



# 13 Earning a living

Present Perfect Continuous • Word formation • Adverbs • Telephoning

## STARTER

- 1 Ask and answer these questions.
- 2 Ask your teacher the same questions about *teaching English*.

*How long have you been learning English?*

*When did you start?*

## STREET LIFE

Present Perfect Continuous

- 1 Read Andy's story.
- 2 Match the questions a-f on p103 with the answers in the text.

**T 13.1** Listen and check. Finish Andy's answer in question 4.

- 3 With a partner, cover the questions and practise the conversation. Then cover the answers, and practise again.

### GRAMMAR SPOT

- 1 Which are the questions in the Present Perfect Continuous? What are the other tenses?
- 2 Look at these two questions.  
How long have you been selling *The Big Issue*?  
How many copies have you sold today?  
Which question asks about the activity of selling?  
Which question asks about the number of magazines sold?
- 3 Complete these sentences with the Present Perfect Simple or Continuous.  
I \_\_\_\_\_ (smoke) since I was 16.  
I \_\_\_\_\_ (smoke) five cigarettes today.

▶▶ Grammar Reference 13.1 p142

## STREET LIFE

### ANDY'S STORY

Andy, 28, from Scotland, used to have his own taxi business. When he lost it, he also lost his home and his family. He now sleeps on the streets in London. *The Big Issue* is a magazine sold by homeless people in Britain. This gives them a small income, so they can begin to find somewhere to live.



- 1 ☐ \_\_\_\_\_ ?

For a year. It was very cold at first, but you get used to it.

- 2 ☐ \_\_\_\_\_ ?

I came here to look for work, and I never left.

- 3 ☐ \_\_\_\_\_ ?

For six months. I'm in Covent Garden seven days a week selling the magazine.

- 4 ☐ \_\_\_\_\_ ?

Lots. But I can't stand people who think I drink or take drugs. My problem is I'm homeless. I want a job, but I need somewhere to live before I can get a job. So I need money to get somewhere to live, but ...

- 5 ☐ \_\_\_\_\_ ?

Usually about fifty.

- 6 ☐ \_\_\_\_\_ ?

So far, ten. But it's still early.



**a** How many copies do you sell a day?

**b** How long have you been selling *The Big Issue*?

**c** Have you made many friends?

**d** How many copies have you sold today?

**e** How long have you been sleeping on the streets?

**f** Why did you come to London?

**4** Make more questions about Andy.

- How long/trying to find a job?
- How many jobs/had?
- How long/standing here today?
- How/lose your business?
- How long/had your dog?
- Who/best friend?
- Where/meet him/her?
- How long/known each other?

**T 13.2** Listen and check.

**5** Ask and answer the questions with a partner. Invent Andy's answers.

**T 13.3** Listen and compare your answers.

## PRACTICE

### Discussing grammar

**1** Choose the correct tense.

- 1 How long *have you been living* / *do you live* in Paris?
- 2 Anna *has been finding* / *has found* a good job.
- 3 Pete and I *have gone out* / *have been going out* for over six months.
- 4 I *bought* / *have bought* a new flat a few months ago.
- 5 How long *have you had* / *have you been having* your car?
- 6 Tom *worked* / *has been working* as a postman for the past month.
- 7 I *ve written* / *ve been writing* an essay all day.
- 8 I *ve written* / *been writing* six pages.

### Talking about you

**2** Put the verbs in the Present Perfect Simple or Continuous or the Past Simple.

- 1 How long \_\_\_\_\_ you \_\_\_\_\_ (come) to this school?
- 2 How long \_\_\_\_\_ you \_\_\_\_\_ (use) this book?
- 3 Which book \_\_\_\_\_ you \_\_\_\_\_ (have) before this one?
- 4 How long \_\_\_\_\_ you \_\_\_\_\_ (know) your teacher?



## What have they been doing?

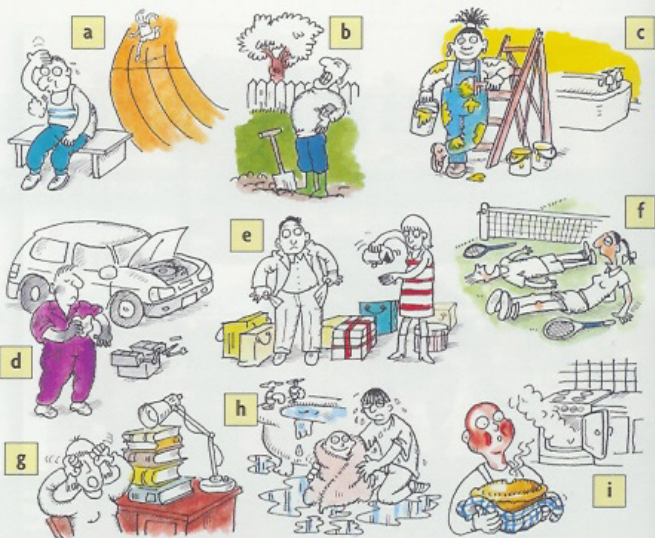
- 3 Make a sentence about the people using an idea from the box. Add *because* and say what they've been doing.

*He's hot because he's been running.*

hot back hurts paint on her clothes  
dirty hands no money tired eyes hurt  
wet red face

- 4 Complete these sentences in the Present Perfect Simple about some of the people in exercise 3.

- 1 He \_\_\_\_\_ (run) five miles.
- 2 They \_\_\_\_\_ (spend) all their money.
- 3 She \_\_\_\_\_ (read) five books today.
- 4 They \_\_\_\_\_ (play) six games.
- 5 He \_\_\_\_\_ (make) a cake and a pie.



## Getting information

- 5 Work with a partner. Your teacher will give you different information about the life and career of Steven Spielberg, the movie director. Ask and answer questions to complete the information.

### Student A

Steven Spielberg was born in ... (Where?)  
He is one of the most successful filmmakers of the late 20th century, and in his career he has earned millions of dollars.

Where was Steven Spielberg born?

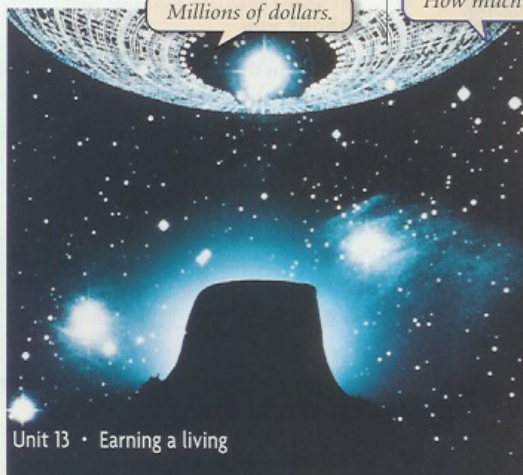
### Student B

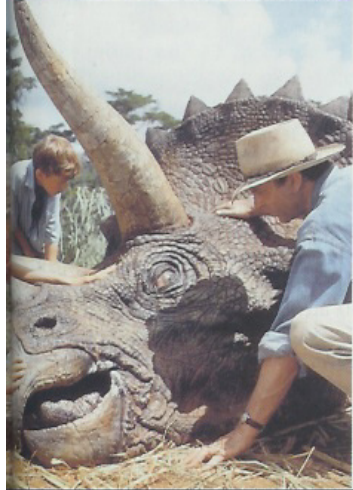
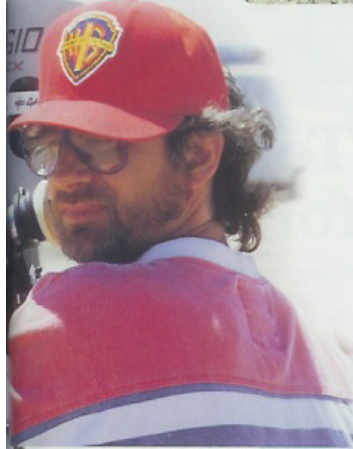
Steven Spielberg was born in Ohio. He is one of the most successful filmmakers of the late 20th century, and in his career he has earned ... (How much?)

He was born in Ohio.

How much has he earned?

Millions of dollars.





## VOCABULARY

### Word formation

1 These words appeared in the last few units. Complete the charts and mark the stress.

Noun	Verb
death	<u>die</u>
waste	_____
_____	be'lieve
_____	'advertise
'promise	_____
_____	feel
ad'vice	_____
_____	de'scribe
in'vention	_____
'government	_____

Noun	Adjective
death	_____
_____	'honest
va'riety	_____
_____	mad
'mystery	_____
_____	'beautiful
_____	'wealthy
suc'cess	_____
_____	'comfortable
peace	_____

2 Complete the sentences with a word from exercise 1.

- \_\_\_\_\_ me that you'll always love me.
- He was taken to hospital by ambulance, but he was \_\_\_\_\_ on arrival.
- 'Are they \_\_\_\_\_?' 'Yes, they're millionaires.'  
'Where does their money come from?' 'They have a very \_\_\_\_\_ business.'
- I love the \_\_\_\_\_ and quiet of the countryside.
- I saw an \_\_\_\_\_ for a job as a waiter.
- The sofa was so \_\_\_\_\_ that I fell asleep.
- I gave the police a \_\_\_\_\_ of the man who attacked me.
- I had a few problems, but Bob gave me some good \_\_\_\_\_.
- I was sitting at home when suddenly I had a funny \_\_\_\_\_ that I wasn't alone.

### Adverbs

1 Complete the sentences with the adverbs.

mainly possibly really nearly

- 'Are you going out?' '\_\_\_\_\_. I don't know yet.'
- The exam was \_\_\_\_\_ difficult. I couldn't do any of it.
- 'How old are you?' 'I'm \_\_\_\_\_ eight. It's my birthday next week.'
- I travel a lot in my job, \_\_\_\_\_ to Europe.

2 Complete the sentences with the adverbs.

seriously exactly carefully fluently

- I used to speak French \_\_\_\_\_, but I've forgotten it now.
- Please drive \_\_\_\_\_. The roads are so dangerous.
- I have \_\_\_\_\_ £3.52 to last until the end of the week.
- There was an accident, but fortunately no one was \_\_\_\_\_ injured.



## READING AND SPEAKING

### A funny way to earn a living

- 1 Play the alphabet game with jobs.  
*architect, accountant, ...*  
*businessman, bookseller, ...*
- 2 What is considered to be a good job in your country?  
What's an average salary?
- 3 Look at the pictures and the headlines, and look at the three texts for ten seconds only. Answer the questions.
  - 1 Do they have regular jobs?
  - 2 Do they like their job?
  - 3 Each headline contains one of these words. What's the difference between them?

life lively living

- 4 Choose one of the texts, and read it more carefully.  
Answer the questions.
  - 1 Does he/she work indoors or outdoors?
  - 2 How long has he/she been doing this job?
  - 3 What does he/she do in his/her job?
  - 4 What did he/she do before?
  - 5 Does he/she do the same thing every day?
  - 6 How much does he/she earn?
  - 7 Why does he/she like the job?
- 5 Find two partners who read the other two texts.  
Compare the three people. Now answer the questions.
  - 1 Who earns the most?
  - 2 Who earns the least?
  - 3 What sort of things has Terry found?
  - 4 Why do Tesco's employ older people?
  - 5 How long has Cathy been flying balloons?
  - 6 What is Terry's philosophy on life?
  - 7 Why didn't Tom phone when he saw the advertisement?
  - 8 How many hours a day does Cathy work?

### What do you think?

What is your idea of the best and worst jobs in the world?

### Language work

Find five adverbs that end in *-ly* in the text about the beachcomber on p107.



## Lively Tom, 69, skates for Tesco

He gets paid for putting on his roller skates

Tom Hopperton is one of 1,200 over-65s working for the supermarket, Tesco. He's been working there for fifteen months. Before that he was a plumber for thirty years.

Tom skates about five miles a day around the store fetching things for customers who realize that they've forgotten something only when they've reached the checkout till. He earns £4.50 an hour.

'I just love the job. I help the customers, so they're usually very nice to me. I've always liked meeting people. And it keeps me fit. I can't sit at home doing nothing. I'd just die. I have to keep busy. Time goes really quickly. Every day is different.'

