

Unit 8

8.1 have to

Form

has/have + to + infinitive

Positive and negative

I	have		
We	don't have		
You		to	work hard.
They			
He	has		
She	doesn't have		
It			

Question

Do	I		
	we		
	you	have to	work hard?
	they		
Does	he		
	she		
	it		

Short answer

Do you have to wear a uniform?	Yes, I do.
Does he have to go now?	No, he doesn't.

Note

- The past tense of *have to* is *had to*, with *did* and *didn't* in the question and the negative.
I **had to** get up early this morning.
Why **did you have to** work last weekend?
They liked the hotel because they **didn't have to** do any cooking.
- The forms of *have got to* + infinitive are the same as *have to* + noun. See p131.

Use

- Have to* expresses strong obligation. The obligation comes from 'outside' – perhaps a law, a rule at school or work, or someone in authority.
You **have to** have a driving licence if you want to drive a car. (That's the law.)
I **have to** start work at 8.00. (My company says I must.)
The doctor says I **have to** do more exercise.
- Don't/doesn't have to* expresses absence of obligation (it isn't necessary).
You **don't have to** do the washing-up. I've got a dishwasher.
She **doesn't have to** work on Monday. It's her day off.

8.2 Introduction to modal auxiliary verbs

Form

These are modal auxiliary verbs.

can	could	might	must
shall	should	will	would

They are looked at in different units of Headway.

They have certain things in common:

- They 'help' another verb. The verb form is the infinitive without *to*.
She **can** drive.
I **must get** my hair cut.

- There is no *do/does* in the question.

Can she sing?

Should I go home now?

- The form is the same for all persons. There is no -s in the third person singular:
He **can dance** very well.
She **should try** harder.
It **will rain** soon.
- To form the negative, add *n't*. There is no *don't/doesn't*.
I **wouldn't** like to be a teacher.
You **mustn't** steal.

Note

will not = *won't*.

It **won't** rain tomorrow.

- Most modal verbs refer to the present and future.
Only *can* has a past tense form, *could*.
I **could** swim when I was three.

8.3 should

Form

should + infinitive without *to*

The forms of *should* are the same for all persons.

Positive and negative

I	
He	should do more exercise.
We	shouldn't tell lies.
They	

Question

Should	I	
	she	see a doctor?
	they	
Do you think	I	
	he	should see a doctor?
	we	

Short answer

Should I phone home?	Yes, you should.
Should I buy a Mercedes Benz?	No, you shouldn't.

Use

Should is used to express what the speaker thinks is right or the best thing to do. It expresses mild obligation, or advice.

I **should** do more work. (This is my opinion.)

You **should** do more work. (I'm telling you what I think.)

Do you think we **should** stop here? (I'm asking you for your opinion.)

Shouldn't expresses negative advice.

You **shouldn't** sit so close to the TV. It's bad for your eyes.

Note

Should expresses the opinion of the speaker, and it is often introduced by *I think* or *I don't think*.

I **think** politicians **should** listen more.

I **don't think** people **should get** married until they're 21.

8.4 must

Form

must + infinitive without to

The forms of **must** are the same for all persons.

Positive and negative

I	must try harder.
He	mustn't steal.
We	
They	

Questions with **must** are possible, but the use of **have to** is more common.

Question	Short answer
Must I take exams?	Yes, you must.
Do I have to take exams?	Yes, you do.

Use

- Must** expresses strong obligation. Generally, this obligation comes from 'inside' the speaker.
I **must** get my hair cut. (I think this is necessary.)
- Because **must** expresses the authority of the speaker, you should be careful of using *You must ...* It sounds very bossy!
You **must** help me. (I am giving you an order.)
Could you help me? is much better.
- You **must ...** can express a strong suggestion.
You **must** see the Monet exhibition. It's wonderful.
You **must** give me a ring when you're next in town.

Unit 9

9.1 Time clauses

- Look at this sentence.
I'll give her a ring when I get home.
It consists of two clauses: a main clause *I'll give her a ring* and a secondary clause *when I get home*.
- These conjunctions of time introduce secondary clauses.

when while as soon as after before until

They are not usually followed by a future form. They refer to future time, but we use a present tense.

When I get home, I'll ...

While we're away, ...

As soon as I hear from you, ...

Wait here **until** I get back.

9.2 will

Form

For the forms of **will**, see p134.

Use

- Will** expresses a decision or intention made at the moment of speaking.
Give me your case. I'll carry it for you.
- It also expresses a future fact. The speaker thinks 'This action is sure to happen in the future.'
Manchester **will** win the cup.
Tomorrow's weather **will** be warm and sunny.
This use is like a neutral future tense. The speaker is predicting the future, without expressing an intention, plan, or personal judgement.

