

Learn To Speak English 8.0
Workbook Cover
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Learn To Speak™
ENGLISH
WORKBOOK

The Complete Interactive Learning Solution

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How To Use Your Workbook

The *Learn To Speak* program will be your principal tool for gaining listening comprehension and conversation skills, but this text can serve as a handy reference tool for vocabulary and grammar questions, as an aid during your conversations with the onscreen characters, and as a workbook for reviewing and practicing grammar.

The text is organized into eight major sections which have been marked by tabs to facilitate access:

Basic Expressions contains all the expressions introduced in the *Basics Course* of the program. Use this section to review and practice common phrases. You may also want to refer to this section as you practice branching Conversations with onscreen characters.

Story and Action contains the dialogues from all the lessons in the *Extended Courses*. Use this section to review the dialogues and to practice your reading skills. You may also want to refer to this section as you practice branching Conversations with onscreen characters.

Grammar contains a reference grammar. The content of the grammar largely coincides with the content and organization of the *Grammar Guide* in the program. Use this section to learn about specific grammar points, such as the Present Tense of Regular Verbs, or to review entire categories, such as Verbs or Nouns.

Exercises contains exercises for selected grammar points. The exercises are drawn from the program content, but have been modified to fit a textual format. Use this section to practice your grammar when you are unable to use the program, and to see where you need more practice.

Answer Key contains the answers to the exercises.

Appendices contains handy grammar charts and a grammar glossary.

Vocabulary contains the vocabulary from your *Learn To Speak* program. It is arranged alphabetically according to the foreign language.

Indices contains alphabetical indices of selected grammar points and the *Story* and *Action* dialogues.

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Basic Phrases

GREETINGS AND FAREWELLS

WHAT TO SAY FIRST:

Hi.
Hello.
Good morning.
Good evening.

I'M OK, YOU'RE OK:

How are you?
How's it going?
What's up?

Fine, thanks.
OK.
Pretty good.
I'm all right.
Nothing much.
And you?

WHAT TO SAY LAST:

Bye.
Good bye.
See you later.
Sorry, I have to go now.
Good night.

GETTING INFORMATION

EXCUSE YOURSELF:

Excuse me.
I'm sorry.
Pardon me?
Where is the post office?
It's over there.

COPING IN ENGLISH:

What does "windshield wiper" mean?
It means "..."
What is this for?
This is for writing.
How do you say "te quiero" in English?
"I love you."
Your English is very good.
Can you speak more slowly, please?
I don't understand.
Do you speak English?

LITTLE THINGS MEAN A LOT:

A little.
Sure.
Yes.
No.
I don't know.
Please.
Thank you.
You're welcome.
No problem.
OK.
By the way...
Well...

INTRODUCTIONS

INTRODUCTIONS:

This is Ms. Robinson.
I'd like you to meet some of my friends.
Nice to meet you.
My pleasure.
Do you know Mary?

How do you do.
I'm Michael.
What's your name?
My name is Mary.

Call me Jessica.
It was nice meeting you.

BEING ABROAD:

Where are you from?
I'm from the United States.
I come from France.
I live in Mexico.
Are you "American"?
Yes, I am.
No, I'm Canadian.
How long are you staying?
Two weeks.
Just a few days.
One month.
How do you like it here?
I love it.
It's great.
It's...different.

GETTING ACQUAINTED

I LOVE MY JOB:

What do you do?
I'm an engineer.
I work with computers.
I'm married with three kids.
I'm a model.
You're very handsome.
Do you like your job?
Not really...it's boring.
It's all right.

I LOVE SCHOOL:

Are you a student?
I'm in law school.
What are you studying?
I'm a Business major.
Biology.

MOST OF ALL, I LOVE FUN:

What do you do for fun?
I like to go hiking.
I like to travel.
I listen to music.
What kind of music do you like?
I like all music except opera.
I'm into R&B.
How about you?
Really.
That sounds great.
Too bad.
Do you like sports?
Yes, I do.
No, I don't.
I like to play tennis.
Me too.

MAKING FRIENDS

FOOD OR DRINK ANYBODY?

Are you thirsty?
What would you like to drink?
Would you like something to drink?
No, but I'm hungry.
I'd like a beer, please.
A cup of coffee, please.
Nothing for me.
Let's go get something to eat.

WHO'S THAT?

Who is that?
That is the president of the company.

TELL ME ABOUT YOU:

Are you married?
No, I'm not. (married)
No, I'm single.
Yes, and very happily.
What's it to you?
I'm just curious.
Do you have kids?
Do you have any brothers and sisters?
Yes, a daughter.
No, but I'd like to someday.
I have a younger sister.
How old are you?
Twenty-two.
I'm thirty-one years old.
I'll be seventeen next month.
Guess.

LET'S DO THIS AGAIN:

Would you like to go out sometime?
How about tomorrow?

Chapter 1

THE VERBS *TO BE*, *TO HAVE*, AND *TO GO*

To be, *to have*, and *to go* are irregular verbs. Their forms in the present tense are as follows:

TO BE:	TO HAVE:	TO GO:
I am	I have	I go
he, she, it is	he, she, it has	he, she, it goes
we are	we have	we go
you are	you have	you go
they are	they have	they go

Note that there is no personal form for *you* as there is in most other languages. You will use *you* to refer both to close friends and to strangers.

SINGULAR AND PLURAL FORMS OF NOUNS

All English nouns are either singular or plural. Most words form the plural by adding an *-s* to the end of the singular form:

month → months
visa → visas
airport → airports

Other words, already referring to more than one person or thing, do not normally add an *-s*.

—the people, the fish, the mice, etc.

INDEFINITE AND DEFINITE ARTICLES

There is no need to worry about whether a noun is masculine, feminine, or neuter in English. Normally, a noun is preceded by a definite article (THE) or an indefinite article (A, AN) as follows:

DEFINITE ARTICLE

the tourist

the area

the card

the hotel

the restaurant

the people

the signs

INDEFINITE ARTICLE

a tourist

an area

a card

a hotel

a restaurant

some people

some signs

Note that definite articles refer to something specific, while indefinite articles refer to something nonspecific. Use *an* in front of words beginning with vowels and *some* with plural nouns.

CONTRACTIONS

You will want to learn how to use contractions as soon as possible. Contractions are used constantly in informal English. Examples of contracted subject/verb forms are:

TO BE:

I am—>I'm

he is—>he's

we are—>we're

you are—>you're

they are—>they're

TO HAVE:

I have—>I've

we have—>we've

you have—>you've

they have—>they've

Contractions are frequently used with compound forms of verbs, especially the progressive or continuous form of the present tense (*I'm going.* / *We're leaving.*) and the present perfect forms (*I've received the letter.* / *They've already left.*).

A later lesson will deal with the compound forms of verbs in greater length.

EXERCISES

The verbs “to be,” “to have,” and “to go”

Fill in the blanks with the correct form of the verb given in parentheses. Do not use contracted forms.

1. She _____ American. (to be)
2. I _____ a visa. (to have)
3. He _____ through Customs. (to go)
4. We _____ tourists. (to be)
5. You _____ a passport. (to have)
6. They _____ to the U.S. (to go)
7. I _____ leaving. (to be)
8. She _____ valuables. (to have)
9. They _____ tourists. (to be)
10. We _____ through Immigration. (to go)
11. You _____ all right. (to be)
12. They _____ nothing to declare. (to have)
13. I _____ to Hartfield International Airport. (to go)

Indefinite and Definite Articles

Fill in the blank with the correct indefinite article (*a*, *an*, or *some*) for each word.

1. _____ tourist
2. _____ month
3. _____ citizens
4. _____ passport
5. _____ area
6. _____ conversations
7. _____ airport
8. _____ visa
9. _____ valuables

PART 1: GRAMMAR TOPICS AND EXERCISES

10. _____ tourists
11. _____ citizen
12. _____ areas
13. _____ conversation

Contractions

Fill in the blanks with the pronoun in parentheses and the appropriately contracted verb. (Example: *I 'm.*)

1. _____ already left. (they)
2. _____ leaving. (we)
3. _____ going to the U.S. (she)
4. _____ going through Customs. (you)
5. _____ a citizen. (I)
6. _____ at the airport. (he)
7. _____ gone through Immigration. (we)
8. _____ received the letter. (you)
9. _____ already gone through Customs. (I)
10. _____ leaving. (they)
11. _____ already left. (he)
12. _____ going to the airport. (I)
13. _____ American. (you)

Chapter 2

THE FORMS OF “TO DO”

TO DO:

I do	do I?
you do	do you?
she does	does she?
we do	do we?
they do	do they?

ASKING QUESTIONS

In English, you can ask simple *yes/no* questions by either inverting the subject and verb or by using rising intonation:

—We can change money here.

(simple, declarative statement)

—Can we change money here?

(question with verb first)

—We can change money here?

(question with rising intonation)

NOTE: In the case of the simple present tense, it is necessary to use a form of the verb *to do* as an auxiliary in making a question:

—They like this bank.

—>Do they like this bank?

—You have a passport.

—>Do you have a passport?

USING *SOME* AND *ANY*

In English the words *some* and *any* are used before plural nouns: *some money, some dollars, any change*, etc.

However, it is often possible to leave out the word *some* in declarative sentences:

- We have (some) checks.
- Mr. Roberts gives them (some) money.

The word *any* is usually used in questions and negations to replace *some*:

- Do you have any change?
- Do you have some change?
- They don't have any friends.

NUMBERS (1–100)

Counting to 100 follows a pattern in English once the basic units are learned:

1 one	11 eleven
2 two	12 twelve
3 three	13 thirteen
4 four	14 fourteen
5 five	15 fifteen
6 six	16 sixteen
7 seven	17 seventeen
8 eight	18 eighteen
9 nine	19 nineteen
10 ten	20 twenty
21 twenty-one	57 fifty-seven
22 twenty-two	60 sixty
30 thirty	68 sixty-eight
33 thirty-three	70 seventy
34 thirty-four	79 seventy-nine
40 forty	80 eighty

45 forty-five	90 ninety
46 forty-six	99 ninety-nine
50 fifty	100 one hundred

Note that to count from 20–99, all you have to do is add a hyphen (-) and the second number:
33 = thirty + (-) + three.

THE PROGRESSIVE FORM OF THE PRESENT

In many situations, you will encounter the progressive form of the present tense. There are three forms of the present in English, the simple, progressive, and emphatic. In Chapter 1, you learned the simple forms of the verbs *to be*, *to go*, and *to have*. Compare the two conjugations of the verb *to go*:

SIMPLE PRESENT

I go
you go
he, she, it goes
we go
they go

PROGRESSIVE PRESENT

I am going
you are going
he, she, it is going
we are going
they are going

To form the progressive present, use the present tense of the verb *to be* as an auxiliary and add the ending *-ing* to the infinitive. Sometimes there will be a slight spelling change:

- the boy runs
- >the boy is running
- we bake a cake
- >we are baking a cake

Don't be afraid to use contractions with the progressive present forms. You will hear and use *I'm going* or *they're driving* much more often than the non-contracted forms.

EXERCISES

Numbers (1–100)

Write each number in its long form.

1. 1 _____
2. 3 _____
3. 12 _____
4. 79 _____
5. 20 _____
6. 28 _____
7. 34 _____
8. 45 _____
9. 57 _____
10. 61 _____
11. 11 _____
12. 15 _____
13. 6 _____

Asking Questions

Rewrite each sentence as a question. For example: He likes you. = *Does he like you?*

1. They like this bank. _____
2. You have a passport. _____
3. We can change money here. _____
4. She understands English. _____
5. We can look for a bank. _____
6. You like this hotel. _____
7. The teller has traveler's checks. _____
8. He has twenties. _____

Chapter 2

9. They can change a hundred dollar bill. _____
10. They would like to go to the hotel. _____
11. She wants to change some money. _____
12. She arrives tomorrow. _____
13. He would like to look for the bank. _____

The progressive form of the present

Complete each sentence with the correct simple present or progressive present form of the verb.

1. (I'm going; I go) _____ to the store now. (to go)
2. The boy (runs; is running) _____ every day. (to run)
3. (We bake; We're baking) _____ a cake today. (to bake)
4. (You're changing; You change) _____ money a lot. (to change)
5. (They're leaving; They leave) _____ the U.S. today. (to leave)
6. (He leaves; He's leaving) _____ the airport now. (to leave)
7. (I beg; I'm begging) _____ your pardon? (to beg)
8. The teller _____ (gives; is giving) me cash every time. (to give)
9. (She leaves; She's leaving) _____ the Baggage Claim now. (to leave)
10. (We're going; We go) _____ to the hotel often. (to go)
11. Usually _____ (I'm changing; I change) traveler's checks at the bank. (to change)
12. The flight _____ (arrives; is arriving) at the airport now. (to arrive)
13. Excuse me, _____ (I'm looking; I look) for my hotel. (to look)

Chapter 3

USING COMPARISONS

There are two ways to make a comparison in English.

1.) Use *more* in front of the adjective.

—It's more exciting.

2.) Add *-er* to end of the adjective.

—A bus is cheaper than a taxi.

To complete a comparison, use *than*.

—I am older than my wife.

For most one-syllable adjectives, use *-er*: *older, wiser*, etc. For most two and three-syllable adjectives, use *more*: *more recent*. For two-syllable adjectives ending in *-y*, use *-er*. Note that the *y* is changed to *i* in words such as *busy (busier)* and *pretty (prettier)*.

It is sometimes hard to decide whether to use *more* or *-er* in a comparison. In fact, there are many common adjectives that use either form (such as *able, angry, cruel, friendly, polite, quiet, simple*, etc.). Listening and practice with speaking the language will help you more than any number of rules. Finally, note the following irregular forms:

good—>better

little—>less

bad—>worse

far—>farther

Adverbs can also be used in comparisons. *More* is used with adverbs that end in *-ly*:

slowly—>more slowly

careful—>more carefully

Use *-er* with one-syllable adverbs: *faster, harder, sooner, closer*, etc.

Note these irregular forms:

well—>better

far—>farther

badly—>worse

INFORMATION QUESTIONS

Many times you will want to ask a question that elicits information, instead of a simple *yes/no* answer. Information questions will begin with one of the following words:

WHO

WHERE

WHOM

WHAT

WHOSE

WHICH

WHY

HOW

WHEN

Who refers to people. It is used as the subject of the question.

Whom is used as the object of a verb or preposition.

Whose asks questions about possession.

Why is used to ask questions about reason.

When is used to ask questions about time.

Where is used to ask questions about place.

What can be used as the subject or object of a question. It refers to things.

Which is used instead of *what* when a question concerns choosing from a definite, known quantity or group.

How generally asks about manner. It is often used with *much* and *many*.

When a form of *to be* is the main verb in the simple present and simple past, it precedes the subject:

—Who is that man?

—Where is the airport?

—Where are the checks?

—What time is it?

THE EMPHATIC FORM OF THE PRESENT

The third form of the present tense in English is for emphasis. When you use *do* as an auxiliary in an affirmative sentence, it makes the verb stronger:

- Do you speak English or French?
- I don't speak French, but I do speak English.
- He does understand you, doesn't he?*

**Do* for emphasis is also used in a sentence with a tag question when you want to be sure you have the right information.

EXERCISES

Using Comparisons

Fill in the blank with the correct comparative form for the word given in parentheses.

1. John is _____ than Paul. (old)
2. Buses are _____ than cabs. (cheap)
3. I am _____ than my wife. (polite)
4. Cabs are _____ than buses. (fast)
5. You pay more for the _____ products. (good)
6. This hotel is _____ than the Peachtree Plaza. (expensive)
7. The bus driver drives _____ than the limo driver. (slowly)
8. The bus goes _____ than the shuttle. (far)
9. She is _____ than her sister. (pretty)
10. John drives _____ than Paul. (bad)
11. Paul drives _____ than John. (carefully)
12. New York is _____ than Atlanta. (exciting)
13. I drive _____ than my brother. (well)

Information Questions

Look at the statement to determine which of the information question words best completes the question.
(*What, where, who, why, when, this, which*)

1. This is Alex's book. _____ book is this?
2. Atlanta is in Georgia. _____ is Atlanta?
3. It is 3:00. _____ time is it?
4. The bus leaves in 15 minutes. _____ does the bus leave?
5. John is the bus driver. _____ is John?
6. A shuttle bus is the hotel's free bus. _____ is a shuttle bus?
7. That man is my father. _____ is that man?
8. I'm going to the bank to change money. _____ are you going to the bank?
9. He lives in Atlanta. _____ does he live?
10. This is my luggage. _____ luggage is this?
11. His flight leaves at 4:00. _____ does his flight leave?
12. This bus goes downtown. _____ bus goes downtown?

Chapter 4

IMPERATIVES (THE COMMAND FORM)

It is simple to use the imperative or command form in English. When a command is directed at someone else, use the *you* form of the simple present tense:

—You take the elevator.

—>Take the elevator.

(Simply drop the subject *you*.)

If the command includes you and others, use the *we* form:

—We take our luggage.

—>Let's take the luggage.

(Drop the subject *we* and add *let's* (*let us*.)

POSSESSIVE ADJECTIVES

Here are the possessive adjectives in English:

1st person, singular — my

3rd person, singular — his, her, its

1st person, plural — our

2nd person, sing./pl. — your

3rd person, plural — their

In English, the gender and number of the possessor determines the form of the possessive adjective:

—I have a credit card. It's my credit card.

—She has some money. It's her money.

NOTE: Often the subject of the verb is not the person who owns the noun. Be careful about this. You must know the gender and number of the owner to be able to use possessive adjectives correctly:

—Are you buying his ticket or her ticket?

—I'm buying his ticket.

NUMBERS (101–1,000,000)

Here's the system for counting from 100-999:

— number + hundred + number

(650= six hundred fifty)

1000–99,999:

—number + thousand + number + hundred + number

(7,888 = seven thousand eight hundred eighty-eight)

100,000–999,999:

—number + hundred + thousand + number + hundred + number

(565,332 = five hundred sixty-five thousand three hundred thirty-two)

NOTE: Follow the same system for numbers exceeding one million.

1,000,000 = one million

1,000,000,000 = one billion

ORDINAL NUMBERS

To form an ordinal number (ordinal numbers put things in order), add the ending *-th* to the cardinal number.

seven—>seventh

thirteen—>thirteenth

When a cardinal number ends in *-y*, the *-y* changes to *-ie* before adding *-th*.

twenty—>twentieth

sixty—>sixtieth

Note the following exceptions: *first*, *second*, *third* (sometimes abbreviated as 1st, 2nd, 3rd) and *fifth*, *ninth*, *twelfth*.

twenty-first

forty-third

sixty-fifth

All others are abbreviated as follows: *4th*, *5th*, *20th*, etc.

EXERCISES

Imperatives (The Command Form)

Using the clues in parentheses, fill in the blank with the correct imperative form.

1. _____ the elevator! (take; you)
2. _____ the luggage! (take; we)
3. _____ to the airport! (go; you)
4. _____ to the hotel! (go; we)
5. _____ the agent! (ask; you)
6. _____ the agent! (ask; we)
7. _____ a bus! (catch; you)
8. _____ a bus! (catch; we)
9. _____ some money! (change; you)
10. _____ some money! (change; we)
11. _____ the hotel! (leave; you)
12. _____ the hotel! (leave; we)
13. _____ at the driver! (wave; you)

Possessive Adjectives

Using the cue provided, fill in the blank with the correct possessive adjective.

1. It's _____ visa. (I)
2. That's _____ luggage. (they)
3. It's _____ credit card. (he)
4. It's _____ room. (she)
5. It's _____ estate. (we)
6. It's _____ business. (you)
7. He's _____ uncle. (I)
8. She's _____ aunt. (she)
9. It's _____ money. (I)

Chapter 4

10. They're _____ coins. (they)
11. It's _____ passport. (he)
12. They're _____ valuables. (they)
13. It's _____ hundred dollar bill. (you)

Numbers (101–1,000,000)

Write the corresponding number to each long form below. (For example: Sixty = 60.)

