

Introduction: Besides the eight parts of speech, there are three other parts— participles, gerunds, and infinitives—called verbals. Verbals are hybrids that don't act as verbs in a sentence, but as other parts of speech.

1. **Participles:** A participle is part of verb but it can be used as an adjective too.

In English, there are three types of participles. **The present participle** is formed from a verb in continuous tenses to describe an action going on. e.g., He is watching TV, They are playing , I am asking you) and it can function as a verb when used in the present progressive. **The past participle** is formed from a **verb + ed** for regular verbs but for irregular verbs it is not systematic, which is used to make compound verb forms in perfect tenses to indicate completed action (e.g., She has been in London before, I have done my homework). **The perfect participle** is formed by adding **having** to the past participle: Having completed the project, I can get my PhD.

2. **Gerunds:** Like a present participle, a gerund is a word derived from a verb plus -ing. Unlike a participle, a gerund acts like a noun or a subject of a sentence. e.g., Running regularly will make you feel better.

Studying requires most of my time during the day. Do you mind my asking you?

Gerunds phrases take a singular verb: Borrowing from banks is preferable to getting startup company.

E.g. Our son's life ambition is studying to be a doctor.

The following verbs **must** be followed by a gerund: **avoid, give up, discuss, stop, quit, keep, enjoy, mind.**

3. **Infinitives:** An infinitive is composed of **to plus a verb** (e.g., to go, to carry, to drive). Most of the time you will see infinitives used as nouns, but sometimes they crop up as adjectives or adverbs.

e.g., I want to go home! (as a noun.) e.g., We come to bury Caesar. (as an adverb; it tells why we came.)

e.g., Harry was the first student in our class to succeed. (To succeed acts as an adjective; it describes student.)

Sometimes the first part **to** of an infinitive is omitted.

➔“Please help me solve the task” That sentence means the same as “Please help me **to solve** the task”

These verbs are followed by infinitives: *want, need, would like, expect, appear, mean, forget, try, seem, agree.*

Split infinitive is to insert a word between **to** and **the verb**.

e.g., He needs **to** better **understand** the rules of grammar. He needs **to understand** better the rules of grammar.

1. Verb Tenses:

A tense is a form of the verb which shows the time at which an action happens in the time of speech to specify reference-point for event time. It comes from the Latin word "tempus", which means "time".

Tense and time

Aspect	Tense		
	Present	Past	Future
Simple (Indefinite)	<i>Simple Present</i>	<i>Simple Past</i>	<i>Simple Future</i>
Continuous (Progressive)	<i>Present Continuous</i>	<i>Past Continuous</i>	<i>Future Continuous</i>
Perfect (Complete)	<i>Present Perfect</i>	<i>Past Perfect</i>	<i>Future Perfect</i>
Perfect Continuous	<i>Present Perfect Cont.</i>	<i>Past Perfect Cont.</i>	<i>Future Perfect Cont.</i>

I. Present Simple Tense

➔**Form**

Positive statement: *I play, He plays*

Negative statement: *I do not play (I don't play), He does not play (He doesn't play)*

Question: *Do you play? Does he play?*

Neg. question: *Do you not play? (Don't you play?) Does he not play? (Doesn't he play?)*

→ Spelling

*We only use -s ending (plays) in the third person singular.

*We add -es to the verbs that end in ss, sh, ch, x and o: misses, finishes, watches, mixes, goes.

If the verb ends in a consonant and -y, we change -y into -i and use the -es ending: carry - carries, try - tries.

But: play - plays, because this verb ends with a vowel and -y.

The auxiliary verb *do* is not used to make questions and negative statements with modal verbs and the verb *to be*.
Are you a student? Is he in London? I am not at home. He is not happy. Can you sing? Must I come? I cannot swim. He mustn't stay. If the *wh-* pronoun introducing the question (who, which) is the subject of the question, we do not use the auxiliary verb *do*. *Who knows you? (who is the subject) Which cars belong to you? (which cars is the subject)*

But: *Who do you know? (who is the object)* The negative question normally expresses a surprise. *Doesn't he work?*

→ Use

1. We use the present simple tense for activities that happen again and again (everyday, sometimes, ever, never).

I sometimes go to school by bike. You don't speak Greek. Do they get up early?