9.3 First conditional

Form

if + Present Simple, *will* + infinitive without to

Positive and negative

if	I work hard, I she has enough money, she we don't hurry up, we you're late, I	'll (will) won't	pass my exams. buy a new car. be late. wait for you.
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Question

What Where	will	you do she go	if	you don't go to university? she can't find a job?
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Short answer

Will you go to university if you pass your exams?	Yes, I will. No, I won't.
If we look after the planet, will we survive?	Yes, we will. No, we won't.

Note

The condition clause *if ...* can come at the beginning of the sentence or at the end. If it comes at the beginning, we put a comma at the end of the clause. If it comes at the end, we do not use a comma.

If I work hard, I'll pass my exams.

I'll pass my exams if I work hard.

Use

- The first conditional is used to express a possible condition and a probable result in the future.
If my cheque **comes**, I'll **buy** us all a meal.
You'll **get** wet if you **don't take** an umbrella.
What'll **happen** to the environment if we **don't look after** it?

Note

- English uses a present tense in the condition clause, not a future form.

If it **rains** ... NOT If it **will rain** ...

If I **work** hard ... NOT If I **will work** hard ...

- If* expresses a possibility that something will happen; *when* expresses what the speaker sees as certain to happen.

If I find your book, I'll send it to you.

When I get home, I'll have a bath.

Unit 10

10.1 Verb patterns 2

Verb patterns were first covered in Unit 5. There is a list of verb patterns on p143.

- Verb + *to* + infinitive
They **managed to escape**.
I **try to visit** somewhere new.
We **decided to go** abroad.
- go* + *-ing* for sports and activities
Let's **go skiing**.
We **went dancing**.
- Verb + *sb* + infinitive without *to*
My teachers **made me work** hard.
My parents **let me go out** when I want.

10.2 *used to*

Form

used to + infinitive

Used to is the same in all persons.

Positive and negative

I	used to	smoke.
She	didn't use to	like cooking.
We		
They		

Question

What did you use to do?

Short answer

Did you use to smoke a lot? Yes, I did./No, I didn't.

Note

- The question form is not often used. We ask a question in the Past Simple, and reply using *used to*.
Where **did you go** on holiday when you were young?
We **used to go** camping in France.
- Never* is often used.
I **never** used to watch TV.
- Be careful not to confuse *to use* (e.g. *I use a knife to cut an apple*.) and *used to*.
The pronunciation is also different.
to use /tʃu:z/ *used to* /tʃu:stʊ/ or /tʃu:stə/

Use

Used to is used:

- to express a past habit.
He **used to** play football every Saturday, but now he doesn't.
- to express a past state.
They **used to** be happy together, but now they fight all the time.

10.3 *used to* and the Past Simple

- The Past Simple can also be used to express a past habit or state.
He **played** football every Sunday when he **was** a boy.
They **were** happy together when they **were** first married.
- Only the Past Simple can be used for actions which happened once in the past.
We **used to go** to France every summer, but once, in 1987, we **went** to Greece.
Last night I **drank** champagne.

Note

Used to has no equivalent in the present. The Present Simple is used for present habits and states.

She **lives** in New York.

She sometimes **comes** to London on business.

10.4 Infinitives

- Infinitives are used to express purpose. They answer the question *Why ... ?* This use is very common in English.
I'm learning English **to get** a good job.
She's saving her money **to buy** a car.
I'm going to Scotland **to visit** my parents.

Note

Some languages express this idea of purpose with a translation of *for* + infinitive. English does not use *for*.

I came here **to learn** English.

NOT I came here ~~for to~~ learn English.

I came here ~~for~~ learn English.

- Infinitives are used after certain adjectives.

I'm	pleased	to see you.
	surprised	
It's	hard	to learn Chinese.
	important	
	impossible	

- Infinitives are used after the question words *who*, *what*, *where*, *how*, etc.
Can you tell me **how to get** to the station?
I don't know **who to speak** to.
Show me **what to do**.
- Infinitives are used after the compounds *something*, *nothing*, *nowhere*, *anybody*, etc.
Have **something to eat**!
I've got **nothing to do**.
There's **nowhere to hide**.
Is there **anyone to talk** to?

Unit 11

11.1 The passive

Form

am/is/are was/were has/have been will	+ -ed (past participle)
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The past participle of regular verbs ends in *-ed*. There are many common irregular verbs. See the list on p143.

Present

Positive and negative

- English **is spoken** all over the world.
- Renault cars **are made** in France.
- My children **aren't helped** with their homework.
- Coffee **isn't grown** in England.

Question

- Where **is rice grown**?
- Are cars **made** in your country?

Past

Positive and negative

- My car **was stolen** last night.
- The animals **were frightened** by a loud noise.
- He **wasn't injured** in the accident.
- The thieves **weren't seen** by anyone.

Question

- How **was the window broken**?
- Were the plants **watered** last night?

Present Perfect

Positive and negative

- I've **been robbed**!
- Diet Coke **has been made** since 1982.
- They **haven't been invited** to the party.

Question

- How many times **have you been hurt** playing football?
- Has my car **been repaired**?

will

Positive and negative

- 10,000 cars **will be produced** next year.
- The cars **won't be sold** in the UK.

