planning meeting **is** on Wednesday.

Events completed before a future time

For events that finish before a time in the future, we use the future perfect simple:

- By the time they arrive, we **will have left**.
- We **will have recovered** our initial investment at the end of the year.

Events happening as a matter of course

We use the future continuous to describe situations that will arise in the future if things go on as predicted and follow their expected pattern:

- No doubt the unions **will be asking** for more money.
- She'**ll be retiring** at the end of the year.
- Over the next few years, average temperatures **will be rising**.

Exercise 29

Match the sentence to its construction.

The 9 o'clock news starts in 10 minutes.	Future simple
I will help you with your homework.	Present simple
I will be arriving at 10:30.	Future perfect simple
I will have finished painting the door before 15:30.	Future continuous

Exercise 30

What future form would you use to answer questions about a flight timetable?

London Heathrow to Birmingham				London Heathrow to Manchester		
Depart	Arrive	Flight No		Depart	Arrive	Flight No
10.40	11.25	BA 3277		10.55	11.55	BA 3266
11.40	12.25	BA 3287		11.55	12.55	BA 3276

- Future simple
- Present simple
- Future perfect simple
- Future continuous

Exercise 31

You may not agree with these predictions, but you can choose the correct verb form anyway!

- By 2020 the first men (land) on the planet Mars.
- In the next 100 years, the Netherlands (disappear) underwater.
- In the second decade of the 21st century, people (eat) more genetically modified food.
- By 2030 Chinese (become) the language of international scientific communication.
- Many people (live) to over 100 as medical science advances.

Future (3)

Future events still in progress

If an event is still in progress at a future time, we use the continuous form:

- This time next year, I'll **be lying** on a beach in the Bahamas.
- During the seminar, you'll **be learning** about negotiation strategies.

The future continuous is also used to talk about arrangements:

During your visit, you'll **be staying** at the Plaza hotel and **meeting** the commercial attaché. You'll also **be visiting** some of the most important potential clients.

Making polite enquiries

The future continuous can be used to ask a question without giving the impression that we want to influence or direct people's actions. Compare:

- **Will you be staying** for dinner? (an enquiry about plans)
- **Will you stay** for dinner? (a request)

Using the present simple after *if*, *when*, *until*, *as soon as*

We use the present simple in time clauses to refer to the future. It is incorrect to use *will* in a time clause;

- *If* you **give** us a discount, we'll place a bulk order.
- Switch off the lights *when* you **leave**.
- We won't begin *until* everyone **arrives**.
- I'll give you a ring *as soon as* I **get**

Stating conditions

"If" indicates a condition to be met before something else can happen. We use the present perfect to refer to the future event in a time clause beginning with *if*, *when*, *until*, *as soon as*:

- I can't go *if* I haven't obtained a visa.
- I'll send you a fax *when* I've **made** all the arrangements.
- We won't decide *until* we **have consulted**
- I'll get back to you *as soon as* I've **spoken** to my boss.

Announcing official plans and arrangements

The infinitive is used to make official announcements:

- Lear Corporation is **to axe** 2,800 jobs.
- The President is **to visit** Iran next month.

The verb *to be* is often omitted in newspaper headlines:

BONN TO SPEED CUT IN CORPORATE TAXES

CENTRAL AMERICA TO GET \$6BN AID

Exercise 32

A tour operator has invited a group of travel agents on a familiarisation trip to find out more about the holidays they sell. Look at the itinerary and complete the tour description using the future continuous.