Tesco's made the decision to employ people of all ages. It sees the advantages of older workers who are more calm and authoritative when they are dealing with customers.

'When I saw this job advertised, I didn't believe they'd give it to me,' says Tom. 'I went in to see them because I thought they would be put off by my age if I just phoned. I wanted them to see that I am very lively for my age.'



## Life's a beach

Is it possible to make a living from what you can find on the beach?



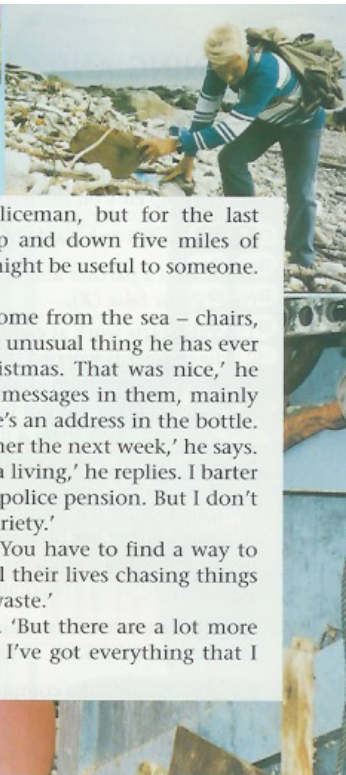
For 25 years Terry Cemm was a policeman, but for the last seventeen years he has been walking up and down five miles of beach every day, looking for things that might be useful to someone. Terry's a beachcomber.

Nearly everything in his cottage has come from the sea – chairs, tables, even tins of food. What's the most unusual thing he has ever found? 'A barrel of beer just before Christmas. That was nice,' he remembers. He finds lots of bottles with messages in them, mainly from children. They all get a reply if there's an address in the bottle. Shoes? 'If you find one, you'll find the other the next week,' he says.

But does he really make a living? 'Half a living,' he replies. I barter with a lot of things I find, and I have my police pension. But I don't actually need money. My life is rich in variety.'

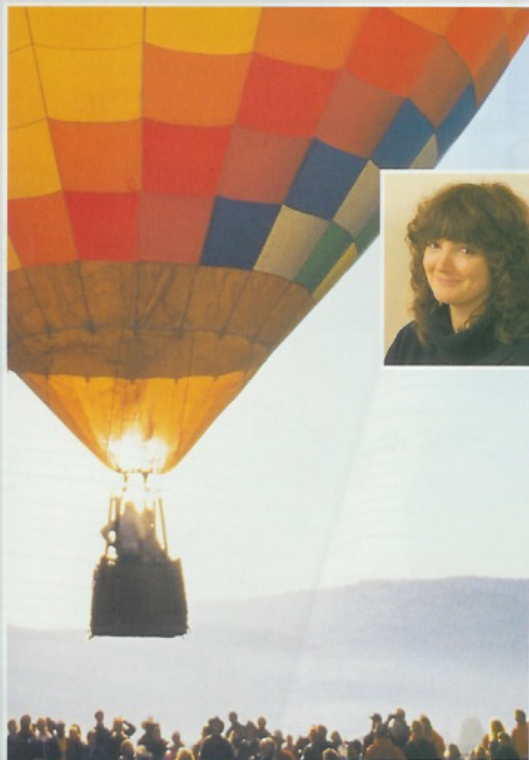
Terry seems to be a very happy man. 'You have to find a way to live a simple, honest life. People spend all their lives chasing things they don't really need. There's so much waste.'

'Some people say I'm mad,' says Terry. 'But there are a lot more who'd like to do what I do. Look at me. I've got everything that I could possibly want.'



## Flying for a living

Cathy has made a career out of her passion



Cathy Moorhead has only ever had one job. She has never wanted to do anything but be in a hot air balloon, going where the wind takes her, listening to the birds, and watching deer and small animals below her.

And she gets paid for it, about £25,000 a year. 'I've been flying balloons since I was 10, and I have done it professionally for twelve years. I fly between 10 and 20 passengers in different balloons.' The flights usually last an hour, and they go early in the morning or just before sunset. 'The trips are always mystery tours,' she says. 'I never know where we're going to land.'

She starts work about 6 am, and works anything from 15 hours a day to nothing, if the weather is bad. 'We can't fly if it's too windy, if visibility is poor, or if it's raining. The balloon gets too heavy and the passengers get wet.' What's the best thing about the job? 'The job itself. I love being out in the countryside and I hate routines. So this is heaven for me.'



## LISTENING AND SPEAKING

### Giving news

- 1 Craig has left home and has just started his first job in advertising. He's on the telephone to his mother.

**T 13.4** Listen to his side of the conversation.

Work with a partner and decide if these statements are true (✓) or false (X).

- 1 Craig starts work at eight o'clock every morning.
  - 2 His mother is worried that he hasn't been eating well.
  - 3 He goes home immediately after work.
  - 4 Craig's mother has not heard about Tessa before.
  - 5 Craig and Tessa share a flat.
  - 6 Tessa has been working for the advertising agency longer than Craig.
  - 7 Craig's father has been working in Holland.
  - 8 Craig's father has been working hard all day.
  - 9 His mother is coming to London next Thursday.
  - 10 Craig and Tessa are going to cook a meal for his mother.
- 2 **T 13.4** Listen to Craig again. Your teacher will stop the recording. What do you think his mother said?

- 3 **T 13.5** Listen to the complete conversation and compare your ideas.

### Language work

Read the tapescript on p127. Underline examples of the Present Perfect Simple and Continuous.

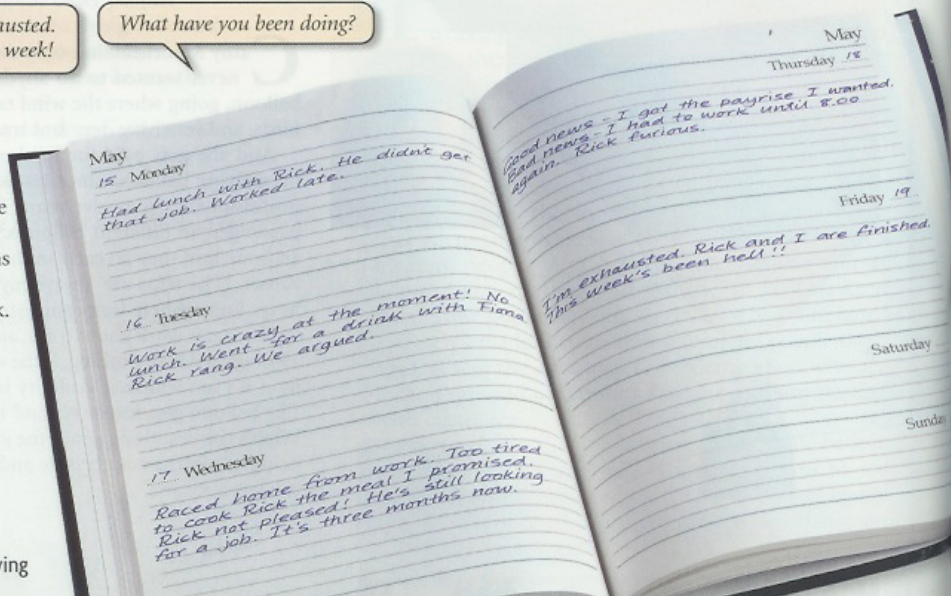
### Roleplay

- 1 Read Ruth's diary. Work with a partner. One of you is Ruth. It's Friday evening and you have phoned your friend for a chat.

Hi, there. I'm exhausted.  
I've had a terrible week!

What have you been doing?

- 2 Work with a partner. It is Friday evening. One of you has decided to phone the other for a chat. Ask and answer questions about what you've been doing this week.





## EVERYDAY ENGLISH

### Telephoning

- 1 Practise saying these telephone numbers.

020 7927 4863   01923 272994   0797 0800 994   633488  
061 44 501277   07880 705024

**T 13.6** Listen and check.

- 2 **T 13.7** Listen to some phone numbers in American English. What differences are there between British and American English?

- 3 **T 13.8** Listen to three phone conversations and decide:

- who is speaking to who.
- what about.
- how well they know each other.



- 1 Look at these telephone expressions.

Who's speaking?  
Is that Mike?  
This is John./It's John.  
(NOT ~~Here is~~ John, or ~~I am~~ John.)

- 2 Complete these expressions from the telephone conversations.

Could I \_\_\_\_\_ Ann Baker?  
I \_\_\_\_\_ he's out at the moment.  
Can I take a \_\_\_\_\_?  
I'll \_\_\_\_\_ later.

- 3 What do these mean?

Hold on. I'll connect you.  
Speaking.

- 4 Look at the tapescript on p127/8. Practise the conversations with a partner.
- 5 Your teacher will give you a role card. Prepare what you are going to say alone, then be ready to make a call or answer the phone.



# 13

Present Perfect Simple and Continuous  
Words that sound the same  
Expressions in letter writing

## Earning a living

### Present Perfect Simple

#### 1 What's new?

**T B.1** Complete the letter with a verb from the box in the Present Perfect or the Past Simple.

meet	hear
be	go (x 2)
find	leave
try	agree
win	fall
see	get
have to	

Dear Heike

How are you? I (1) haven't heard from you for a while, so I thought I'd drop you a line and give you some of our news. The most important thing to tell you is that we (2) \_\_\_\_\_ a new house to buy! We (3) \_\_\_\_\_ to see it last week, and we think it's wonderful. We (4) \_\_\_\_\_ on a price last night, and with a bit of luck, we might be in it in a couple of months' time. We (5) \_\_\_\_\_ n't to sell our house yet, but I don't think it will be difficult.

I'm going to the estate agent's this afternoon.

The children are all fine. Did you know that Joanna (6) \_\_\_\_\_ in the Far East for the past six months? She was in Melbourne for a while, but now she (7) \_\_\_\_\_ Australia and (8) \_\_\_\_\_ to Indonesia. She's going to spend a few weeks there and then she's coming home. She's having a really good time. Jason (9) \_\_\_\_\_ in love with a lovely girl called Rosene! He (10) \_\_\_\_\_ her at a party last week, and he thinks she's the most beautiful girl he (11) \_\_\_\_\_ ever. I don't know how long the romance will last - we'll see!

Maggie has some good news, too! She (12) \_\_\_\_\_ first prize in a ballet competition last week. She (13) \_\_\_\_\_ go to the Royal Ballet School in London for the whole day, and this morning we (14) \_\_\_\_\_ a letter saying that she had won, so we're all delighted.

That's all for now! I hope you're all well. Write soon.

Love

James



## 2 yet and already

Angela and Jean-Pierre are getting married. Look at their list of things to do and complete the sentences. Use the Present Perfect with *yet/already*.



### THINGS TO DO!!

#### ANGELA

- Book the hotel for the reception ✓
- Order the cake X
- Order the flowers X
- Buy a dress ✓

#### JEAN-PIERRE

- Book the church ✓
- Order the champagne ✓
- Buy a suit X
- Buy the wedding rings X

#### BOTH

- Send the invitations X
- Decide where to go for the honeymoon ✓

- 1 Angela *has already booked* the hotel for the reception.
- 2 But she \_\_\_\_\_ the cake.
- 3 Jean-Pierre \_\_\_\_\_ the church.
- 4 But he \_\_\_\_\_ a suit.
- 5 They \_\_\_\_\_ the invitations.
- 6 But they \_\_\_\_\_ where to go for their honeymoon.

## 3 Questions and short answers

- 1 **T 13.2** Ask questions with *yet* about Angela and Jean-Pierre. Then give short answers.

### 1 Angela/flowers

A *Has Angela ordered the flowers yet?*

B *No, she hasn't.*

### 2 Angela/dress

A \_\_\_\_\_

B \_\_\_\_\_

### 3 Jean-Pierre/champagne

A \_\_\_\_\_

B \_\_\_\_\_

### 4 Jean-Pierre/wedding rings

A \_\_\_\_\_

B \_\_\_\_\_

### 5 they/invitations

A \_\_\_\_\_

B \_\_\_\_\_

## 4 been or gone?

Complete the sentences with *been* or *gone*.