He often travels. She doesn't work. Does she ever help you?

2. We use it for facts that are always true.

Our planet moves round the sun. Lions eat meat.

3. With a future time expression (tomorrow, next week) we use the present simple for planned future events (timetables).

The train leaves at 8.15. They return tonight.

II- Past Simple Tense

→ Form - regular verbs

Positive statement: I watched, He watched

Negative statement: I did not watch (I didn't watch), He did not watch (He didn't watch)

Question: Did you watch?

Neg. question: Did you not watch? (Didn't you watch?) It is formed by -ed ending.

It is the same for all persons, singular and plural.

→ Spelling

We add -d (not -ed) to the verbs that end with -e: like - liked .

*If the verb ends with a consonant and -y, we change -y into -i: carry - carried, try - tried. But: play - played, because this verb ends with a vowel and -y.

*If the verb has only one syllable and ends with a vowel and a consonant, we double the consonant to keep the same pronunciation: stop - stopped. The same rule applies to the verbs that end with -l: travel - travelled.

→ Form - irregular verbs

All the irregular verbs have different forms: go - went, buy - bought, cut - cut etc.

The question and negative are made in the same way: I went - Did you go? No, I did not go.

Notes

*We do not use the auxiliary verb *did* with the verb *to be* and modal verbs. *Were you a student? Was he in London? I was not at home. He was not happy. Could you sing? Could he come? I could not swim. He could not stay.*

*The auxiliary verb *did* is not used in questions beginning with *wh-* pronouns (who, which) in case that the pronoun is the subject of the question. *Who met you? (who is the subject) Which train arrived on time? (which train is the subject) But: Who did you meet? Which train did you miss? (who and which train are the objects)*

*The negative question normally shows a surprise. *Didn't you know it?*

Stem	Transcription	Past simple	Transcription	Past participle	Transcription
beat	/bi:t/	beat	/bi:t/	beaten	/'bi:tŋ/
become	/br'kʌm/	became	/br'keɪm/	become	/br'kʌm/
begin	/br'gɪn/	began	/br'gæn/	begun	/br'gʌn/
bend	/bend/	bent	/bent/	bent	/bent/
bite	/baɪt/	bit	/bɪt/	bitten	/'bɪtŋ/
blow	/bləʊ/	blew	/blu:/	blown	/bləʊn/
break	/breɪk/	broke	/brəʊk/	broken	/'brəʊkən/
bring	/brɪŋ/	brought	/brɔ:t/	brought	/brɔ:t/
build	/bɪld/	built	/bɪlt/	built	/bɪlt/
burn	/bɜ:n/	burnt, burned	/bɜ:nt/	burnt, burned	/bɜ:nt/
buy	/baɪ/	bought	/bɔ:t/	bought	/bɔ:t/
catch	/kæʃ/	caught	/kɔ:t/	caught	/kɔ:t/
choose	/tʃu:z/	chose	/tʃəʊz/	chosen	/'tʃəʊzən/
come	/kʌm/	came	/keɪm/	come	/kʌm/
cost	/kɒst/	cost	/kɒst/	cost	/kɒst/
cut	/kʌt/	cut	/kʌt/	cut	/kʌt/
do	/du:/	did	/dɪd/	done	/dʌn/
draw	/drɔ:/	drew	/dru:/	drawn	/drɔ:n/
dream	/dri:m/	Dreamt, dreamed	/dremt/ , /dri:md/	dreamt , dreamed	/dremt/ , /dri:md/
drink	/drɪŋk/	drank	/dræŋk/	drunk	/drʌŋk/
drive	/draɪv/	drove	/drəʊv/	driven	/'drɪvən/
eat	/i:t/	ate	/eɪt, et/	eaten	/'i:tŋ/
fall	/fɔ:l/	fell	/fel/	fallen	/'fɔ:lən/
feed	/fi:d/	fed	/fed/	fed	/fed/
feel	/fi:l/	felt	/felt/	felt	/felt/
fight	/faɪt/	fought	/fɔ:t/	fought	/fɔ:t/
find	/faɪnd/	found	/faʊnd/	found	/faʊnd/
fly	/flaɪ/	flew	/flu:/	flown	/fləʊn/
forget	/fə'get/	forgot	/fə'gɒt/	forgotten	/fə'gɒtŋ/
forgive	/fə'grɪv/	forgave	/fə'gɜ:v/	forgiven	/fə'grɪvən/
freeze	/fri:z/	froze	/frəʊz/	frozen	/'frəʊzən/
get	/get/	got	/gɒt/	got	/gɒt/