North India Tour	
DAY 1	BA flight London Gatwick --> New Delhi; check-in at Whispering Palms Hotel
DAY 2	Exploration of the ancient walled city of Old Delhi; a visit to Jama Masjid, the largest mosque in India
DAY 3	Travel by coach to the deserted red sandstone city of Fatehpur Sikri
DAY 4	Shopping in Agra; Taj Mahal visit at sunset
DAY 5	Return journey to New Delhi and return flight via Goa

You'll be flying British Airways to New Delhi on the first day. There'll be a short city tour with its wide boulevards and impressive government buildings on arrival. We (stay) at the Whispering Palms, which is a pleasant four-star hotel. The next day we (explore) the city of Old Delhi and (visit) Jama Masjid, the biggest mosque in India. Then on the third day we (take) a coach to Fatehpur Sikri, built by Emperor Akbar as his capital. The next day, after checking into the hotel and doing some shopping in the bazaar, we (visit) the Taj Mahal at sunset, the best time to see it in its full splendour. On Friday we (return) to Delhi for a flight to Goa Airport and (transfer) to another hotel for a rest before flying back to London.

Exercise 33

Complete these sentences using appropriate verb forms. There may be more than one possible answer.

- I (get) in touch when I (return) from the Middle East.
- If they (shut down) the plant, a lot of people (lose) their jobs.
- We (start) until everyone (be) here.
- He can't decide until he (see) the President.
- A project to create a bacterial cell from inanimate chemicals (go ahead)

as soon as it..... (receive) approval from an ethics committee.

Exercise 34

Which of these headlines is in the future tense?

- ABC corp to improve the group's website
- ABC corp announces improvements to the group website
- ABC corp will improve the group's website
- Turner announces merger plans
- Turner to announce merger plans
- Turner states prices will remain unchanged

Conditionals

Conditionals (1)

If a condition is introduced, something may or may not happen depending on the circumstances.

Conditional sentences have several uses.

Stating a general rule

"If" can be used to say what generally happens when something else happens. Both verbs in this type of sentence are in the present simple tense:

- **If** you **order** in bulk, you usually **get** a discount,
- **If** the paperwork **is** incomplete, the goods **are** often held up.

Speculating about the future

"If" can also be used to speculate about the future consequences of a specific event. In this case, the verb in the second part of the sentence is preceded by will.

- **If I do** an MBA, I'll **improve** my job prospects.
- **If** we **break into** the Indian market, our turnover **will increase**
- **If** our main competitor **goes** bankrupt, we'll **increase** our market share.

The use of the present tense in the first part of the sentence indicates that the situation is possible; doing an MBA is feasible. However, breaking into the Indian market is quite likely, and the competitor may go bankrupt.

- It is incorrect to use will with the first verb: "If I **will** take an MBA course, ..."

If and unless

Unless often replaces if ... + negative expression:

- **If** you don't wear a suit and tie you won't be allowed into the club.

- You won't be allowed into the club **unless** you wear a suit and tie.
- We'll stop the meeting now **if** there is nothing else to discuss.
- We'll stop the meeting now **unless** there is something else to discuss.

Promising and threatening

Conditional statements can function as either promises, warnings or threats. Please note that unless cannot be used to make a promise.

- **If** you order now, you'll get a gift. (promise)
- We **won't** be able to do business with you **unless** you comply with our ethical policy
(warning)
- **Unless** we receive payment by the end of the week, we **will** be forced to consider legal
action. (threat.)

Exercise 35

Match the sentence halves.

If interest rates are very low,	a) it loses market share.
If you want to play golf well,	b) people tend not to save.
If your goods are priced too high,	c) it is more difficult to export.
If you have an excellent income,	d) you get monkeys.
If you have an offshore bank account,	e) you have to practise regularly.
If you pay peanuts,	f) it makes borrowing easier.
If a firm doesn't advertise,	g) you don't pay income tax.

Exercise 36

Write what you will or may do in the following situations.

- if your car is stolen
- if a close colleague gets married
- if you are offered a better-paid job abroad
- if a competitor takes over your firm
- if you have to give a presentation in Greek
- if your computer is infected with a virus

Exercise 37

Complete each sentence with either "if" or "unless".

-you don't have persistence, you can't be a good salesman.
- We don't employ people they're flexible and keen to work hard.
- you do business abroad, it's a good idea to learn about the local culture.
- you encounter any problems with your mobile phone, we will provide a complete repair service.
- you call to tell me you're not coming, I'll see you tomorrow afternoon.
- Don't promise anything you're entirely sure.
- Your presentation will be better..... you make good eye contact with the audience.
- you increase sales by over 20%, the company will pay you a performance bonus.