- 1 I've \_\_\_\_\_ to most countries in Europe, but I've never \_\_\_\_\_ to Russia.
- 2 A Is Annie in her bedroom?  
B No. She's \_\_\_\_\_ to work.
- 3 (Sign outside a shop) '\_\_\_\_\_ to lunch. Back soon.'
- 4 Sorry I'm late. I've \_\_\_\_\_ stuck in a traffic jam for an hour!
- 5 You look very brown! Have you \_\_\_\_\_ on holiday?
- 6 A Can I speak to Mr Thompson, please?  
B I'm afraid he's just \_\_\_\_\_ out of the office.



# Present Perfect Continuous

## 5 What has Ann been doing?

Match a line in A with a line in B.



### A

- 1 Ann's been sunbathing.
- 2 She's been shopping.
- 3 She's been working in the garden.
- 4 She's been reading for hours.
- 5 She's been watching a sad film.
- 6 She's been waiting for a bus for hours.
- 7 She's been doing the housework.
- 8 She's been decorating the bathroom.
- 9 She's been cooking.
- 10 She's been bathing the children.

### B

- a She's furious.
- b She's got paint in her hair.
- c She's crying.
- d Her back hurts.
- e She hasn't got any money left.
- f She's a bit sunburnt.
- g She's covered in soap and water.
- h The house smells of onions and garlic.
- i She's got a headache.
- j Everything's so clean.

## 6 Making questions

Complete the questions. Put the verbs in the Present Perfect Continuous.

- 1 Sorry I'm late. \_\_\_\_\_ (wait) long?
- 2 So you play chess, do you? How long \_\_\_\_\_ (play)?
- 3 The streets are wet. \_\_\_\_\_ (rain)?
- 4 The children are filthy! What \_\_\_\_\_ (do)?
- 5 I didn't know you could speak Chinese. How long \_\_\_\_\_ (learn) it?
- 6 Hi! I'm your new neighbour. \_\_\_\_\_ (live) here long?
- 7 Why is your hair wet? \_\_\_\_\_ (swim)?
- 8 A I'm a postman.  
B How long \_\_\_\_\_ (work) as a postman?

## Tense review

### 7 Choosing the correct tense

Choose the correct form of the verb.

- 1 I'm hot because *I've run / I've been running!*
- 2 *I've cut / I've been cutting* my finger!
- 3 *Have you heard / Have you been hearing* Paul Simon's latest record?
- 4 She's tired because *she's shopped / she's been shopping* all day.
- 5 Sorry. *I've broken / I've been breaking* one of your glasses.
- 6 How long *have you had / have you been having* this book?
- 7 *They live / They've been living* here for three years.
- 8 *I've painted / I've been painting* the living room, but I haven't finished yet.
- 9 *I've lost / I've been losing* my wallet. Where did I last have it?
- 10 Look what Pat *has given / has been giving* me for my birthday! A bike!
- 11 There's my wallet! *I've looked / I've been looking* for it for ages.

### 8 Forming the correct tense

**T 13.3** Put the verbs in brackets in the correct tense, Present or Past Simple, Present Perfect Simple or Continuous.

- 1 I (1) \_\_\_\_\_ (learn) Italian for the past three years. My teacher is very good, and I (2) \_\_\_\_\_ (like) her very much.  
I (3) \_\_\_\_\_ (be) to Italy three times. I (4) \_\_\_\_\_ (go) there last year with my family, and we (5) \_\_\_\_\_ (stay) in Florence.  
I (6) \_\_\_\_\_ (enjoy) it a lot, but there (7) \_\_\_\_\_ (be) too many people.
- 2 My daughter (1) \_\_\_\_\_ (try) to find a job for months. She (2) \_\_\_\_\_ (leave) university in June, and since then she (3) \_\_\_\_\_ (have) one or two part-time jobs. She (4) \_\_\_\_\_ (work) in a café for the last two weeks.  
She (5) \_\_\_\_\_ (want) to work in publishing. She (6) \_\_\_\_\_ (write) hundreds of letters of application, and she (7) \_\_\_\_\_ (have) a few interviews, but no job offers yet.

- 3 We (1) \_\_\_\_\_ (live) in our new house for several months. Since we (2) \_\_\_\_\_ (move) in, we (3) \_\_\_\_\_ (be) very busy. Everyone (4) \_\_\_\_\_ (help) to get the house ready. So far we (5) \_\_\_\_\_ (decorate) the living room and the kitchen. Soon after we arrived the central heating (6) \_\_\_\_\_ (break) down, so we (7) \_\_\_\_\_ (have) to spend a lot of money to repair it.  
We (8) \_\_\_\_\_ (like) gardening very much, but we (9) \_\_\_\_\_ (not have) time to do anything to the garden yet. And it (10) \_\_\_\_\_ (rain) very heavily recently, so we'll just wait till the weather gets better.

### 9 A conversation between old friends

**T 13.4** Put the verbs in brackets in the correct tense, Present or Past Simple, Present Perfect Simple or Continuous.

- Jane** Hello, Peter! I (1) \_\_\_\_\_ (not see) you for ages! How are you?
- Peter** Hi, Jane. I'm fine, thanks. And you?
- Jane** I'm OK. What (2) \_\_\_\_\_ you (do) since I last (3) \_\_\_\_\_ (see) you?
- Peter** Well, I (4) \_\_\_\_\_ (start) a new job last month. It's still in advertising, but with a new company.
- Jane** How long (5) \_\_\_\_\_ you (work) in advertising?
- Peter** For five years. I really (6) \_\_\_\_\_ (enjoy) it. Anyway, what about you?
- Jane** Well, I'm still writing books. I (7) \_\_\_\_\_ (write) a couple of novels, and for the past year I (8) \_\_\_\_\_ (research) a book on local history.
- Peter** That sounds very interesting.



# Vocabulary

## 10 Words that sound the same

- 1 Some words are pronounced the same, but they are spelt differently and have different meanings.

*here* – Come here!

*hear* – I can't hear you.

Tick the word in the box which matches the sound of the word on the left.

<i>fair</i>	<input type="checkbox"/> fear	<input type="checkbox"/> fire	<input type="checkbox"/> fare
<i>hire</i>	<input type="checkbox"/> higher	<input type="checkbox"/> hair	<input type="checkbox"/> high
<i>one</i>	<input type="checkbox"/> when	<input type="checkbox"/> won	<input type="checkbox"/> own
<i>sweet</i>	<input type="checkbox"/> suit	<input type="checkbox"/> sweat	<input type="checkbox"/> suite
<i>court</i>	<input type="checkbox"/> coat	<input type="checkbox"/> caught	<input type="checkbox"/> cut
<i>threw</i>	<input type="checkbox"/> though	<input type="checkbox"/> tough	<input type="checkbox"/> through
<i>tie</i>	<input type="checkbox"/> tea	<input type="checkbox"/> Thai	<input type="checkbox"/> toe
<i>peace</i>	<input type="checkbox"/> pies	<input type="checkbox"/> piece	<input type="checkbox"/> peas

- 2 Think of two spellings for these words in phonemic script.

- /breik/
- /nju:/
- /sʌn/
- /blu:/
- /ðeə/
- /peə/
- /tʃek/
- /bat/
- /wi:k/
- /rait/
- /weɪst/

# Writing

## 11 Expressions in letter writing

- 1 Match the types of letter in **A** with the expressions in **B**. Some expressions can go with more than one letter.

A	B
<i>Informal letters</i>	<ol style="list-style-type: none"> <li>Thank you for inviting me to ...</li> <li>Please find enclosed a cheque for ...</li> <li>George and I are having a party on Saturday, and we'd love you to come.</li> <li>I look forward to hearing from you soon.</li> <li>Just a quick note to say thank you ...</li> <li>Sorry I haven't written for so long, but I've been terribly busy.</li> <li>RSVP</li> <li>I'd love to come. See you then!</li> <li>Could I please have a receipt?</li> <li>Give my regards to ...</li> <li>Let us know if you can come.</li> <li>It was lovely to see you again after so long ...</li> <li>International Shippers request the pleasure of your company at a buffet supper to be held on ...</li> <li>You very kindly sent me a brochure of holiday cottages. Unfortunately you forgot to include a price list. I would be very grateful if you could send me one.</li> </ol>
<ol style="list-style-type: none"> <li>Giving news</li> <li>Inviting</li> <li>Accepting an invitation</li> <li>Thank-you letter after a weekend visit</li> </ol>	
<i>Formal letters</i>	
<ol style="list-style-type: none"> <li>Thanks and requests</li> <li>Inviting</li> <li>Paying a bill</li> </ol>	

## 12 Formal and informal letters 2

- 1 Here are two invitations. One is formal, the other is informal. Complete the invitations with the words and phrases in the box.

champagne reception	celebrate
Saturday	6
requests	Saturday the eleventh of November
you can come	Sally and Tim
your company	birthday party
Mr and Mrs Cantarelli	our house

To \_\_\_\_\_  
**Worldwide Publishings Inc.**  
\_\_\_\_\_ the pleasure of \_\_\_\_\_  
\_\_\_\_\_ at a \_\_\_\_\_  
to \_\_\_\_\_ their new language series  
on \_\_\_\_\_ at \_\_\_\_\_ p.m.  
FORMAL DRESS REQUIRED RSVP

Dear \_\_\_\_\_  
We're having a \_\_\_\_\_ for Linda  
next \_\_\_\_\_ at \_\_\_\_\_  
from 8 p.m. onwards.  
Let us know if \_\_\_\_\_  
Love from  
Jayne and Ivan

- 2 Choose one of these letters and write it out in full. Use some of the expressions in 1.

### INFORMAL LETTERS

#### Giving news

Write to an English friend. Give news of a recent holiday you had. Say where you went, who with, and what you did. Give some news about what you are doing at the moment, and how your family is.

#### Inviting

Invite a friend to come to stay at your house for a weekend. Suggest some dates. Say what you'd like to do during the weekend. Suggest how the friend could travel, and offer to meet him/her.

#### Accepting an invitation

Reply to the invitation above. Your friend has invited you to come to stay for a weekend. Accept the invitation, and say thank you. Give some information about how you'll travel, and when you expect to arrive.

#### Thank-you letter

The parents of a friend of yours lent you their house in the country for a week. Write to them to thank them. Say how kind they were, and describe what you did during the week's holiday.

### FORMAL LETTERS

#### Thanks and requests

You recently stayed in a hotel. You left a coat in the wardrobe in your room. You wrote to the hotel, asking them to send the coat to you, and also asking for a brochure for the hotel. The hotel sent the coat but not the brochure. Write to the hotel again, thanking them for sending the coat and asking for a brochure.

#### Paying a bill and requesting

A bookshop has sent you some books by post, and the bill. Write to the bookshop enclosing a cheque, and asking for a receipt. Also, a friend has recommended a cookery book called *The Italian Kitchen* but could not remember the author. Ask if the bookshop has this book and can send it to you.



- 5 1 2 was found 3 was given 4 was operated on 5 was given 6 has been organized 7 have been given 8 will be helped 9 was derailed 10 were injured 11 were taken 12 were delayed 13 have been interviewed
- 2 2 How much was Mr Murphy given as a reward for his honesty?  
3 When was Phil Young given a new heart?  
4 What has been organized to raise money?  
5 How many people have been given new hearts by doctors at St Bartholomew's Hospital?  
6 When was the train derailed?
- 6 2 A part-time assistant is wanted here. We want a part-time assistant.  
3 Jewellery is bought and sold here. We buy and sell jewellery.  
4 Credit cards are accepted here. We accept credit cards.  
5 Afternoon tea is served here. We serve afternoon tea.  
6 No dogs are allowed in here. We don't allow dogs in here.
- 7 1 was invented 2 worked 3 was introduced 4 became 5 was used 6 is found 7 has played 8 will be manufactured
- 8 1 entry 3, definition 2  
2 entry 3, definition 1  
3 entry 1  
4 entry 2  
5 entry 1, definition 2  
6 entry 1, definition 1  
7 entry 2, definition 1  
8 entry 1, definition 4  
9 entry 1, definition 1  
10 entry 2  
11 entry 3, definition 1
- 9 1 1 d 2 a 3 c 4 b  
The tense used is the Present Simple.