1. One thousand eight hundred and three _____
2. Three hundred and twenty-three _____
3. Four thousand nine hundred and ninety-five _____
4. Six hundred and twelve _____
5. Two hundred and thirteen _____
6. One million _____
7. One hundred thousand _____
8. One hundred and eighteen _____
9. Nine hundred and fifty-two _____
10. Four hundred and seventy-four _____
11. Seven hundred and seventy _____
12. One hundred and one _____
13. Five hundred and fifty _____

Chapter 5

NEGATIVES

The word *not* is used with *do* to make a verb negative, as in *I don't have any money* (don't = do not). *No* is used as an adjective in front of a noun, as in *I have no money*. Both of these examples are acceptable ways of expressing the idea that you do not have something.

Note these contracted negative forms with *do*:

I don't
you don't
he, she doesn't
they don't
we don't

Here are some affirmative words and their negative forms in English:

AFFIRMATIVES

someone, anybody
something, anything
still
ever
either... or

NEGATIVES

no one, nobody
nothing
no longer
never
neither... nor

Avoid using more than one negative in a clause:

—I don't have any money.

NOT: I don't have no money.

—They don't see anybody.

NOT: They don't see nobody.

—I didn't do anything.

NOT: I didn't do nothing.

POSSESSIVE PRONOUNS

Here are the possessive pronouns in English:

1st person, singular — mine

3rd person, singular — his, hers, its

1st person, plural — ours

2nd person, sing./pl. — yours

3rd person, plural — theirs

In English, the gender and number of the possessor determines the form of the possessive pronoun:

—I have a bicycle. It's mine.

—They have some bread. It's theirs.

NOTE: Often the subject of the verb is not the person who owns the noun. Be careful about this. You must know the gender and number of the owner to be able to use possessive pronouns correctly:

—Are you driving his car or hers?

—We're driving hers.

EXERCISES

Negatives

Negate the statement using the helping verb "do." Use contractions.

1. Does she have any money? No, _____ any money.
2. Do they leave today? No, _____ today.
3. Do you call the operator? No, _____ the operator.
4. Do you have traveler's checks? No, _____ traveler's checks.

PART 1: GRAMMAR TOPICS AND EXERCISES

5. Does he take a bath? No, _____ a bath.
6. Do you have a telephone? No, _____ a telephone.
7. Do they speak English? No, _____ English.
8. Do you need a room? No, _____ a room.
9. Do you pay with a credit card? No, _____ with a credit card.
10. Do you catch a bus? No, _____ a bus.
11. Does she go downtown? No, _____ downtown.
12. Does he have any luggage? No, _____ luggage.
13. Do you have any fifties? No, _____ fifties.

Possessive Pronouns

Read each sentence. Using the cue provided, fill in the blank with the correct possessive pronoun.
Example: She has a bag. = It's *her* bag.

1. I have a telephone. It's _____.
2. He has a room. It's _____.
3. She has a passport. It's _____.
4. They have some money. It's _____.
5. You have some luggage. It's _____.
6. I have a visa. It's _____.
7. We have traveler's checks. They're _____.
8. He has some valuables. They're _____.
9. She has a one hundred dollar bill. It's _____.
10. You have a personal check. It's _____.
11. We have a picture. It's _____.
12. They have a reserved room. It's _____.
13. She has a call. It's _____.

Chapter 6

THE FUTURE TENSE

In this lesson the future tense is used in a question and a declarative sentence:

QUESTION: ...Will you be having lunch?

STATEMENT: ...I'll just have a salad.

It is easy to use the future. Just add *will* (or *shall*, *which can be used after *I* or *we*) as an auxiliary and use the infinitive form of the verb:

—He gets you something to drink.

—>He'll (he will) get you something...

—We have a salad.

—>We'll (we will) have a salad.

*NOTE: In American usage, *shall* is used less often than *will*

TAG QUESTIONS

Tag questions are questions that are added at the end of a sentence.

—Mary is here, isn't she?

—You like beer, don't you?

—They are leaving, aren't they?

—She doesn't drink coffee, does she?

—He has brown hair, doesn't he?

The subject of the tag question should be the same as the subject of the main verb. If the first part of the sentence is in the affirmative, then the tag question will be negative, and vice versa.

FIRST PART OF SENTENCE:	TAG QUESTION:
----------------------------	---------------

affirmative	negative
-------------	----------

negative	affirmative
----------	-------------

In American English, a form of *do* is usually used when *have* is the main verb: *They have change, don't they?*

PLACEMENT OF ADJECTIVES AND ADVERBS

Adjectives and adverbs are invariable in English. Adjectives always come in front of the noun they modify. Adverbs usually come after the verb they modify.

ADJECTIVES:

a good book

an excellent dinner

a fine wine

a charming person

a hot day

an unreasonable person

ADVERBS:

—This newspaper is published frequently.

—The Immigration Agent is speaking quickly.

EXERCISES

The future tense

Rewrite each statement using the future tense. Use contractions.

1. He gets you something to drink. _____
2. We have a salad. _____
3. I drink some wine. _____
4. You prepare a meal. _____
5. She hands me a glass. _____
6. They order a meal. _____
7. We hear about the specials. _____
8. You finish the meal. _____
9. I watch television. _____

Chapter 6

10. She reads the newspaper. _____
11. He uses the telephone. _____
12. You dial the number. _____
13. They go to bed. _____

Tag questions

Complete each sentence using a tag question. Use contractions.

1. You're going to the restaurant, _____ you?
2. You like wine, _____ you?
3. Mary is here, _____ she?
4. They're leaving, _____ they?
5. He's ordering a meal, _____ he?
6. She knows the waiter, _____ she?
7. We're getting dessert, _____ we?
8. You know about the specials, _____ you?
9. It's raining, _____ it?
10. The restaurant is air conditioned, _____ it?
11. You're preparing the meal, _____ you?
12. She likes to watch television, _____ she?
13. We're returning to the hotel, _____ we?

Chapter 7

TELLING TIME

In the U.S., time is usually told on the 12, rather than 24-hour clock. Distinctions between morning, afternoon, and evening are made by adding *a.m.* or *p.m.* *2 p.m.* is therefore two o'clock in the afternoon; *6 a.m.* is six o'clock in the morning.

Here are some useful expressions related to time:

- What time is it? - It's 11 p.m.
- Do you have the time? - Yes, it's 12 noon.
- What time should I arrive? - Around 3 p.m.
- How much time will it take? - No more than 20 minutes.

When referring to 12:00 at night, you can say *midnight*. When referring to 12:00 during the day, you can say *noon*.

Here are some examples of how to express time in English:

- If it's 10:15 you could say either

It's quarter past (after) ten.

OR: It's ten fifteen.

- If it's 5:30, you could say either

It's half past five.

OR: It's five thirty.

- If it's 8:45, you could say either

It's quarter till nine.

OR: It's eight forty-five.

For all other times, simply list the hour first, then the number of minutes:

It's 3:25 = It's three twenty-five.

It's 10:35 = It's ten thirty-five

OR: It's twenty-five till eleven.

NEGATIVE QUESTIONS

In a *yes/no* question in which the verb is negative, usually a contraction is used:

—Doesn't she live with you?

The other form, which is not contracted, is considered formal and is rarely used in everyday speech:

—Does she not live with you?

To form a negative question, make the auxiliary negative by adding *not*:

—Do they cash traveler's checks?

—> Don't they (Do they not) cash...?

HERE ARE SOME MORE EXAMPLES:

—Is Mr. Jones here?

—> Isn't Mr. Jones here?

—Are you coming?

—> Aren't you coming?

EXERCISES

Telling Time

Write the appropriate time to the statements (*a.m.* or *p.m.*) below.

1. We'll have breakfast at seven. _____
2. The meeting is at two. _____
3. We'll eat lunch at twelve. _____
4. I go to bed every night at eleven thirty. _____
5. I wake up every morning at a quarter till eight. _____
6. She goes to bed every night at midnight. _____
7. He arrives tomorrow morning at eight forty-five. _____
8. You have a meeting tomorrow morning at a quarter after nine. _____
9. I call her every evening at seven thirty. _____

PART 1: GRAMMAR TOPICS AND EXERCISES

10. I'll wake up tomorrow at eight forty. _____
11. She'll call me this evening at twenty till eight. _____
12. We have dinner reservations for eight thirty. _____
13. I have an appointment tomorrow afternoon at three fifteen. _____

Negative Questions

Fill in the blank to make the question negative. Use contractions.

1. Do they cash traveler's checks? _____
2. Are you ordering something? _____
3. Is he drinking wine? _____
4. Do you know the waiter? _____
5. Does she have a meeting today? _____
6. Are we going to the hotel? _____
7. Is he making an appointment? _____
8. Do they like this restaurant? _____
9. Are you watching television? _____
10. Is she reading the newspaper? _____
11. Does he have a passport? _____
12. Is it raining in Atlanta? _____
13. Are you having a salad? _____

Chapter 8

DEMONSTRATIVE ADJECTIVES AND PRONOUNS

To differentiate between things in English, use either:

this

that

these

those

Any of these demonstratives can be used with a noun or by itself. *This* (singular) and *these* (plural) refer to something or someone close at hand. *That* (singular) and *those* (plural) refer to something or someone a bit farther away.

EXAMPLES:

—Do you want this box or that box?

—I'd like some of that popcorn.

—Do you want these or those?

—This apartment is nicer than that one.

PAYING FOR THINGS

When paying for things in the U.S., you will be quoted a price in dollars (\$) and cents (¢). Sometimes the words *dollar* and *cents* are used, but more often you will hear:

—How much is it?

— \$29.95 (Twenty-nine ninety-five)

OR: (Twenty-nine dollars and ninety-five cents)

—What does it cost?

—\$100.00*

(One hundred dollars)

*NOTE: Usually, when the price is an even amount — dollars and no cents — the word *dollars* is kept.

SENSE VERBS (to taste, feel, smell)

Verbs related to the senses (*to taste, feel, and smell*) are treated somewhat differently in terms of modifiers. Instead of an adverb, use the equivalent adjective to describe how something tastes, feels, or smells:

- These flowers smell good. (not *well*)
- I feel bad. (not *badly*, although you will hear this)
- My salad tastes good. (not *well*)

NOTE: Adjectives are used because attention is being drawn to the quality of the noun or pronoun subject, not to the verb. If you said *She smells well* instead of *She smells good*, you would be emphasizing her ability to smell something, not how she smells.

EXERCISES

Demonstrative Adjectives and Pronouns

Choose the correct demonstrative adjective according to the clues in parentheses. For the clue *near*, use either *this* or *these*, for the clue *far* use either *that* or *those*, as appropriate.

1. I'd like some of _____ popcorn. (far)
2. _____ apartment is nice. (near)
3. _____ Milk Duds taste good. (near)
4. _____ building is in Atlanta. (far)
5. _____ tourists are from the U.S. (far)
6. _____ apartments are air conditioned. (near)
7. _____ are today's specials. (near)
8. _____ is a Cherry Coke. (near)
9. _____ one is a Diet Coke. (far)
10. _____ offices are located downtown. (far)
11. _____ is my phone. (far)
12. _____ are the new buses. (far)
13. _____ bank will cash traveler's checks. (near)

Paying For Things

Rewrite the price in its numerical form.

1. That'll be two fifty. _____
2. A ticket costs six dollars. _____
3. That'll be four seventy-five, please. _____
4. The rate for a room is one hundred and twenty-nine dollars. _____
5. That television costs five hundred and fifty dollars. _____
6. That'll be one seventy-five. _____
7. That'll be three dollars and ten cents. _____
8. A cherry coke costs two dollars and fifty cents. _____
9. Popcorn costs two dollars. _____
10. That'll be twenty-nine ninety-five, please. _____
11. A bus ticket costs one dollar and thirty cents. _____
12. Breakfast at the hotel costs ten dollars. _____
13. A room at the Peachtree Plaza costs two nineteen a night. _____

Chapter 9

PREPOSITIONS

Here are some common English prepositions:

about	like
above	near
across	next to
after	of
along	off
among	on
around	out
before	over
behind	since
below	through
beneath	throughout
beside	till
between	to
beyond	toward
by	under
despite	until
down	up
during	upon
for	with
from	within
in	without
into	

Prepositions are used in phrases and as parts of verbs.

TWO-WORD VERBS

The term two-word verb refers to a verb and a preposition which together have a special meaning. Two-word verbs are common in informal English. Here is a list of some of these verbs.

bring up	1. To rear children. 2. To mention a topic.
call up	To call on the telephone.
clean up	To make clean and orderly.
do over	To do again.
drop off	To leave something/someone at a place.
fill out	To complete an official form.
get on	To enter an airplane, car, etc.
give back	To return an item to someone.
go over	To review or check carefully.
hand in	To submit an assignment or report.
hang up	1. To conclude a telephone conversation. 2. To put clothes on a hanger or hook.
look over	To review or check carefully.
look up	To look for information in a reference book.
pick up	1. To get someone in a car (e.g., in a car). 2. To take in one's hand.
put away	To remove to a proper place.
put on	To put clothes on one's body.
put out	To extinguish a cigarette, fire, etc.
show up	To appear, come.
take off	1. To remove clothing. 2. To leave on a trip.
take out	1. To take someone on a date. 2. To remove.
think over	To consider carefully.
try on	To put on clothing to see if it fits.

turn in	1. To submit an assignment, report. 2. To go to bed.
turn off	To stop a machine, light, faucet.
turn on	To begin a machine, light, faucet.
turn out	To extinguish a light.
turn up	To increase volume or intensity.

There are two categories of two-word verbs:

1.) Separable:

—I handed my paper in.

In separable two-word verbs, a noun or pronoun may come between the verb and preposition.

2.) Non separable:

—She gets off the train.

With this kind of verb, a noun or pronoun must follow the preposition.

OBJECT PRONOUNS

Remember, a pronoun is used in place of a noun. Subject pronouns come in front of verbs, and object pronouns follow them:

me	us
you	you
him, her, it	them

EXAMPLES:

—We see our friends.

—>We see them. (*them* takes the place of *our friends*)

—Call the waiter.

—>Call him. (i.e., the waiter)

—They like coffee.

—>They like it. (i.e., coffee)

EXERCISES

Prepositions

Choose the correct preposition to complete each sentence.

1. My apartment is _____ the street from yours. (above; across; over)
2. I like to read _____ animals. (about; along; after)
3. These T-shirts won't shrink _____ the washing machine. (into; on; in)
4. The restaurant is _____ my apartment. (between; next to; among)
5. The green T-shirts are _____ the navy blue T-shirts. (under; until; up)
6. He's going _____ the hotel. (like; into; in)
7. The wife went to the movies _____ her husband. (without; from; through)
8. He likes to read the newspaper _____ breakfast. (despite; during; since)
9. I would like popcorn _____ butter. (by; with; in)
10. _____ the scorching weather, he's going to Atlanta. (Despite; Since; Down)
11. You'll find the Diet Coke _____ the Cherry Coke and Classic Coke. (for; between; along)
12. This wine is _____ California. (from; off; out)
13. The girl is going _____ the boy. (through; toward; throughout)

Two-Word Verbs

Complete the sentences using the correct two-word verbs. Use the simple present tense.

1. The meeting is tomorrow. _____ over these reports tonight.
2. It's too loud in here. _____ down the radio.
3. You finished your paper. _____ it in.
4. Your appointment is Tuesday. _____ up at 9:00.
5. You finished your phone call. _____ up the phone.
6. I want to read a book. _____ off the television.
7. You like this green T-shirt. _____ it on.
8. You want to get in touch with her. _____ her up.
9. I'm asking you an important question. _____ it over.

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10. You don't know this word. _____ it up in the dictionary.
11. Your T-shirts are all over the room. _____ them away.
12. You need to go downtown. _____ on the Shuttle Bus.
13. You have my newspaper. _____ it back!

Object Pronouns

Choose an object pronoun (*it, them, him, or her*) to replace the underlined words.

1. I see our friends. _____
2. They like wine. _____
3. Call the waiter. _____
4. The gift is for my daughter. _____
5. I'm buying a gift for my husband. _____
6. She's buying a T-shirt. _____
7. I'll buy some Milk Duds. _____
8. Did you call your wife? _____
9. I have a meeting with Mr. Jones. _____
10. He likes popcorn. _____
11. I like your son and daughter. _____
12. He has my passport. _____
13. Did you see Alex? _____
14. Do you know Mary? _____

Chapter 10

PLACEMENT OF OBJECT PRONOUNS

When there is a sentence with more than one object pronoun, the rule is as follows:

1. Place the direct object pronoun directly after the verb
2. Any indirect object pronoun will come last.

EXAMPLES:

—The lawyer gives you the envelope.

—>He gives it to you.

—They will send me some letters.

—>They'll send them to me.

—He's explaining the will to us.

—>He's explaining it to us.

Note that when you use a direct object pronoun, it comes earlier in the sentence than its noun equivalent:

—I give you a visa.

—> I give it to you.

The example below points to a problem with object word order in English. When a noun is the direct object, it normally comes last in the sentence (e.g., *I wrote them a check.*). When a pronoun is the direct object, the indirect object moves to the end of the sentence and is preceded by *to*:

—She's leaving you her estate.

—>She's leaving it to you.

PAST TENSE: THE SIMPLE PAST AND THE PAST PARTICIPLE

Use the simple past tense when you are talking about something that happened at one particular time in the past (i.e., the event began and ended in the past). Normally, there is a reference to past time (*yesterday, last night, etc.*):

- I knew your aunt when she was young.
- Yesterday, they bought a car.
- We rented a car last week.
- He saw the U.S. Capitol while he was in Washington.

For many verbs, just add the ending *-ed* to the verb to make it simple past:

- borrow—>borrowed
- close—>closed
- open—>opened
- cash —> cashed.

Here are some rules for making the simple past tense of regular verbs:

1. Verbs ending in *-e*, add *-d* (*hope —> hoped*)
2. Verbs ending in a vowel and a consonant:
 - A. For one-syllable verbs having a single vowel, double the consonant ending:
 - stop—>stopped
 - rob—>robbed
 - B. For one-syllable verbs having two vowels, just add *-ed*:
 - rain—>rained
 - dreamed—>dreamed (also, dreamt)
 - C. For two-syllable verbs, in which the first syllable is stressed, just add *-ed*:
 - listen—>listened
 - D. For two-syllable verbs, in which the second syllable is stressed, double the consonant ending as you did for *I.* above:
 - prefer—>preferred
 - control —>controlled

Chapter 10

3. Verbs ending in *-y*. If the *-y* is preceded by a vowel, keep the *-y* (*enjoyed, prayed*); if the *-y* is preceded by a consonant, change the *-y* to *-i* and add *-ed*:

try—>tried

study—>studied

4. Verbs ending in *-ie*, add *-d*:

die—>died

5. Verbs ending in two consonants, just add the ending *-ed*.

NOTE: For regular verbs the form of the simple past is also the form of the past participle!!

IRREGULAR VERB FORMS

English has many irregular verbs that have special forms in the past tense. Here is a list of some of the more important verbs:

PRESENT	SIMPLE PAST	PAST PARTICIPLE
be	was	been
become	became	become
begin	began	begun
blow	blew	blown
break	broke	broken
bring	brought	brought
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
dig	dug	dug
do	did	done
draw	drew	drawn

Irregular Verb Forms (continued)

drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feel	felt	felt
find	found	found
fly	flew	flown
forget	forgot	forgotten
get	got	gotten
give	gave	given
have	had	had
know	knew	known
let	let	let
lie	lay	lain
make	made	made
pay	paid	paid
put	put	put
read	read	read
run	ran	run
say	said	said
sell	sold	sold
sit	sat	sat
speak	spoke	spoken
spend	spent	spent
stand	stood	stood
teach	taught	taught
tell	told	told
take	took	taken
write	wrote	written

EXERCISES

Placement of Object Pronouns

Answer the question using the appropriate object pronoun (*it, them, him, or her*).