get	/get/	got	/gɒt/	got	/gɒt/
give	/gɪv/	gave	/geɪv/	given	/'gɪvən/
go	/gəʊ/	went	/went/	gone	/gɒn/
grow	/grəʊ/	grew	/gru:/	grown	/grəʊn/
have	/hæv, əv/	had	/hæd, əd/	had	/hæd, əd/
hear	/hɪə(r)/	heard	/hɜ:d/	heard	/hɜ:d/
hold	/həʊld/	held	/held/	held	/held/
hurt	/hɜ:t/	hurt	/hɜ:t/	hurt	/hɜ:t/

Stem	Transcription	Past simple	Transcription	Past participle	Transcription
know	/nəʊ/	knew	/nu:/	known	/nəʊn/
lay	/leɪ/	laid	/leɪd/	laid	/leɪd/
lead	/li:d/	led	/led/	led	/led/
learn	/lɜ:n/	learnt , learned	/lɜ:nt/ , /lɜ:rnd/	learnt , learned	/lɜ:nt/ , /lɜ:rnd/
leave	/li:v/	left	/left/	left	/left/
lie	/laɪ/	lay	/leɪ/	lain	/leɪn/
lose	/lu:z/	lost	/lɒst/	lost	/lɒst/
make	/meɪk/	made	/meɪd/	made	/meɪd/
meet	/mi:t/	met	/met/	met	/met/
pay	/peɪ/	paid	/peɪd/	paid	/peɪd/
put	/pʊt/	put	/pʊt/	put	/pʊt/
read	/ri:d/	read	/red/	read	/red/
ride	/raɪd/	rode	/rəʊd/	ridden	/'rɪdn̩/
ring	/rɪŋ/	rang	/ræŋ/	rung	/rʌŋ/

rise	/raɪz/	rose	/rəʊz/	risen	/'rɪzən/
run	/rʌn/	ran	/ræn/	run	/rʌn/
say	/seɪ/	said	/sed/	said	/sed/
see	/si:/	saw	/sə:/	seen	/si:n/
sell	/sel/	sold	/səʊld/	sold	/səʊld/
shake	/ʃeɪk/	shook	/ʃʊk/	shaken	/'ʃeɪkən/
shine	/ʃaɪn/	shone	/ʃəʊn, ʃɒn/	shone	/ʃəʊn, ʃɒn/
shoot	/ʃu:t/	shot	/ʃɒt/	shot	/ʃɒt/
show	/ʃəʊ/	showed	/ʃəʊd/	shown	/ʃəʊn/
shut	/ʃʌt/	shut	/ʃʌt/	shut	/ʃʌt/
sing	/sɪŋ/	sang	/sæŋ/	sung	/sʌŋ/
sit	/sɪt/	sat	/sæt/	sat	/sæt/
sleep	/sli:p/	slept	/slept/	slept	/slept/
speak	/spi:k/	spoke	/spəʊk/	spoken	/'spəʊkən/
stand	/stænd/	stood	/stʊd/	stood	/stʊd/
swim	/swɪm/	swam	/swæm/	swum	/swʌm/
take	/teɪk/	took	/tʊk/	taken	/'teɪkən/
teach	/ti:tʃ/	taught	/tɔ:t/	taught	/tɔ:t/
tell	/tel/	told	/təʊld/	told	/təʊld/
think	/θɪŋk/	thought	/θɔ:t/	thought	/θɔ:t/
throw	/θrəʊ/	threw	/θru:/	thrown	/θrəʊn/
understand	/,ʌndə'stænd/	understood	/,ʌndə'stʊd/	understood	/,ʌndə'stʊd/
wake	/weɪk/	woke	/wəʊk/	woken	/'wəʊkən/
wear	/weə(r)/	wore	/wɔ:(r)/	worn	/wɔ:n/
win	/wɪn/	won	/wʌn/	won	/wʌn/
write	/raɪt/	wrote	/rəʊt/	written	/'rɪtɪn/

→ Use

1. We use the past simple for activities or situations that were completed in the past at a definite time.

a) The time can be given in the sentence:

I came home at 6 o'clock.