Conditionals (2)**Imagining**

"If" + past simple is used to refer to less probable situations. *Would / should / could / I might* precede the verb in the subordinate clause.

- **If** every piece of mail **was** personalised with your company logo or message, your customers **might** be very impressed.
- Imagine what **would** happen **if** the world's five stock exchanges crashed.
- **If** we **hired** a factoring agency, we **could** recover our debts more quickly.

Imagining should use the *if I were* model.

- **If** I were rich, I **would buy** a Ferrari.

It is common to hear people say *if I was*, but this is grammatically incorrect.

Bargaining

It is common to make hypothetical statements in negotiations. Compare:

- If you **give** us a 5% discount, we'll make a firm order of 5,000 units. (This is almost a promise.)
- If you **gave** us a 5% discount, we'd make a firm order of 5,000 units. (This is a more tentative offer.)

Therefore, you may want to use *if + past verb + would* as an opening move in a negotiation to test the ground.

Provided (that) / so long as / on condition (that)

When stating a condition, it is also possible to use *provided (that)*, *so long as* or *on condition (that)*. It is not necessary to say or write *that*:

- **Provided (that)** they **don't go** back on their offer, we'll sign the agreement next week.
- We'll be happy to work with you **so long as** you pay half of the advertising costs.
- We might reduce the number of hours worked **on condition (that)** there is an increase in productivity.

Exercise 38

Imagine what would happen in the following (unlikely) situations.

- If a Communist superpower governed the world...
- If your husband or wife was offered a good position in Iceland ...
- If you stood for the presidential elections...
- If the sale of alcohol were banned in Europe...
- If you were accused of selling your country's military secrets ...

Exercise 39

Change the verbs in the brackets as in the example using "I" and "YOU."

- If (give) me 90 days to pay, (buy) it right now.

If you give me 90 days to pay, I will buy it right now.

- If (give) me a special price, (put in) a more significant order.
- (take) last year's stock if (take off) 15%.
- (buy) the equipment if (throw-in) the accessories.
- How long (hold) your prices if (order) today?
- If (pay) cash, how much discount (give) me?

Exercise 40

Circle the conditional definitions for the following.

- If we made a higher offer, we could close the deal next week.

Condition definition → Is it imagining, bargaining or a fixed condition?

- If you ensure free maintenance, we could buy a new photocopier from you.

Condition definition → Is it imagining, bargaining or a fixed condition?

- I will buy the turbo-diesel model as long as you install air conditioning free of charge.

Condition definition → Is it imagining, bargaining or a fixed condition?

Conditionals (3)

Speculating about the past

When talking about things that did not happen in the past (and the consequences if they had happened), we use *if* + past perfect together with *would* / *could* / *might* + *have* + past participle:

- If the price/earnings ratio **had been** higher, I **would have bought** some shares.
- If we **had anticipated** the crash, we **wouldn't have lost** so much money.
- The merger **could have succeeded** if the management styles **hadn't been** so different.
- The presentation **might have been** better **if** she **had felt** more confident.

Note that in American English *would have* is possible in both clauses:

- I **would have told** you if I **would have known**

Mixed conditionals

Please note that not all sentences containing *if* follow the same patterns. The sequence of tenses depends on the intended meaning.

- **If** Robert **wasn't** so lazy, he **could have been**. (He is permanently lazy, which explains why he failed to get a promotion.)
- **If** you **had set off** earlier, you **would be** there by now. (This is true at the time of speaking. However, the second part of the sentence does not refer to the past; therefore, the event or result did not happen or was incorrect.)
- **If** you **will come** this way, I'll **show** you to Mrs Harvey's office. (**Will** can be used after **if** in polite requests.)