1. Where did you put the book? I put _____ on the table.
2. Did you see your friends? Yes, I saw _____.
3. Did the lawyer give you the envelope? Yes, ___ gave ___ to ___.
4. Is she leaving you her estate? Yes, ___ is leaving ___ ___ estate.
5. Did you see Mary today? Yes, ___ saw _____ today.
6. Did they leave the estate to John? Yes, _____ left the estate to John.
7. Where did you meet Ann? I met _____ in Atlanta.
8. When did you give the gifts to John? I gave _____ to _____ on Monday.
9. Did he give you the check? No, _____ didn't give _____ to me yet.
10. Where did you buy the T-shirts? I bought _____ at a flea market.
11. Did you see their son? No, ___ didn't see _____.
12. Did John give Mary the gift? Yes, ___ gave _____ to _____.
13. Where did he put the telephone? _____ put _____ over there.

Irregular Verb Forms

Complete the sentences with the Simple Past of the verbs in parentheses.

1. It _____ raining. (stop)
2. He _____ a traveler's check. (cash)
3. She _____ a T-shirt. (buy)
4. We _____ some wine. (drink)
5. I _____ our appointment. (forget)
6. The waiter _____ to me. (speak)
7. They _____ the meal. (enjoy)
8. Her aunt _____ her the inheritance. (leave)

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9. They _____ my son. (see)
10. I _____ the envelope. (open)
11. He _____ the will. (read)
12. That _____ my apartment. (be)
13. I _____ popcorn. (have)

Chapter 11

QUESTIONS IN THE SIMPLE PAST TENSE

When making a question using the simple past, you will have to use *did* just as you learned to use *do* with the simple present tense.

SIMPLE PRESENT:

STATEMENT:

—They accept credit cards.

QUESTION:

—Do they accept credit cards?

SIMPLE PAST:

STATEMENT:

—They accepted credit cards last year.

QUESTION:

—Did they accept credit cards last year?

When using *did* in a question, the main verb will be in the infinitive form, not the simple past tense.

NOTE: For a negative question in the past, use *didn't*.

—Didn't you get my letter?

—Didn't they come?

FORMATION OF *-ING* VERBS

There are certain rules for forming *-ing* verbs just as there are for the *-ed* forms.

1. VERBS THAT END IN *-E*

Drop the *-e* and add *-ing*:

hope—>hoping

date—>dating

PART 1: GRAMMAR TOPICS AND EXERCISES

2. VERBS THAT END IN -Y

If -y is preceded by a vowel, keep the -y:

buy—>buying

If -y is preceded by a consonant, keep the -y:

try—>trying

study—>studying

3. VERBS THAT END IN -IE

Change the -ie to -y:

die—>dying

lie—>lying

4. VERBS THAT END IN TWO CONSONANTS

Just add the -ing ending:

start—>starting

Verbs that end in a vowel and a consonant follow special rules.

FOR ONE-SYLLABLE VERBS:

1 vowel—>2 consonants (stop—> stopping)

2 vowels—>1 consonant (dream—> dreaming)

FOR TWO-SYLLABLE VERBS:

1st syllable stressed—>1 consonant (listening)

2nd syllable stressed—>2 consonants (preferring)

POSSESSIVES

To indicate possession in English, you will use either the preposition *of* or the -'s form. The latter is used much more frequently in informal English.

—This is the office of the attorney.

—>This is the attorney's office.

—Here is the desk of Mr. Young.

—>Here is Mr. Young's desk.

—I know the family of Mrs. Jones.

—>I know Mrs. Jones's family.

Note the change in word order when the -s form is used. The owner is listed first, followed by the thing owned.

EXERCISES

Questions in the Simple Past Tense

Create a question in the Simple Past using the statement.

1. They accepted credit cards last year. When _____ credit cards?
2. You saw me yesterday. When _____ me?
3. You rented an apartment. What _____?
4. You held the apartment for me. What _____ for me?
5. She had breakfast at the restaurant. Where _____ breakfast?
6. They paid the rent today. When _____ the rent?
7. He wrote the report yesterday. When _____ the report?
8. He enjoyed his meal quite a lot. How _____ his meal?
9. She immigrated to the U.S. two years ago. When _____ to the U.S.?
10. He arrived last night. When _____?
11. They seemed nice. How _____?
12. She opened the envelope this morning. When _____ the envelope?
13. He gave them the instructions. What _____ them?

Possessives

Answer the question using the “s” form of possession.

1. Is this the office of the attorney? _____
2. Is this the desk of Mr. Young? _____
3. Do you know the family of Mrs. Jones? _____
4. Is this the daughter of John? _____
5. Is this the bank of the family? _____
6. Is this the T-shirt of the boy. _____
7. Do you know the son of Mr. Young? _____
8. Did you meet the husband of Mary? _____
9. Are these the children of Mrs. Smith)? _____
10. Do you know the secretary of the attorney? _____
11. Is this the table of John? _____
12. Is this the telephone of the secretary? _____
13. Did you see the menu of the restaurant? _____

Chapter 12

THE VERB *TO GET*

In American English, the verb *get* is used constantly. One common occurrence of *get* is with an adjective:

- I'm getting hungry.
- You shouldn't eat so much. You'll get fat.

In this instance, *get* has the meaning of *become*.

Get may also be followed by a past participle (*-ed*). The past participle functions as an adjective describing the subject:

- We got worried, because they were late.
- I got tired from all the work.

Some of the common adjectives that follow *get* are *angry, anxious, big, cold, dark, fat, hot, hungry, late, mad, old, rich, sleepy, tall, thirsty, warm, well, wet*.

FORMS OF *OTHER*

Forms of *other* are used as either adjectives or pronouns:

SINGULAR: another book (is)
 another is

PLURAL: other books (are)
 others (are)

SINGULAR: the other book (is)
 the other (is)

PLURAL: the other books (are)
 the others (are)

Note that a final *-s* is used only for a plural pronoun (*others*). *Another* means one more in addition to the one(s) already mentioned. *Other/others* (without *the*) refer to several more in addition to the one(s) already mentioned. *The other(s)* has a different meaning (all that remains from a given number or specific group):

- I have three apartments. Two are mine. The other is yours.

TROUBLESOME VERBS

Here are some verbs that you, like many native speakers, may find troublesome:

TRANSITIVE

(followed by an object)

raise, raised, raised:

The farmer is raising chickens.

set, set, set:

I will set the glass down.

lay, laid, laid:

I am laying the dress on the bed.

INTRANSITIVE

(not followed by an object)

rise, rose, rise:

The moon is rising.

sit, sat, sat:

They sit in front.

lie, lay, lain:

I am lying on the bed.

EXERCISES

The Verb “To Get”

Match the cause statement with the best effect statement on the right.

- | | |
|----------------------------------|----------------------------|
| 1. It's very late. | I'm getting hungry. |
| 2. It's almost time for lunch. | It's getting warm in here. |
| 3. It's raining. | It's getting dark. |
| 4. I need to turn a light on. | It's getting cold. |
| 5. Turn on the air conditioning. | I'm getting sleepy. |
| 6. Put on a sweater. | I'm getting wet. |

Forms of “Other”

Fill in the blanks, using either “other” or “another.”

1. Can you hand me the _____ book?
2. Did you see the _____ bedroom facing the pool?
3. There is _____ bathroom off the kitchen.
4. There is _____ bedroom beside the living room.

Chapter 12

5. Will you show me the _____ apartment.?
6. We need _____ chair in the study.
7. I saw _____ supermarket down the street.
8. Did you see the refrigerator in the _____ apartment?
9. There is _____ two-bedroom apartment with utilities included.
10. Is the _____ grocery store nearby?
11. Let's take a look at _____ apartment.
12. Did you see the _____ desk in the study?
13. The _____ half bath is beside the kitchen.

Troublesome Verbs

Choose the correct verb to complete each sentence.

1. The moon _____. (to rise; to raise)
2. The farmer _____ chickens. (to rise; to raise)
3. _____ the glass down on the table. (to set; to sit)
4. The boy _____ in the chair. (to set; to sit)
5. The chicken _____ an egg. (to lay; to lie)
6. I _____ on the bed last night. (to lay; to lie)
7. They _____ by the pool yesterday. (to set; to sit)
8. Please _____ the window. (to rise; to raise)
9. The sun _____ every day. (to rise; to raise)
10. The secretary _____ the report down. (to lay; to lie)
11. Mr. Young _____ in your office. (to set; to sit)
12. I 'm _____ the dress on the bed. (to lay; to lie)
13. Did you _____ the wine on the table? (to set; to sit)

Chapter 13

THE PAST PROGRESSIVE TENSE

In Chapter 2 you learned about the present progressive tense. The past progressive is used when talking about something that was in progress at a particular time in the past:

—They were buying groceries when we arrived.

The buying of groceries probably began before and continued after the arrival of *we*.

TENSE FORMATION (Past Progressive)

Simply put the helping verb (a form of *to be*) into the past tense and use the *-ing* form of main verb:

—We are playing tennis.

—>We were playing tennis.

THE FUTURE PROGRESSIVE TENSE

The future progressive tense refers to an action that will be underway at a particular time in the future. When used in conjunction with *when* + a present tense, the future progressive action will precede the present tense in time and may continue after it:

—The clerk will be weighing the bananas when you return.

TENSE FORMATION (Future Progressive)

Simply put the helping verb (a form of *to be*) into the future tense and use the *-ing* form of the main verb:

—We buy groceries.

—>We will be buying groceries.

MORE ON THE PROGRESSIVE TENSES

Certain categories of verbs are usually not used in any of the progressive tenses. When the verbs below are used in one of the progressive tenses, they usually have a different meaning:

—You will be hearing from me.

(I will get in touch with you later.)

—She is having trouble.

(She is experiencing trouble).

SENSES

hear

taste

smell

see

MENTAL ACTIVITY

know

believe

think

understand

remember

mean

recognize

POSSESSION

possess

own

have

belong

ATTITUDES

want

prefer

need

love

like

hate

appreciate

dislike

seem

appear

look

EXERCISES

Tense Formation (Past Progressive)

Answer the question using the past progressive form of the verb in parentheses.

1. I _____ at the mall. (shop)
2. I _____ my aunt in San Francisco. (visit)
3. I _____ in the library. (read)
4. I _____ a ticket. (buy)
5. I _____ the apartment. (tour)

PART 1: GRAMMAR TOPICS AND EXERCISES

6. I _____ dinner. (prepare)
7. I _____ my secretary. (call)
8. I _____ television. (watch)
9. I _____ our meals. (order)
10. He _____ his wife. (call)
11. I _____ to my daughter. (talk)
12. I _____ the hotel. (look for)
13. I _____ in line in Customs. (stand)

Tense Formation (Future Progressive)

Rewrite the sentence using the future progressive tense (i.e., “will be...”).

1. We _____ groceries this afternoon. (buy)
2. I _____ an appointment for Thursday. (make)
3. I _____ to the supermarket today. (go)
4. He _____ the apartment next door. (rent)
5. She _____ her aunt. (visit)
6. Mr. Young _____ the attorney. (call)
7. They _____ in touch. (get)
8. We _____ television. (watch)
9. I _____ the newspaper. (read)
10. He _____ the meal. (prepare)
11. She _____ his secretary. (call)
12. Alex _____ lunch. (eat)
13. I _____ at 7:00. (wake)

Chapter 14

THE PRESENT PERFECT TENSE

The present perfect, like the other perfect tenses (past and future perfects), conveys the idea that one thing happens before another time or event. In other words, perfect tenses are always used within a context and not in isolation.

To form the present perfect, use a form of *have* + past participle:

- They've already dried their clothes.
- I've just finished washing my clothes.
- She's borrowed some detergent.

(In the above, the actions all took place before now. The exact time is unimportant.)

REFLEXIVE PRONOUNS

The following are reflexive pronouns:

- | | |
|----------|------------|
| myself | ourselves |
| yourself | yourselves |
| himself, | themselves |
| herself, | |
| itself | |

A reflexive pronoun usually refers to the subject of a sentence:

- We looked at ourselves in the mirror.
- (*We* and *ourselves* are the same persons.)

Sometimes reflexive pronouns are used for emphasis:

- I washed my clothes myself.

EXERCISES

The Present Perfect Tense

Form sentences in the present perfect tense using the elements in parentheses. Use contractions where appropriate.

1. She _____ her clothes. (to wash; already)
2. He _____ some detergent. (to borrow; just)
3. She _____ her clothes. (to finish; drying)
4. He _____ change. (to get; already)
5. She _____ her laundry. (to finish)
6. He _____ change. (to forget; to bring)
7. He _____ to the grocery store. (to go; already)
8. She _____ an apartment. (to rent; already)

Reflexive Pronouns

Complete the following phrases with a reflexive pronoun, where appropriate. If no reflexive pronoun is needed, leave the blank empty.

1. Peter and Mary are not bringing their laundry away. They are washing their clothes _____.
2. Mary is trying to get a present for her kids. She's looking at T-shirts _____.
3. Peter wants to give his girlfriend a present. He's buying a ticket for Mary _____.
4. Mrs. Glover is visiting her office with her sons. She's introducing Fred and Bob to Mr. Young _____.
5. John and Harry are hungry. They are preparing a meal for _____.
6. Today Carl's wife is sick. He's doing the shopping _____.
7. Martina and Isabelle like yard work. As usual, they are doing the work _____.
8. Kathy's maid is sick. She's doing the work _____.

Chapter 15

IRREGULAR NOUN PLURALS

When the final *-y* is preceded by a consonant, change the *-y* to *-i* and add *-es*:

baby—>babies

lady—>ladies

If a noun ends in *-fe* or *-f*, the ending is changed to *-ves* (except: *beliefs, chiefs, roofs, staffs*).

life—>lives

thief—>thieves

Add *-es* to nouns ending in *-sh*, *-ch*, *-s*, *-z*, and *-x*. (Exceptions: *monarchs, stomachs*.)

wish—>wishes

class—>classes

Both the *-s* and *-es* spellings are accepted for nouns ending in *-o*.

tomato—>tomatoes

hero—>heroes

The plural possessive form of these nouns is also irregular.

child—>children

foot—>feet

goose—>geese

man—>men

tooth—>teeth

The plural is the same as the singular for these nouns.

deer—>deer

fish—>fish

sheep—>sheep

species—>species

The final sound of these plurals is pronounced like the word *sees*.

crisis—>crises

thesis—>theses

COUNT AND NON-COUNT NOUNS

Count nouns are nouns that can be counted (e.g., *a book, two friends, three cars*, etc.). A count noun may be preceded by *a* or *an* in the singular; it takes a final *-s* or *-es* in the plural.

Noncount (or mass) nouns refer to things that cannot be counted (e.g., *money, rain, snow, butter, wind, air, clothing*, etc.). Noncount nouns are not preceded by *a* or *an* and have no plural form.

COMMON NONCOUNT NOUNS

advice	weather	equipment
news	water	jewelry
information	music	postage
work	money	luggage

Some nouns can be both count and noncount nouns:

—We drank some wine. (Noncount)

—We ordered three wines. (Count)

(It is implicit that three different wines were ordered.)

USING A FEW, FEW, A LITTLE, AND LITTLE

A few and *few* are used with plural count nouns:

—a few friends, few ideas, a few things to do, etc.

A little and *little* are used with noncount nouns:

—little money, a little rain, a little wind, etc.

NOTE: *Few* and *little* give a negative idea, conveying the notion that something is largely absent:

—They have very little money.

—We have few options remaining.

NOTE: *A few* and *a little* give a positive idea, indicating that something exists or is present:

—I have a little free time today.

—Do you have a few moments?

EXERCISES

Irregular Noun Plurals

Answer the question using the plural form of the noun in the brackets.

1. Now two of my _____ are hurting. (tooth)
2. Actually, two _____ rented the apartment. (man)
3. Actually, two _____ rented the car. (lady)
4. She has two new _____ — twins. (baby)
5. All _____ offer a flat rate. (agency)
6. I actually caught four _____. (fish)
7. No, I only see the _____ in the corner. (woman)
8. No. Now both of my _____ hurt. (foot)
9. I actually bought two _____ of bread. (loaf)
10. I actually need two _____ of water. (glass)
11. He actually has two _____. (secretary)
12. She had both of her _____ with her. (child)
13. I actually saw three _____. (deer)

Using “a few,” “few,” “a little,” and “little”

Determine whether the statement is POSITIVE or NEGATIVE.

1. Paul has little money.
2. John has a few friends.
3. Sue has few ideas for the report.
4. Fred sees a little rain outside.
5. Sharon has a few quarters for the washing machine.
6. Mary has little popcorn left.
7. Stephanie has a few tomatoes.
8. Chris has very little luggage.

Chapter 16

THE CAUSATIVE VERBS *HAVE* AND *LET*

In order to express the notion of having someone else do something for you, use a form of *have* + the main verb:

—I'm having my mail forwarded.

(Someone else is forwarding it for you.)

—I had my house painted.

(Someone painted it for you.)

NOTE: The *-ed* form (past participle) is used after *have* to give a passive meaning.

Let in a causative sense means *to permit*:

—Please let me help you.

—Don't let them leave!

Do not use an infinitive after *let*.

USING *SHOULD*

One of the meanings of the modal auxiliary *should* is advisability:

—You should leave right now.

—They should fill out this form.

You can also express the same idea using either *ought to* or *had better*:

—You ought to leave right now.

(You had better leave....)

—They ought to fill out this form.

(They had better fill out....)

Should and *ought to* both mean that something is a good idea. *Had better* is usually stronger, implying a warning of bad consequences.

The negative of *should* is *shouldn't*. *Ought to* is not usually used in the negative. Often you will hear people pronounce *ought to* as *otta*.

EXERCISES

The Causative Verbs “Have” and “Let”

Complete the phrases with the appropriate verbs and a *have* or *let* construction where appropriate. Remember, the two constructions are interchangeable.

1. Sue is at the Laundromat. She's _____ her clothes _____. (to wash)
2. John is at the gas station. He's sitting in his car. He's _____ his car _____. (to fill up)
3. Paul is standing on a ladder and Mary is handing him the paint. They're _____ their house _____. (to paint)
4. The maid is dusting the furniture, while Linda is watching TV. She's _____ her house _____. (to clean)
5. Peter is scrubbing the floor. He's _____ the kitchen _____. (to clean)
6. John drops of a basket of clothes at the laundry. He's _____ his clothes _____. (to wash)
7. Tricia is at the gas station, holding the gas pump in her hands. She's _____ her car _____. (to fill up)

Using “Should”

Decide whether the statement is URGENT or NOT URGENT.

1. You'd better fill up your car right now, or you'll run out of gas. _____
2. He should fill out this form if he wants credit. _____
3. Fred had better not drink any more wine, or he'll be very sick. _____
4. We ought to have our mail forwarded while we're out of town. _____
5. John ought to visit his aunt. _____
6. You'd better finish that report, or you'll lose your job. _____
7. We should rent a mid-sized car. _____
8. She should study more, or she'll fail all her classes. _____
9. You had better claim your inheritance, or you'll lose \$10,000,000. _____

PART 1: GRAMMAR TOPICS AND EXERCISES

10. You'd better wake up right now, or you'll miss your flight. _____
11. We should see the sights while we're in San Francisco. _____
12. Fred ought to buy some bread at the store. _____
13. I should wash my clothes. _____

Chapter 17

THE PAST FORM OF *SHOULD*

To form the past of *should* simply add *have* + past participle:

- I missed my plane this morning. I should have left earlier.
- I can't find a hotel room. I should have made a reservation.

The past form of *should* conveys the notion of a failure or omission. Note that the customary pronunciation of *should have* is *should've* or *shouda*. The negative form is *should not have*, pronounced in colloquial English as *shouldn't've* or *shouldn't'a*.

