

UNIT 4

3.4 Past Perfect

Meaning means 'before', so Past Perfect refers to an action in the past that was completed before another action in the past.

Form
The form of the Past Perfect is the same for all persons.

Positive and negative

I You We (etc.)	'I (had) hadn't	seen him before, finished work at 6 o'clock.
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Question

where had you she they (etc.)	been before?
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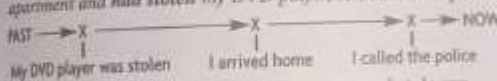
Short answer

Had he already left?	Yes, he had. No, he hadn't.
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Use

- The Past Perfect is used to make clear that one action in the past happened before another action in the past.

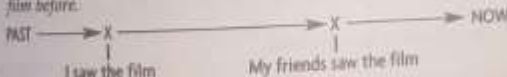
When I got home, I found that someone had broken into my apartment and had stolen my DVD player, so I called the police.



Action 1: Someone broke into my apartment and stole my DVD player.

Action 2: I got home and called the police.

I didn't want to go to the cinema with my friends because I'd seen the film before.



Action 1: I saw the film.

Action 2: My friends went to the cinema to see the film.

- Notice the difference between the following sentences:

When I got to the office, Peter went home.

(= First I arrived, then Peter left.)

When I got to the office, Peter had gone home.

(= First Peter left, then I arrived.)

3.5 Past tenses in the passive

Form

Past Simple Passive

Past Continuous Passive

Past Perfect Passive

was/were + past participle

was/were being + past participle

had been + past participle

Use

The uses are the same in the passive as in the active.

The bridge was built in 1876. (finished action in the past)

The bomb was being defused when it exploded. (interrupted past activity)

The letter didn't arrive because it had been sent to my old address. (one action before another action in the past)

Introduction to modal verbs

The modal verbs are *can, could, may, might, must, will, would, should, ought to*. They are known as modal auxiliary verbs because they 'help' another verb. (See also Units 1, 5, 8, and 9.)

I can swim.

Do you think I should go?

Form

- There is no *-s* in the third person singular.
She can sing. He must be tired. It might rain.
- There is no *do/does/don't/doesn't* in the question or negative.
What should I do? Can I help you? You mustn't steal!
He can't swim. I won't be a minute.
- Modal auxiliary verbs are followed by the infinitive without *to*. The exception is *ought to*.
You must go. I'll help you. You ought to see a doctor.
- They have no infinitives and no *-ing* forms. Other expressions are used instead.
I'd love to be able to sing.
I hate having to get up on cold, winter mornings.
- They don't usually have past forms. Instead, we can use them with perfect infinitives.
You should have told me that you can't swim. You might have drowned!
or we use other expressions:
I had to work hard in school.

Note

Could is used with a past meaning to talk about a general ability.
I could swim when I was six. (= general ability)

To talk about ability on one specific occasion, we use *was able to/managed to*.

The prisoner was able to/managed to escape by climbing on to the roof of the prison. NOT *could escape*

Use

- Modal verbs express our attitudes, opinions, and judgements of events. Compare:
'Who's that knocking on the door?'
'It's John.' (This is a fact.)
'Who's that knocking on the door?'
'It could/may/might/must/should/can't be John.' (These all express our attitude or opinion.)
- Each modal verb has at least two meanings. One use of all of them is to express possibility or probability. (See Unit 9 p147.)
I must post this letter! (= obligation)
You must be tired! (= deduction, probability)
Could you help me? (= request)
We could go to Spain for our holiday. (= possibility)
You may go home now. (= permission)
'Where's Anna?' *I'm not sure. She may be at work.* (= possibility)

Modal verbs of obligation and permission

4.1 have (got) to

Form

Positive and negative

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

Question

Do	I you (etc.)	have to work hard?
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Use

Have to is not a modal verb.