## UNIT 12

- 1 2'd wear 3'd have 4'd work  
5'd play 6'd go 7'd go to bed
- 2 2 what would he wear?  
3 what would he have for breakfast?  
4 where would he work?  
5 where would he go every evening?  
6 what time would he go to bed?
- 3 3 shares 4 was / were 5 would live  
6 lived 7 would buy 8 would grow  
9 travels 10 goes 11 doesn't like  
12 was / were 13 would ride 14 would buy  
15 loves 16 goes 17 would walk
- 4 2 No, she wouldn't. 3 Yes, she would.  
4 No, she wouldn't. 5 Yes, she would.  
6 Yes, she would.
- 5 2 If he didn't work in the evening, he would have time to play with his children.

- 3 If she didn't buy a lot of clothes, she would have some money.  
4 If I had a car, I could give you a lift.  
5 If I went to bed early, I wouldn't be tired in the morning.  
6 If she had a watch, she wouldn't always be late.
- 6 2 We might go to Spain for our holidays.  
3 I might not get my cheque today.  
4 Joe and Ellie might pop in for a drink this evening.  
5 I might get a Playstation for my birthday.  
6 I'm a bit worried – Dave might not phone me tonight.
- 7 1 I might be 2 I might go; I might stay  
3 I'm going to cook 4 He might not like 5 I'll phone 6 she might be
- 8 (Sample answers)  
2 She might fall off.  
3 She might fail her exams.  
4 His friends might make a mess. His parents might be angry when they find out.  
5 My car might break down.  
6 The dentist might take a tooth out / give him a filling.  
7 She might miss her plane.
- 9 1 might not make 2 might go 3 might wait 4 might become 5 might not earn 6 might do 7 might meet
- 10 1 1 Put 2 try 3 turn 4 fill 5 looking  
6 Look 7 looking 8 fell 9 gave  
2 1 down 2 away / out 3 down  
4 up 5 on; up 6 out 7 up 8 after  
9 round 10 up 11 back
- 11 2 Thank you for the invitation. Unfortunately, I can't come  
3 I got out of bed and went downstairs to make a cup of tea.  
4 She checked in her luggage. Then she went to have a cup of coffee.  
5 I was sitting at home last Thursday evening when something very strange happened. / Last Thursday evening I was sitting at home when something very strange happened.  
6 Keith's upstairs lying in bed because he doesn't feel very well.  
7 They have a son called Simon and we have a son called Simon too.  
8 There's a programme on TV tonight that I'm very interested in.  
9 I worked hard all last week.
- 12 1 (Sample answers)  
1 Last Monday morning, Sarah Brown was in her bedroom getting ready to go to work, when suddenly she saw a mouse in her handbag. She was very scared of mice, so she screamed.  
2 Then she had a good idea. She left the room quietly and ran downstairs to look for her cat, Tiger. He would catch the mouse.

- 3 At first, she couldn't find him anywhere, but finally she found him sleeping under the kitchen table. She picked him up quickly and ran upstairs back to her bedroom.
- 4 In the bedroom, Sarah put Tiger down on the floor. Then she waited outside the door. Unfortunately, Tiger was scared of mice too, so he ran out of the room and jumped into Sarah's arms.
- 2 (Sample answers)  
1 On the evening of 1 June, a French burglar broke into a house in Paris. He went into the living room and quietly put some things in his bag.  
2 Then he went into the kitchen to look for more things. He opened the fridge and found some cheese.  
3 He was very hungry, so he found some bread too and made a sandwich. Then he remembered the two bottles of champagne in the fridge.  
4 He was very thirsty, so he quickly took them out and drank them.  
5 Then he went upstairs, but he suddenly felt very tired.  
6 He lay down on a bed and fell asleep. Unfortunately, when he woke up it was the next morning and there were lots of policemen there.

## UNIT 13

- 1 2 have found 3 went 4 agreed  
5 haven't tried 6 has been 7 has left  
8 has gone 9 has fallen 10 met 11 has ... seen 12 won 13 had to 14 got
- 2 2 But she hasn't ordered the cake yet.  
3 Jean-Pierre has already booked the church.  
4 But he hasn't bought a suit yet.  
5 They haven't sent the invitations yet.  
6 But they have already decided where to go for their honeymoon.
- 3 2 Has Angela bought a dress yet? Yes, she has.  
3 Has Jean-Pierre ordered the champagne yet? Yes, he has.  
4 Has Jean-Pierre bought the wedding rings yet? No, he hasn't.  
5 Have they sent the invitations yet? No, they haven't.
- 4 1 been; been 2 gone 3 Gone 4 been  
5 been 6 gone
- 5 1 f 2 e 3 d 4 i 5 c 6 a 7 j 8 b  
9 h 10 g
- 6 1 Have you been waiting 2 have you been playing 3 Has it been raining  
4 have they been doing 5 have you been learning 6 Have you been living  
7 Have you been swimming 8 have you been working
- 7 1 I've been running 2 I've cut 3 Have

you heard 4 she's been shopping 5 I've broken 6 have you had 7 They've been living 8 I've been painting 9 I've lost 10 has given 11 I've been looking

- 8 1 I have been learning 2 like 3 have been 4 went 5 stayed 6 enjoyed 7 were
- 2 1 has been trying 2 left 3 has had 4 has been working 5 wants 6 has written 7 has had
- 3 1 have been living 2 moved 3 have been 4 has helped 5 have decorated 6 broke 7 had 8 like 9 haven't had 10 has rained / has been raining
- 9 1 haven't seen 2 have ... been doing 3 saw 4 started 5 have ... been working 6 enjoy 7 have written 8 have been researching
- 10 1 fare higher won suite caught through Thai piece  
2 1 brake; break 2 new; knew 3 sun; son 4 blue; blew 5 there; their 6 pear; pair 7 check; cheque 8 by; buy 9 week; weak 10 right; write 11 waist; waste
- 11 1 f; 2 c; k 3 a; h 4 e; l 5 a; d; j; n 6 g; m 7 b; i
- 12 1 To Mr and Mrs Cantarelli  
Worldwide Publishing Inc. requests the pleasure of your company at a champagne reception to celebrate their new language series on Saturday the eleventh of November at 6 p.m. Formal dress required RSVP
- Dear Sally and Tim  
We're having a birthday party for Linda next Saturday at our house from 8 p.m onwards.  
Let us know if you can come.  
Love from  
Jayne and Ivan

## UNIT 14

- 1 1 I couldn't answer the questions because I hadn't revised for the exam.  
2 I was hungry because I hadn't eaten all day.  
3 My mother was worried because I hadn't been in touch for a long time.  
4 I was late because I had got stuck in a traffic jam.  
5 I was pleased because I had passed my driving test.  
6 I was nervous during the flight because I hadn't flown in a plane before.  
7 My father was furious because I had crashed his car.  
8 I was tired because I had slept badly.
- 2 2 When I arrived at John's house [3], he had made a cake [1] and done the washing-up [2].
- 3 When I arrived at John's house [1], he made us a cup of tea [2].

- 4 My stomach-ache disappeared [2] after I'd taken some medicine [1].
- 5 When we got to the theatre [3], the play had started [2] and all the seats had been taken [1].
- 6 James had supper [3], then went to sit in his living room [4]. He felt miserable [2]. It had been an awful day [1].
- 7 James sat in his armchair [3] and thought about the day [4]. He had got up late [1], and his boss had threatened to sack him [2]. He decided it was time for bed [5].
- 3 2 thanked; had done 3 realized; had forgotten 4 had finished; went 5 called; had ... gone 6 had been; knew 7 had listened; went
- 4 2 When I had read the letter, I threw it away.  
3 As soon as he had passed his driving test, he bought a car.  
4 I took the book back to the library when I had finished reading it.  
5 I didn't go to bed until I had done my homework.  
6 When I had spent all my money, I went home.  
7 I had read the book before I saw the film.  
8 She started writing after her children had left home.
- 5 2 it was a quiet flat and the neighbours were nice  
3 the rent included gas and electricity  
4 she needed £100 deposit  
5 she had decorated the living room recently  
6 other people had been to see the flat  
7 I would have to make my mind up / make up my mind soon  
8 the people before had looked after it very well  
9 she had replaced all the carpets  
10 I could move in immediately  
11 I would give her a ring soon
- 6 1 pleased and surprised 2 to win 3 want to thank 4 was it like to play the part of 5 was 6 Have you ever played 7 I played 8 I enjoyed it 9 of music do you like 10 jazz 11 I play in a jazz band 12 Do you ever want to 13 I hope to 14 I don't know when it can happen because I'm so busy acting and playing jazz
- 7 3 say 4 tell 5 said 6 told 7 tell 8 said 9 say 10 told 11 told 12 say 13 said 14 told
- 8 1 cook; cooker 2 felt; fell 3 lend; borrow 4 journey; travel 5 buy; pay 6 Listen; hear 7 last; latest 8 quite; quiet 9 Whose; Who's 10 foreigner; stranger 11 game; play 12 stolen; robbed

## REVISION

### Question forms

- 1 2 Is it raining at the moment?  
(Answers will vary.)  
3 Have you ever eaten Chinese food?  
4 What are you going to do this weekend?  
5 What time do you usually get up?  
6 How many languages can you speak?  
7 When did you start studying English?
- 2 Is he coming this evening? Yes, he is.  
*Am I late?* Yes, you are.  
*Has she got a car?* No, she hasn't.  
*Are we going by car?* No, we aren't.  
*Does she work in a bank?* No, she doesn't.  
*Do I need a passport?* No, you don't.  
*Did we see him yesterday?* Yes, we did.
- 3 2 Has he got a calculator?  
3 Have you ever ridden a motorbike?  
4 What are you doing tonight?  
5 Where did you go last night?  
6 Do your friends like travelling?  
7 Can you speak English?  
8 What are you going to do tomorrow?

### Present Simple

- 1 2 What does she do? She's an architect.  
3 Where do they live? They live in Glasgow.  
4 What does Mark study? He studies physics.  
5 What time does the bank open? It opens at 9.00.  
6 Where do her parents come from? They come from Ireland.  
7 What languages does she speak? She speaks Russian and Chinese.
- 2 2 Concorde doesn't fly slowly. It flies fast.  
3 Birds don't build nests underground. They build them in trees.  
4 Pasta doesn't come from France. It comes from Italy.  
5 The temperature doesn't rise at night. It falls.  
6 Ornithologists don't study insects. They study birds.  
7 Brazilians don't speak Spanish. They speak Portuguese.
- 3 2 don't understand 3 'm waiting 4 do you like 5 're coming 6 are you doing; 'm writing 7 Do Americans drive 8 Are you enjoying; am 9 Does she need; doesn't.



America. I'll have to earn some money, so I might work in a restaurant for a bit.

I don't know what I want to do. I love France, so I might live in Paris for a while. I could earn some money painting portraits in Montmartre. Who knows? I might meet a beautiful French girl and fall in love! Wouldn't that be wonderful!

### T 12.5

I = Interviewer A = Alice Lester

I When did you first hear these voices, Alice?  
A Well, I was at home, sitting and reading.  
I And what did they say?

A The first time, there was just one voice. It said, 'Don't be afraid, I just want to help you.'

I But it didn't say how it wanted to help you?

A No, it didn't. It just went away.

I And what about the second time?

A It was while I was away on holiday, but this time there were two voices. They told me to go back home immediately, because there was something wrong with me.

I So is that what you did?

A Yes. And when I was back in London, the voices gave me an address to go to.

I And what was the address?

A Well, now it starts to get very strange. The address was the brain scan department of St Mary's Hospital. I went there and I met Mr Abrahams, who is a consultant. As I was meeting him, the voices said to me, 'Tell him you have a tumour in your brain, and that you're in a lot of danger.' I said this to Mr Abrahams, but I know he didn't believe me. Anyway, he gave me a scan, and I did have a tumour!

I What an incredible story! Did you have an operation?

A Yes, I did. And after the operation, the voices came back again, and they said 'We're pleased we were able to help you. Goodbye.' And I've been in good health ever since. Now, what do you think of that?