USING *COULD*

Could is used in two ways in English:

1.) Past ability:

- I can speak English now. I couldn't when I was a child.

2.) Polite questions:

- Could I borrow your car?
- Could you speak slower?
- Could we check out later?

Note that *could* is the simple past form of the verb *can*. The negative form of it is *couldn't* (*could not*).

EXPRESSING NECESSITY: *MUST / HAVE TO / HAVE GOT TO*

Must and *have to* both express necessity:

- You must fill out this form.
- You have to pick up Mr. Roberts.

In some situations, *must* is more urgent or stronger than *have to*:

- You must be here for your appointment on time. I have a busy schedule today.
- You have to take another course next year.

The expression *have got to* is similar in meaning to *must* and *have to* but is reserved for spoken English:

- I have got to study more. (i.e., I must study more.)

EXERCISES

The Past Form of “Should”

Complete each phrase with the correct past form of *should* and the verb in parentheses. Example:

_____ earlier. (to pay): I should have paid earlier.

1. _____ earlier. (to leave)
2. _____ a reservation. (to make)
3. _____ up the car. (to fill)
4. _____ more. (to study)
5. _____ a two-bedroom. (to rent)
6. _____ laundry yesterday. (to do)
7. _____ them in my briefcase last night. (to put)
8. _____ them with me. (to bring)
9. _____ so much last night. (not; to eat)
10. _____ him when I arrived. (to call)
11. _____ some yesterday. (to buy)
12. _____ all my change. (to keep)
13. _____ on vacation. (not; to go)

Using “Could”

Rephrase the statement as a polite question.

1. She can study at home. _____
2. He can borrow their car. _____
3. She can take I-75 to Tennessee. _____
4. John can fill out a credit application. _____
5. He can get his car filled up. _____
6. They can wash their clothes today. _____
7. Sue can have her house cleaned. _____
8. He can immigrate to the U.S. _____

Chapter 17

9. They can make an appointment with Mr. Young. _____
10. She can give them directions to Washington. _____
11. Bob can call Mary. _____
12. They can watch television. _____
13. He can order a salad. _____

Chapter 18

THE PERFECT PROGRESSIVE TENSES

Previously (Chapters 2, 13, and 14), you learned about the perfect and progressive tenses. The perfect progressive tenses are used to indicate duration in the past. The three forms are:

USAGE OF THE PERFECT PROGRESSIVE TENSES

Here are examples of each:

PRESENT PERFECT PROGRESSIVE:

I have been reading for one hour.

PAST PERFECT PROGRESSIVE:

We had been traveling for three days when we ran out of money.

FUTURE PERFECT PROGRESSIVE:

He will have been working there for a year by the time you arrive.

FORMATION OF THE PERFECT PROGRESSIVE TENSES

1. PRESENT PERFECT PROGRESSIVE

This tense indicates duration of an activity beginning in the past and continuing into the present. It is often used with time words like *for*, *since*, *all day*, etc.

Begin with 'has' or 'have' + 'been' followed by *-ing* form of the verb.

—They have been watching television for three hours.

NOTE: When the present perfect progressive is used without reference to time, it indicates a general activity in progress recently:

—I have been thinking about renting a car.

2. PAST PERFECT PROGRESSIVE

This tense emphasizes the duration of an activity that was in progress before another activity or time in the past.

Begin with 'had' + 'been' followed by *-ing* form of the verb.

—I had been waiting for an hour when the doctor arrived.

3. FUTURE PERFECT PROGRESSIVE

This tense indicates the duration of an activity that will be in progress before another time or event in the future.

Begin with 'will have' + 'been' followed by *-ing* form of the verb.

—When he retires, he will have been working for 40 years.

EXERCISES

Usage of the Perfect Progressive Tenses

Choose the correct form of the Perfect Progressive tense. (*Will have been; had been; have been, or has been*)

1. I _____ waiting for an hour when the doctor arrived.
2. When he retires, he _____ working here for fifty years.
3. They _____ watching television for three hours when I called.
4. She _____ sleeping eight hours when she wakes up.
5. John _____ calling me since yesterday, and I still haven't talked to him.
6. I _____ on the road for two days when I arrived in Washington.
7. When he arrives, he _____ travelling for three days.
8. She _____ wanting to check her oil for a week and she still hasn't done it.
9. He _____ reading that book for two weeks and he still hasn't finished it.
10. When they move out next week, they _____ living in that apartment for two years.
11. I _____ cleaning the house for an hour when John called.
12. She _____ washing clothes for an hour when Sue came home.
13. I _____ washing clothes all day and I'm still not finished.

Formation of the Perfect Progressive Tenses

Complete the blanks with the helping verb (*be, has been, have been, or had been*) in the appropriate tense. (Do not use contractions.)

1. She will _____ sleeping eight hours when she wakes up.
2. I will _____ heading north in two hours.
3. We _____ driving for four hours when we ran out of gas.
4. I _____ waiting for an hour when the attorney arrived.
5. By now they _____ flying for three hours.
6. Recently, I _____ thinking about renting an apartment.
7. Thanks for helping me. I _____ trying to find the Smithsonian for an hour.
8. When he retires, he will _____ working here for fifty years.
9. When he arrives, he will _____ travelling for three days.
10. There you are! I _____ thinking about you all day.
11. I _____ cleaning the house when you arrived.
12. He _____ washing clothes for an hour when I called.
13. Mary likes this place. She _____ renting this apartment for a year now.

Chapter 19

USING *MAY* AND *MIGHT*

Two other important modal verbs are *may* and *might*. The two are used interchangeably in standard American English to express probability or possibility:

- You may be wrong.
- You might be wrong.
- The attorney might be late.
- The attorney may be late.

The past form is expressed as follows:

modal (may/might) + have + past participle

- I may/might have left my glasses in the restaurant.

NOTE: *Must* can also be used to express probability:

- The plane must be leaving now.

PROGRESSIVE FORMS OF *MAY* AND *MIGHT*

The past progressive forms of *may* and *might* are formed by adding *have been* + the *-ing* form of the main verb.

- I didn't see them at the hotel. They may have been having dinner.
- The mail didn't arrive on time. The mailman might have been having trouble with his car.

The present progressive forms of *may* and *might* are formed by adding *be* + the *-ing* form of the main verb.

- We may be calling you in the morning.
- They might be visiting the U.S. this time next year.

NOTE: When *must* means necessity, the past form is *had to*. When it means probability, the past is *must have* + past participle.

EXPECTATION AND *SHOULD*

In Chapter 16, you learned how *should* can be used to express advisability:

—The front desk clerk should give us a discount.

Another way *should* can be used is in expressions of expectation:

—They have been working hard. They should do well.

(In this example, *should* means *will probably*.)

The past form (*should have*) means that the speaker expected something that did not happen:

—I haven't heard anything from them. They should have called by now.

EXERCISES

Using “May” and “Might”

Complete each sentence using “might” and the appropriate verb.

1. I don't think she'll study now, but she _____ later.
2. He was going to take the train, but now he _____ a car.
3. They were going to drive to New York, but now they _____ to Washington.
4. Well, he won't check your brakes, but he _____ the oil.
5. They won't give him a lift, but they _____ him some money for the bus.
6. The attendant won't clean your car, but he _____.
7. They won't wash your curtains, but they _____ your clothes.
8. She lives in Florida, so she wouldn't fly to Alabama, but she _____ to Virginia.
9. They don't like to approve applications, but they _____ yours.
10. I know she's not having her phone messages forwarded, but she _____ her mail forwarded.
11. The apartment doesn't face the road; I think it _____ the pool.
12. I don't know if the apartment is furnished. It _____, but I doubt it.
13. The telephone is certainly not included, but the utilities _____.

Progressive Forms of “May” and “Might”

Fill in the blank with the correct past progressive form of the verb given in parentheses and “may.”

1. They _____ dinner. (have)
2. He _____ his mail. (forward)
3. She _____ her oil. (check)
4. He _____ trouble with his car. (have)
5. They _____ late. (work)
6. He _____. (sleep)
7. They _____ bread. (buy)
8. They _____ tennis. (play)
9. He _____ change. (get)
10. You _____ the wrong number. (dial)
11. She _____ to Georgia. (drive)
12. He _____ to the Smithsonian. (go)
13. She _____ a car. (rent)

Chapter 20

USING WOULD

The modal auxiliary *would* is used in three different contexts:

1. EXPRESSING PREFERENCE:

—I would rather visit Los Angeles. (I'd rather...)

(*Would rather* means *prefer*.)

2. EXPRESSING REPEATED ACTION IN THE PAST:

—When she was alive, Aunt Stephanie would visit the West Coast.

(*Would* is used with regularly repeated actions in the past.)

3. POLITE REQUESTS

—I would appreciate hearing from you soon.

(*Would* is frequently used with polite requests.)

When used to express a repeated action in the past, *would* often takes the place of *used to*:

—When they were students, they would go skiing every winter.

ALSO:

—When they were students, they used to go skiing every winter.

However, when *used to* refers to a situation that existed (but was not necessarily repeated) in the past, *would* may not serve as a replacement:

—Aunt Stephanie used to live in Chicago.

NOT:

—Aunt Stephanie would live in Chicago.

Would can also be used in conditional sentences:

—If I had more time, I would read the instructions carefully.

EXERCISES

Using “Would”

Replace the sentence with a statement expressing preference using “would rather.” Please use contractions where possible. Example: I want to go fishing, but I have stay in the office.: I’d rather go fishing.

1. I want to go to the movies, but I have to study.
2. I’d like to go to Washington, but I have to work.
3. She wants to eat in a restaurant, but she doesn’t have any money.
4. He wants to rent a compact car, but they only have luxury cars.
5. They want to rent the two-bedroom apartment, but it’s too expensive.
6. I want to sleep, but I have to work.
7. I wish I could have dessert, but I’m on a diet.
8. He’d like to go to lunch, but he has a meeting.
9. I wish I could talk to you, but I have an appointment.
10. She wants to stay at the hotel, but they don’t have a room.
11. They want to take a limo, but they don’t have enough money.
12. I wish I could go to Georgia, but I have to visit my aunt in Tennessee.
13. He’d like to have dinner, but he doesn’t have enough time.

Using “Would”

Look at each sentence and decide whether “used to” can be replaced by “would.”

1. Aunt Stephanie used to live in Chicago.
2. She used to always visit the West Coast.
3. I used to be her favorite niece.
4. She used to always bring me gifts.
5. Her house used to be worth a lot of money.
6. We used to prepare lunch together.

Chapter 21

USING GERUNDS

A gerund is the *-ing* form of the verb used as a noun. Like nouns, gerunds can be subjects or objects:

SUBJECT GERUND:

—Playing golf is fun.

OBJECT GERUND:

—We're used to having a lot of fun.

In the second example, the gerund *having* is the object of the preposition *to*. This pattern is fairly frequent in English.

By is often used with gerunds to describe how something is done:

—By calling the office, you'll be able to know what's going on.

Here are a number of common verbs followed by gerunds:

finish—They finished working at 6 p.m.

stop—I stopped calling you at midnight.

quit—They quit eating for 24 hours.

avoid—You can't avoid answering the question.

keep (on)—They will keep on studying.

enjoy—My neighbor enjoys walking his dog.

appreciate—She would appreciate hearing from you.

mind—Do they mind selling their car?

NOTE: *Go* is followed by a gerund in certain idiomatic expressions related to sports and physical activities.

—Did they go shopping yesterday?

—They went sailing at the lake.

—We are going skiing this winter in the Rockies.

EXERCISES

Using Gerunds

Rewrite the sentence using the proper form of the verb.

1. She likes to take pictures. She likes _____ pictures.
2. They love to go to the movies. They love _____ the movies.
3. He likes to play tennis. He likes _____ tennis.
4. They love to visit the Smithsonian. They love _____ the Smithsonian.
5. She likes to drive. She likes _____.
6. He likes to eat in restaurants. He likes _____ in restaurants.
7. She likes to watch her kids play. She likes _____ her kids play.
8. She likes to listen to classical music. She likes _____ to classical music.

Using Gerunds

Complete each phrase using the *-ing* form of the verb in parentheses.

1. He turned off the television by _____ the button. (push)
2. They got to the museum by _____ their car. (drive)
3. She had the accident by not _____ at the traffic light. (stop)
4. He got rich by _____ very hard. (work)
5. You get to the Lincoln Memorial by _____ left at this street. (turn)
6. She got to Tennessee by _____ there. (fly)
7. I got a credit card by _____ for one. (apply)
8. John forwarded his mail by _____ to the post office. (go)
9. I got a reservation by _____ the hotel. (call)
10. She got that car by _____ it. (rent)
11. I met Mr. Young by _____ myself to him. (introduce)
12. He got to the hotel by _____ a cab. (take)
13. They changed money by _____ to the bank. (go)

Chapter 22

THE PAST PERFECT TENSE

The past perfect tense is used when expressing activity that was completed in the past before another past activity or time:

- Until yesterday, they had never seen the film.
- After the restaurant had closed, the customers went home.

To form the past perfect, use *had* + the past participle.

NOTE: It is easy to confuse the forms for the past perfect and the past perfect progressive:

- They had waited for five hours when the plane arrived.
- They had been waiting for five hours when the plane arrived.

(In this sentence the emphasis is on duration in the past.)

VERBS FOLLOWED BY INFINITIVES

Here is list of common verbs that are usually followed immediately by an infinitive:

hope	offer	seem
agree	forget	appear
remember	expect	want
promise	decide	need
ask	refuse	

Examples:

- She hopes to leave soon.
- They want to buy a car.

Verbs that are followed by a pronoun (or noun) + infinitive are:

tell	warn	force
remind	permit	order
advise	allow	expect
encourage	require	want

NOTE: The negative form of a verb followed by an infinitive follows:

—He asked them not to smoke.

(Note that the *not* comes before the infinitive.)

EXERCISES

The Past Perfect Tense

Complete each sentence with the verb in parentheses in the past perfect.

1. Until yesterday, they _____ the film. (to see)
2. The customers went home after the restaurant _____. (to close)
3. She _____ her clothes, and now she can dry them. (to wash; already)
4. I _____ my aunt in San Francisco until last week. (to visit; never)
5. We went home after we _____ our dinner. (to finish)
6. He _____ some detergent, so he can begin washing now. (to borrow; just)
7. I _____ an appointment until yesterday. (to forget; never)
8. We _____ on the attorney when the secretary called. (to wait)
9. Ellen _____ dinner when her friends arrived. (to prepare)
10. She _____ her aunt until last week. (to meet; never)
11. She _____ in San Francisco when I met her. (to live)
12. They _____ five hours when the plane arrived. (to wait)
13. We became friends after she _____ to Chicago. (to move)

Verbs Followed by Infinitives

Create complete sentences from the given elements as demonstrated in the example: he/to want/never/to leave/theater. He never wanted to leave the theater.

1. she/to expect/to get/phone call _____
2. he/to want/to play/tennis _____
3. I/to ask/them/to buy/bread _____
4. she/to agree/to meet/us _____
5. he/to call (simple past)/to make/reservation _____
6. she/to want/to visit/the/museum _____
7. he/to ask (simple past)/her/to take/picture _____
8. they/to agree (simple past)/to give/us/lift _____
9. he/to have to/to check/oil _____
10. she/to expect (simple past)/us/to stop by _____
11. they/to forget (simple past)/to add/detergent _____
12. she/to want (simple past)/to rent/car _____
13. I/to forget (simple past)/to change/money _____

Chapter 23

THE RELATIVE PRONOUNS *WHO* / *WHICH* / *THAT*

Who, *which* and *that* are relative pronouns. They are usually used in dependent clauses introduced by a main clause:

- I tipped the waiter who (that) served us.
- We thanked the people who (that) helped us.

Note that in the above two examples *who* and *that* are substituted for one another. Even though *who* is more grammatically correct than *that* in reference to a person or persons, *that* is heard often in speech.

Who is used only for people. *That* can be used to refer to a person or thing. *Which* is used only for things:

- The car, which we rented, doesn't work

THE RELATIVE PRONOUNS *WHOM* / *WHICH* / *THAT*

Follow the same rules for using *who(m)*, *which*, and *that*, as you do with other relative pronouns. The only difference is that now these pronouns are functioning as objects:

- The movie that we saw last night was terrible.
- The movie, which we saw last night, was terrible.

For people, you will use either *who* or *whom*. *Who* is usually used instead of *whom* in colloquial speech, even though it is technically incorrect:

- The person who they saw was sick. (informal)
- The person whom they saw was sick. (formal)
- There's the driver who the police arrested. (informal)
- There's the driver whom the police arrested. (formal)

USING *WHOSE*

Whose is used to show possession. It has the same meaning as other possessive adjectives such as *his, hers, its, their*, etc.

—There's the man whose house we bought.

—I have a book whose story is fascinating.

Whose modifies people but can also be used with things.

You should learn how to combine short sentences using *whose*:

—The woman is a talented artist. I saw her paintings.

— The woman whose paintings I saw is a talented artist.

EXERCISES

The Relative Pronouns “Who”/”Which”/”That”

Fill in the blank with either “who” or “which.”

1. He has an aunt _____ lives in San Francisco.
2. I have some luggage _____ I need to check.
3. He has a book _____ is fascinating.
4. I'm reading a newspaper _____ (which; who) I bought at the store.
5. She's looking for the witness _____ saw the accident.
6. We're looking for the interstate _____ goes to North Carolina.
7. He's talking to the lady _____ was in the accident.
8. They want to talk to a person _____ can give them directions.
9. I have a friend _____ is an attorney.
10. I'd like a brochure _____ will tell me more about Virginia.
11. She's the secretary _____ has the report.
12. I'm touring the apartment _____ faces the pool.
13. This is my friend _____ immigrated to the U.S.

Using “Whose”

Choose the best word to complete the sentence using “who,” “whose,” or “which.”

1. The woman _____ passport was stolen went to the police.
2. The man _____ moved to Atlanta was Mr. Young.
3. The person _____ rented the apartment is my best friend.
4. I have a car _____ first owner was British.
5. The woman _____ was Mr. Smith’s secretary moved to California.
6. The girl _____ ticket I bought is my niece.
7. That is the woman _____ rented the apartment that faces the pool.
8. The woman _____ paintings I saw is an artist.
9. The car _____ I bought is mid-sized.
10. The carpet _____ I had cleaned is dirty again.
11. The apartment _____ I rented faces the pool.
12. The accident _____ I saw was just a fender bender.
13. The insurance _____ I have will pay for the repairs.

Chapter 24

USING WHERE

Earlier in this course, you learned how to use *where* in questions:

—Where are you going?

Where can also be used in a dependent clause:

—I see the house where they live.

In the latter example, *where* is used to refer to a place, such as a city, state, country, room, etc.

NOTE: In dependent clauses, *where* can be replaced with *in which*, *which ... in*, *that ... in*, or nothing at all:

—The building where they work is new.

—The building in which they work is new.

—The building, which they work in, is new.

—The building that they work in is new.

—The building they work in is new.

USING WHEN

Previously, you learned how to use *when* in questions:

—When are you leaving?

When can also be used in a dependent clause:

—I forgot the date when you arrived.

In the latter example, *when* is used to refer to a noun of time (i.e., a day, week, month, etc.)

In time clauses, it is also possible to use *that* or *which* preceded by a preposition:

—I forgot the date that you arrived.

—I forgot the date on which you arrived.

No preposition is needed with *that*.

Note how two sentences are combined using *when*:

—I'll always remember the day she was born. She was born then (on that day).

—I'll always remember the day when she was born.

EXERCISES

Using “Where”

Choose the best word to complete the sentence using “which” or “where.”