When he was a child, he didn't live in a house.

b) The time is asked about:

When did they get married?

c) The time is not given in the sentence, but it is clear from a context that the action or situation finished in the past.

He is 20 years old. He was born in Canada.

I've been to Iceland. (present perfect) - Did you enjoy it? (past simple)

2. We use it for repeated actions in the past.

We walked to school every day. - And did you ever go by bus?

3. It is used in stories to describe events that follow each other.

Charles entered the hall and looked around. He took off his coat and put it on a chair. He was at home.

III- Future Simple Tense

→Form - will

Positive statement: I will learn (I'll learn), He will learn (He'll learn)

Negative statement: I will not learn (I won't learn), He will not learn (He won't learn)

Question: Will you learn?

Neg. question: Will you not learn? (Won't you learn?)

We can also use *shall* in the first person singular and plural (I, we). But this form is quite formal in modern English and is not very common.

I shall do it for you.

We shall come soon.

→Use

1. Will is used as a modal auxiliary verb to show a general intention.

He will change his job.

We'll travel abroad. (short form of will)

I will not need it.

They won't change the telephone number. (short form of will not)

Will you take the exam?

2. Will is used for predictions or opinions.

It will snow in winter.

The horse will not win.

We can use following verbs or adverbs to express that we assume something, but we are not sure: think, be sure, hope, believe, suppose, perhaps, possibly, probably, surely.

They'll probably study art.

I don't think she'll accept it.

3. Will is used to express a decision or offer made at the moment of speaking.

Can I walk you home? - No, thank you. I'll take a taxi.

Please, tell Peter about it. - O.K. I'll call him.

But:

I am going to call Peter. Do you want me to say hello to him?

(**Going to** expresses our decision made before the moment of speaking.)

Let's Practice:

Exercise 1: Put the verb into the correct form.

1- Julie (not I drink) tea very often.

2- Mozart more than 600 pieces of music (to write).

3- 'How did you learn to drive?' 'My father..... me.' (to teach)

4- What time (the banks/ close) here?

5- I've got a car, but I (not / use) it much.

6- We couldn't afford to keep our car, so we..... it.(to sell)

7- I was very thirsty. I..... the water very quickly. (to drink)

8- Paul and I played tennis yesterday. He's much better than me, so he..... easily. (to win)

9- 'Where (Ricardo / come) from?' 'From Cuba.'

10- 'What (you / do)?' 'I'm an electrician.'

11- Don..... (to fall) down the stairs this morning and..... his leg. (to hurt)

12- It (to take) me an hour to get to work. How long..... (it / take) you?

13- Look at this sentence. What..... (this word / mean)?

14- Ann (to spend) a lot of money yesterday. She (to buy) a dress which 1100£. (to cost)

15- David isn't very fit. He..... (not / do) any sport.

Exercise 2: You ask Lisa questions about herself and her family. Write the questions.

1- You know that Lisa plays tennis. You want to know how often. Ask her.

How often *do you play tennis* ?

2 -Perhaps Lisa's sister plays tennis too. You want to know. Ask Lisa.

→ your sister.....?

3- You know that Lisa reads a newspaper every day. You want to know which one. Ask her.

→?

4- You know that Lisa 's brother works. You want to know what he does. Ask Lisa.

→?

5- You know that Lisa goes to the cinema a lot. You want to know how often. Ask her.

→?

6- You don't know where Lisa's grandparents live. You want to know. Ask Lisa.

→?

Exercise 3: Complete the sentences, Put the verb into the correct form, positive or negative.