### T 12.6

1 A Excuse me! Can I get past?  
B Pardon?  
A Can I get past, please?  
B I'm sorry. I didn't hear you. Yes, of course.  
A Thanks a lot.

2 A I hear you're going to get married soon. Congratulations!

B That's right, next July. July 21. Can you come to the wedding?

A Oh, what a pity! That's when we're away on holiday.

C Never mind. We'll send you some wedding cake.

A That's very kind.

3 A Oh, dear! Look at the time! Hurry up, or we'll miss the train.

B Just a minute! I can't find my umbrella. Do you know where it is?

A I haven't a clue. But you won't need it. It's a lovely day. Just look at the sky!

B Oh, all right. Let's go, then.

4 A Good luck in your exam!

B Same to you. I hope we both pass.

A Did you go out last night?

B No, of course not. I went to bed early. What about you?

A Me, too. See you later, after the exam. Let's go out for a drink.

B Good idea.

## Unit 13

### T 13.1

- How long have you been sleeping on the streets?  
For a year. It was very cold at first, but you get used to it.
- Why did you come to London?  
I came here to look for work, and I never left.
- How long have you been selling *The Big Issue*?  
For six months. I'm in Covent Garden seven days a week selling the magazine.
- Have you made many friends?  
Lots. But I can't stand people who think I drink or take drugs. My problem is I'm homeless. I want a job, but I need somewhere to live before I can get a job. So I need money to get somewhere to live, but I can't get money because I can't get a job, and I can't get a job because I haven't got somewhere to live. So I'm trapped.
- How many copies do you sell a day?  
Usually about fifty.
- How many copies have you sold today?  
So far, ten. But it's still early.

### T 13.2

How long have you been trying to find a job?  
How many jobs have you had?  
How long have you been standing here today?  
How did you lose your business?  
How long have you had your dog?  
Who's your best friend?  
Where did you meet him?  
How long have you known each other?

### T 13.3

- How long have you been trying to find a job?  
For three years. It's been really difficult.
- How many jobs have you had?  
About thirty, maybe more. I've done everything.
- How long have you been standing here today?  
Since 8.00 this morning, and I'm freezing.
- How did you lose your business?  
I owed a lot of money in tax, and I couldn't pay it.
- How long have you had your dog?  
I've had her for about two months, that's all.
- Who's your best friend?  
A chap called Robbie, who's also from Scotland, like me.
- Where did you meet him?  
I met him here in London.
- How long have you known each other?  
About ten months. I met him soon after I came to London.

### T 13.4 see T13.5

### T 13.5 Phoning home

- C = Craig M = His mother
- C Hi Mum. It's me, Craig.  
M Craig! Hello! How lovely to hear from you. How are you? How's the new job going?  
C Work's OK - I think. I'm just ... so ...  
M Tired? You sound tired. Are you tired? What have you been doing?  
C I am tired, really tired. I've been working so

hard and everything's so new to me. I'm in the office until eight o'clock every night.

M Eight o'clock! Every night? That's terrible. And when do you eat? Have you been eating well?

C Yes, yes - I've been eating OK. After work, Tessa and I go out for a drink and something to eat in the pub round the corner. We're too tired to cook.

M Tessa? Who's Tessa?

C Tessa? Yes, Tessa. I'm sure I've told you about Tessa. We work together in the same office - she's been working here for a while, so she's been helping me a lot. She's really nice. You'd like her, Mum, if you met her. She lives near me.

M Mmm. Maybe you told your father about her, but not me. I've certainly never heard you talk about Tessa before.

C Ah yes. Dad. How is he? What's he been doing recently?

M Well, he's just returned from a business trip to Holland, so he hasn't been to work today, he's ... he's been relaxing.

C Oh, yes of course. He's been working in Amsterdam, hasn't he? Well, I'm glad he's relaxing now. And what about you, Mum?

M Well, I was going to ring you actually. You see I'm coming to London next Tuesday. I'm going to a teachers' conference at the university, and I wondered if I could stay at your flat.

C Next Tuesday. That's great! Of course you can stay at my flat. I'll try to leave work earlier that day and I'll meet you after the conference. You can meet Tessa, too. We'll go out for a meal.

M Lovely! I'm looking forward to it already.

C Me too. See you next week. Bye for now. Love to Dad!

M Bye, Craig. Take care.

### T 13.6 See p109

### T 13.7

307 4922  
1-800-878-5311  
315 253 6031  
517 592 2122  
212 726 6390

### T 13.8

P = Peter J = John

- P Hello, 793422.  
J Hello, Peter. This is John.  
P Hi, John. How are you?  
J Fine, thanks. And you?  
P All right. Did you have a nice weekend?  
You went away, didn't you?  
J Yes, we went to see some friends who live in the country. It was lovely. We had a good time.  
P Ah, good.  
J Peter, could you do me a favour? I'm playing squash tonight, but my racket's broken. Could I borrow yours?  
P Sure, that's fine.  
J Thanks a lot. I'll come and get it in half an hour, if that's OK.  
P Yes, I'll be in.  
J OK. Bye.  
P Bye.

## Unit 13

### 13.1 Present Perfect Continuous

#### Form

has/have + been + -ing (present participle)

#### Positive and negative

I We You They	've (have) haven't	been working.
He She It	's (has) hasn't	

#### Question

How long	have	I we you they	been working?
	has	he she it	

#### Short answer

Have you been running?	Yes, I have./No, I haven't.
Has he been shopping?	Yes, he has./No, he hasn't.

#### Use

The Present Perfect Continuous is used:

- to express an activity which began in the past and continues to the present.  
We've **been waiting** here for hours!  
It's **been raining** for days.
- to refer to an activity with a result in the present.  
I'm hot because I've **been running**.  
I haven't got any money because I've **been shopping**.

#### Note

- Sometimes there is little or no difference in meaning between the Present Perfect Simple and Continuous.  
How long **have you worked** here?  
How long **have you been working** here?
- Think of the verbs that have the idea of a long time, for example, *wait, work, learn, travel, play*.  
These verbs can be found in the Present Perfect Continuous.  
I've **been playing** tennis since I was a boy.  
Think of the verbs that don't have the idea of a long time, for example, *find, start, buy, die, lose, break, stop*. It is unusual to find these verbs in the Present Perfect Continuous.  
I've **bought** a new dress.  
My cat **has died**.  
My radio's **broken**.
- Verbs that express a state, for example, *like, love, know, have* for possession, are not found in the Present Perfect Continuous.  
We've **known** each other for a few weeks.  
NOT We've **been knowing** each other for a few weeks.  
How long **have you had** your car?  
NOT How long have you **been having** your car?
- The Present Perfect Simple looks at the completed action. This is why, if the sentence gives a number or a quantity, the Present Perfect Simple is used. The Continuous is not possible.  
I've **written** three letters today.  
NOT I've **been writing** three letters today.

## Unit 14

### 14.1 Past Perfect

#### Form

had + -ed (past participle)

The past participle of regular verbs ends in -ed. There are many common irregular verbs. See the list on p143.

#### Positive and negative

I He/She/It We/You/They	'd (had) hadn't	arrived before 10.00.
-------------------------------	--------------------	-----------------------

#### Question

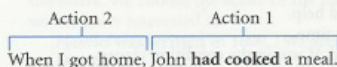
Had	I he/she/it we/you/they	left?
-----	-------------------------------	-------

#### Short answer

Yes, he had.
No, they hadn't.

#### Use

The Past Perfect is used to express an action in the past which happened before another action in the past.



#### Note

Notice the use of the Past Perfect and the Past Simple in the following sentences.

- When I got home, John **cooked** a meal. (First I got home, then John cooked.)  
When I got home, John **had cooked** a meal. (John cooked a meal before I got home.)

### 14.2 Reported statements

#### Form

The usual rule is that the verb form moves 'one tense back'.

#### Direct speech

**Present**  
'I love you.'  
'I'm going out now.'

**Present Perfect**  
'We've met before.'

**Past Simple**  
'We met in 1987.'

**will**  
'I'll mend it for you.'

**can**  
'I can swim.'

#### Note

Notice the use of *say/tell*.  
*Say* + (that)

- She **said (that)** they were happy together.  
*Tell* + person (that)  
He **told me (that)** he loved Mary.

#### Reported speech

**Past**  
He said he loved me.  
Ann said she was going out.

**Past Perfect**  
She said they'd met before.

**Past Perfect**  
He said they'd met in 1987.

**would**  
She said that she would mend it for me.

**could**  
She said she could swim.





# 13

## Test A

NAME: \_\_\_\_\_

### 1 Complete the sentences with the Present Perfect Continuous form of the verbs in brackets.

- He (live) has been living here for six months.
- Hannah (work) \_\_\_\_\_ in a bank since May.
- How long (come) \_\_\_\_\_ you \_\_\_\_\_ to these lessons?
- I'm very relaxed, I (not work) \_\_\_\_\_ today.
- He (not eat) \_\_\_\_\_ well since he left home.
- He looks hot. (cook) \_\_\_\_\_ he \_\_\_\_\_?
- They (work) \_\_\_\_\_ in the snow so they are cold and hungry.

1 point for each correct answer

6

### 2 Complete the sentences with the Present Perfect Simple or Continuous form of the verbs in brackets.

- I (do) have been doing this work all morning.
- How long (drive) \_\_\_\_\_ this car?
- She (find) \_\_\_\_\_ a new boyfriend yet.
- We (love) \_\_\_\_\_ sailing since the first time we tried it.
- How much money (spend) \_\_\_\_\_ you \_\_\_\_\_ today?
- I (dance) \_\_\_\_\_ all night and my feet hurt.
- I don't know their names. They (not live) \_\_\_\_\_ here for very long.
- You can't speak to Mel. She (go) \_\_\_\_\_ home.
- She has got bad teeth so she (see) \_\_\_\_\_ her dentist twice a week for the last six months.
- Please throw away the plant, it (die) \_\_\_\_\_.
- Can we order our meal, please? We (wait) \_\_\_\_\_ for 45 minutes.

1 point for each correct answer

10

### 3 Complete the paragraph with the correct form of the verbs in the box.

be bring ~~buy~~ come help make see sell

People (1) buy *The Big Issue* magazine because it contains good articles – and the money (2) \_\_\_\_\_ homeless people. Homeless people in Britain (3) \_\_\_\_\_ *The Big Issue* since 1991. The idea (4) \_\_\_\_\_ from the US magazine, *Street News*, which Gordon Roddick (5) \_\_\_\_\_ on a visit to New York. He (6) \_\_\_\_\_ the idea back to

Britain and since then thousands of homeless people (7) \_\_\_\_\_ a living selling it.

There (8) \_\_\_\_\_ now an international organization for similar magazines all over the world.

2 points for each correct answer (1 point for verb + 1 for correct form)

14

### 4 Complete the columns.

Noun	Verb	Noun	Adjective
1 waste	<u>waste</u>	6 death	_____
2 belief	_____	7 honesty	_____
3 _____	promise	8 _____	various
4 _____	advise	9 madness	_____
5 description	_____	10 beauty	_____

1 point for each correct answer

9

### 5 Complete the sentences with adjectives, nouns, and verbs from the box. Use the correct form of the verbs. There are two extra words.

wealthy wealth successful success peaceful peace  
invention invent ~~die~~ dead

- The cat died yesterday.
- The conference was very \_\_\_\_\_.
- I don't think there will ever be \_\_\_\_\_ everywhere in the world.
- 'Are they \_\_\_\_\_?' 'No, they are poor.'
- What was the best \_\_\_\_\_ of the 20th century?
- Do you think rich people should share their \_\_\_\_\_?
- For \_\_\_\_\_ in your exams you must work hard.
- Who \_\_\_\_\_ the telephone?

1 point for each correct answer

7

### 6 Circle the correct adverb.

- We eat out a lot – *nearly* / *mainly* in Indian restaurants.
- Think about this *really* / *seriously* – it's an important decision.
- I know *mainly* / *exactly* what you are going to say.
- Do you speak Spanish *really* / *fluently*?
- 'Will you buy a new car?' 'I am thinking about it *carefully* / *possibly*.'