1. The building _____ they work is new.
2. The apartment in _____ they live faces the pool.
3. The seat _____ you are sitting in is an aisle seat.
4. The place _____ we are staying is beautiful,
5. The town _____ I grew up is small.
6. The store in _____ I bought the magazine is around the corner.
7. The hotel _____ I am staying in is called the Peachtree Plaza.
8. The restaurant _____ I always eat has a new menu.
9. Did you see a place _____ we can rent a car?
10. The building in _____ the Declaration of Independence is located is the National Archives.
11. The bank _____ I cashed my traveler's checks in is downtown.
12. The house _____ I live is very old.
13. The Laundromat _____ I wash my clothes has a coin machine.

Using “When”

Choose the best word to complete the sentence. (*Which, when, or where*)

1. I forgot the date on _____ you arrived.
2. This is the house _____ I grew up.
3. July 4, 1776 is _____ the Declaration of Independence was signed.
4. I'll always remember the day _____ she was born.
5. Tuesday is the day _____ we will come.

PART 1: GRAMMAR TOPICS AND EXERCISES

6. The seat in _____ I am sitting is 12-C.
7. Cannery Row is _____ we'll have lunch.
8. Friday is the day on _____ we will visit the aquarium.
9. Highway 1 is _____ you can drive for a view of the coastline.
10. Tomorrow is _____ I will take the scenic 17-Mile Drive.
11. The cottage _____ I am staying is the Hansel and Gretel cottage.
12. The date _____ I was born is January 5, 1973.
13. Wednesday is the day on _____ we will drive to the Lamp Lighter Inn.

Chapter 25

IF... THEN CONSTRUCTIONS

A frequent pattern in English is the use of constructions with *if* followed by a clause of result (*then*, either stated or implied):

—If you take Interstate 85, (then) you'll get there faster.

In this kind of sentence the *if* clause introduces a hypothetical statement. When the *if* clause is in the present tense, the result (*then*) clause is in the future:

—If it becomes (present) any hotter, we'll have to go (future) swimming.

—I'll send (future) you some money, if you need it (present).

Now you have seen the *if* (present tense), *then* (future tense) pattern. Here are two other sequences:

— *If* (past tense), *then* (conditional tense)

— *If* (past perfect), *then* (past conditional)

—If I had (past) more time, I would read (conditional) this book.

—They would have won (past conditional) the race, if they had run (past perfect) faster.

NOTE: When you use the verb *to be* after *if*, *were* not *was* is the preferred form:

—If he were younger, he would ski every day.

EXERCISES

“If... then” Constructions

Decide whether the statement is REAL or UNREAL.

1. If you take Interstate 85, you'll get there faster. _____
2. I'll send you some money, if you need it. _____
3. If I had more money, I'd go to California. _____
4. If I had more time, I'd read more books. _____
5. If I were rich, I'd buy a bigger house. _____

PART 1: GRAMMAR TOPICS AND EXERCISES

6. If you drive on Highway 1, you'll see the coastline. _____
7. If you go to the supermarket, I'll make dinner. _____
8. They would've been here at 9:00, if their flight hadn't been late. _____
9. If I had more time, I'd make dinner tonight. _____
10. If you need to study, I'll turn off the television. _____
11. If you want to read, I'll turn down the radio. _____
12. If he'd moved to California, we would've visited him. _____

“If... then” Constructions

Complete the sentences by using the correct form of the verb in parentheses.

1. If you take Interstate 85, _____ there faster. (to get)
2. I'll send some money, if you _____ it. (to need)
3. If I had more money, _____ to California. (to go)
4. If you drive on Interstate 1, _____ the coastline. (to see)
5. If I _____ rich, I'd buy a bigger house. (to be)
6. If you _____ to the supermarket, I'll make dinner. (to go)
7. If I had more time, _____ dinner tonight. (to make)
8. If you need to study, _____ off the television. (to turn)
9. If _____ to California, we would've visited him. (to move)
10. They would've been here earlier, if their flight _____ delayed. (to be)
11. If I _____ more time, I'd wash my clothes. (to have)
12. If she visits the aquarium, _____ with her. (to go)
13. If I _____ to the bank, I'll cash a traveler's check. (to go)

Chapter 26

EXCLAMATIONS!

Most exclamations in English are preceded by *what* or *how*:

—What terrible weather!

—How awful!

What is used much more frequently than *how* in everyday language.

Exclamations can be as brief as one or two words (*What a mess!*) or as long as a sentence:

—What a way to end my vacation!

NOTE: Don't forget that *what* and *how* are most frequently used in questions:

—What did you say?

—How much does it cost?

INTERROGATIVES IN DEPENDENT CLAUSES

In the dialogue for this chapter, you saw:

—Do you know where I can cut off the water? (correct)

This construction can be troublesome for learners of English, because there is a tendency to make the dependent clause (*where I can cut off...*) a question as well:

—Do you know where can I cut off the water? (incorrect)

Both *do you know* and *where can I cut off the water* are legitimate questions when used separately. However, when combined in a single sentence the main clause (*Do you know...*) carries the full weight of the interrogative.

Here are some additional examples:

—Do you see it? Where is it?

—>Do you see where it is?

—Do you know when? When does he arrive?

—>Do you know when he arrives?

EXERCISES

Exclamations

Fill in “How” or “What” to complete the exclamation.

1. _____ terrible weather!
2. _____ awful!
3. _____ a day!
4. _____ a mess!
5. _____ fascinating!
6. _____ quaint!
7. _____ what a beautiful coastline!
8. _____ splendid!
9. _____ an interesting building!
10. _____ a jerk!
11. _____ lovely!
12. _____ great!

Interrogatives in Dependent Clauses

Rephrase the following questions as follows: Is she sick? Do you know, if she is sick?

1. Where is it? Do you see, _____?
2. Where can I cut off the water? Do you know, _____?
3. How does the car work? Do you know, _____?
4. Where are the glasses? Do you see, _____?
5. Where is Chinatown? Do you know, _____?
6. How is John feeling? Do you know, _____?
7. Where is the restaurant? Do you know, _____?
8. Where is Mary? Do you know, _____?
9. Who is the plumber? Do you know, _____?
10. Who is her daughter? Do you know, _____?
11. Where is the bay? Do you see, _____?
12. Who is Mr. Young? Do you know, _____?

Chapter 27

USING CONJUNCTIONS

Here are some conjunctions that are frequently used in subordinate clauses:

TIME	CAUSE & EFFECT
after	because
before	since
when	now that
while	as
as	as/so long as
since	in as much as
until	so (that)
as soon as	in order that
once	
as/so long as	

OPPOSITION	CONDITION
even though	if
although	unless
though	only if
whereas	whether or not
while	even if
	providing (that)
	provided (that)
	in case (that)
	in the event (that)

When a conjunction is used with a subordinate clause, the construction is called an adverbial clause.

PART 1: GRAMMAR TOPICS AND EXERCISES

Here are some adverbial clauses that relate to time:

- After we leave the bank, we'll spend the money.
- When they arrived, they sat down to dinner.
- We haven't seen her since she left.

And here are clauses that show cause and effect relationships:

- Since you didn't call, I made other plans.
- He went to bed, because he was tired.

Another way to show a cause and effect relationship is to use *such... that* and *so... that*:

- It was such a nice evening that they stayed up too late.
- The lemonade was so cold that she couldn't drink it.

EXERCISE

Using Conjunctions

Choose the conjunction which best completes the sentence.

1. _____ we leave the bank, we'll spend the money. (After; Since; While)
2. _____ they arrived, they sat down to dinner. (If; Whereas; When)
3. We haven't seen her _____ she left. (only if; as; since)
4. _____ you didn't call, I made other plans. (Even if; Since; If)
5. He went to bed, _____ he was tired. (although; because; even though)
6. It started to rain _____ I was walking home. (while; because; unless)
7. I checked my luggage _____ I boarded the plane. (though; now that; before)
8. _____ I had a fever, I did not feel sick. (In the event; Even though; Since)
9. _____ I arrived in California, I visited the aquarium. (As soon as; Until; Unless)
10. We talked to the doctor _____ it was time to leave. (if; so long as; until)
11. I'll be at work tomorrow _____ I'm still feeling sick. (after; whether or not; once)
12. I bought a magazine _____ I like to read on planes. (though; because; once)
13. He went to the doctor _____ he didn't have a fever. (provided; until; even though)

Chapter 28

THE PASSIVE VOICE

Until now, you have seen verbs used in the active voice. The passive voice is sometimes used in English as well. With the active voice, the agent or subject comes before the verb. With the passive, the subject (either stated or implied) follows the verb and is usually preceded with the word *by*:

ACTIVE:

—The doctor wrote a prescription.

PASSIVE:

—The prescription was written by the doctor.

NOTE: In the passive, the object of the active verb becomes the subject.

To make the passive, use the appropriate form of the verb *to be* + past participle. Only transitive verbs are used in the passive:

ACTIVE: Fred helps Jane.

PASSIVE: Jane is helped by Fred.

ACTIVE: He is helping her.

PASSIVE: She is being helped by him.

ACTIVE: He has helped her.

PASSIVE: She has been helped by him.

ACTIVE: He helped her.

PASSIVE: She was helped by him.

ACTIVE: He was helping her.

PASSIVE: She was being helped by him.

ACTIVE: He had helped her.

PASSIVE: She had been helped by him.

ACTIVE: He will help her.

PASSIVE: She will be helped by him.

ACTIVE: He is going to help her.

PASSIVE: She is going to be helped by him.

Usually the *by* phrase is omitted in a passive sentence. The passive is used mainly when it is not known or not important to know who was responsible for the action:

—The house was built in 1960.

(The *by* phrase is left out because it is understood that builders built the house).

EXERCISES

The Passive Voice

Decide whether the statement is ACTIVE or PASSIVE.

1. The girl washes her clothes. _____
2. The prescription was written by the doctor. _____
3. She buys the pills at the drugstore. _____
4. The patient is helped by the nurse. _____
5. The plumber cuts off the valve. _____
6. The car was rented yesterday. _____
7. We rented the car yesterday. _____
8. The pills were bought at the drugstore. _____
9. He made a reservation at the hotel. _____
10. The call was charged to her hotel room. _____
11. They ordered their meal. _____
12. Their meal was served by the waiter. _____

Passive Voice

Complete the statement using the passive voice. (Example: *was given*)

1. The prescription _____ by the doctor. (wrote)
2. The work _____ by Bob. (did)
3. The pills _____ at the drugstore. (buy)
4. The carpet _____ by the manager. (clean)
5. The car _____ by John. (rent)
6. I _____ by Mary. (introduce)
7. The books _____ on the table. (leave)
8. The car _____ by the police. (stop)
9. The accident _____ by an old lady. (see)
10. The class _____ by Mr. Smith. (teach)
11. The details _____ down by Fred. (write)
12. The car _____ off at the airport. (drop)
13. The chicken _____ up by Stephanie. (cut)

Chapter 29

EXPRESSING OPPOSITION

Here are some ways to show opposition when the result is the opposite of what you might expect:

1. ADVERB CLAUSES

even though

although

though

—Even though it was hot, we wore our coats.

2. CONJUNCTIONS

but ... anyway

but ... still

yet ... still

—It was cold, but we still went swimming.

3. PREPOSITIONS

despite

in spite of

—They went skiing despite the warm temperatures.

Here are words that show direct opposition:

1. ADVERB CLAUSES

whereas

while

—Paul is tall, whereas Richard is short.

—While Sue is industrious, Marie is lazy.

2. CONJUNCTION

but

—The travel agent is tired, but she is still working.

3. TRANSITIONS

however

on the other hand

—Carole is beautiful, however, she doesn't dress very well.

Whereas and *while* are used to show direct opposition; it does not make any difference which idea comes first and which second; the same rule applies for *but* / *however* / *on the other hand*.

EXERCISES

Expressing Opposition

Choose either “although” or “despite” to complete the sentences.

1. _____ the weather, we still went walking.
2. _____ it was hot, we wore our coats.
3. They went skiing _____ the warm temperatures.
4. She went to work _____ she had a fever.
5. He rented the apartment _____ the expensive utilities.
6. _____ I had a toothache, the dentist didn't remove my tooth.
7. I had the tooth removed _____ the cost.
8. She did not feel sick _____ her fever.
9. _____ the carpet wasn't very dirty, we still had it cleaned.
10. _____ he was in Monterey, he didn't visit the aquarium.
11. He felt sleepy _____ the coffee.
12. We drove to Georgia _____ the terrible traffic.
13. _____ I filled up the tank, I still ran out of gas.

Expressing Opposition

Select the most appropriate conjunction to complete each phrase.

1. Paul is tall, _____ Richard is short. (whereas; even though)
2. Jane feels better, _____ John is still sick. (despite; but)
3. I went to work _____ I felt sick. (whereas; even though)
4. I don't have cash, _____, I have traveler's checks. (in spite of; however)
5. _____ Sue is industrious, Marie is lazy. (Despite; While)
6. _____ I had an infection, I didn't go to the doctor. (Even though; Whereas)
7. I had little money, _____ I bought her a gift anyway. (while; but)
8. The National Arboretum is beautiful, _____ it is Washington's best-kept secret. (in spite of; yet)
9. I was sleepy, _____ I took a bath anyway. (while; but)
10. He ate dessert _____ he wasn't very hungry. (even though; whereas)
11. My apartment has a dishwasher, _____ yours doesn't. (whereas; despite)
12. I didn't have an appointment, _____ I went to the dentist anyway. (whereas; but)
13. I stayed at the Lamp Lighter Inn, _____ you didn't. (but; in spite of)

Chapter 30

DIRECT AND INDIRECT SPEECH

In newspapers, magazines, and books, you will often see quoted or direct speech:

—They said, “We have no record of this transaction.”

—He stated, “I don’t know what happened.”

In spoken English, reported or indirect speech will be used instead:

—They said that they had no record of this transaction.

—He stated that he didn’t know what happened.

In reported or indirect speech, no quotation marks are used and the subject of the main clause and the dependent clause are the same.

Here are some rules for tense usage in indirect speech:

1. If the main verb of the sentence is in the past (said, reported, stated, etc.), the verb in the dependent clause will also be in the past.
2. Here is a chart indicating typical transformations:

QUOTED IN—>REPORTED IN

simple present—>simple past

present progressive—>perfect progressive

present perfect—>past perfect

simple past—>past perfect

future—>conditional

EXAMPLES:

—I said, “She reads the paper everyday.”

—>I said she read the paper everyday.

—I said, “She is reading the paper everyday.”

—>I said she was reading the paper...

—I said, “She has read the paper everyday.”

—>I said she had read the paper....

—I said, “She read the paper everyday.”

—>I said she had read the paper....

—I said, “She will read the paper everyday.”

—>I said she would read the paper....

In reported speech, an imperative will change to an infinitive. Furthermore, *say* will be replaced by a form of *tell*:

—He said, “Show me your passport.”

—>He told me to show my passport.

EXERCISES

Direct and Indirect Speech

Rewrite the following phrases to create direct speech as shown in the example:

Mary said, she didn’t know why the car had hit her. Mary said: I don’t know, why the car hit me.

1. He said he didn’t know what had happened.

2. She said that she had gone to the dentist yesterday.

3. She said the doctor had written her a prescription.

4. He said that he had a toothache.

5. She said she went to the museum every day.

6. They said they were going to the supermarket.

7. She said that the doctor had given her some pills.

8. He said he had received the report.

9. They said they had visited the aquarium.

10. He said that he was feeling sick.

11. She said she had bought some bread.

12. He said that he was turning off the television.

13. They said they were driving to Chicago.

Direct and Indirect Speech

Replace each quoted statement with a sentence using indirect speech.

1. He said, "I don't know what happened."

2. She said, "I went to the doctor yesterday."

3. He said, "I have a toothache."

4. She said, "I'll write him a prescription."

5. They said, "We're going to the drugstore."

6. He said, "The doctor gave me some pills."

PART 1: GRAMMAR TOPICS AND EXERCISES

7. She said, "I go to the supermarket every day."

8. He said, "I have received the envelope."

9. They said, "We visited Cannery Row."

10. She said, "I feel very sick."

11. He said, "I bought some popcorn."

12. They said, "We're flying to California."

13. He said, "I'm cutting off the main valve."

Exercise Answers

Chapter 1

The verbs “to be,” “to have,” and “to go”

1. She is American.
2. I have a visa.
3. He goes through Customs.
4. He is a tourist.
5. You have a visa.
6. They go to the U.S.
7. I am leaving.
8. She has valuables.
9. They are tourists.
10. We go through Immigration.
11. You are all right.
12. They have nothing to declare.
13. I go to Hartfield International Airport.

Indefinite and Definite Articles

1. a tourist
2. a month
3. some citizens
4. a passport
5. an area
6. some conversations
7. an airport
8. a visa
9. some valuables
10. some tourists
11. a citizen
12. some areas
13. a conversation

Contractions

1. They've already left.
2. We're leaving.
3. She is going to the U.S.
4. You're going through Customs.
5. I am a citizen.
6. He's at the airport.

7. We've gone through Immigration.
8. You have received the letter.
9. I've already gone through Customs.
10. They are leaving.
11. He's already left.
12. I'm going to the airport.
13. You are American.

Chapter 2

Numbers (1–100)

1. one
2. three
3. twelve
4. seventy-nine
5. twenty
6. twenty-eight
7. thirty-four
8. forty-five
9. fifty-seven
10. sixty-one
11. eleven
12. fifteen
13. six

Asking Questions

1. Do they like this bank?
2. Do you have a passport?
3. Can we change money here?
4. Does she understand English?
5. Can we look for a bank?
6. Do you like this hotel?
7. Does the teller have traveler's checks?
8. Does he have twenties?
9. Can they change a hundred dollar bill?
10. They would like to go to the hotel.
11. Does she want to change some money?
12. Does she arrive tomorrow?
13. Would he like to look for the bank?

The progressive form of the present

1. I'm going to the store now.
2. The boy runs every day.
3. We are baking a cake on Saturday.
4. You change money a lot.
5. They're leaving the U.S. today.
6. He's leaving the airport now.
7. I beg your pardon?
8. The teller gives me cash every time.
9. She's leaving the Baggage Claim now.
10. We go to the hotel often.
11. I usually change traveler's checks at the bank.
12. The flight is arriving at the airport now.
13. Excuse me, I'm looking for my hotel.

Chapter 3

Using Comparisons

1. John is older than Paul.
2. Buses are cheaper than cabs.
3. I am more polite than my wife.
4. Cabs are faster than buses.
5. You pay more for the better products.
6. This hotel is more expensive than the Peachtree Plaza.
7. The bus driver drives more slowly than the limo driver.
8. The bus goes farther than the shuttle.
9. She is prettier than her sister.
10. John drives worse than Paul.
11. Paul drives more carefully than John.
12. New York is more exciting than Atlanta.
13. I drive better than my brother.

Information Questions

1. Whose book is this?
2. Where is Atlanta?
3. What time is it?
4. When are you leaving?
5. Who is John?
6. What is a shuttle bus?
7. Who is that man?
8. Why are you going to the bank?

9. Where is the airport?
10. This is my luggage?
11. When is your flight?
12. Which bus goes downtown?

Chapter 4

Imperatives (The Command Form)

1. Take the elevator!
2. Let's take the luggage!
3. Go to the airport!
4. Let's go to the hotel!
5. Ask the agent!
6. Let's ask the agent!
7. Catch a bus!
8. Let's catch a bus!
9. Change some money!
10. Let's change some money!
11. Leave the hotel!
12. Let's leave the hotel!
13. Wave at the driver!

Possessive Adjectives

1. It's my visa.
2. That's their luggage.
3. It's his credit card.
4. It's her room.
5. It's our estate.
6. It's your business.
7. He's my uncle.
8. She's her aunt.
9. It's my money.
10. They're their coins.
11. It's his passport.
12. They're our valuables.
13. It's your hundred dollar bill.