- I'll **lend** you 1,000 euros if it'll **help** you set up your business. (There is nothing conditional about this sentence; the advantage is the result of the gift of money. Here if means if it is true that)
- We **would** be grateful **if** you **would** send us your payment made out to the order of "InfoMart". (This is a polite request.)

Exercise 41

Look at the following pairs of sentences and answer the questions about each one.

"If he hadn't bought a second home in the country, he wouldn't be so short of money now."

Question: Did he buy a second home?

"If he had bought a second home in the country, he would be short of money now."

Question: Is he short of money?

"If she were not so busy, she would have given you a hand,"

Question: Is she busy?

"If she had been busy, she wouldn't have given you a hand."

Question: Did she help?

Answer key

Exercise 1a

Restless"? Yes. Dissatisfied? True. We cheerfully admit it. We always **{welcome}** change and continuous improvement. Today consumers **{spend}** more than \$25 billion a year on our products. We **{lead}** – or **{come}** a very close second - in all our business segments, which **{means}** that vigorous growth **{depends}** on our own imagination, commitment and skill. So we regularly **{introduce}** new products, **{improve}** distribution channels and **{work}** round the clock to be more efficient. Most of all, we **{stay}** absolutely, and unequivocally, 100% geared towards the customer, who's definitely No.1 in our book!

Exercise 1b

Eastman Kodak Company believes that a diverse group of highly skilled people in an organisational culture which **{enables}** them to apply their collective talents to shared objectives, **{delivers}** the greatest value to customers and share owners alike. The company and its employees **{strive}** to support an inclusive Kodak culture that **{fosters}** unique thinking in the context of teamwork and common business goals. Kodak **{endeavours}** to provide a flexible, supportive work environment that **{acknowledges}** employees as partners in the business and community. To this end, it **{gives}** employees access to a multitude of work/life resources and **{develops}** programs that **{help}** individuals balance their commitment to meeting business needs with their personal, family and community responsibilities.

Exercise 2

"Every time we **{buy}** a foreign car we **{put}** someone else out of work". (Woodrow Wyatt)

"Money **{talks}** they **{say}**"; all it ever said to me was "Goodbye". (Cary Grant)

"Democracy **{means}** government by discussion but it is only effective if you can stop people talking." (Clement Attlee, British Prime Minister)

"Politicians are the same all over." "They **{promise}** to build a bridge even where there's no river." (Khrushchev)

"In a hierarchy every employee **{tends}** to rise to his level of incompetence." (L.J.Peter) "Not all Germans **{believe}** in God, but they **{believe}** in the Bundesbank." (Jacques Delors)

Exercise 3

Traveller: "Hello, I **{need}** (need) to go to London next Friday and come back on the same day. I've a meeting which **{starts}** (start) at 11 o'clock."

Agent: "**{Do}** (do) you **{want}** (want) to fly or take the train?"

Traveller: "That **{depends}** (depend) on the price. How much does it **{cost}** (cost)?"

Agent: "The train **{is}** (be) cheaper and **{gets}** (get) you right into the centre of London. It **{takes}** (take) just three hours."

Traveller: "OK, that's fine. What about times?"

Agent: "Well the Eurostar **{leaves}** (leave) Paris at 7.19 and **{arrives}** (arrive) in London at 10.13 local time."

Traveller: "What time **{do}** (do) I **{have to}** (have to) check in?"

Agent: "Not later than 20 minutes before departure."

Traveller: "OK, How **{do}** (do) I **{make}** (make) a reservation?"

Exercise 4

This report **{focuses}** on the employment of women and children in a number of emerging nations. In particular, it **{highlights}** the conditions endured by thousands of workers in places where child labour, poverty wages and health risks are endemic. Each chapter **{provides}** an analysis of the situation on a country-by-country basis.

The report **{recommends}** that retailers should lay down tough rules to make sure overseas suppliers pay sufficient wages to meet basic needs. It also **{calls for}** companies to draw up a code of conduct and employ inspectors to make manufacturers keep it.