Question

- Will the children **be sent** to a new school?

Short answer

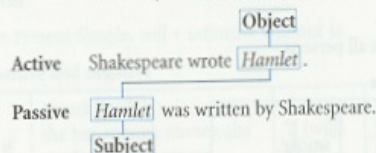
Are cars made in your country?	Yes, they are./No, they aren't.
Were the plants watered last night?	Yes, they were./No, they weren't.
Has my car been repaired?	Yes, it has./No, it hasn't.
Will these cars be produced next year?	Yes, they will./No, they won't.

Note

- The rules for tense usage in the passive are the same as in the active.
Present Simple to express habit:
My car **is serviced** regularly.
Past Simple to express a finished action in the past:
America **was discovered** by Christopher Columbus.
Present Perfect to express an action which began in the past and continues to the present:
Diet Coke **has been made** since 1982.
- The passive infinitive (*to be* + *-ed*) is used after modal auxiliary verbs and other verbs which are followed by an infinitive.
Driving should **be banned** in city centres.
The house is going **to be knocked down**.

Use

- The object of an active verb becomes the subject of a passive verb. Notice the use of *by* in the passive sentence.



- The passive is not another way of expressing the same sentence in the active. We choose the active or the passive depending on what we are more interested in.
Hamlet was written in 1600. (We are more interested in Hamlet.)
Shakespeare *wrote* comedies, histories, and tragedies. (We are more interested in Shakespeare.)

Note

Some verbs, for example, *give*, *send*, *show*, have two objects, a person and a thing.

- She **gave me a book** for my birthday.
- In the passive, we often make the person the subject, not the thing.
I **was given a book** for my birthday.
- She **was sent** the information by post.
- You'll **be shown** where to sit.

Unit 12

12.1 Second conditional

Form

if + Past Simple, *would* + infinitive without *to*
Would is a modal auxiliary verb. There is an introduction to modal auxiliary verbs on p137.

The forms of *would* are the same for all persons.

Positive and negative

If	I had more money, I she knew the answer, she we lived in Russia, we I didn't have so many debts, I	'd (would) wouldn't	buy a CD player. tell us. soon learn Russian. have to work so hard.
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Question

What Which countries	would	you do you go to	if	you had a year off? you travelled round the world?
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Short answer

Would you travel round the world? If they had the money, would they buy a new car?	Yes, I would./No, I wouldn't. Yes, they would./No, they wouldn't.
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Note

- The condition clause can come at the beginning or the end of the sentence.
 If it comes at the beginning, we put a comma at the end of the clause. If it comes at the end, we do not use a comma.
 If I had more time, I'd help.
 I'd help if I had more time.
- Were* is often used instead of *was* in the condition clause.
 If I **were** you, I'd go to bed.
 If he **were** cleverer, he'd know he was making a mistake.

Use

The second conditional is used to express and unreal or improbable condition and its probable result in the present or future.

The condition is unreal because it is different from the facts that we know. We can always say 'But ...'.

If I **were** Prime Minister, I'd **increase** tax for rich people. (But I'm not Prime Minister.)

If I **lived** in a big house, I'd **have** a party. (But I live in a small house.)

What **would** you **do** if you **saw** a ghost? (But I don't expect that you will see a ghost.)

Note

- The use of the past tense (If I had) and *would* does not refer to past time. Both the first and second conditional refer to the present and the future. The past verb forms are used to show 'This is different from reality'.
 If I **win** the tennis match, I'll **be** happy. (I think I have a good chance.)
 If I **won** a thousand pounds, I'd ... (But I don't think I will.)
- We do not use *would* in the condition clause.
 If the weather **was** nice ... NOT If the weather **would be** nice ...
 If I **had** more money ... NOT If I **would have** more money ...

12.2 *might*

Form

might + infinitive without *to*
Might is a modal auxiliary verb. For an introduction to modal auxiliary verbs, see p137.
 The forms of *might* are the same for all persons.

Positive and negative

I		go to the party.
He	might	be late.
It	might not	rain tomorrow.
We		go out for a meal tonight.

Question

The inverted question *Might you ... ?* is unusual. It is very common to ask a question with *Do you think ... + will ... ?*

Do you think	you'll get here on time? it'll rain? they'll come to our party?
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Short answer

Do you think he'll come? Do you think it'll rain?	He might. It might.
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Use

- Might* is used to express a future possibility. It contrasts with *will*, which, in the speaker's opinion, expresses a future certainty.
 England **will** win the match.
 (I am sure they will.)
 England **might** win the match.
 (It's possible, but I don't know.)
- Notice that, in the negative, these sentences express the same idea of possibility.
 It **might not** rain this afternoon.
 I **don't think** it'll rain this afternoon.

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.
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Question

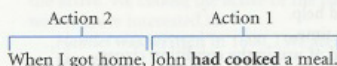
Had	I he/she/it we/you/they	left?
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Short answer

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.