- 6 'What's the time?' 'It's *mainly* / *exactly* 10.00.'
- 7 'Are you seeing him tomorrow?' 'Possibly / *Nearly* – we haven't arranged a meeting yet.'
- 8 I *possibly* / *mainly* read books by Latin American writers.
- 9 She knows *exactly* / *nearly* how much everything costs.
- 10 We're *nearly* / *really* happy about the news.

1 point for each correct answer

9

**7 Read the text. Are the sentences true (T), false (F), or don't you know (?)**

Lizzy Procter buys and sells art in south east Asia.

**How did you get the job?**

I have been living in Thailand since my husband's job brought him here five years ago. At first, I didn't have a job and I started thinking about what I really wanted to do. I have always loved art but I can't draw or paint so I decided that the next best thing was to work with local artists. I went to meet them and they were all men. That's when I decided to concentrate on selling paintings by women.

At first, I worked with only two women artists. I arranged an exhibition at a hotel in Bangkok. I was very nervous but lots of people came to look at the pictures and we sold all of them. The following year, I arranged a second exhibition and that time there was work by five artists. Since then, I have arranged an exhibition every year and it has grown from a small beginning into quite a important occasion for local artists.

Since 2001 I have been organizing a yearly exhibition in Hong Kong. Moving all the paintings is difficult but I enjoy the challenge. I've been working alone for five years now and I love it – I don't think I could work regular hours for a boss again.

- 1 Lizzie has been living in Thailand with her husband for five years. \_\_\_\_
- 2 Her husband is a teacher. \_\_\_\_
- 3 She has been learning to paint. \_\_\_\_
- 4 She has been working with local artists. \_\_\_\_
- 5 She only works with two women artists. \_\_\_\_
- 6 The paintings are sold in her shop. \_\_\_\_
- 7 She has an exhibition in Hong Kong every year. \_\_\_\_
- 8 She moves paintings to Hong Kong on a cargo ship. \_\_\_\_
- 9 She hasn't enjoyed working alone. \_\_\_\_

2 points for each correct answer

18

**8 Write two informal letters. First, make some notes in the table.**

	thank-you letter	invitation
guest's name?	_____	_____
what event?	<i>visit to a friend's house</i>	<i>21st birthday party</i>
when?	_____	_____
where?	_____	_____
other information	_____	_____
from	_____	_____

5 points for each invitation

10

**9 Put the conversations in order.**

**Conversation 1**

- 1** Good afternoon. Kensington English Language Bookshop.
- ☐ Yes, of course.
- ☐ Yes, of course.
- ☐ Hold on, I'll connect you. ... I'm sorry she isn't in her office.
- ☐ Hello. Can I speak to Janet Nelson, please?
- ☐ Could you take a message?
- ☐ Could you tell her that Yolanda Carlisle phoned and I'll try again later?
- 8** Thank you, goodbye.

**Conversation 2**

- 1** Hello.
- ☐ Hi, is Davina there?
- ☐ In about half an hour.
- ☐ No, I'm sorry but she's out. Do you want to leave a message?
- ☐ No, it's OK thanks. I'll try again later. Do you know when she'll be back?
- 6** Thanks. Goodbye.

1 point for each correct answer

10

**10 Translate the telephone English.**

- 1 Who's speaking? \_\_\_\_\_
- 2 Hold on. \_\_\_\_\_
- 3 I'll connect you. \_\_\_\_\_
- 4 Speaking. \_\_\_\_\_
- 5 Can I take a message? \_\_\_\_\_
- 6 I'm sorry, he's out. \_\_\_\_\_
- 7 Can I speak to Julie, please? \_\_\_\_\_

1 point for each correct answer

7

TOTAL

100



## Unit 12

apparent *adj* /ə'pærənt/  
 brain scan department *n*  
     /'breɪn ,skæn dɪ'pɑːtmənt  
 brain tumour *n* /'breɪn ,tju:mə/  
 budgie *n* /'bʌdʒi/  
 cap (= hat) *n* /kæp/  
 consultant (in a hospital) *n*  
     /'kən'sʌltənt/  
 corridor *n* /'kɒrɪdɔː/  
 criminal *n* /'krɪmɪnl/  
 dizzy *adj* /'dɪzi/  
 dress *n* /dres/  
 fall in love *v* /fɔːl ɪn 'lʌv/  
 fill in (a form) *v* /fɪl 'ɪn/  
 firmly *adv* /'fɜːmli/  
 ghost *n* /ɡəʊst/  
 ghostbuster *n* /'ɡəʊstbʌstə/  
 give (sb) a lift (in a car) *v*  
     /ɡɪv ə 'lɪft/  
 grandmother *n* /'ɡrænməðə/  
 grey *adj* /ɡreɪ/  
 haunt *v* /haʊnt/  
 hurry up *v* /'hʌrɪ 'ʌp/  
 in my way /ɪn maɪ 'weɪ/  
 invisible *adj* /ɪn'vɪzəbl/  
 kick (sb) out *v* /kɪk 'aʊt/  
 leave (sb) alone *v* /li:v ə'ləʊn/  
 look forward to (doing sth) *v*  
     /loʊk 'fɔːwəd tuː/  
 look out! /lʊk 'aʊt/  
 mind (= consciousness) *n*  
     /maɪnd/  
 miss the train *v* /mɪs ðə 'treɪn/  
 nasty *adj* /'nɑːsti/  
 operation *n* /ɒpə'reɪʃn/  
 palace *n* /'pæləs/  
 pass on (a message) *v* /pɑːs 'ɒn/  
 portrait *n* /'pɔːtreɪt/  
 princess *n* /'prɪn'ses/  
 put out (a cigarette) *v* /pʊt 'aʊt/  
 run out of (sth) *v* /rʌn 'aʊt əv/  
 servant *n* /'sɜːvənt/  
 shoplifting *n* /'ʃɒplɪftɪŋ/  
 social worker *n* /'səʊʃl wɜːkə/  
 sort out (a problem) *v* /sɔːt 'aʊt/  
 spirit (= ghost) *n* /'spɪrɪt/  
 terrible *adj* /'terəbl/  
 toothache *n* /'tuːθeɪk/  
 transparent *adj* /træns'pærənt/  
 trouble *v* /'trʌbl/  
 typical *adj* /'tɪpɪkl/  
 uniform *n* /'juːnɪfɔːm/  
 unpleasant *adj* /ʌn'pleznt/  
 vicar *n* /'vɪkə/  
 victim *n* /'vɪktɪm/  
 voices *n pl* /'vɔɪsɪz/  
 wallet *n* /'wɒlɪt/  
 wedding *n* /'wedɪŋ/

## Unit 13

advertisement *n* /əd'vɜːtɪsmənt/  
 attack *v* /ə'tæk/  
 authoritative *adj* /ɔː'thɒrɪtətɪv/  
 barrel of beer *n* /'bærəl əv 'biə/  
 barter *v* /'bɑːtə/  
 beach *n* /bi:tʃ/  
 beachcomber *n* /'bi:tʃ,kəʊmə/  
 calm *adj* /kɑːm/  
 checkout till *n* /'tʃekəʊt ,tɪl/  
 connect (sb to sb on the phone) *v*  
     /'kə'nekt/  
 deer *n* /diə/  
 earn a living *v* /ɜːn ə 'lɪvɪŋ/  
 employ *v* /ɪm'plɔɪ/  
 exactly *adv* /ɪɡ'zæktli/  
 fetch *v* /fetʃ/  
 filmmaker *n* /'fɪlmmeɪkə/  
 fluently *adv* /'fluːəntli/  
 fly a hot air balloon *v*  
     /flaɪ ə ,hɒt ,eə bə'luːn/  
 get used to (sth) *v* /get 'juːst tuː/  
 get wet *v* /get 'wet/  
 go out with (sb) (as boyfriend and  
     girlfriend) *v* /gəʊ 'aʊt wɪð/  
 heaven *n* /'hevn/  
 heavy *adj* /'hevi/  
 hold on (= wait) *v* /həʊld ɒn/  
 homeless *adj* /'həʊmləs/  
 honest *adj* /'ɒnɪst/  
 income *n* /'ɪnkəmə/  
 indoors *adv* /ɪn'dɔːz/  
 land (a plane) *v* /lənd/  
 lively *adj* /'laɪvli/  
 mainly *adv* /'meɪnli/  
 movie director *n*  
     /'muːvi dɜː'rektə/  
 mystery tour *n* /'mɪstəri ,tuə/  
 outdoors *adv* /aʊt'dɔːz/  
 passion *n* /'pæʃn/  
 pension *n* /'penʃn/  
 philosophy *n* /fɪ'lɒsəfi/  
 pie *n* /paɪ/  
 plumber *n* /'plʌmə/  
 poor visibility /pɔː vɪzə'bɪləti/  
 professionally *adv* /prə'feʃənəli/  
 put (sb) off (= make sb dislike  
     sth) *v* /pʊt 'ɒf/  
 realize *v* /'rɪəlaɪz/  
 regular job /regjələ 'dʒɒb/  
 reply *n* /'rɪ'plai/  
 roller skates *n pl* /'rəʊlə ,skeɪts/  
 routines *n pl* /ruː'tiːnz/  
 salary *n* /'sæləri/  
 seriously *adv* /'sɪəriəsli/  
 skate *v* /skeɪt/  
 sunset *n* /'sʌnsɛt/  
 tin *n* /tɪn/  
 waste *n* /weɪst/  
 wind (in the air) *n* /wɪnd/  
 windy *adj* /'wɪndi/

## Unit 14

afterwards *adv* /'ɑːftəwədz/  
 bachelor *n* /'bætʃələ/  
 behave *v* /bi'heɪv/  
 character *n* /'kærəktə/  
 coin *n* /kɔɪn/  
 communicate *v* /kə'mjuːnɪkeɪt/  
 cruel *adj* /'kruːəl/  
 delighted *adj* /dɪ'laɪtɪd/  
 desperate *adj* /'despəreɪt/  
 fall in love *v* /fɔːl ɪn 'lʌv/  
 fall over *v* /fɔːl 'əʊvə/  
 fiction *n* /'fɪkʃn/  
 forever *adv* /fə'revə/  
 forgive *v* /fə'ɡɪv/  
 furious *adj* /'fjʊəriəs/  
 get in touch *v* /get ɪn 'tʌtʃ/  
 heads or tails /'hedz ɔː 'teɪlz/  
 hurt *v* /hɜːt/  
 in a mess /ɪn ə 'mes/  
 knock *n* /nɒk/  
 make a will *v* /meɪk ə 'wɪl/  
 make up (after a quarrel) *v*  
     /ˌmeɪk 'ʌp/  
 marriage *n* /'mæɪrɪdʒ/  
 note (write a note) *n* /nəʊt/  
 novelist *n* /'nɒvəlɪst/  
 on condition /ɒn kən'dɪʃn/  
 pay *n* /peɪ/  
 politician *n* /pə'lɪtɪʃn/  
 quarrel *n, v* /'kwɒrəl/  
 remarry *v* /rɪ:'mæri/  
 revenge *n* /rɪ'vendʒ/  
 rubbish bin *n* /'rʌbɪʃ ,bɪn/  
 shadow *n* /'ʃædəʊ/  
 silhouette *n* /sɪlə'et/  
 sin *n* /sɪn/  
 single (= one; a single word) *adj*  
     /'sɪŋɡl/  
 soft (noise) *adj* /sɒft/  
 solicitor *n* /sə'lsɪtə/  
 suitcase *n* /'suːtkeɪs/  
 sway *v* /sweɪ/  
 toss (toss a coin) *v* /tɒs/  
 unfair *adj* /ˌʌn'feə/  
 unmarried *adj* /ˌʌn'mæɪrɪd/  
 violent *adj* /'vaɪələnt/  
 water *v* /'wɔːtə/  
 wedding *n* /'wedɪŋ/