- 1 *Have to* expresses strong obligation. It expresses a general obligation based on a law or rule, or based on the authority of another person. It is impersonal.
Children have to go to school until they are 16. (a law)
Mum says you have to clean your room before you go out. (mother's order)
- 2 *Have got to* is common in British English but it is more informal than *have to*.
I've got to go now. See you!
Don't go to bed late. We've got to get up early tomorrow.
'Go and tidy your room.' 'Have I got to?' 'Yes, you have!'
- 3 *Have to* expresses a general repeated obligation.
I always have to tell my parents where I'm going.
Have got to expresses an obligation on one particular occasion.
I've got to get up early tomorrow to catch a train.

4.2 can and be allowed to

Form

Affirmative and negative

I/You/ We/They	can/can't are allowed to aren't allowed to	park here.
He/She	can/can't is allowed to isn't allowed to	

Question

Can	I/you/we etc.	allowed to	park here?
Am	I		
Are	you		
Is	he		

Use

Can is a modal verb.

Can and *be allowed to* express permission. *Can* is more informal and usually spoken.
You can borrow my bike, but you can't have the car. I need it.
They can't come in here with those muddy shoes!
You're allowed to get a driving licence when you're 17.
Are we allowed to use a dictionary for this test?
He isn't allowed to park here.

4.2 should, ought to, and must

Form

Should, *ought to*, and *must* are modal verbs.

I/You/We/They He/She/It	should/shouldn't ought to / ought not to must	work hard.
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Use

- 1 *Should* and *ought to* express mild obligation, suggestions, or advice. They express what, in the speaker's opinion, is the right or best thing to do. We often use them with *I think/don't think ...*.
You're always asking me for money. I think you should spend less.
You shouldn't sit so close to the television! It's bad for your eyes.
You ought to be more careful with your money.
- 2 *Should I/she/we ... ?* is possible. We often use *Do you think ... ?*
Should I try to eat less?
Do you think I should see a doctor?
- 3 *Must*, like *have to*, expresses strong obligation. *Must* expresses an obligation that involves the speaker's opinion. It is personal.
I must get my hair cut. (This is me talking to me.)
You must go and visit your grandmother. (A parent talking to a child.)
- 4 *Must* is also associated with a formal, written style.
All visitors must show proper ID. (Sign in the lobby of an office building)
Books must be returned on or before the due date. (Instructions in a library)

have to and must, don't have to and mustn't

- 1 *Have to* and *must* are sometimes interchangeable.
I must be home by midnight. I have to be home by midnight.
But *have to* is used more often than *must*. If you are unsure which to use, it is probably safer to use *have to*.
- 2 *Must I ... ?* is possible, but question forms with *have to* are more common.
Do I have to do what you say, or can I do what I want?
- 3 *Have to* has all forms; *must* does not.
I had to work until midnight last night. (Past)
You'll have to study hard when you go to college. (Future)
She's a millionaire. She's never had to do any work. (Present Perfect)
I hate having to get up on cold, winter mornings. (-ing form)
If you were a nurse, you would have to wear a uniform. (Infinitive)
- 4 *Don't have to* and *mustn't* are completely different.
Don't have to expresses absence of obligation – you can but it isn't necessary.
Some people iron their socks, but you don't have to. I think it's a waste of time.
When you go into a shop, you don't have to buy anything. You can just look.
Mustn't expresses negative obligation – it is very important not to do something.
You mustn't steal other people's things. It's wrong.
You mustn't drive if you're tired. You could kill someone!

▶▶ **Workbook p28** Further practice of *must* and *have to*

4.3 Making requests: *can*, *could*, *will*, and *would*

- 1 There are many ways of making requests in English.

Can	you	help me, please?
Could		pass the salt, please?
Will		
Would		

Would you mind helping me, please?

Can	I	speak to you, please?
Could		ask you a question?

Do you mind if I open the window?

Would you mind if I opened the window?

Can, *could*, *will*, and *would* are all modal verbs.

- 2 *Could* is a little more formal; *can* is a little more familiar. *Could I ... ?* and *Could you ... ?* are very useful because they can be used in many different situations.

- 3 Here are some ways of responding to requests:

A *Excuse me! Could you help me?*

B *Sure.*

Of course.

Well, I'm afraid I'm a little busy right now.

