

Contents

Introduction viii

Grammar 1	Present time	1
	Basic contrasts: present simple and present continuous	
	State verbs and event (action or dynamic) verbs	
	State verbs normally without a continuous form	
	Difference of meaning in stative and active verbs	
	Other uses of present continuous	
	Other uses of present simple	
Grammar 2	Future time	7
	Basic contrasts: <i>will</i> , <i>going to</i> , present continuous	
	Future continuous	
	Future perfect	
	Other ways of referring to the future	
	Other future references	
Grammar 3	Past time	14
	Basic contrasts: past simple and past continuous	
	Past perfect simple and continuous	
	<i>Used to</i> and <i>would</i>	
	Unfulfilled past events	
	Polite forms	
	Contrast with present perfect verb forms	
Grammar 4	Present perfect	21
	Present perfect simple	
	Present perfect continuous	
	Time expressions with the present perfect	
Consolidation 1	Units 1–4	28
Grammar 5	Passive 1	33
	Basic uses of the passive	
	Mentioning or not mentioning the agent	
Grammar 6	Passive 2	40
	<i>Have</i> and <i>get</i> something <i>done</i> , <i>need doing</i>	
	Passive <i>get</i>	
	Reporting verbs	
	Verbs with prepositions	
	Common contexts for the passive	
Grammar 7	Conditionals	46
	Basic usage: truths, real situations, hypothetical situations (present and past)	
	Variations: <i>if only</i> , <i>unless</i> and other alternatives to <i>if</i> , past events with results in the present, <i>should</i> , <i>were to</i> , <i>happen to</i> , <i>if it were not for</i> , <i>if it hadn't been for</i> , <i>will / would</i>	

	Other ways of making a conditional sentence: <i>supposing, otherwise, but for, if so, if not</i> , colloquial omission of <i>if, if</i> and adjectives, <i>if</i> meaning <i>although</i>	
Grammar 8	Unreal time and subjunctives	54
	<i>It's time</i>	
	Wishes	
	<i>I'd rather / I'd prefer</i> (followed by a clause)	
	<i>As if, as though</i>	
	<i>Suppose</i> and <i>imagine</i>	
	Formal subjunctives	
	Formulaic subjunctive	
Consolidation 2	Units 5–8	60
Grammar 9	Modals: present and future	65
	<i>Don't have to</i> and <i>must not</i> : absence of obligation, obligation not to do something	
	<i>Should</i> and <i>ought to</i> : expectation, recommendation, criticism of an action, uncertainty with verbs of thinking, with <i>be</i> and adjectives describing chance, after <i>in case</i> to emphasize unlikelihood	
	<i>Could</i> : possibility or uncertainty, with comparative adjectives to express possibility or impossibility, suggestions, unwillingness	
	<i>Can</i> : criticism, capability	
	<i>Must</i> and <i>can't</i> : certainty, present time reference only	
	<i>May</i> and <i>might</i> : <i>although</i> clauses, <i>may / might as well</i> , possibility or uncertainty, with <i>try</i>	
	<i>Shall</i> : certainty, what the speaker wants to happen, in formal rules	
	<i>Will</i> : assumption, intention, to refuse or insist	
	<i>Would</i> : to express a conditional sense	
	<i>Need</i> and <i>need to</i> : <i>need to</i> not a modal, <i>need</i> partly a modal	
	<i>Dare</i> : with and without <i>to</i>	
	Related non-modal expressions: <i>had better, be bound to</i>	
Grammar 10	Modals: past	72
	<i>Had to</i> and <i>didn't have to</i> : past obligation or absence of obligation	
	<i>Should have</i> and <i>ought to have</i> : expectation, criticism of an action, <i>should have</i> and verbs of thinking, with <i>be</i> and adjectives describing chance, polite expressions	
	<i>Could have</i> and <i>couldn't have</i> : past possibility or uncertainty, with comparative adjectives, unwillingness	
	<i>Could</i> : past permission or ability, compared with <i>could have</i>	
	<i>May have</i> and <i>might have</i> : past possibility, uncertainty, to express annoyance	
	<i>Must have</i> and <i>can't have</i> : certainty, with <i>surely</i>	
	<i>Would not</i> : unwillingness	
	<i>Would have</i> : events in the past which did not happen, assumptions	