Numbers (101–1,000,000)

1. One thousand eight hundred and three = 1,803
2. Three hundred and twenty-three = 323
3. Four thousand nine hundred and ninety-five = 4,995
4. Six hundred and twelve = 612
5. Two hundred and thirteen = 213

Exercise Answers

6. One million = 1,000,000
7. One hundred thousand = 100,000
8. One hundred and eighteen = 118
9. Nine hundred and fifty-two = 952
10. Four hundred and seventy-four = 474
11. Seven hundred and seventy = 770
12. One hundred and one = 101
13. Five hundred and fifty = 550

Chapter 5

Negatives

1. No, she doesn't have any money.
2. No, they don't leave today.
3. No, I don't call the operator.
4. No, I don't have traveler's checks.
5. No, he doesn't take a bath.
6. No, we don't have a telephone.
7. No, they don't speak English.
8. No, I don't need a room.
9. No, I don't pay with a credit card.
10. No, we don't catch a bus.
11. No, she doesn't go downtown.
12. No, he doesn't have any luggage.
13. No, I don't have any fifties.

Possessive Pronouns

1. It's mine.
2. It's his.
3. It's hers.
4. It's theirs.
5. It's yours.
6. It's mine.
7. They're ours.
8. They're his.
9. It's hers.
10. It's yours.
11. It's ours.
12. It's theirs.
13. It's hers.

Chapter 6

The future tense

1. He'll get you something to drink.
2. We'll have a salad.
3. I'll drink some wine.
4. You'll prepare a meal.
5. She'll hand me a glass.
6. They'll order a meal.
7. We'll hear about the specials.
8. You'll finish the meal.
9. I'll watch television.
10. She'll read the newspaper.
11. He'll use the telephone.
12. You'll dial the number.
13. They'll go to bed.

Tag questions

1. You're going to the restaurant, aren't you?
2. You like wine, don't you?
3. Mary is here, isn't she?
4. They're leaving, aren't they?
5. He's ordering a meal, isn't he?
6. She knows the waiter, doesn't she?
7. We're getting dessert, aren't we?
8. You know about the specials, don't you?
9. It's raining, isn't it?
10. The restaurant is air conditioned, isn't it?
11. You're preparing the meal, aren't you?
12. She likes to watch television, doesn't she?
13. We're returning to the hotel, aren't we?

Chapter 7

Telling Time

1. 7:00 a.m.
2. 2:00 p.m.
3. 12:00 p.m.
4. 11:30 p.m.
5. 7:45 a.m.
6. 12:00 a.m.
7. 8:45 a.m.
8. 9:15 a.m.

9. 7:30 p.m.
10. 8:40 a.m.
11. 7:40 p.m.
12. 8:30 p.m.
13. 3:15 p.m.

Negative Questions

1. Don't they cash traveler's checks?
2. Aren't you ordering something?
3. Isn't he drinking wine?
4. Don't you know the waiter?
5. Doesn't she have a meeting today?
6. Aren't we going to the hotel?
7. Isn't he making an appointment?
8. Don't they like this restaurant?
9. Aren't you watching television?
10. Isn't she reading the newspaper?
11. Doesn't he have a passport?
12. Isn't it raining in Atlanta?
13. Aren't you having a salad?

Chapter 8

Demonstrative Adjectives and Pronouns

1. I'd like some of that popcorn.
2. This apartment is nice.
3. These Milk Duds taste good.
4. That building is in Atlanta.
5. Those tourists are from the U.S.
6. These apartments are air conditioned.
7. These are today's specials.
8. This is a Cherry Coke.
9. That one is a Diet Coke.
10. Those offices are located downtown.
11. That is my phone.
12. Those are the new buses.
13. This bank will cash traveler's checks.

Paying For Things

1. \$2.50
2. \$6.00
3. \$4.75
4. \$129.00
5. \$550.00

6. \$1.75
7. \$3.10
8. \$2.00
9. \$29.95
10. \$1.30
11. \$10.00
12. \$219.00

Chapter 9

Prepositions

1. My apartment is across the street from yours.
2. I like to read about animals.
3. These T-shirts won't shrink in the washing machine.
4. The restaurant is beside my apartment.
5. The green T-shirts are under the navy blue T-shirts.
6. He's going into the hotel.
7. The wife went without her husband.
8. He likes to read the newspaper during breakfast.
9. I would like popcorn with butter.
10. Despite the scorching weather, he's going to Atlanta.
11. The Diet Coke is between the Cherry Coke and Classic Coke.
12. This wine is from California.
13. The girl is going toward the boy.

Two-Word Verbs

1. Look over these reports tonight.
2. Turn down the radio.
3. Hand it in.
4. Show up at 9:00.
5. Hang up the phone.
6. Turn off the television.
7. Try it on.
8. Call her up.
9. Think it over.
10. Look it up in the dictionary.
11. Put them away.
12. Get on the Shuttle Bus.
13. Give it back!

Exercise Answers

Object Pronouns

1. I see our friends. — them
2. They like wine. — it
3. Call the waiter. — him
4. The gift is for my daughter. — her
5. I'm buying a gift for my husband. — him
6. She's buying a T-shirt. — it
7. I'll buy some Milk Duds. — them
8. Did you call your wife? — her
9. I have a meeting with Mr. Jones. — him
10. He likes popcorn. — it
11. I like your son and daughter. — them
12. He has my passport. — it
13. Did you see Alex? — him
14. Do you know Mary? — her

Chapter 10

Placement of Object Pronouns

1. I put it on the table.
2. Yes, I saw them.
3. Yes, he gave it to me.
4. Yes, she's leaving it to me.
5. Yes, I saw her this morning.
6. Yes, they left it to him.
7. I met her in San Francisco.
8. I gave them to him yesterday.
9. Yes, he gave it to me.
10. I bought them at the mall.
11. Yes, I saw him.
12. Yes, he gave it to her.
13. He put it on the table.

Irregular Verb Forms

1. It stopped raining.
2. He cashed a traveler's check.
3. She bought a T-shirt.
4. We drank some wine.
5. I forgot our appointment.
6. The waiter spoke to me.
7. They enjoyed the meal.
8. Her aunt left her the inheritance.
9. They saw my son.

10. I opened the envelope.
11. He read the will.
12. That was my apartment.
13. I had popcorn.

Chapter 11

Questions in the Simple Past Tense

1. When did they accept credit cards?
2. When did you see me?
3. What did you rent?
4. What did you hold for me?
5. Where did she have breakfast?
6. When did they pay the rent?
7. When did he write the report?
8. How did he enjoy his meal?
9. When did she immigrate to the U.S.?
10. When did he arrive?
11. How did they seem?
12. When did she open the envelope?
13. What did he give them?

Possessives

1. Yes, this is the attorney's office.
2. No, this isn't Mr. Young's desk.
3. Yes, I know Mrs. Jones's family.
4. No, this isn't John's daughter.
5. Yes, this is the family's bank.
6. No, this isn't the boy's T-shirt.
7. Yes, I know Mr. Young's son.
8. No, I didn't meet Mary's husband.
9. Yes, these are Mrs. Smith's children.
10. No, I don't know the attorney's secretary.
11. Yes, this is John's table.
12. Yes, this is the secretary's telephone.
13. Yes, I saw the restaurant's menu.

Chapter 12

The Verb "To Get"

1. I'm getting sleepy.
2. I'm getting hungry.
3. I'm getting wet.
4. It's getting dark.

5. It's getting warm in here.
6. It's getting cold.

Forms of "Other"

1. Can you hand me the other book?
2. Did you see the other bedroom facing the pool?
3. There is another bathroom off the kitchen.
4. There is another bedroom beside the living room.
5. Will you show me the other apartment?
6. We need another chair in the study.
7. I saw another supermarket down the street.
8. Did you see the refrigerator in the other apartment?
9. There is another two-bedroom apartment with utilities included.
10. Is the other grocery store nearby?
11. Let's take a look at another apartment.
12. Did you see the other desk in the study?
13. The other half bath is beside the kitchen.

Troublesome Verbs

1. The moon is rising.
2. The farmer raises chickens.
3. Set the glass down on the table.
4. The boy is sitting in the chair.
5. The chicken laid an egg.
6. I lay on the bed last night.
7. They sat by the pool yesterday.
8. Please raise the window.
9. The sun rises every day.
10. The secretary lay the report down.
11. Mr. Young is sitting in your office.
12. I'm laying the dress on the bed.
13. Did you set the wine on the table?

Chapter 13

Tense Formation (Past Progressive)

1. I was shopping at the mall.
2. I was visiting my aunt in San Francisco.
3. I was reading in the library.
4. I was buying a ticket.
5. I was touring the apartment.
6. I was preparing dinner.
7. I was calling my secretary.

8. I was watching television.
9. I was ordering our meals.
10. He was calling his wife.
11. I was talking to my daughter.
12. I was looking for the hotel.
13. I was standing in line at Customs.

Tense Formation (Future Progressive)

1. We will be buying groceries this afternoon.
2. I will be making an appointment for Thursday.
3. I will be going to the supermarket today.
4. He will be renting the apartment next door.
5. She will be visiting her aunt.
6. Mr. Young will be calling the attorney.
7. They will be getting in touch.
8. We will be watching television.
9. I will be reading the newspaper.
10. He will be preparing the meal.
11. She will be calling his secretary.
12. Alex will be eating lunch.
13. I will be waking up at 7:00.

Chapter 14

The Present Perfect Tense

1. She's already washed her clothes.
2. He's just borrowed some detergent.
3. She's finished drying her clothes.
4. He's already gotten change.
5. She's finished her laundry.
6. He's forgotten to bring change.
7. He's already gone to the grocery store.
8. She's already rented the apartment.

Reflexive Pronouns

1. They're washing their clothes themselves.
2. She's looking at T-shirts.
3. He's buying a ticket for Mary.
4. She's introducing Fred and Bob to Mr. Young.
5. They are preparing a meal for themselves.
6. He's doing the shopping himself.
7. As usual, they are doing the work themselves.
8. She's doing the work herself.

Chapter 15

Irregular Noun Plurals

1. Now two of my teeth are hurting .
2. Actually, two men rented the apartment.
3. Actually, two ladies rented the car.
4. She has two new babies—twins.
5. All agencies offer a flat rate.
6. I actually caught four fish.
7. No, I only see the women in the corner.
8. No. Now both of my feet hurt.
9. I actually bought two loaves of bread.
10. I actually need two glasses of water.
11. He actually has two secretaries.
12. She had both of her children with her.
13. I actually saw three deer.

Using “a few,” “few,” “a little,” and “little”

1. NEGATIVE
2. POSITIVE
3. NEGATIVE
4. POSITIVE
5. POSITIVE
6. NEGATIVE
7. POSITIVE
8. NEGATIVE

Chapter 16

The Causative Verbs “Have” and “Let”

1. She’s washing her clothes.
2. He’s getting his car filled up.
3. They’re painting their house.
4. She’s having her house cleaned.
5. He’s cleaning his kitchen.
6. He’s having his laundry washed.
7. She’s filling her car up.

Using “Should”

1. URGENT
2. NOT URGENT
3. URGENT
4. NOT URGENT
5. NOT URGENT

6. URGENT
7. NOT URGENT
8. URGENT
9. URGENT
10. URGENT
11. NOT URGENT
12. NOT URGENT
13. NOT URGENT

Chapter 17

The Past Form of “Should”

1. I should have left earlier.
2. I should have made a reservation.
3. I should have filled up the car.
4. I should have studied more.
5. I should have rented a two-bedroom.
6. I should have done laundry yesterday.
7. I should have put them in my briefcase last night.
8. I should have brought them with me.
9. I shouldn’t have eaten so much last night.
10. I should have called him when I arrived.
11. I should have bought some yesterday.
12. I should have kept all my change.
13. I shouldn’t have gone on vacation.

Using “Could”

1. Could she study at home?
2. Could he borrow their car?
3. Could she take I-75 to Tennessee?
4. Could John fill out a credit application?
5. Could he get his car filled up?
6. Could they wash their clothes today?
7. Could Sue have her house cleaned?
8. Could he immigrate to the U.S.?
9. Could they make an appointment with Mr. Young?
10. Could she give them directions to Washington?
11. Could Bob call Mary?
12. Could they watch television?
13. Could he order a salad?

Chapter 18

Usage of the Perfect Progressive Tenses

1. I had been waiting for an hour when the doctor arrived.
2. When he retires, he will have been working here for fifty years.
3. They had been watching television for three hours when I called.
4. She will have been sleeping eight hours when she wakes up.
5. John has been calling me since yesterday, and I still haven't talked to him.
6. I had been on the road for two days when I arrived in Washington.
7. When he arrives, he will have been travelling for three days.
8. She has been wanting to check her oil for a week, and she still hasn't done it.
9. He has been reading that book for two weeks and he still hasn't finished it.
10. When they move out next week, they will have been living in that apartment for two years.
11. I had been cleaning the house for an hour when John called.
12. She had been washing clothes for an hour when Sue came home.
13. I have been washing clothes all day and I'm still not finished.

Formation of the Perfect Progressive Tenses

1. She will have been sleeping eight hours when she wakes up.
2. I will be heading north in two hours.
3. We had been driving for four hours when we ran out of gas.
4. I had been waiting for an hour when the attorney arrived.
5. By now they have been flying for three hours.
6. I have been thinking about renting an apartment.
7. Thanks for helping. I have been trying to find the Smithsonian for an hour.
8. When he retires, he will have been working here for fifty years.

9. When he arrives, he will have been traveling for three days.
10. I have been thinking about you all day.
11. I had been cleaning the house when you arrived.
12. He had been washing clothes for an hour when I called.
13. Mary likes this place. She has been renting this apartment for a year now.

Chapter 19

Using "May" and "Might"

1. I don't think she'll study now, but she might study later.
2. He was going to take the train, but now he might take a car.
3. They were going to drive to New York, but now they might drive to Washington.
4. Well, he won't check your brakes, but he might check the oil.
5. They won't give him a lift, but they might give him some money for the bus.
6. The attendant won't clean your car, but he might clean.
7. They won't wash your curtains, but they might wash your clothes.
8. She lives in Florida, so she wouldn't fly to Alabama, but she might fly to Virginia.
9. They don't like to approve applications, but they might approve yours.
10. I know she's not having her phone messages forwarded, but she might have her mail forwarded.
11. The apartment doesn't face the road; I think it might face the pool.
12. I don't know if the apartment is furnished. It might be, but I doubt it.
13. The telephone is certainly not included, but the utilities might be.

Progressive Forms of "May" and "Might"

1. They may have been having dinner.
2. He may have been forwarding his mail.
3. She may have been checking her oil.

4. He may have been having trouble with his car.
5. They may have been working late.
6. He may have been sleeping.
7. They may have been buying bread.
8. They may have been playing tennis.
9. He may have been getting change.
10. You may have been dialing the wrong number.
11. She may have been driving to Georgia.
12. He may have been going to the Smithsonian.
13. She may have been renting a car.

Chapter 20

Using “Would”

1. I’d rather go to the movies.
2. I’d rather go to Washington.
3. She’d rather eat in a restaurant.
4. He’d rather rent a compact car.
5. They’d rather rent the two-bedroom apartment.
6. I’d rather sleep.
7. I’d rather have dessert.
8. He’d rather go to lunch.
9. I’d rather talk to you.
10. She’d rather stay at the hotel.
11. They’d rather take a limo.
12. I’d rather go to Georgia.
13. He’d rather have dinner.

Using “Would”

1. Aunt Stephanie used to live in Chicago.
— cannot be replaced by “would”
2. She used to always visit the West Coast.
— can be replaced by “would”
3. I used to be her favorite niece.
— cannot be replaced by “would”
4. She used to always bring me gifts.
— can be replaced by “would”
5. Her house used to be worth a lot of money.
— cannot be replaced by “would”
6. We used to prepare lunch together.
— can be replaced by “would”

Chapter 21

Using Gerunds

1. She likes taking pictures.
2. They love going to the movies.
3. He likes playing tennis.
4. They love visiting the Smithsonian.
5. She likes driving.
6. He likes eating in restaurants.
7. She likes watching her kids play.
8. She likes listening to classical music.

Using Gerunds

1. He turned off the television by pushing the button.
2. They got to the museum by driving their car.
3. She had the accident by not stopping at the traffic light.
4. He got rich by working very hard.
5. You get to the Lincoln Memorial by turning left at this street.
6. She got to Tennessee by flying there.
7. I got a credit card by applying for one.
8. John forwarded his mail by going to the post office.
9. I got a reservation by calling the hotel.
10. She got that car by renting it.
11. I met Mr. Young by introducing myself to him.
12. He got to the hotel by taking a cab.
13. They changed money by going to the bank.

Chapter 22

The Past Perfect Tense

1. Until yesterday, they had never seen the film.
2. The customers went home after the restaurant had closed.
3. She has already washed her clothes, and now she can dry them.
4. I had never visited my aunt in San Francisco until last week.
5. We went home after we had finished our dinner.
6. He has just borrowed some detergent, so he can begin washing now.

7. I had never forgotten an appointment until yesterday.
8. We were waiting on the attorney when the secretary called.
9. Ellen was preparing dinner when her friends arrived.
10. She had never met her aunt until last week.
11. She was living in San Francisco when I met her.
12. They had waited five hours when the plane arrived.
13. We became friends after she had moved to Chicago.
10. I'd like a brochure which will tell me more about Virginia.
11. She's the secretary who has the report.
12. I'm touring the apartment which faces the pool.
13. This is my friend who immigrated to the U.S.

Using "Whose"

1. The woman whose passport was stolen went to the police.
2. The man who moved to Atlanta was Mr. Young.
3. The person who rented the apartment is my best friend.
4. I have a car whose first owner was British.
5. The woman who was Mr. Smith's secretary moved to California.
6. The girl whose ticket I bought is my niece.
7. That is the woman who rented the apartment that faces the pool.
8. The woman whose paintings I saw is an artist.
9. The car which I bought is mid-sized.
10. The carpet which I had cleaned is dirty again.
11. The apartment which I rented faces the pool.
12. The accident which I saw was just a fender bender.
13. The insurance which I have will pay for the repairs.

Verbs Followed by Infinitives

1. She expected to get a phone call.
2. He wanted to play tennis.
3. I asked them to buy bread.
4. She agreed to meet us.
5. He called to make a reservation.
6. She wanted to visit the museum.
7. He asked her to take a picture.
8. They agreed to give us a lift.
9. He had to check the oil.
10. She expected us to stop by.
11. They forgot to add the detergent.
12. She wanted to rent a car.
13. I forgot to change money.

Chapter 23

The Relative Pronouns "Who"/"Which"/"That"

1. He has an aunt who lives in San Francisco.
2. I have some luggage which I need to check.
3. He has a book which is fascinating.
4. I'm reading a newspaper which I bought at the store.
5. She's looking for the witness who saw the accident.
6. We're looking for the interstate which goes to North Carolina.
7. He's talking to the lady who was in the accident.
8. They want to talk to a person who can give them directions.
9. I have a friend who is an attorney.

Chapter 24

Using "Where"

1. The building where they work is new.
2. The apartment in which they live faces the pool.
3. The seat which you are sitting in is an aisle seat.
4. The place where we are staying is beautiful.
5. The town where I grew up is small.
6. The store in which I bought the magazine is around the corner.
7. The hotel which I am staying in is called the Peachtree Plaza.
8. The restaurant where I always eat has a new menu.
9. Did you see a place where we can rent a car?
10. The building in which the Declaration of Independence is located is the National Archives.

Exercise Answers

11. The bank which I cashed my traveler's checks in is downtown.
12. The house where I live is very old.
13. The Laundromat where I wash my clothes has a coin machine.

Using "When"

1. I forgot the date when you arrived.
2. This is the house where I grew up.
3. July 4, 1776 is when the Declaration of Independence was signed.
4. I'll always remember the day when she was born.
5. Tuesday is the day when we will come.
6. The seat in which I am sitting is 12-C.
7. Cannery Row is where we'll have lunch.
8. Friday is the day on which we will visit the aquarium.
9. Highway 1 is where you can drive for a view of the coastline.
10. Tomorrow is when I will take the scenic 17-Mile Drive.
11. The cottage where I am staying is the Hansel and Gretel cottage.
12. The date when I was born is January 5, 1973.
13. Wednesday is the day on which we will drive to the Lamp Lighter Inn.