1. It was warm, so I off my coat. (to take)
2. The film wasn't very good. I it very much. (to enjoy)
3. I knew Sarah was very busy, so I..... her. (to disturb)
4. I was very tired, so I..... to bed early. (to go)
5. The bed was very uncomfortable. I..... very well. (to sleep)
6. Sue wasn't hungry, so she..... anything. (to eat)
7. We went to Kate's house but she..... at home. (to be)
8. It was a funny situation but nobody..... (to laugh)
9. The window was open and a bird..... into the room. (to fly)
10. The hotel wasn't very expensive. It..... very much. (to cost)
11. I was in a hurry, so I..... time to phone you. (to have)
12. It was hard work carrying the bags. They..... very heavy. (to be)

Exercise 4:

Two students are discussing their IT projects. Underline the correct form.

- A Hi Dan. How is your IT project going?
B Okay I suppose, **a** *I'll hand it in* / *I'm going to hand it in* next week.
A I've heard you're doing a database application for the library.
B That's right. It's all on schedule. **b** *We're testing it* / *We test it* over the next few days.
A And you've got to write a user guide.
B I know, it's a lot of work. I think **c** *I'm asking* / *I'll ask* someone for some help.
A Yes, I had the same idea. **d** *I'll ask* / *I'm going to ask* Anne if she can help me.
B I'm worried about the hardware installation. **e** *I'm doing* / *I'll do* it on Friday.
A I suppose Mr Wright is supervising it.
B Yes, I wanted to ask you a favour. Could you look at the program for me on Monday?
A I'm sorry Dan, but **f** *I'm seeing* / *I'll see* Mr Wright about my own project on Monday.
g *I'm going to have* / *I'll have* a look at yours on Tuesday if you like.
B Okay, thanks. **h** *I'll remind* / *I'm reminding* you later this week.

Exercise 5:

Put the verb in brackets in the most suitable form using *will*, *going to* or the present continuous.

- a** A What are your plans for this evening?
B We (see) are going to see a film. We bought the tickets on the Internet.
- b** A Do you want to go out for a meal next week?
B Yes, that would be nice. What about Wednesday? (do) you
..... anything?
- c** A Did you see that new TV programme last night?
B Yes, I expect it (be) popular for a couple of months and then
people (lose) interest.
- d** A Well my darling, Happy New Year! Have you made any resolutions?
B Yes, I (leave) you!
- e** A Have you decided what to do when you leave school?
B More or less. I (have) a holiday for a couple of months and then I
(start) my university course.
- f** A Are you ready to order, sir?
B I'm not sure. Oh, I know. I (have) the roast chicken.
- g** A I (take) you to the football match if you like.
B No, thanks dad! I've spoken to John and his dad (take) us.
- h** A Why are you turning on the TV?
B I (watch) the news.
- i** A I (do) some shopping.
B Are you? I haven't got any toothpaste.
A Oh, alright. I (get) some if you like.

IV- Present Continuous Tense

→ Form

Positive statement: *I am playing, You are playing, He is playing*

Negative statement: *I am not playing (I'm not playing), You are not playing (You aren't playing), He is not playing (He isn't playing)*

Question: *Are you playing? Is he playing?*

Neg. question: *Are you not playing? (Aren't you playing?) Is he not playing? (Isn't he playing?)*

The present continuous tense is formed with the verb to be and the present participle (-ing ending).

The negative question normally expresses a surprise. **e.g:** *Isn't he working?*

→ Use

1. We use the present continuous for an activity that is happening just now.

I am learning English at the moment. You aren't listening! Why is he sitting here?

2. We use it for an action happening about this time (today, this week), but not necessarily at the moment of speaking. It is a temporary activity.

I am in London. I am staying at the hotel. (**But** just now you can be somewhere else.)

She can't go out. She is writing her essay today. (**But** she can be having lunch at the moment.)

You can't borrow this book today. Mary is reading it. (But not right now.)

3. With a future time expression (soon, on Monday) we use the present continuous for definite arrangements in the near future. It is more personal than the present simple tense, because it expresses the speaker's plan.

I am leaving soon. We are meeting on Monday.

V- Past Continuous Tense

→ Form

Positive statement: *I was watching, You were watching*

Negative statement: *I was not watching (I wasn't watching), You were not watching (You weren't watching)*

Question: *Were you watching? Was he watching?*

Neg. question: *Were you not watching? (Weren't you watching?) Was he not watching? (Wasn't he watching?)*

The past continuous tense is formed with the past tense of the verb *to be* and the present participle (-ing form).