A *Would you mind if I opened the window?*

B *No, not at all.*

No, that's fine.

Well, I'm a little cold, actually.

4.4 Making offers: *will* and *shall/should*

- 1 *Will* and *shall/should* are used to express offers. They are both modal verbs.

- 2 The contracted form of *will* is used to express an intention, decision, or offer made at the moment of speaking.

Come over after work. I'll cook dinner for you.

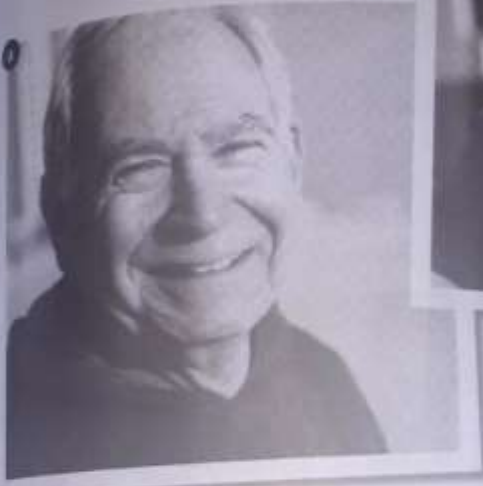
'It's late? I'll ...

4

Modal verbs 1 – obligation and permission • Word formation
Phrasal verbs – separable or inseparable?
Doing the right thing

have to / don't have to

- 1 What do they have to do?
2 Look at the photos. Match the statements with the people.



Rod, the retired man



Jack, the teenager



Laura, the businesswoman

- 1 ☒ 'I have to wear smart suits.'
- 2 ☐ 'I always have to be home before midnight.'
- 3 ☐ 'My dad usually has to work in the evenings.'
- 4 ☐ 'I don't have to get up at 6.30 a.m. any more.'
- 5 ☐ 'My husband has to take our children to school every morning.'
- 6 ☐ 'My wife has to go to hospital every week.'
- 7 ☐ 'I have to get good marks in my exams.'
- 8 ☐ 'My little sister doesn't have to help with the housework.'
- 9 ☐ 'I often have to travel overseas.'

- 2 **T 4.1** Write the questions using the statements from exercise 1.
- 1 Why do you have to wear smart suits?
Because I have to meet a lot of important people.
 - 2 Why _____?
Because I work for an international company.
 - 3 Why _____?
Because my parents say that I have to.
 - 4 Why _____?
Because I don't have to catch the 7.32 a.m. train to work.
 - 5 Why _____?
Because he's a teacher and he has to mark homework.
 - 6 Why _____?
Because she broke her arm and she has to have physiotherapy.
 - 7 Why _____?
Because my mum says that she is still too young.
 - 8 Why _____?
Because I start work very early and he doesn't have to be at work until 9.30 a.m.
 - 9 Why _____?
Because I want to go to a good university.

2 Forms of *have to*

Complete the sentences with a suitable form of *have to*.

- I'm having to work very hard at the moment because I have an exam next week.
- You won't have to work hard after your exam. You can have a holiday.
- My cousin's a police officer so he _____ wear a uniform at work, but my uncle's a taxi driver so he _____ wear one.
- When I was a teenager, we _____ be home by nine o'clock. But we _____ take as many exams as teenagers nowadays.
- My teeth hurt when I drink something cold. I think I _____ see the dentist soon.
- Nobody enjoys _____ get up at five o'clock in the morning.
- _____ your grandfather _____ start work when he was only fourteen?
- You _____ speak Arabic to travel around the Gulf countries, but it helps!
- If you lose your job, _____ we _____ sell the car?
- _____ we _____ have fish for supper again?



can and *be allowed to*

3 Who says?

- Who says these sentences? Where are the people?
1 'You can't park there. I'll give you a parking ticket.'
A traffic warden in the street.
- 2 'I'm sorry, sir, but you can't get on the plane without a passport.'

- 3 'You aren't allowed to look at your notes during the exam.'

- 4 'Shh. You can't talk in here. People are studying.'