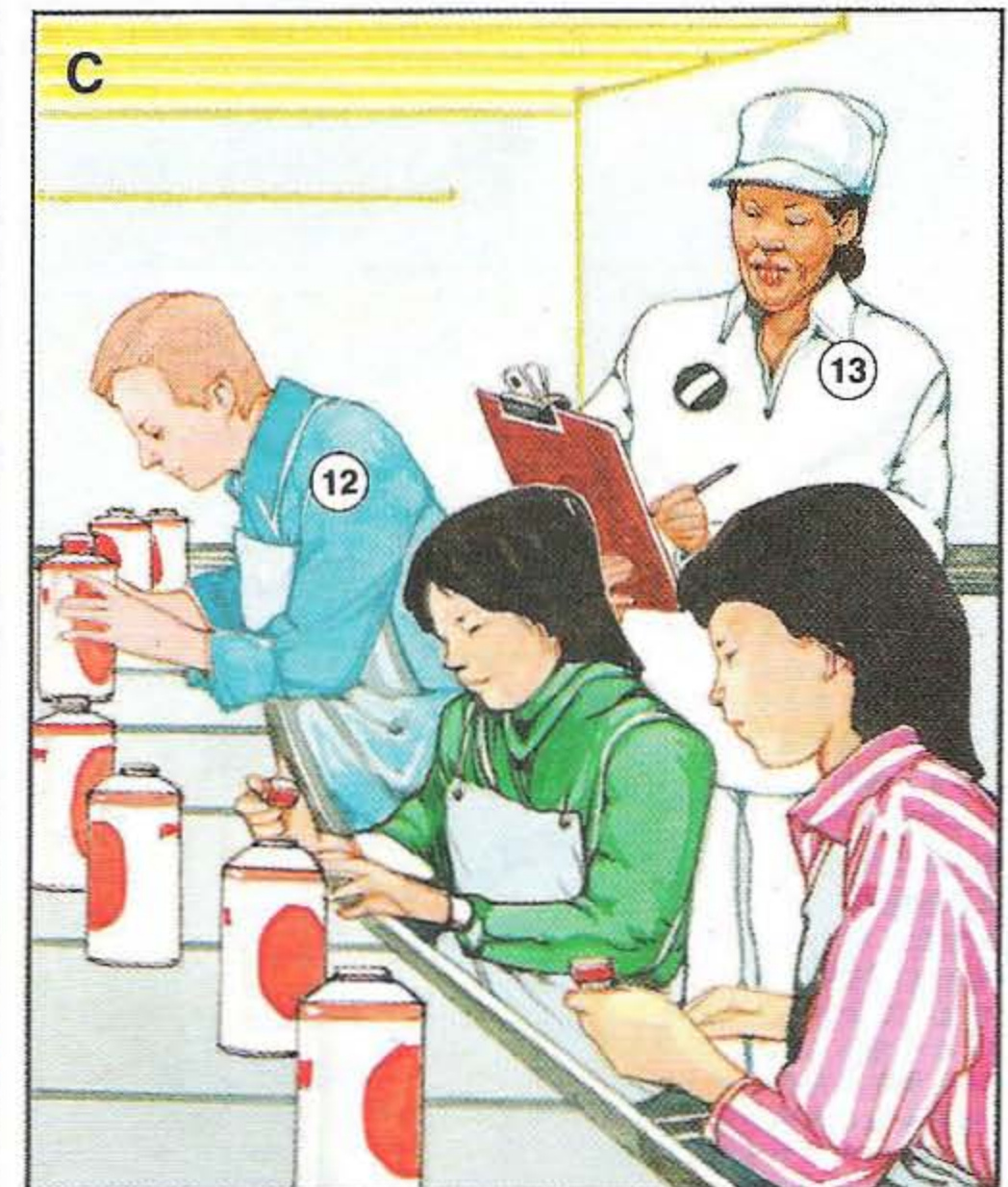
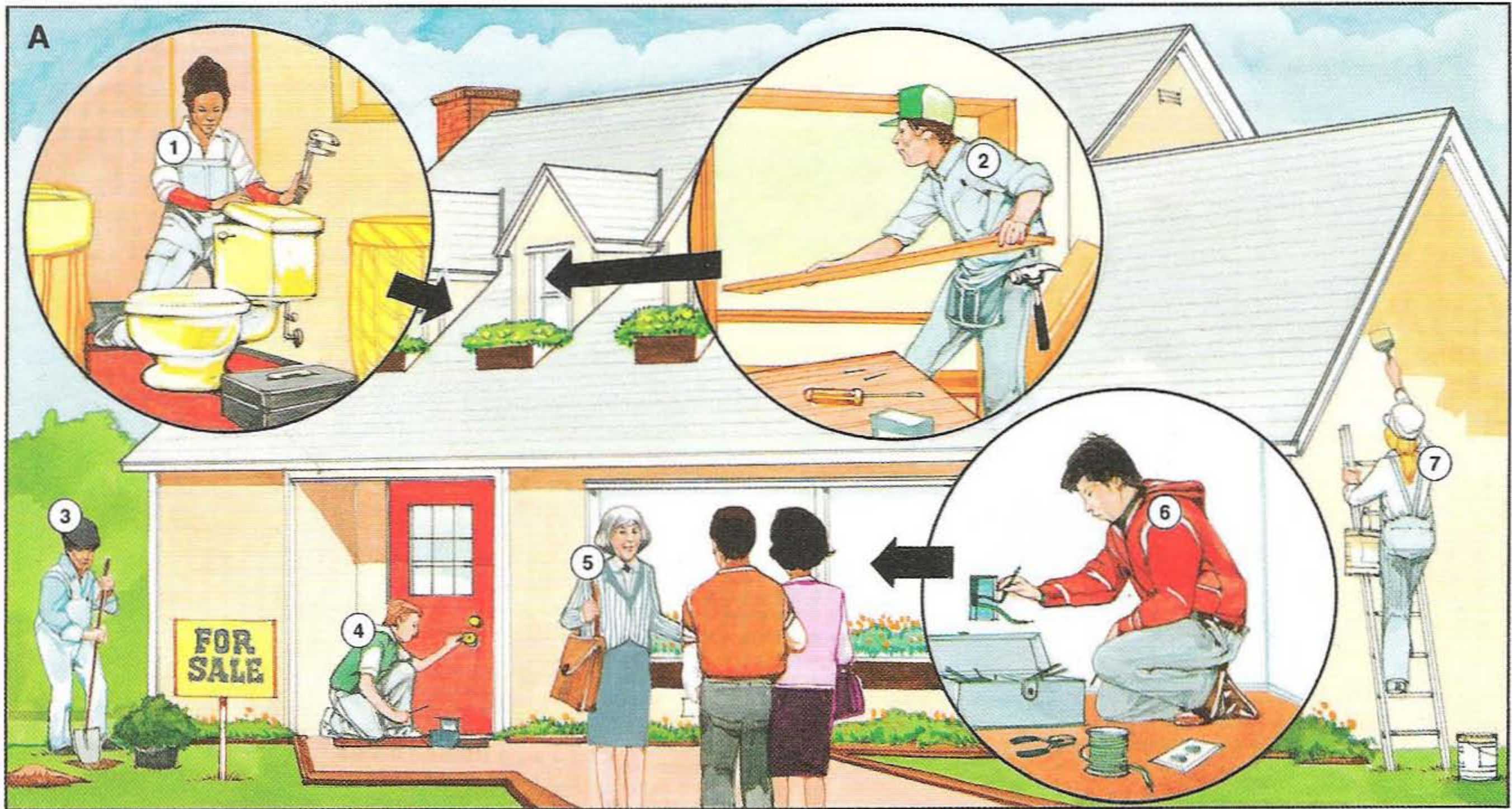


1. pharmacist
2. mechanic
3. barber
4. travel agent
5. repairperson

6. tailor
7. greengrocer
8. baker
9. optician
10. hairdresser

11. florist
12. jeweller
13. butcher



**A. Repair and Maintenance**

1. plumber
2. carpenter
3. gardener
4. locksmith
5. real estate agent
6. electrician
7. painter

**B. Household Services**

8. housekeeper
9. janitor
10. delivery boy
11. doorman

**C. Factory Work**

12. shop worker
13. foreman



**A. Media and Arts**

1. weather forecaster
2. newscaster
3. artist
4. photographer
5. model
6. fashion designer
7. writer

**8. architect**

9. disc jockey (DJ)
10. cameraperson
11. reporter
12. salesperson

**B. Banking**

13. officer

**14. security guard**

15. teller

**C. Business Workers**

16. computer programmer
17. receptionist
18. accountant
19. messenger



\_\_\_ my order fifteen minutes ago and \_\_\_ me anything yet.

- a) have you, took, has not brought
- b) have you had, took, has not brought
- c) did you have, has taken, did not bring
- d) have you have, was taken, was not brought

**Exercise 129.** Translate the following sentences using the Past Indefinite or the Present Perfect.

1. Где мистер Андерсен? — Он уехал в Гаагу. — Когда? — Несколько дней тому назад. — А я никогда не был в Нидерландах, хотя хочу там побывать уже несколько лет. 2. Вы когда-нибудь были в Санта-Барбаре? — Да. — Когда вы там были в последний раз? — В прошлом году. 3. Где Анна? Почему она не пришла в институт? Я ее сегодня не видел. С ней что-нибудь случилось? — Да нет, Анна здесь. Она только что пошла на лекцию. Но лекция уже началась, так что ты не сможешь сейчас с ней поговорить. 4. Вы были в театре на Бродвее? Что вы там смотрели? Когда вы там были в последний раз? 5. В последнее время я не получала писем (hear from) от своих родителей. — Когда ты получила последнее письмо? — Месяц назад. С тех пор я уже отправила им несколько писем. 6. Пойдемте в ресторан обедать. — С удовольствием. Я еще не обедал. — А когда вы завтракали? — Поздно утром, но я уже давно хочу есть. 7. Погода изменилась со вчерашнего дня. Очень холодно, идет снег и дует сильный ветер. 8. Они уже ушли? — Да, они вышли ровно в семь. 9. Они познакомились полгода тому назад у моей подруги, но с тех пор не виделись. 10. Я скучаю по своей семье. Мне кажется, я не был дома уже целую вечность. Моя командировка длится уже полгода. 11. Вы уже написали контрольную работу? Покажите мне ее. 12. Давно вы приехали? Видели

его? — Я приехала вчера. Я видела его и говорила с ним сегодня после завтрака. 13. Месяца три спустя он уехал в Африку. С тех пор они не встречались. 14. Я давно пришла сюда. Я здесь с 9 часов. 15. У тебя с тех пор немного потемнели волосы. 16. Мы только что продали последний экземпляр этой книги. Жаль, что вы не сказали нам, что она вам нужна. 17. Когда он заболел? — Три дня назад. Я с ним со вчерашнего дня. 18. Я узнал ваш телефон в справочном бюро (enquiry office) и звонил вам несколько раз, но никто не отвечал. 19. Вы давно здесь? — Нет, я только что пришел. 20. Он научился плавать в детстве. Они тогда были на юге.

**Exercise 130.** Complete the sentences with the verbs from the box using the Present Perfect Continuous Tense.

run	make
study	work
consider	do
walk	speak
wait	paint
snow	try

1. He \_\_\_ for two hours, tell him to rest a little. 2. "I \_\_\_ a long time for you," said my friend with a displeased air. 3. They \_\_\_ a noise since I came here. 4. How long you \_\_\_ to get in touch with your friend? 5. Your face is dirty with paint. What you \_\_\_? You \_\_\_ the house? 6. They \_\_\_ this problem for more than two hours. 7. I ask you to keep to the point. You \_\_\_ for fifteen minutes, but the subject of your report is not clear yet. 8. He is a rather experienced specialist. He \_\_\_ his business for seven years. 9. There is a lot of snow in the street as it \_\_\_ since yesterday. 10. How long your brother \_\_\_ as a doctor? 11. I've got sore feet. We \_\_\_ for six hours already.



**Exercise 131.** Open the brackets and put the verbs into the Present Perfect Continuous Tense or the Present Perfect Tense.