Exercise 5

Ford seeks to cut	1bn in costs
Bourses slip	as dollar falls against yen
Sao Paulo debt crisis	sends out shockwaves
China renews attack	on US technology report
Pessimists foresee	death of employment
Underwater venture needs	backing to stay afloat

Exercise 6

The dentist **{is checking}** the patient's teeth.

The man **{is cashing}** a cheque.

The man **{is showing}** the sales graph.

The man **{is working}** on a computer.

The man **{is speaking}** on the telephone.

The workman **{is drilling}** a hole.

The dentists **{are checking}** the patient's teeth.

The men **{are cashing}** a cheque.

The men **{are showing}** the sales graph.

The men {**are working**} on a computer.

The men {**are speaking**} on the telephone.

The workmen {**are drilling**} a hole.

Exercise 7

There are no trains this week because of the strike, so we {**are driving**} to work.

Her boss is off sick at the moment, so she {**is doing**} his work as well.

We've got builders in our house, so we {**are staying**} in a hotel.

There are rumours of a devaluation, so I {**am investing**} in US Dollars.

Exercise 8

The environment

(to change) The weather { **is changing** } due to the greenhouse effect.

Taxation

(to pay) We { **are paying** } more tax than last year.

The law

(to catch) The police { **are catching** } more criminals.

Transportation

(to start) The council { **is starting** } a new bus service.

Education

(to pass) More children { **are passing** } their examinations.

Health

(to close) The hospital { **is** closing } its emergency unit.

Exercise 9

A: Are you free next Wednesday?

B: No, sorry. I'm afraid I { **am meeting** } (to meet) Mr Smith.

A: Well, I can't make it on Thursday, so what about Friday?

B: In the morning I { **am going** } (to go) to the dentist, but in the afternoon I { **am not doing** } (to do) anything special.

A: OK, so let's meet on Friday afternoon.

Exercise 10

Regular activities { **Present simple** }

Temporary situations { **Present continuous** }

Fixed timetables { **Present simple** }

Giving instructions { **Present simple** }

An event in progress { **Present continuous** }

Permanent and factual situations { **Present simple** }

A present arrangement for the future { **Present continuous** }

Mental states { **Present simple** }

Trends and changing situations { **Present continuous** }

Doing by saying { **Present simple** }

Exercise 11

{Regular activities}

We have a management meeting once a month.

{Temporary situations}

I'm replacing Bill because he's off sick.

{Fixed timetables}

The scheduled flight leaves next Monday at 8.15 from JFK.

{Giving instructions}

Enter PIN, select menu, choose language, press OK.

{An event in progress}

The technician is mending the photocopier so you can't use it right now.

{Permanent and factual situations}

The conference room measures 164 square metres.

{A present arrangement for the future}

I'm seeing Bill Sykes tomorrow afternoon. I've got it in my diary.

{Mental states}

I understand they have gone bankrupt.

{Trends and changing situations}

With the internet, the world is getting smaller.

{Doing by saying}

I admit there has been a mistake.

Exercise 12

John Logie Baird **{gave}** (to give) the first demonstration of television in 1926.

The Wright brothers **{made}** (to make) the first flight in 1903.

Neil Armstrong **{landed}** (to land) on the surface of the moon in 1969.

Pierre and Marie Curie **{discovered}** (to discover) radium in 1902.

Gutenberg **{invented}** (to invent) the printing press in 1434.

Isaac Singer **{patented}** (to patent) the first commercial sewing machine in 1851.

Exercise 13

In 1985 Simon Bell **{began}** his computer business at the University of Southampton. In 1987 his company **{introduced}** the Z5000 machine which the magazine PC journal **{said}** "may become the next industry benchmark". The following year he **{opened}** an office in the United States and soon **{had}** offices in 28 countries.

In 1989, Bell **{went}** public. By now the firm **{employed}** 750 people and sales **{amounted}** to over \$159 million. Then two years later, employees **{decided}** to celebrate the 1st of April by hanging a giant inflatable banana outside company headquarters, the first of many publicity stunts. On another occasion, the CEO **{ran}** the London marathon.