- 5 'You can take your seat-belt off now and walk around, but you aren't allowed to smoke, and you can't use personal computers or mobile phones.'

- 6 'We're allowed to make one phone call a week, and we can go to the library, but we spend most of the time in our cells.'

2 Write sentences about these places. Use *can* or *allowed to*.



- a restaurant
You aren't allowed to play tennis in a restaurant.
You can have a meal or drink coffee.

2 a hospital

3 a museum

4 a swimming pool

5 a cinema

4 Conversations asking permission

1.4.2 Look at the pictures of Jill and her father, Jack, and Sam, a businessman, and his boss Anna. Match the lines of the conversations with the correct person and put them in order.

- 14 Jill
☐ Jack
☐ Jill
☐ Jack
☐ Jill
☐ Jack
☐ Jill



- 10 Sam
☐ Anna
☐ Sam
☐ Anna
☐ Sam
☐ Anna
☐ Sam

- 1 But I'm taking Dave to see his grandmother in hospital!
- 2 Yes, what is it?
- 3 I told you. I need it.
- 4 Well, it's not a very convenient time at the moment. We're very busy.
- 5 You know my father is having problems with his legs and he can't walk. Well, he needs to go into hospital next week, and I was wondering if I could have the day off.
- 6 Thanks a lot, Dad. I won't be back late.
- 7 Oh, please! He won't be able to go if I don't give him a lift.
- 8 That's very kind. Thank you very much. I'm very grateful.
- 9 No, you can't. I need it.
- 10 Anna? Have you got a minute? Can I have a word?
- 11 I know we're busy, but he won't be able to get to the hospital if I don't take him.
- 12 All right. I suppose I can walk. The exercise will do me good.
- 13 Well, if that's the case then you must take him, of course.
- 14 Dad, can I have the car tonight?

should

5 Giving advice

1 Read the sentences and give advice. Use *should*.

1 My son never wants to go out, he just plays computer games all day!

You should tell him to get a job.

2 My car keeps breaking down.

3 I'm not sleeping very well these days.

4 Since my mother died, my father doesn't know what to do with himself.

5 I just don't know what to do with my hair. It looks awful!

2 Complete the questions with *should* and a suitable verb.



- 1 Peter wants to marry me. He's nice, but I only like him as a friend. *Should I marry him?*
- 2 I've been offered a place at Oxford and Cambridge. Which university _____?
- 3 Everything on the menu looks wonderful! What _____?
- 4 I want to tell Mike that he has bad breath, but I'm afraid of hurting his feelings. _____ or not?
- 5 I've got a terrible headache, and I can't read the instructions on this aspirin bottle. How many _____?
- 6 My aunt has invited me to her picnic, but I don't want to go. What _____ to her?

must and have to

6 must or have to?

Match the pairs of sentences with their meanings.

- | | |
|--|--|
| 1 I must have a drink of water.
I have to drink lots of water. | <input type="checkbox"/> b
<input type="checkbox"/> a |
| a The doctor told me so.
b I'm really thirsty. | |
| 2 I must do my homework tonight.
I have to do my homework tonight. | <input type="checkbox"/>
<input type="checkbox"/> |
| a I'm telling myself it's important.
b This is why I can't come out with you tonight. | |
| 3 We must go to Paris sometime.
We have to go to Paris next week. | <input type="checkbox"/>
<input type="checkbox"/> |
| a Another boring business trip. Yawn.
b It would be really nice. | |
| 4 I must wear something nice to go shopping.
Men have to wear a shirt and tie to go into a posh restaurant. | <input type="checkbox"/>
<input type="checkbox"/> |
| a I want to look good.
b It's the house rule. | |
| 5 I must water the plants today.
You have to water the plants daily. | <input type="checkbox"/>
<input type="checkbox"/> |
| a I haven't done them for ages.
b They need lots and lots of water. | |

7 mustn't or don't have to?

Choose the correct verb form.