Chapter 25

"If... then" Constructions

1. REAL
2. REAL
3. UNREAL
4. UNREAL
5. UNREAL
6. REAL
7. REAL
8. UNREAL
9. UNREAL
10. REAL
11. REAL
12. UNREAL

"If... then" Constructions

1. If you take Interstate 85, you'll get there faster.
2. I'll send some money, if you need it.
3. If I had more money, I'd go to California.
4. If you drive on Interstate 1, you'll see the coastline.
5. If I were rich, I'd buy a bigger house.
6. If you go to the supermarket, I'll make dinner.
7. If I had more time, I'd make dinner tonight.
8. If you need to study, I'll turn off the television.
9. If he'd moved to California, we would've visited him.
10. They would've been here earlier, if their flight hadn't been delayed.
11. If I had more time, I'd wash my clothes.
12. If she visits the aquarium, we'll go with her.
13. If I go to the bank, I'll cash a traveler's check.

Chapter 26

Exclamations

1. What terrible weather!
2. How awful!
3. What a day!
4. What a mess!
5. How fascinating!
6. How quaint!
7. What a beautiful coastline!
8. How splendid!
9. What an interesting building!
10. What a jerk!
11. How lovely!
12. How great!

Interrogatives in Dependent Clauses

1. Do you know where it is?
2. Do you know where I can cut off the water?
3. Do you know how the car works?
4. Do you see where the glasses are?
5. Do you know where Chinatown is?
6. Do you know how John is feeling?
7. Do you know where the restaurant is?
8. Do you know where Mary is?
9. Do you know who the plumber is?

10. Do you know who her daughter is?
11. Do you know where the bay is?
12. Do you know who Mr. Young is?

Chapter 27

Using Conjunctions

1. After we leave the bank, we'll spend the money.
2. When they arrived, they sat down to dinner.
3. We haven't seen her since she left.
4. Since you didn't call, I made other plans.
5. He went to bed, because he was tired.
6. It started to rain while I was walking home.
7. I checked my luggage before I boarded the plane.
8. Even though I had a fever, I did not feel sick.
9. As soon as I arrived in California, I visited the aquarium.
10. We talked to the doctor until it was time to leave.
11. I'll be at work tomorrow whether or not I'm still feeling sick.
12. I bought a magazine because I like to read on planes.
13. He went to the doctor even though he didn't have a fever.

Chapter 28

The Passive Voice

1. ACTIVE
2. PASSIVE
3. ACTIVE
4. PASSIVE
5. ACTIVE
6. PASSIVE
7. ACTIVE
8. PASSIVE
9. ACTIVE
10. PASSIVE
11. ACTIVE
12. PASSIVE

Passive Voice

1. The prescription was written by the doctor.
2. The work was done by Bob.

3. The pills were bought at the drugstore.
4. The carpet was cleaned by the manager.
5. The car was rented by John.
6. I was introduced by Mary.
7. The books were left on the table.
8. The car was stopped by the police.
9. The accident was seen by an old lady.
10. The class was taught by Mr. Smith.
11. The details were written down by Fred.
12. The car was dropped off at the airport.
13. The chicken was cut up by Stephanie.

Chapter 29

Expressing Opposition

1. Despite the weather, we still went walking.
2. Although it was hot, we wore our coats.
3. They went skiing despite the warm temperatures.
4. She went to work although she had a fever.
5. He rented the apartment despite the expensive utilities.
6. Although I had a toothache, the dentist didn't remove my tooth.
7. I had the tooth removed despite the cost.
8. She did not feel sick despite her fever.
9. Although the carpet wasn't very dirty, we still had it cleaned.
10. Although he was in Monterey, he didn't visit the aquarium.
11. He felt sleepy despite the coffee.
12. We drove to Georgia despite the terrible traffic.
13. Although I filled up the tank, I still ran out of gas.

Expressing Opposition

1. Paul is tall, whereas Richard is short.
2. Jane feels better, but John is still sick.
3. I went to work even though I felt sick.
4. I don't have cash, however, I have traveler's checks.
5. While Sue is industrious, Marie is lazy.
6. Even though I had an infection, I didn't go to the doctor.
7. I had little money, but I bought her a gift anyway.

Exercise Answers

8. The National Arboretum is beautiful, yet it is Washington's best-kept secret.
9. I was sleepy, but I took a bath anyway.
10. He ate dessert even though he wasn't very hungry.
11. My apartment has a dishwasher, yours doesn't.
12. I didn't have an appointment, but I went to the dentist anyway.
13. I stayed at the Lamp Lighter Inn, but you didn't.

Chapter 30

Direct and Indirect Speech

1. He said, "I don't know what happened."
2. She said, "I went to the dentist yesterday."
3. She said, "The doctor wrote me a prescription."
4. He said, "I have a toothache."
5. She said, "I go to the museum every day."
6. They said, "We're going to the supermarket."
7. She said, "The doctor gave me some pills."
8. He said, "I received the report."
9. They said, "We visited the aquarium."
10. He said, "I'm feeling sick."
11. She said, "I bought some bread."
12. He said, "I'm turning off the television."
13. They said, "We're driving to Chicago."

Direct and Indirect Speech

1. He said he didn't know what had happened.
2. She said that she had gone to the doctor yesterday.
3. He said he had a toothache.
4. She said she would write him a prescription.
5. They said they were going to the drugstore.
6. He said that the doctor had given him some pills.
7. She said that she went to the supermarket everyday.
8. He said he had received the envelope.
9. They said that they had visited Cannery Row.
10. She said that she felt very sick.
11. He said he had bought some popcorn.
12. They said they were flying to California.
13. He said he was cutting off the main valve.

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Story and Action Dialogues

CHAPTER 1

Story

Imm. Agent Good afternoon.
Imm. Agent May I see your passport please?
Alex Yes, here it is, and here's my visa.
Imm. Agent Thank you. You have a tourist visa for three months.
Alex Yes, that's right. I plan to travel some in the U.S.
Imm. Agent Where are you going?
Alex I'm going to spend some time in Atlanta.
Alex After that, I'm going to Washington, Chicago, and California.
Imm. Agent All right. Enjoy your stay!
Cust. Agent Hi! Anything to declare?
Alex Excuse me? I don't understand.
Cust. Agent Do you have any valuables or alcohol to declare?
Alex No, nothing at all.
Cust. Agent O.K. You can go ahead.
Alex Thank you.

Action

Imm. Agent Good afternoon. May I see your passport please?
Maria Yes, here it is, and here's my visa.
Imm. Agent Thank you. You have a tourist visa for three months.
Maria Yes, that's right. I plan to travel some in the U.S.
Imm. Agent Where are you going?
Maria I'm going to spend some time in Atlanta. After that, I'm going to Washington, Chicago, and California.
Imm. Agent All right. Enjoy your stay!
Cust. Agent Hi! Anything to declare?
Maria Excuse me? I don't understand.
Cust. Agent Do you have any valuables or alcohol to declare?
Maria No, nothing at all.
Cust. Agent O.K. You can go ahead.
Maria Thank you.

CHAPTER 2

Story

Alex Hello. I'd like to change some money into U.S. currency, please.
Bank Teller Certainly. Do you have cash or traveler's checks?
Alex Traveler's checks.
Alex Here they are.
Bank Teller May I see your passport please?
Alex Of course.
Bank Teller Let's see. That adds up to \$1,250.00.
Bank Teller Would you like it in any special denomination?
Alex I beg your pardon?
Bank Teller How would you like your money? In twenties, fifties, or hundred dollar bills?
Alex A hundred dollars in twenties and the rest in hundred dollar bills, please.

Action

Maria Hello. I'd like to change some money into U.S. currency, please.
Bank Teller Certainly. Do you have cash or traveler's checks?
Maria Traveler's checks.
Maria Here they are.
Bank Teller May I see your passport please?
Maria Of course.
Bank Teller Let's see. That adds up to \$1,250.00. Would you like it in any special denomination?
Maria I beg your pardon?
Bank Teller How would you like your money? In twenties, fifties, or hundred dollar bills?
Maria A hundred dollars in twenties and the rest in hundred dollar bills, please.

CHAPTER 3

Story

Trans. Agent May I help you?
Alex Yes, thanks.
Alex I'm staying at the Peachtree Plaza in town. What's the best way to get there?
Trans. Agent You can take a cab, bus, limo, or hotel shuttle.
Alex What do you recommend?
Trans. Agent That depends. A cab is faster but more expensive.
Trans. Agent The bus is cheaper but a little slow.
Trans. Agent It would probably be a good idea to take your hotel shuttle.
Alex All right. Where do I catch it?
Trans. Agent Just go through those doors and look for the shuttle sign.
Trans. Agent When it comes by, wave and the driver will pick you up.
Alex How much does it cost?
Trans. Agent It's a courtesy shuttle, so it's free. You can tip the driver, if you want.
Alex Thank you for your help.

Action

Trans. Agent May I help you?
Maria Yes, thanks. I'm staying at the Peachtree Plaza in town. What's the best way to get there?
Trans. Agent You can take a cab, bus, limo, or hotel shuttle.
Maria What do you recommend?
Trans. Agent That depends. A cab is faster but more expensive. The bus is cheaper but a little slow.
Trans. Agent It would probably be a good idea to take your hotel shuttle.
Maria All right. Where do I catch it?
Trans. Agent Just go through those doors and look for the shuttle sign.
Trans. Agent When it comes by, wave and the driver will pick you up.
Maria How much does it cost?
Trans. Agent It's a courtesy shuttle, so it's free. You can tip the driver, if you want.
Maria Thank you for your help.

CHAPTER 4

Story

Desk Clerk Welcome to the Peachtree Plaza. Do you have a reservation?
Alex Yes, I do. I'll be staying for two or three days.
Desk Clerk What is your name?
Alex Alex Smith.
Desk Clerk Are you here for business or pleasure?
Alex Could you please speak more slowly?
Desk Clerk Is this a business trip or just a vacation?
Alex Both, actually.
Alex My uncle died recently in Atlanta. I've come to take care of his estate.
Desk Clerk I'm sorry for your loss.
Desk Clerk We'll make your stay here as worry-free as possible.
Alex Thank you.
Desk Clerk We have room 758 reserved for you. Will you be paying with cash or a credit card?
Alex A credit card. Here it is.
Alex What's the rate?
Desk Clerk \$129.00 per night. There's also a complimentary continental breakfast.
Desk Clerk I need to make an imprint of your credit card.
Alex How do I get to my room?
Desk Clerk Take the elevator on the right to the seventh floor, and turn to your left after you exit the elevator.
Desk Clerk The room will be on your right. A bellman will bring up your bags.

Action

Desk Clerk Welcome to the Peachtree Plaza. Do you have a reservation?
Maria Yes, I do. I'll be staying for two or three days.
Desk Clerk Are you here for business or pleasure?
Maria Could you please speak more slowly?
Desk Clerk Is this a business trip or just a vacation?
Maria Both, actually. My aunt died recently in Atlanta. I've come to take care of her estate.
Desk Clerk I'm sorry for your loss. We'll make your stay here as worry-free as possible.
Maria Thank you.
Desk Clerk We have room 758 reserved for you. Will you be paying with cash or a credit card?
Maria A credit card. Here it is. What's the rate?
Desk Clerk \$129.00 per night. There's also a complimentary continental breakfast.
Desk Clerk I need to make an imprint of your credit card.
Maria How do I get to my room?
Desk Clerk Take the elevator on the right to the seventh floor, and turn to your left after you exit the elevator.
Desk Clerk The room will be on your right. A bellman will bring up your bags.

CHAPTER 5

Story

Operator How may I help you?
Alex I'd like to make an international call, please.
Operator You can dial directly from your room if you like.
Alex I'm sorry, I don't understand what to do.
Operator Just hang up, then dial 011, your country and city codes, and your number.
Alex O.K. Thanks for your help.
Operator You're welcome. Would you like to charge the call to your room or pay with a credit card?
Alex To my room.
Operator All right. I'll take care of it for you.
Operator Have a nice evening.

Action

Operator How may I help you?
Maria I'd like to make an international call, please.
Operator You can dial directly from your room if you like.
Maria I'm sorry, I don't understand what to do.
Operator Just hang up, then dial 011, your country and city codes, and your number.
Maria O.K. Thanks for your help.
Operator You're welcome. Would you like to charge the call to your room or pay with a credit card?
Maria To my room.
Operator All right. I'll take care of it for you. Have a nice evening.

CHAPTER 6

Story

Hostess Hi, will you be having lunch?
Alex Yes, but I'm not very hungry.
Alex It's too hot outside.
Hostess I know what you mean. It's a scorcher today.
Alex I'm not used to this kind of weather. I'm glad that everything is air conditioned here.
Waiter Hi, my name is Carl and I'll be serving you today.
Waiter Can I get you something to drink?
Alex Just water, please, with ice.
Waiter Of course. I'll be back in a moment.
Waiter Would you like to hear about our house specials?
Alex I think I'll just have a salad, bread, and a glass of white wine.
Waiter O.K. What kind of wine? Our house wine is quite good.
Alex Fine, I'll have a glass of that.
Waiter I'll be right back with your wine.
Waiter Would you like some dessert? We have a delicious chocolate cheesecake.
Alex I don't think so. I'm on a diet.
Alex Just bring the check, please.

Action

Hostess Hi, will you be having lunch?
Maria Yes, but I'm not very hungry. It's too hot outside.
Hostess I know what you mean. It's a scorcher today.
Maria I'm not used to this kind of weather. I'm glad that everything is air conditioned here.
Waiter Hi, my name is Carl and I'll be serving you today. Can I get you something to drink?
Maria Just water, please, with ice.
Waiter Of course. I'll be back in a moment.
Waiter Would you like to hear about our house specials?
Maria I think I'll just have a salad, bread, and a glass of white wine.
Waiter O.K. What kind of wine? Our house wine is quite good.
Maria Fine, I'll have a glass of that.
Waiter I'll be right back with your wine.
Waiter Would you like some dessert? We have a delicious chocolate cheese cake.
Maria I don't think so. I'm on a diet. Just bring the check, please.

CHAPTER 7

Story

Secretary Good morning, Haskell, Cleaver, and Young.
Alex I'd like to speak with Mr. Young, please.
Secretary Who's calling, please?
Alex I'm related to Thomas Smith.
Alex Mr. Young asked me to get in touch when I arrived in the U.S.
Secretary Please hold.
Mr. Young I'm looking forward to meeting you. Can you come by tomorrow at 10 a.m.?
Alex Yes, I think so.
Alex Where are you located?
Mr. Young Our offices are just behind the State Capitol building.
Mr. Young You can walk here from your hotel.
Alex What time should I leave the hotel?
Mr. Young Oh, maybe around 9:30. It should only take about twenty minutes on foot.
Alex Thanks. I'll see you tomorrow morning.

Action

Secretary Good morning, Haskell, Cleaver, and Young.
Maria I'd like to speak with Mr. Young, please.
Secretary Who's calling, please?
Maria I'm related to Stephanie Garner.
Maria Mr. Young asked me to get in touch when I arrived in the U.S.
Secretary Please hold.
Mr. Young I'm looking forward to meeting you. Can you come by tomorrow at 10 a.m.?
Maria Yes, I think so. Where are you located?
Mr. Young Our offices are just behind the State Capitol building.
Mr. Young You can walk here from your hotel.
Maria What time should I leave the hotel?
Mr. Young Oh, maybe around 9:30. It should only take about twenty minutes on foot.
Maria Thanks. I'll see you tomorrow morning.

CHAPTER 8

Story

Cashier How many?
Alex One ticket please.
Cashier That will be \$6.00.
Clerk What can I get for you?
Alex Popcorn, a Coke, and some of those chocolates there.
Clerk You mean Milk Duds?
Alex Yes, that's right, a box of Milk Duds.
Clerk Do you want Classic Coke, Diet Coke, or Cherry Coke?
Alex Uh... , Classic Coke, I think.
Clerk Would you like butter on your popcorn?
Alex Yes, thank you.
Clerk Here you go. That'll be \$4.50, please.

Action

Cashier How many?
Maria One ticket please.
Cashier That will be \$6.00.
Clerk What can I get for you?
Maria Popcorn, a Coke, and some of those chocolates there.
Clerk You mean Milk Duds?
Maria Yes, that's right, a box of Milk Duds.
Clerk Do you want Classic Coke, Diet Coke, or Cherry Coke?
Maria Uh... , Classic Coke, I think.
Clerk Would you like butter on your popcorn?
Maria Yes, thank you.
Clerk Here you go. That'll be \$4.50, please.

CHAPTER 9

Story

Salesperson Are you being helped?
Alex No, I'm not.
Alex I'm looking for gifts for my children, possibly T-shirts.
Salesperson For a girl or a boy?
Alex Both. I have a son and a daughter.
Salesperson What sizes do you need?
Alex I guess I'll need a large for my son and a medium for my daughter.
Salesperson How about the color?
Alex I think I'll get a light green shirt for my daughter and a navy blue one for my son.
Alex Are they easy to take care of?
Salesperson Yes, they're machine-washable and shouldn't fade or shrink very much.
Alex Fine, I'll take the two shirts.
Salesperson How about something for your wife?
Alex Not right now. I'm going to look some more.
Alex Where's the fine jewelry department?
Salesperson Right over there, to the left.

Action

Salesperson Are you being helped?
Maria No, I'm not. I'm looking for gifts for my children, possibly T-shirts.
Salesperson For a girl or a boy?
Maria Both. I have a son and a daughter.
Salesperson What sizes do you need?
Maria I guess I'll need a large for my son and a medium for my daughter.
Salesperson How about the color?
Maria I think I'll get a light green shirt for my daughter and a navy blue one for my son.
Maria Are they easy to take care of?
Salesperson Yes, they're machine-washable and shouldn't fade or shrink very much.
Maria Fine, I'll take the two shirts.
Salesperson How about something for your husband?
Maria Not right now. I'm going to look some more. Where's the fine jewelry department?
Salesperson Right over there, to the left.

CHAPTER 10

Story

Mr. Young Your Uncle Thomas was a fine man. He certainly thought a lot of you.
Mr. Young As you may know, he had no direct descendants, so he wanted to leave you the bulk
of his estate.
Alex I can't believe it. He didn't come home to visit very often.
Mr. Young Well, it's right here in his will.
Mr. Young You can claim your inheritance as soon as you meet the stated requirements.
Alex What requirements?
Mr. Young After immigrating to the U.S., your uncle fell in love with his adopted country.
Mr. Young He was especially fond of Atlanta, Washington, Chicago, and San Francisco.
Mr. Young He wanted you to visit some of the places that she enjoyed so much.
Alex That seems easy enough. Anything else?
Mr. Young Here are sealed envelopes with instructions about each place.
Mr. Young When you arrive in Washington, for example, open that one. Then you'll know what to do.
Alex This is all very strange.
Mr. Young Yes, it's strange, but worth the trouble, I think.
Mr. Young When you finish your "treasure hunt" and return to Atlanta, I'll give you your check.

Action

Mr. Young Your Aunt Stephanie was a fine lady. She certainly thought a lot of you.
Mr. Young As you may know, she had no direct descendants, so she wanted to leave you the bulk
of her estate.
Maria I can't believe it. She didn't come home to visit very often.
Mr. Young Well, it's right here in her will. You can claim your inheritance as soon as you meet the
stated requirements.
Maria What requirements?
Mr. Young After immigrating to the U.S., your aunt fell in love with her adopted country.
Mr. Young She was especially fond of Atlanta, Washington, Chicago, and San Francisco.
Mr. Young She wanted you to visit some of the places that she enjoyed so much.
Maria That seems easy enough. Anything else?
Mr. Young Here are sealed envelopes with instructions about each place.
Mr. Young When you arrive in Washington, for example, open that one. Then you'll know what to do.
Maria This is all very strange.
Mr. Young Yes, it's strange, but worth the trouble, I think.
Mr. Young When you finish your "treasure hunt" and return to Atlanta, I'll give you your check.