In 1992 Bell **{offered}** free installation of applications software as a standard option, and in 1993 **{launched}** the low-priced Explorer PCs, one of the most highly praised systems in the industry. In 1996 Bell **{set up}** an internet computer store through its website www.bell.com. Last year sales **{totalled}** more than \$10 million a day.

Exercise 14

Last year the international situation in the hydrocarbons industry **{stabilised}** to some extent. However, the volatile foreign exchange rates **{made}** currency management more difficult and relatively weak demand **{hindered}** expansion projects. We therefore **{chose}** to focus our efforts on specific opportunities where our know-how **{gave}** us a technical advantage over particularly aggressive competition. As a result, we propose doubling our dividend.

Exercise 15

They evacuated the building because **{the fire bell was ringing}**.

He sold his shares quickly because **{their value was plummeting}**.

He didn't wish to interrupt because **{the President was speaking}**.

I cut down on drinking because **{my work was suffering}**.

We were forced to withdraw the model because **{customers were complaining}**.

Exercise 16

Before she went to Lancaster University, Susan **{had passed}** three "A" level exams.

Before she got her degree in biology, she **{had spent}** three years in Lancaster.

Before she joined Fisons, she **{had attended}** a marketing course.

Before she worked at Rootes AgriTec, she **{had developed}** disease-resistant rice plants.

Before she became a Product Manager at Boots, she **{had marketed}** remedies for Alzheimer's disease.

Exercise 17

She wishes she {**had gotten** or **had got**} (get) better 'A' level grades.

She wishes she {**had obtained**} (obtain) a distinction at degree level.

She wishes she {**had done**} (do) a doctorate.

She wishes the marketing course {**had lasted**} (last) longer than eight weeks.

Exercise 18

My flight from Sydney arrived late because there {**had been**} (be) a bomb alert before the plane took off. When we finally left, we {**had been waiting** or **had waited**} (wait) for over five hours.

I {**had been working** or **had worked**} (work) hard all year, so I felt I needed a rest.

I {**had seen**} (see) the designs before they went on show, but they {**had not impressed**} (not impress) me.

When I bought my BIP shares, their value {**had been falling** or **had fallen**} (fall) for some time.

The merchant bank didn't know that one of their traders {**had been hiding** or **had hidden**} (hide) huge losses.

The employee was dismissed because he {**had been stealing** or **had stolen**} (steal) company property ever since he was taken on.

It took me 20 minutes to realise I {**had been looking** or **had looked**} (look) in the wrong file.

Exercise 19

Critics of Marcel Birch had to admit that he **{had built}** (build) France's most successful company.

Prior to moving to Bordeaux, Birch **{had been studying}** (study) in Spain over a two year period.

Before going to university, Birch **{had been going}** (go) door-to-door selling torches.

Birch **{had studied}** (study) maths and philosophy at university before he got work as a production manager.

Before the Second World War broke out, he **{had been working}** (work) for Stephens as a production executive.

Exercise 20

Sandra McCartney, Trevor McCartney's daughter, joined / has joined the troubled Paris fashion house Shloé barely a year ago. It **{has taken}** her just one year to reverse its fortunes. Previously Shloé **{was}** virtually invisible as a major force in the world of fashion. But almost single-handedly, she **{has transformed}** Shloé into the most talked about fashion brand in the world. She **{has increased}** sales fivefold. Paris **{hasn't seen}** anything like it since the young Yves Bernard **{took}** the city by storm 30 years ago.

When she **{was}** appointed it **{was}** clear she **{knew}** what she **{had}** to do. "I want to bridge the gap between the consumer and the pres. At the moment, fashion is just sort of stuck in the middle."

So far, Sandra **{has stuck}** to her philosophy of avoiding outrageous and uncommercial catwalk creations. She **{has kept}** to the simple philosophy of designing clothes that she or her friends would want to wear. As her best friends are some of the most famous faces in the world, it also brings her big publicity.