- We have a lot of work tomorrow. You mustn't / don't have to be late.
- You mustn't / don't have to tell Mary what I told you. It's a secret.
- The museum is free. You mustn't / don't have to pay to get in.
- Children mustn't / don't have to tell lies. It's very naughty.
- Terry's a millionaire. He mustn't / doesn't have to go to work.
- I mustn't / don't have to do my washing. My mother does it for me.
- We mustn't / don't have to rush. We've got plenty of time.
- You mustn't / don't have to play with matches. They're dangerous.
- This is my favourite pen. You can borrow it, but you mustn't / don't have to lose it.
- A Shall I come with you?
B You can if you want, but you mustn't / don't have to.

8 Talking about obligation

Complete the sentences with *must*, *have to*, *mustn't*, or *don't have to*.





Vocabulary

9 Word formation

T4.3 Complete the chart and add the stress. All the words appear in Unit 4 of the Student's Book.

Noun	Verb
1 behaviour	be'have
2 _____	advise
3 _____	introduce
4 invitation	_____
5 _____	meet
6 relaxation	_____
7 _____	discuss
8 refusal	_____
9 feeling	_____
10 gift	_____
11 _____	bow
12 prayer	_____
13 _____	invent
14 _____	choose
Noun	Adjective
15 _____	national
16 tradition	_____
17 profession	_____
18 _____	ill
19 value	_____
20 truth	different
21 _____	free
22 _____	_____
23 culture	_____
24 responsibility	necessary
25 _____	_____

Pronunciation

10 Correcting wrong information

- 1 **T 4.4** Read the telephone conversation between Ms Maddox and the bank manager, Mr Sanders. When Ms Maddox corrects Mr Sanders, circle the stressed words.



- Mr S** Good morning, Mrs Maddox.
Ms M It's Ms Maddox, actually.
Mr S Oh yes, Ms Mary Maddox of ...
Ms M Ms Maureen Maddox.
Mr S Yes, of course. Now, Ms Maddox. I believe you want to borrow five hundred pounds.
Ms M No, in fact, I want to borrow five thousand pounds. Haven't you got my loan application?
Mr S No, I'm afraid not. But I understand you want to open a music shop for your son.
Ms M No, I want to open a flower shop for my daughter. Don't you think you should read my loan application, Mr Sanders?
Mr S A flower shop for your daughter. Well, I'll send you a form today ...
Ms M But you sent me a form last week, and I'm ringing because I have some queries about it.
Mr S Oh, so you've filled in the form ...
Ms M No, I haven't filled in the form. I can't fill it in because I don't understand it. That's why I'm ringing.
Mr S Oh I see! You want to ask me some questions about the form.
Ms M Not any more. I don't want to ask you questions about anything!! Goodbye!

- 2 Practise reading the conversation aloud.

Phrasal verbs

11 Separable or inseparable?

- ! A dictionary shows you whether a phrasal verb can be separated by an object.

turn sth on to move the switch, etc. on a piece of machinery, etc. to start it working
Turn the lights on!

The preposition *on* comes after sth. This means the verb and the preposition can be separated.
Turn the light on. Turn on the light.

If the object is a pronoun (*it, him, her, me, them, us, you*), it must come before the preposition.

Turn it on.
NOT Turn on it.

look for sb/sth to try to find sb/sth: *We looked for you everywhere. Where were you?*

The preposition *for* comes before sb/sth. This means that the verb and the preposition cannot be separated.

I'll look for John later. I'll look for him.
NOT I'll look him-for.

- T 4.5** Complete the sentences with the word *it* in the correct place. Use your dictionary for help.

- 1 You must be very hot with your coat on. Why don't you take it off ?
- 2 Your shirt is filthy! Just look at !
- 3 I haven't read the newspaper yet. Don't throw away .
- 4 The music is too loud! Turn down !
- 5 It'll be a great trip! I'm really looking forward to .
- 6 Is that story about Ali true, or did you make up ?
- 7 I saw a lovely sweater today. I tried on but it was too small.
- 8 Don't drop your litter in the street! Pick up !
- 9 You can borrow my camera, but you must look after .
- 10 You can't have my dictionary. Give back to me!