→ Use

*We use the continuous tense for actions or situations in the past that were not completed.

From 10 to 12 I was washing my car. I was in the garage.

(I did not finish my work. It was in progress. I started before 10 and finished after 12.)

The sun was setting. The beach was changing its colours.

(The sun was still in the sky when I was watching it.)

Compare this sentence with the past simple, which is used for completed activities:

From 10 to 12 I washed my car.

(I finished my work. I started at 10 and finished at 12.)

Finally, the sun set. It was dark and we did not see the beach anymore.

(The sun completely disappeared.)

*We use it for continuous, uninterrupted activities. If the action is interrupted (something is done in more intervals or we did more things one after another), we must use the past simple.

Tom was watching TV on Sunday.

Tom watched TV in the morning and in the evening.

Yesterday I was working in the garden.

Yesterday I worked in the garden and on my house.

→ The past continuous tense is typically used:

1. Combined with the past simple tense to describe the idea that the action in the past continuous started before the action in the past simple and continued after it.

When she saw me, I was looking at the trees.

(These two activities happened at the same time. I was looking at the trees for some time and she saw me in the middle of it.)

→ Compare with the past simple:

When she saw me, I looked at the trees.

(These two activities happened one after another. First she saw me and then I looked at the trees.)

2. With a point in time to express an action that started before that time and continued after it.

At 8 o'clock Jane was having a bath.

(At 8 o'clock she was in the middle of the activity. She did not finish it.)

Compare with the simple tense:

At 8 o'clock Jane had a bath.

(She started the activity at 8 o'clock and finished it.)

3. To describe a situation, while the past simple is used to tell a story. e.g: The sun was shining. Jack and Jill were lying on the beach. Jack was reading a book and Jill was sleeping. All of a sudden, Jack raised his head. Jill woke up. Something happened.

4. For incomplete activities in contrast with the past simple, which is used for completed activities.

I was reading a book yesterday. And today I am going to continue.

I read the book yesterday. I can lend it to you now.

5. The past continuous can be used instead of the simple to show a more casual action:

I was talking to my neighbour yesterday. We had a nice chat.

(I did not do it on purpose. We just met in the street.)

I talked to my neighbour yesterday. And he promised to help me.

(I did it on purpose. I needed to ask him for help.)

VI- Future Continuous Tense

→ **Form**

Positive statement: I will be sitting (I'll be sitting)

Negative statement: I will not be sitting (I won't be sitting)

Question: Will you be sitting?

Neg. question: Will you not be sitting? (Won't you be sitting?)

→ **Use**

1. This tense is used for an action that will be in progress at a point of time in the future. It will start before that point of time and will continue after it. The point in time can be given by a time expression or by another action in the future simple (will). This usage is very similar to the past continuous in this aspect.

At 8 o'clock I will be travelling to Dorset.

This time tomorrow we'll be lying on the beach.

(In these two sentences the point of time that we refer to is given by a time expression.)

The shop will be closed. Will you be working?

I'll be sleeping when you come back.

(In these two sentences the point of time that we refer to is given by another activity.)

2. The future continuous describes the idea that something will happen in the normal course of events. It refers to a routine activity, not an intention, decision or plan.

I'll be writing to you again. (I always write to you, so I'll do it again, as usual.)

They'll be leaving on Friday. You can join them. (They normally leave on Fridays.)

Everybody will be working on a computer sooner or later. (If nothing special happens.)

→ **Future Continuous Vs Present Continuous**

We are going to the cinema next weekend.

(The present tense means that we have already arranged it. We know the time and place and probably have the tickets.)

We'll be going to the cinema next weekend.

(The future continuous only tells us how we will spend the weekend. But we have not arranged anything and, probably, we do not even know which film we want to see.)

I am seeing Susan tomorrow.

(I have some reason. Susan and I have arranged the time and place.)

I'll be seeing Susan tomorrow.

(Susan is my classmate and because I will go to school tomorrow, I will see her as usual.)

→ Future Simple Vs Continuous

Bill won't play football tomorrow.

(The fact is that Bill cannot play or does not want to play for some reason.)

Bill won't be playing football tomorrow.