Exercise 21

Breaking news, MOOGLE **{has announced}** that it will take over troubled NICROSOFT for \$10 billion.

Shares in SPARKS AND MENCER, Britain's biggest retailer, **{have slumped}** by more than 10% over the last 24 hours after the firm **{issued}** a profits warning.

Europe's postal market is becoming increasingly competitive. Only weeks after the British government **{gave}** the state-controlled POST OFFICE greater commercial freedom, it **{has bought}** Germany's third-largest private carrier, BUNDEPOST.

Exercise 22

Has he set up a business? No he **{has not set up a business}** TENSE: **{present perfect}**

Did he live abroad? Yes he **{lived abroad}** TENSE: **{past simple}**

Has he had sales experience? Yes he **{has had sales experience}** TENSE: **{present perfect}**

Did he study economics? Yes he **{studied economics}** TENSE: **{past simple}**

Was he in charge of a team? Yes he **{was in charge of a team}** TENSE: **{past simple}**

Has he lived in Spain? Yes he **{has lived in Spain}** TENSE: **{present perfect}**

Exercise 23

ago **{past simple}**

at 3 o'clock **{past simple}**

during the 1990's **{past simple}**

for the past three weeks **{present perfect}**

last year **{past simple}**

lately {**present perfect**}

over the last two years {**present perfect**}

since {**present perfect**}

so far {**present perfect**}

yesterday {**past simple**}

yet {**present perfect**}

Exercise 24

I have {**already**} spoken to Peter about it.

We have made a lot of progress {**over the past three years**}.

We set up {**two years ago**}.

Exercise 25

I {**have been trying**} to lose weight.

I {**have been working**} with a personal trainer.

I {**have been trying**} to exercise and eat a lot less.

Exercise 26

(steal) Someone {**has been stealing**} the silverware.

(leak) Someone {**has been leaking**} company secrets.

(pollute) The chemical plant {**has been polluting**} the river.

(study) Pamela {**has been studying**} Spanish.

How long (you / wait) {**have you been waiting**}?

I (play) **{have played}** tennis four times this week.

Look outside. It (rain) **{has been raining}**; the pavement is still wet.

"You look tired." "I (drive) **{have been driving}** all day long."

I (know) **{have known}** John since we were at school together.

The government (announce) **{has announced}** a drop in unemployment.

I (read) **{have been reading}** a book on negotiating skills, but I don't think I'll finish it.

He (work) **{has been working}** as a consultant for three different firms in the same sector of activity; I think there's a conflict of interest, and he should resign.

He (work) **{has worked}** as a consultant for three different firms in the same sector of activity but was fired from the first two.

Exercise 27

The policeman told reporters, "I **{am giving}** evidence in court tomorrow."

Student: "I am **{going to be}** a fireman."

She **{has}** an appointment with the nurse next week.

When Dave qualifies as a pilot, he **{will fly}** a plane.

My ambition as astronaut **{is to explore}** outer-space.

If Francis gets the job with Radio South, he **{will be reading}** the nine o'clock news.

If United keep playing this well, they **{will have won}** the league by Christmas.

Exercise 28

{Future}

{Now}

{Future}

{Future}

Exercise 29

The 9 o'clock news starts in 10 minutes.	present simple
I will help you with your homework.	future simple
I will be arriving at 10:30.	future continuous
I will have finished painting the door before 15:30.	future perfect simple

Exercise 30

{Present simple}

Exercise 31

By 2020 the first men **{will have landed}** on the planet Mars.

In the next 100 years, the Netherlands **{will have disappeared}** underwater.

In the second decade of the 21st-century people **{will be eating}** more genetically modified food.

By 2030 Chinese **{will have become}** the language of international scientific communication.

Many people { **will be living** } to over 100 as medical science advances.