1. I (try) to get into contact with them for a long time, but now I (give) it up as hopeless. 2. My shortsighted uncle (lose) his spectacles. We (look) for them everywhere but we can't find them. 3. She (be) of great help to us since she (live) for such a long time with us. 4. You ever (work) as interpreter? — Yes, that is what I (do) for the last five months. 5. They (make up) their quarrel? — I don't know. I only know that they (not be) on speaking terms since September. 6. Our pilot (ask) for permission to take off for ten minutes already, but he (get) no answer yet. 7. A skilful photographer (help) me with the development of summer films for two weeks, but we (develop) only half of them. 8. I (know) them since we met at Ann's party. 9. You (open) the door at last. I (ring) for an hour at least, it seems to me. 10. Look, the typist (talk) all the time, she already (miss) several words.

**Exercise 132.** Open the brackets and put the verbs into the proper tense, either the Present Continuous or the Present Perfect Continuous Tense.

1. Don't come in. He (take) an exam. He (take) his exam for half an hour already. 2. Where are the children? — They (play volleyball). They (play volleyball) since two o'clock. 3. I (learn) to type for a month and can say that my typing (improve). 4. Nick (come) round to see us tonight. 5. He (stay) at his sister's for six weeks. He (try) to find somewhere to live. 6. We can't dance as my father (work) in the study. He (prepare) a report. He (write) it for the whole day. 7. Do you see what the child (do) with your hat? Take it from him. 8. They still (discuss) the article? But they (do) it since twelve o'clock! 9. The

prices (go up). They (rise) since 1991. 10. What a strong wind (blow)! It (blow) since yesterday.

**Exercise 133.** Open the brackets and put the verbs into the proper tense (the Present Indefinite, the Present Continuous, the Present Perfect Continuous or the Present Perfect Tense).

1. It (snow) steadily the whole week and it still (snow). 2. We (climb) for six hours already, but we (not reach) the top of the mountain yet. 3. The pain already (go) but the child still (cry). 4. The workers (work) very hard these two weeks, they (be) busy with the interior decoration of the house. 5. He (solve) the crossword puzzle for an hour and he (say) he (be) about to solve it as he (think) over the last word. 6. He (work) at the language all the time and (make) great progress. His pronunciation (be) rather good, only a slight accent (remain). 7. He (finish) the first part of his book and now he (write) the second. He (work) at his book for two years. 8. Dustin Hoffman, who (play) the hero, (give) a fine performance. 9. Why your hair (be) wet? You (swim)? 10. Doctors and scientists (show) recently the benefit of fish in the diet.

**Exercise 134.** Translate into English.

1. Он наш тренер (trainer) с тех пор, как я начал играть в этой команде. 2. Они уже приняли решение (take a decision) по этому вопросу? — Нет. Они все еще спорят (argue). Они обсуждают этот вопрос уже два часа и еще не пришли ни к какому решению. 3. Утро было солнечное, но с одиннадцати погода изменилась, и сейчас идет дождь. 4. Чем вы занимаетесь с тех пор, как мы расстались (part)? 5. Мэри уже приехала? — Да, она уже здесь два дня. Она приехала в пятницу. 6. Студенты пишут контрольную работу уже два часа. Пока только двое сдали работы. 7. Гроза (thunderstorm) прошла, но небо

покрыто темными тучами, и дует сильный ветер. 8. Вы прочитали книгу, которую я вам дала? 9. Вы плохо выглядите. Вы много работали на этой неделе? — Да. Я работаю над переводом уже десять дней, но сделала только половину. 10. Что здесь делает этот человек? — Он ждет секретаря. Она еще не пришла на работу.

**Exercise 135.** Open the brackets and use either the Past Indefinite or the Past Continuous.

1. We (walk) in silence when he suddenly (ask) me to help him. 2. I just (have) breakfast when the telephone (ring). When I came back to my coffee, it (be) cold. 3. When I (finish) my letter in the hall, a tall beautiful woman with red hair (enter). A dog (follow) her. 4. Ann (drop) two cups while she (wash up) last night, but neither of the cups (break). 5. I (walk) along the street watching what (go on) around me. Fast cars (rush) in both directions and it (be) impossible to cross the street. 6. The old man who (sit) on the bench beside me (keep) silence. Then suddenly he (turn round) to me and (begin) to speak. 7. I (stand) near the fence when suddenly I (hear) the voices. 8. He well (remember) the day when he first (go) to school. 9. We (talk) about Jim when he (run) into the room. 10. The day was marvelous: the sun (shine), the birds (sing) so we (decide) to go for a walk. 11. Miss Brown's telephone (ring) when she (dress). 12. I (light) my pipe and (nod) to him to show that I (listen). 13. When he (come) into the office the secretary (do) a crosswords puzzle. 14. Why you (not listen) to me while I (speak)? 15. He (wait) for her, but she never (come).

**Exercise 136.** Find the mistakes if any. Use the proper tense.

1. When I came, he was having breakfast. 2. When she worked there, she often made mistakes. 3. When he

was phoning, she had a bath. 4. While I was ironing, he read a newspaper. 5. I cooked supper when I heard this news. 6. He was working in this company in 1997. 7. I could not answer your call. I worked in the garden then. 8. They wished to stay because they enjoyed themselves. 9. Were you quarreling all evening? 10. The train was approaching the city when it was raining heavily. 11. The secretary still typed when the boss came in and was putting some documents on the table. 12. When he came up to the square, he saw a lot of people: they sang, danced and shouted. They were celebrating New Year. 13. Just as I was coming into the room, the students discussed the first report. 14. All the time I was writing, he was annoying me with silly questions. 15. The children played while the mother put the room in order.

**Exercise 137.** Choose the right variant using the Present Perfect, the Past Indefinite or the Past Continuous Tense.

1. While I (was waiting/waited/have waited) for him to call up, he (had/was having/have had) a good time in the bar. 2. She (has written/wrote/was writing) this exercise yesterday at 8 o'clock. 3. He (has invited/was inviting/invited) me to the party yesterday. 4. I (passed/have passed/was passing) my exam in history today. 5. He (read/has read/was reading) a book two days ago. 6. They (have seen/saw/were seeing) this film last week. 7. She (painted/has painted/was painting) the picture when I came. 8. I (made/have made/was making) my report when you entered the hall. 9. They (learnt/were learning/have learnt) the new words yesterday from three till seven. 10. It (rained/has rained/was raining) this week. 11. She (was having/had/has had) a bath at seven o'clock last night. 12. She (was washing/washed/has washed) dishes already. 13. They (had/have had/were having) supper when the telephone rang. 14. I (didn't meet/haven't met/was not meeting)

### Exercise 128

1d, 2b, 3a, 4d, 5b

### Exercise 129

1. Where is Mr. Andersen? — He has left for the Hague. — When did he leave? — Several days ago. — I have never been to the Netherlands, though I have wanted to go there for several years. 2. Have you ever been to Santa Barbara? — Yes. — When were you there last? — Last year. 3. Where is Ann? Why hasn't she come to the institute today? I haven't seen her today. Has anything happened to her? — No, Ann is here. She has just gone to the lecture. But the lecture has already begun, so you won't be able to speak to her. 4. Have you been to a Broadway theatre? What did you see there? When were you there last? 5. I haven't heard from my parents lately. — When did you get the last letter? — A month ago. I have sent them several letters since that time. 6. Let's go to the restaurant to dine. — Oh, I'd love to. I haven't had dinner yet. — When did you have breakfast? — Late in the morning, but I have been hungry for a long time. 7. The weather has changed since yesterday. It's very cold, it's snowing and a strong wind is blowing. 8. Have they gone away yet? — Yes, they left at 7 sharp. 9. They met at my friend's six months ago, but they haven't seen each other since then. 10. I miss my family. I think I haven't been home for ages. I've been on my business trip for six months already. 11. Have you written your test yet? Show it to me, please. 12. Did you come long ago? Did you see him? — I came yesterday. I saw him and spoke to him after breakfast this morning. 13. Three months later he went to Africa. They haven't met since then. 14. I came here long ago. I've been here since 9 o'clock. 15. Your hair has got a little darker since that time. 16. We have just sold the last copy of the book. It's a pity you haven't told us that

you need it. 17. When did he get ill? — Three days ago. I've been with him since yesterday. 18. I found out your telephone number in the enquiry office and called you several times, but nobody answered. 19. Have you been here for a long time? — No, I've just come. 20. He learned to swim when he was a child. They were in the South then.

### Exercise 130

1) has been studying; 2) have been waiting; 3) have been making; 4) have ... been trying; 5) have ... been doing, have ... been painting; 6) have been considering; 7) have been speaking; 8) has been running; 9) has been snowing; 10) has ... been working; 11) have been walking for six hours

### Exercise 131

1) have been trying, have given; 2) has lost, have been looking; 3) has been, has lived/has been living; 4) Have ... worked, have been doing; 5) have ... made up, have not been; 6) has been asking, has got; 7) has been helping, have developed; 8) have known; 9) have opened, have been ringing; 10) has been talking, has missed

### Exercise 132

1) is taking, has been taking; 2) are playing, have been playing; 3) have been learning, is improving; 4) is coming; 5) has been staying, has been trying; 6) is working, is preparing, has been writing; 7) is doing; 8) Are ... discussing, have been doing; 9) are going up, have been rising; 10) is blowing, has been blowing

### Exercise 133

1) has been snowing, is snowing; 2) have been climbing, have not reached; 3) has gone, is crying; 4) have been working, have been busy/are busy; 5) has been solving,



says, is, is thinking; 6) has been working, has made, is remained; 7) has finished, is writing, has been working; 8) plays, gives; 9) is, Have ... been swimming; 10) have shown

#### Exercise 134

1. He has been our trainer since I began playing in this team. 2. Have they taken a decision on this question? — No, they haven't. They are still arguing. They have been discussing the question for two hours and haven't come to any decision. 3. The morning was sunny, but the weather has changed since 11 o'clock, and now it is raining. 4. What have you been doing since we parted? 5. Has Mary come yet? — Yes, she's been here for two days, she came on Friday. 6. The students have already been writing their test for two hours. Only two of them have already handed their papers in. 7. The thunderstorm has gone, but the sky is covered with dark clouds and a strong wind is blowing. 8. Have you read the book which I gave you? 9. You are looking bad. Have you been working much this week? — Yes, I have. I have been working at the translation for ten days but have done only half of it. 10. What is the man doing here? — He is waiting for the secretary. She has not come to the office yet.

#### Exercise 135

1) were walking, asked; 2) was having, rang, was; 3) was finishing, entered, was following; 4) dropped, washing up, broke; 5) was walking, was going on, were rushing, was; 6) was sitting, kept, turned round, began; 7) was standing, heard; 8) remembered, went; 9) were talking, ran; 10) was shining, were singing, decided; 11) rang, was dressing; 12) lit, nodded, was listening; 13) came, was doing; 14) were ... not listening, was speaking; 15) was waiting, came

#### Exercise 136

Correct sentences: 1, 2, 6, 9, 14

3. When he phoned, she was having a bath. 4. While I was ironing, he was reading a newspaper. 5. I was cooking supper when I heard this news. 7. I could not answer your call. I was working in the garden then. 8. They wished to stay because they were enjoying themselves. 10. The train was approaching the city when it rained heavily. 11. The secretary was still typing when the boss came in and put some documents on the table. 12. When he came up to the square, he saw a lot of people: they were singing, dancing and shouting. They were celebrating New Year. 13. Just as I came into the room, the students were discussing the first report. 15. The children were playing while the mother was putting the room in order.

#### Exercise 137

1) was waiting, was having; 2) was writing; 3) invited; 4) have passed; 5) read; 6) saw; 7) was painting; 8) was making; 9) were learning; 10) has rained; 11) was having; 12) has washed; 13) were having; 14) haven't met; 15) went; 16) was reading; 17) was seeping; 18) have had; 19) were sitting, spoke; 20) was washing up, heard; 21) has made; 22) were shining; 23) contained; 24) was leaving, entered; 25) met, have known

#### Exercise 138

1c, 2d, 3a, 4c, 5b

#### Exercise 139

1. I never saw the Great Lakes. When the train was passing the district, it was night. 2. While the director was speaking to the representatives of the foreign firms, the secretary was sorting out the morning mail. 3. Tom Sawyer could not play with his friends. He was painting