(Bill will not play, because it will be Friday and he never plays on Fridays.)

I'll call Mimi tonight. I'll ask her.

(I will do it because I need to talk to her.)

I'll be calling Mimi tonight. I can ask her.

(I call her every night, that is why I will call her tonight too.)

In these examples the future simple shows intentions, while in the continuous there is no intention, it expresses routine actions.

Notes

In some cases we can use several forms for future events. But every form will have a slightly different meaning.

I'll be meeting Jim next week.

(I meet Jim every week and it will be the same next week.)

I'll meet Jim next week.

(I intend to meet Jim next week or I suppose that I will meet him.)

I'm going to meet Jim next week.

(I decided to meet Jim some time ago and now I am expressing my intention.)

I'm meeting Jim next week.

(We have arranged the time and place because we have some reason to meet.)

Exercise 1: Put the verb into the correct form, positive (I'm doing etc.) or negative (I'm not doing etc.):

- 1- Please don't make so much noise. (I/ try) to work.
- 2- Let's go out now..... (it / rain) to work.
- 3- You can turn off the radio. (I / listen) to it.
- 4- Kate phoned me last night. She's on holiday in France..... (she / have) a great time and doesn't want to come back.
- 5- I want to lose weight, so this week (I / eat) dinner.
- 6- Andrew has just started evening classes. (he/ learn) Japanese.
- 7- Paul & Sally have had an argument. (they / speak) to each other.
- 8- (I/ get) tired. I need a rest.
- 9- Tim (work) today. He's taken a day off.
- 10- (I/ look) for Sophie. Do you know where she is?

Exercise 2: Complete the conversation:

1- **A1:** I saw Brian a few days ago?

B1: Oh, did you? these days? (What / he/ do)

A2: He's at university.

B2:? (what / he/ study)

A3: Psychology.

B3: it ? (he/ enjoy)

A4: Yes, he says it's a very good course.

2- **A1:** Hi, Nicola. How? (your new job / go)

B1: Not bad. It wasn't so good at first, but better now. (it/get)

A2: What about Daniel? Is he OK?

B2: Yes, but his work right now. (he/not/enjoy)

He's been in the same job for a long time and to get bored with it. (he/begin)

Exercise 3: Put the verbs into the correct form, past continuous or past simple.

1. I saw (to see)..... Sue in town yesterday but she..... (to look) the other way.

2. I..... (to meet) Tom and Ann at the airport a few weeks ago. They..... (to go) to Berlin and I..... (to go) to Madrid. We..... (to have) a chat while we..... (to wait) for our flights.

3. I..... (to cycle) home yesterday when suddenly a man..... (to step) out into the road in front of me. I..... (to go) quite fast but luckily I..... (to manage) to stop in time and..... (not/to hit) him.

Will be doing and will have done

Study this example situation:

These people are standing in a queue to get into the cinema.



now

Half an hour from now, the cinema will be full. Everyone **will be watching** the film.



half an hour from now

Three hours from now, the cinema will be empty. The film **will have finished**. Everyone **will have gone** home.



three hours from now

Exercise 4: Put the verb into the correct form } will be (do) ing or will have (done).

1. Don't phone between 7 and 8..... dinner then. (we /I have)
2. Phone me after 8 o'clock..... dinner by then. (we / finish)
3. Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, tennis. (we/ play)
4. **A:** Can we meet tomorrow
B: Yes, but not in the afternoon..... (I / work)
5. B has to go to a meeting which begins at 10 o'clock. It **will** last about an hour.
A: Will you be free at 11.30?
B: Yes,..... by then. (the meeting / end)
6. Ben is on holiday and he is spending his money very quickly. If he continues like this, his money before the end of his holiday. (he / spend)
7. Do you think..... the same job in ten years } time?(you / still / do)
8. Lisa is from New Zealand. She is travelling around Europe at the moment. So far she has travelled about 11000 miles. By the end of the trip,..... more than 3,000 miles. (she / travel)
9. If you need to contact me,..... at the Lion Hotel until Friday. (I / stay)
10. **A:** Laura tomorrow? (you / see)
B: Yes, probably. Why?
A: I borrowed this DVD from her. Can you give it back to her?