Exercise 32

You'll be flying British Airways to New Delhi on the first day. There'll be a short tour of the city with its wide boulevards and impressive government buildings on arrival. We { **will be staying** } at the Whispering Palms, which is a pleasant four-star hotel. The next day we { **will be exploring** } the city of Old Delhi and { **will be visiting** } Jama Masjid, the biggest mosque in India. Then on the third day, we { **will be taking** } a coach to Fatehpur Sikri, built by Emperor Akbar as his capital. The next day, after checking into the hotel and doing some shopping in the bazaar, we { **will be visiting** } the Taj Mahal at sunset, the best time to see it in its full splendour. On Friday we { **will be returning** } to Delhi for a flight to Goa Airport and { **will be transferring** } to another hotel for a rest before flying back to London.

Exercise 33

I { **will get** } in touch when I { **return** } from the Middle East.

If they { **shut down** } the plant, a lot of people { **will lose** } their jobs.

We { **will not start** } until everyone { **is** } here.

He can't make a decision until he { **sees** } the President.

A project to create a bacterial cell from inanimate chemicals { **will go ahead** or **will be going ahead** } as soon as it { **receives** } approval from an ethics committee.

Exercise 34

ABC corp to improve the group's website. { **future** }

ABC corp announces improvements to group's website. { **NOT future** }

ABC corp will improve group's website. { **future** }

Turner unveils merger plans. { **NOT future** }

Turner to announce merger plans. {**future**}

Turner states prices will remain unchanged. {**NOT future**}

Exercise 35

If interest rates are very low, {**people tend not to save**}.

If you want to play golf well, {**you have to practise regularly**}.

If your goods are priced too high, {**it is more difficult to export**}.

If you have a very good income, {**it makes borrowing easier**}.

If you have an offshore bank account, {**you do not pay income tax**}.

If you pay peanuts, {**you get monkeys**}.

If a firm doesn't advertise, {**it loses market share**}.

Exercise 36

If my car is stolen, {**I will call the police**}.

If a close colleague gets married, {**I will offer my congratulations**}.

If I am offered a better-paid job abroad, {**I will accept it**}.

If my firm is taken over by a competitor, {**I may look for another job**}.

If I have to give a presentation in Greek, {**I will panic**}.

If my computer is infected with a virus, {**I may have to call an expert to fix it**}.

Exercise 37

{**If**} you don't have persistence, you can't be a good salesman.

We don't employ people {**unless**} they're flexible and keen to work hard.

{**If**} you do business abroad, it's a good idea to learn about the local culture.

{**If**} you encounter any problems with your mobile phone, we will provide a complete repair service.

{**Unless**} you call to tell me you're not coming, I'll see you tomorrow afternoon.

Don't promise anything {**unless**} you're completely sure.

Your presentation will be better {**if**} you make good eye contact with the audience.

{**If**} you increase sales by over 20%, the company will pay you a performance bonus.

Exercise 38

If the world were governed by a Communist superpower, {**we would all get paid the same wage**}.

If your husband or wife were offered a good position in Iceland, {**you would live apart for a while**}.

If I stood for the presidential elections, {**I would promise to abolish income tax**}.

If the sale of alcohol were banned in Europe, {**it would be a sad day**}.

If I were accused of selling my country's military secrets, {**I would find it ridiculous**}.

Exercise 39

If (give) {**you give**} me a special price, (put in) {**I will put in**} a bigger order.

(take) {**I will take**} last year's stock if (take off) {**you take off**} 15%.

(buy) {**I will buy**} the equipment if (throw in) {**you throw in**} the accessories.

How long (hold) {**will you hold**} your prices if (order) {**I order**} today?

If (pay) {**I pay in or I pay**} cash, how much discount (give) {**will you give**} me?

Exercise 40

If we made a higher offer, we could close the deal next week.	imagining
If you ensure free maintenance, we could buy a new photocopier from you.	bargaining
I will buy the turbo-diesel model as long as you install air conditioning free of charge.	fixed condition

Exercise 41

Question: Did he buy a second home? {**YES**}

Question: Is he short of money? {**NO**}

Question: Is she busy? {**YES**}

Question: Did she help? {**YES**}