	<i>Needn't have</i> and <i>didn't need to</i> : unnecessary actions done and not done	
	Adverbs and modals: <i>easily, just, really, well</i>	
Grammar 11	Inversion	78
	Inversion	
	Inversion after negative adverbials	
	Inversion after <i>so / such</i> with <i>that</i>	
	Inverted conditional sentences without <i>if</i>	
Grammar 12	Emphasis	85
	Changing word order to change focus	
	Adding words for emphasis	
	Other means	
Consolidation 3	Units 9–12	92
Grammar 13	Reported speech	97
	Problems: reported speech with modals, with conditionals, <i>don't think</i>	
	Reporting verbs	
	Functions: verbs that describe a function, verbs that describe actions	
	Changes of viewpoint	
Grammar 14	Articles	104
	Definite article (<i>the</i>)	
	Indefinite article (<i>a / an</i>)	
	Zero article	
	Translation problems	
Grammar 15	Relative clauses and non-finite clauses	111
	Defining and non-defining clauses	
	<i>Which, who</i> and <i>that</i>	
	<i>Who</i> and <i>whom</i>	
	<i>Whose</i>	
	<i>When</i> and <i>where</i>	
	Omitting the relative pronoun	
	Sentences ending in a preposition or phrasal verb	
	Omitting <i>which / who + be</i>	
	<i>Which</i> to comment on the main clause	
	Clauses beginning with <i>what</i> and <i>whatever</i>	
	Non-finite clauses containing an <i>-ing</i> form	
Grammar 16	Verbs + infinitive or <i>-ing</i>	118
	Verbs followed by either <i>-ing</i> or infinitive with <i>to</i>	
	Verbs with an object, followed by either <i>-ing</i> or infinitive with <i>to</i>	
	Verbs normally followed by infinitive with <i>to</i>	
	Verbs normally followed by <i>-ing</i>	
	Verbs followed by infinitive without <i>to</i>	
	Verbs followed by an object and <i>to</i>	

CONTENTS

Consolidation 4	Units 13–16	126
Grammar 17	Verbs + prepositions Verbs followed by: <i>about, against, at, for, from, in, of, on, to, with</i>	131
Grammar 18	Prepositions Prepositions following adjectives: <i>about, at, by, for, from, in, of, on, to, with</i> Prepositions following nouns: <i>for, on, over, to, with</i> Expressions beginning: <i>after, at, beyond, by, for, in, on, out of, under, with, within, without</i>	138
Grammar 19	Phrasal verbs 1 <i>Add up to get up to</i>	144
Grammar 20	Phrasal verbs 2 <i>Give away to put up with</i>	150
Grammar 21	Phrasal verbs 3 <i>Rip off to work out</i>	156
Consolidation 5	Units 17–21	162
Grammar 22	Linking words and phrases Text organizers: adding a point, developing a point, explaining a point, contrast, explaining reasons, making generalizations, starting, giving new information, concession / qualification, giving a personal opinion	167
Grammar 23	Punctuation and spelling Words commonly misspelled: common errors, words with similar spelling but different meanings, words with the same pronunciation but different spelling and meaning Punctuation: commas, apostrophes, colons and semi-colons	172
Consolidation 6	Units 22–23	178
Grammar 24	Further practice	182
Vocabulary 1	Leisure activities	188
Vocabulary 2	Travel and movement	192
Vocabulary 3	News events	196
Vocabulary 4	Places	200
Vocabulary 5	Media and advertising	204
Vocabulary 6	The natural world	208
Vocabulary 7	Work	211
Vocabulary 8	Business and money	215
Vocabulary 9	People and relationships	219
Vocabulary 10	Social problems	223
Vocabulary 11	Entertainment	227

Vocabulary 12	Government and society	231
Vocabulary 13	Health and the body	235
Vocabulary 14	World issues	239
Vocabulary 15	Thinking and feeling	243
Vocabulary 16	Technology	247
Vocabulary 17	Quality and quantity	250
Vocabulary 18	Education	254
Vocabulary 19	Word formation	258
Vocabulary 20	Multiple meaning	262

Words and phrases

1	Expressions with <i>come</i> , expressions with <i>in</i> , idioms based on <i>hand</i> , wood and metal, prefix <i>un-</i> , verbs of movement	265
2	Expressions with <i>get</i> , colour idioms, common phrases, expressions with <i>see</i> , suffix <i>-ful</i> , expressions with <i>out</i>	268
3	Expressions with <i>on</i> , expressions with <i>one</i> , expressions with <i>break</i> , sounds, words connected with memory	271
4	Formality, expressions with <i>no</i> , expressions with <i>head</i> , words connected with people, expressions with <i>make</i> , compound words	274
5	Size, suffixes, headline language, body movements, expressions with <i>at</i>	277
6	Expressions with <i>set</i> , places, words with more than one meaning, speaking, expressions with <i>within</i> , adjective suffix <i>-ing</i>	280
7	Expressions with <i>by</i> , idioms with parts of the body, adjective-noun collocations, expressions with <i>have</i> , verbs of seeing, expressions with <i>do</i> , time expressions	283
8	Collocations of nouns linked with <i>of</i> , size and amount, expressions with <i>bring</i> , feelings, prefix <i>well</i> , expressions with <i>from</i>	286
9	Adverbs, expressions with <i>think</i> , expressions with <i>give</i> , modifiers, words with more than one meaning, <i>but</i>	289
10	Expressions with <i>put</i> , expressions with <i>run</i> , prefix <i>under-</i> , names, expressions with <i>call</i> , verbs with <i>up</i>	292
	Index	295
	Vocabulary wordlist	297
	Grammar answers	313
	Vocabulary answers	331
	Words and phrases answers	340