CHAPTER 11

Story

Alex Hello, I'm calling about an apartment. I'd like to rent a furnished, two-bedroom place.
1st Manager We have one furnished apartment left.
1st Manager It's air conditioned and rents for \$565 per month.
Alex Are the utilities included?
1st Manager The water is, but not the gas and electricity.
Alex That's a little more than I wanted to pay. Thanks anyway.
2nd Manager Hello, Breezeway Manor Apartments, how may I help you?
Alex Do you have a furnished, two-bedroom apartment in the \$400 range?
2nd Manager Why yes, you're in luck. One just came open today.
2nd Manager It goes for \$450 per month, including water.
Alex Is it on the first or second floor?
2nd Manager The first floor. It's very close to our swimming pool. Shall I hold it for you?
2nd Manager I'll need one month's rent as a deposit as soon as possible.
Alex Yes, please do. I'll be right over.

Action

Maria Hello, I'm calling about an apartment. I'd like to rent a furnished, two-bedroom place.
1st Manager We have one furnished apartment left.
1st Manager It's air conditioned and rents for \$575 per month.
Maria Are the utilities included?
1st Manager The water is, but not the gas and electricity.
Maria That's a little more than I wanted to pay. Thanks anyway.
2nd Manager Hello, Breezeway Manor Apartments, how may I help you?
Maria Do you have a furnished, two-bedroom apartment in the \$400 range?
2nd Manager Why yes, you're in luck. One just came open today.
2nd Manager It goes for \$450 per month, including water.
Maria Is it on the first or second floor?
2nd Manager The first floor. It's very close to our swimming pool. Shall I hold it for you?
2nd Manager I'll need one month's rent as a deposit as soon as possible.
Maria Yes, please do. I'll be right over.

CHAPTER 12

Story

2nd Manager Good morning. Are you ready to see the apartment?
Alex Yes. Let's go inside.
2nd Manager We'll start with the kitchen and dining room.
Alex Oh good, a refrigerator and stove.
Alex Is there a dishwasher, too?
2nd Manager It's right over here, next to the sink.
2nd Manager There's also a garbage disposal and a trash compactor.
Alex I'd like to take a look at the bedrooms and bath.
2nd Manager Here are the bedrooms. They're connected by the bathroom.
2nd Manager There's also a half bath off the living room.
2nd Manager Which bedroom will you use?
Alex I like the one facing the pool.
Alex I'll use the other one for my study.
Alex Can I get a desk and chair for the study?
2nd Manager I'll call the office and see if there are any in storage.
Alex I don't have a car. Is there a grocery store nearby?
2nd Manager You're in luck. There's a supermarket down the street. It's about a ten-minute walk.
2nd Manager Let's go back to my office and talk about your lease.

Action

2nd Manager Good morning. Are you ready to see the apartment?
Maria Yes. Let's go inside.
2nd Manager We'll start with the kitchen and dining room.
Maria Oh good, a refrigerator and stove. Is there a dishwasher, too?
2nd Manager It's right over here, next to the sink. There's also a garbage disposal and a trash compactor.
Maria I'd like to take a look at the bedrooms and bath.
2nd Manager Here are the bedrooms. They're connected by the bathroom. There's also a half bath off the living room.
2nd Manager Which bedroom will you use?
Maria I like the one facing the pool. I'll use the other one for my study.
Maria Can I get a desk and chair for the study?
2nd Manager I'll call the office and see if there are any in storage.
Maria I don't have a car. Is there a grocery store nearby?
2nd Manager You're in luck. There's a supermarket down the street. It's about a ten-minute walk.
2nd Manager Let's go back to my office and talk about your lease.

CHAPTER 13

Story

Prod. Clerk Good morning. Can I weigh those for you?
Alex Yes. And how much are the tomatoes?
Prod. Clerk Eighty cents a pound. How many would you like?
Alex Three will be enough. I also want this head of lettuce.
Alex How much do I owe you?
Prod. Clerk Oh, you don't pay here. You pay at the checkout counter when you leave.
Alex Sorry about that.
Butcher Can I help you?
Alex I'd like a chicken, please.
Butcher Would you like it whole or cut up?
Alex A whole fryer please. I'll cut it up myself. Thanks.
Baker Yes, sir?
Alex I'd like a loaf of bread, please.
Baker Do you want rye, whole wheat, or white bread?
Alex I'll take the rye bread.

Action

Prod. Clerk Good morning. Can I weigh those for you?
Maria Yes. And how much are the tomatoes?
Prod. Clerk Eighty cents a pound. How many would you like?
Maria Three will be enough. I also want this head of lettuce. How much do I owe you?
Prod. Clerk Oh, you don't pay here. You pay at the checkout counter when you leave.
Maria Sorry about that.
Butcher Can I help you?
Maria I'd like a chicken, please.
Butcher Would you like it whole or cut up?
Maria A whole fryer please. I'll cut it up myself. Thanks.
Baker Yes, ma'am?
Maria I'd like a loaf of bread, please.
Baker Do you want rye, whole wheat, or white bread?
Maria I'll take the rye bread.

CHAPTER 14

Story

Alex How does this washing machine work?
1st Neighbor You have to put four quarters in the slot, then add the detergent.
Alex I don't have any change. Where can I get some?
1st Neighbor There's a coin machine over there. It takes dollar bills.
2nd Neighbor Do you have any detergent?
Alex Oh, no! I forgot to buy some at the supermarket.
Alex Can I borrow a cup?
2nd Neighbor Sure. Take as much as you need.
1st Neighbor I've finished using the dryer, and there's still some time left if you want to dry your clothes.
Alex That's very kind. Thanks a lot.
1st Neighbor Don't mention it. Here's my business card if you need anything for yourself or your apartment.

1st Neighbor I manage a department store in the mall.
1st Neighbor We're having a big sale this week. Why don't you stop by sometime?
Alex Thank you. I'll try to.

Action

Maria How does this washing machine work?
1st Neighbor You have to put four quarters in the slot, then add the detergent.
Maria I don't have any change. Where can I get some?
1st Neighbor There's a coin machine over there. It takes dollar bills.
2nd Neighbor Do you have any detergent?
Maria Oh, no! I forgot to buy some at the supermarket. Can I borrow a cup?
2nd Neighbor Sure. Take as much as you need.
1st Neighbor I've finished using the dryer, and there's still some time left if you want to dry your clothes.
Maria That's very kind. Thanks a lot.
1st Neighbor Don't mention it. Here's my business card if you need anything for yourself or your apartment.

1st Neighbor I manage a department store in the mall.
1st Neighbor We're having a big sale this week. Why don't you stop by sometime?
Maria Thank you. I'll try to.

CHAPTER 15

Story

Alex I'd like to rent a car for several weeks.
Rental Agent Do you have a reservation?
Alex No, I don't.
Rental Agent All right, I'll see what we have available. Would you like a subcompact, compact, mid-sized, or luxury car?
Alex I don't need much room, just good fuel economy and safety. What do you recommend?
Rental Agent I have a minivan ready. Would that be all right?
Alex Fine. How much does it cost?
Rental Agent Well, if you're renting for a week or more, I would recommend our unlimited mileage plan.
Alex How does it work?
Rental Agent You pay a flat rate for the week and you can drive as much as you want.
Rental Agent You can also drop off the car at any of our agencies nationwide.
Rental Agent You'll start off with a full tank of gas. Try to fill it up just before you drop off the car,
Rental Agent Because we charge more than a regular gas station.
Alex OK, I'll take it. Where do I sign?

Action

Maria I'd like to rent a car for several weeks.
Rental Agent Do you have a reservation?
Maria No, I don't.
Rental Agent All right, I'll see what we have available. Would you like a subcompact, compact, mid-sized, or luxury car?
Maria I don't need much room, just good fuel economy and safety. What do you recommend?
Rental Agent I have a Chevrolet Caprice ready. Would that be all right?
Maria Fine. How much does it cost?
Rental Agent Well, if you're renting for a week or more, I would recommend our unlimited mileage plan.
Maria How does it work?
Rental Agent You pay a flat rate for the week and you can drive as much as you want.
Rental Agent You can also drop off the car at any of our agencies nationwide.
Rental Agent You'll start off with a full tank of gas. Try to fill it up just before you drop off the car,
Rental Agent Because we charge more than a regular gas station.
Maria OK, I'll take it. Where do I sign?

CHAPTER 16

Story

- Credit Empl. Are you applying for a charge account?
Alex Yes. How long will it take for approval?
Credit Empl. Only a few weeks. Have you filled out the application form yet?
Alex Not entirely. I'm not a U.S. citizen.
Alex My bank and previous charge accounts are all abroad. What should I do?
Credit Empl. I don't think there'll be a problem. Just write down the name and number of your accounts at home.

Credit Empl. We'll let our credit office work out the details.
Alex Is there a charge to use the card?
Credit Empl. There's no charge for the card itself.
Credit Empl. You pay a small amount of interest on the remaining balance at the end of each month.
Alex Is there a limit on what I can charge?
Credit Empl. We'll start you off with a \$1,200 maximum.
Credit Empl. If your credit history is good, and you need to increase your line, we can usually do it.
Alex Great. When can I start using it?
Credit Empl. We should have approval within ten days. Where shall we mail your card?
Alex To this address.
Alex I'm having all my mail forwarded to my attorney's office while I'm out of town.

Action

- Credit Empl. Are you applying for a charge account?
Maria Yes. How long will it take for approval?
Credit Empl. Only a few weeks. Have you filled out the application form yet?
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Credit Empl. We should have approval within ten days. Where shall we mail your card?
Maria To this address.
Maria I'm having all my mail forwarded to my attorney's office while I'm out of town.

CHAPTER 17

Story

AAA Agent Good morning. Can I help you?
Alex I'm trying to figure out the best way to get to Washington, D.C.
AAA Agent Are you driving or flying?
Alex I'm driving. My car's parked outside.
AAA Agent You have two options. The first is to take Interstate 85 north through Georgia, South Carolina, North Carolina, and Virginia.
Alex What's the other option?
AAA Agent You could also take I-75 north through Georgia into Tennessee. In Tennessee, you pick up I-81 which will take you into Virginia.
AAA Agent You then take I-66 to Washington.
Alex Is there a difference in distance between the two?
AAA Agent I-85 is somewhat shorter, but it's not as scenic, and there's usually a lot more traffic.
Alex How do I pick up I-85 in Atlanta?
AAA Agent Just head north on the freeway until you reach the I-285 beltway. Then follow the signs.
Alex By the way, do you have any information about the Washington, D.C. area?
AAA Agent Sure. Here's a packet of brochures.
AAA Agent Do you need a hotel reservation?
Alex No thanks. I've already made one.

Action

AAA Agent Good morning. Can I help you?
Maria I'm trying to figure out the best way to get to Washington, D.C.
AAA Agent Are you driving or flying?
Maria I'm driving. My car's parked outside.
AAA Agent You have two options. The first is to take Interstate 85 north...
AAA Agent through Georgia, South Carolina, North Carolina, and Virginia.
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Maria By the way, do you have any information about the Washington, D.C. area?
AAA Agent Sure. Here's a packet of brochures. Do you need a hotel reservation?
Maria No thanks. I've already made one.

CHAPTER 18

Story

Attendant Regular or super unleaded?
Alex Fill it up with regular, please.
Alex Could you also check the oil and the tires?
Attendant Your oil is a little low. Shall I put in a quart?
Alex O.K. Would you mind cleaning the windshield, too?
Attendant Sure. Where are you headed?
Alex To Washington. I've got to do some research there.
Alex I know nothing about the city.
Attendant It's a great place — lots of good restaurants, museums, and stores.
Attendant How long will you be there?
Alex I'm not sure yet. Probably several days.
Attendant Have a safe trip!
Attendant And don't miss the Smithsonian!

Action

Attendant Regular or super unleaded?
Maria Fill it up with regular, please. Could you also check the oil and the tires?
Attendant Your oil is a little low. Shall I put in a quart?
Maria O.K. Would you mind cleaning the windshield, too?
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Attendant Have a safe trip! And don't miss the Smithsonian!

CHAPTER 19

Story

Alex I don't know what's wrong. It's a rental car.
Alex Maybe I should call the emergency number of the agency.
HP Officer Can I give you a lift to the service station at the next exit?
Alex Yes, if you don't mind. I think I'll call the rental agency there.
HP Officer I'm glad to help. It's part of the job.
HP Officer You're not from around here are you?
Alex No, I'm not an American. I'm visiting the U.S. for the first time.
Alex I've been to Atlanta, Georgia, and now I'm on my way to your nation's capital.
HP Officer You mean Washington?
Alex That's right.
HP Officer I've never been there.
HP Officer I'd like to go there one day. They say it's a lovely city.
HP Officer Hope the rest of your trip goes well!
Alex Thank you. You've been very helpful.

Action

Maria I don't know what's wrong. It's a rental car. Maybe I should call the emergency number of the agency.
HP Officer Can I give you a lift to the service station at the next exit?
Maria Yes, if you don't mind. I think I'll call the rental agency there.
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HP Officer I've never been there. I'd like to go there one day. They say it's a lovely city.
HP Officer Hope the rest of your trip goes well!
Maria Thank you. You've been very helpful.

CHAPTER 20

Story

Alex “My years in Washington, D.C. taught me so much about American history.
Alex I therefore instruct my nephew to do the following while he is in Washington:
Alex 1. Visit Georgetown where I lived a number of years ago as a student.
Alex 2. Have dinner at Antonio’s, my favorite Italian restaurant.
Alex Request a menu and bring back a copy of the check as proof.
Alex 3. Visit the Smithsonian Institution. Take a picture of Lindbergh’s ‘Spirit of St. Louis.’
Alex 4. Visit the National Archives to view the Declaration of Independence and the Bill of Rights.
Alex 5. Drive through the National Arboretum, Washington’s best-kept secret.
Alex 6. Finish by visiting the Lincoln Memorial and the U.S. Capitol.
Alex While I do not expect my nephew to prove that he visited all the places I have listed, I assume that he will follow my wishes.
Alex My hope is that he will learn as much about the U.S. as I did when I first moved here.”

Action

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CHAPTER 21

Story

1st Motorist What the hell do you think you're doing?
2nd Motorist Sorry, I didn't see your turn signal until it was too late to stop.
1st Motorist Hey, did you see what happened?
Alex Yes, I think so. Why?
1st Motorist I'm going to call the police. You can tell them what you saw.
1st Motorist This jerk ran right in to me.
1st Motorist Look at my bumper! It'll cost \$1,000 to fix.
2nd Motorist Calm down. It was just one of those things. I have insurance.
Alex I really don't want to get involved. I'm from out of town.
Officer You're a witness, right?
Officer Can I have your name, address, and phone number?
Alex Yes, I saw what happened.
Alex Here's my passport. I'm not an American citizen.
Alex I've come to Chicago on business.
Alex Here's a contact number if you need to get in touch.

Action

1st Motorist What the hell do you think you're doing?
2nd Motorist Sorry, I didn't see your turn signal until it was too late to stop.
1st Motorist Hey, did you see what happened?
Maria Yes, I think so. Why?
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Maria Yes, I saw what happened. Here's my passport. I'm not an American citizen.
Maria I've come to Chicago on business.
Maria Here's a contact number if you need to get in touch.

CHAPTER 22

Story

Mrs. Jones Good evening. I'm Ellen Jones. Won't you come in?
Mrs. Jones What lovely flowers! Thank you.
Mrs. Jones I'll call Michael. Please make yourself at home.
Mr. Jones Hello, I'm so glad to meet you.
Mr. Jones Thomas told me so much about you. Did you know you were his favorite?
Alex No. I'm sorry I didn't get to see him again before he died.
Mr. Jones So, what brings you to Chicago?
Alex Uncle Thomas wanted me to know more about the city.
Alex Did he live around here?
Mrs. Jones Yes, we became friends almost twenty years ago.
Mrs. Jones He had moved here from Washington.
Alex He left Chicago a few years later and moved to the West Coast.
Mr. Jones Chicago winters were too harsh for him. He wanted more sun and warmer temperatures.
Mrs. Jones Dinner is ready.

Action

Mrs. Jones Good evening. I'm Ellen Jones. Won't you come in?
Mrs. Jones What lovely flowers! Thank you. I'll call Michael. Please make yourself at home.
Mr. Jones Hello, I'm so glad to meet you. Stephanie told me so much about you. Did you know you were her favorite?
Maria No. I'm sorry I didn't get to see her again before she died.
Mr. Jones So, what brings you to Chicago?
Maria Aunt Stephanie wanted me to know more about the city. Did she live around here?
Mrs. Jones Yes, we became friends almost twenty years ago. She had moved here from Washington.
Maria She left Chicago a few years later and moved to the West Coast.
Mr. Jones Chicago winters were too harsh for her. She wanted more sun and warmer temperatures.
Mrs. Jones Dinner is ready.

CHAPTER 23

Story

Ticket Agent A ticket to San Francisco.
Ticket Agent How many pieces of luggage will you be checking?
Alex Just two.
Alex May I have an aisle seat, please?
Ticket Agent Yes, seat 12-C in the coach section.
Ticket Agent You'll be boarding in about 30 minutes from Gate 16.
Flight Attndt. Good morning. Can I offer you something to drink?
Alex Coffee, please. No cream or sugar.
Flight Attndt. Today we'll be serving lunch.
Alex How long will it take to get to San Francisco?
Flight Attndt. About four hours.
Flight Attndt. Would you like a newspaper or magazine?
Alex No thanks, I brought a book.
Alex It's all about U.S. history — and it's fascinating!

Action

Ticket Agent A ticket to San Francisco. How many pieces of luggage will you be checking?
Maria Just two. May I have an aisle seat, please?
Ticket Agent Yes, seat 12-C in the coach section.
Ticket Agent You'll be boarding in about 30 minutes from Gate 16.
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Flight Attndt. About four hours. Would you like a newspaper or magazine?
Maria No thanks, I brought a book. It's all about U.S. history — and it's fascinating!

CHAPTER 24

Story

- Alex “One of my favorite places in America is the area around Monterey, California.
Alex I would like my nephew to visit Monterey the way I did, as a tourist. He should do the following:
- Alex 1. Have lunch at a restaurant on Cannery Row. Sit at a table overlooking the water.
Alex Perhaps you’ll be able to catch a glimpse of the famous sea otters.
Alex 2. Visit the Monterey Bay Aquarium.
Alex 3. Take the scenic 17 (Seventeen)-Mile Drive.
Alex 4. Drive on Highway 1 down to Big Sur for a splendid view of the rugged California coastline.
Alex 5. On the return drive to Monterey, spend a night at the quaint Lamp Lighter Inn
Alex in beautiful Carmel by the Sea. Ask for the Hansel and Gretel cottage if you can get it.”

Action

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Maria I would like my niece to visit Monterey the way I did, as a tourist. She should do the following:
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Maria 5. On the return drive to Monterey, spend a night at the quaint Lamp Lighter Inn...
Maria in beautiful Carmel by the Sea. Ask for the Hansel and Gretel cottage if you can get it.”

CHAPTER 25

Story

Alex How did you know my uncle?
Colleague Thomas and I founded a small company specializing in fine wines and foods.
Colleague We worked together for about six years.
Colleague He took care of finances, and I handled marketing and sales.
Colleague He was a delight to work with.
Alex I didn't realize that he lived on the West Coast for six years.
Colleague He didn't. We met in Chicago.
Colleague As the company grew, I moved to California to be closer to our distributors.
Colleague He eventually moved to Atlanta, as you know.
Alex How is the company doing?
Colleague Very well, thank you.
Colleague When Thomas became ill, he sold his shares of the company.
Colleague So, what brings you to the States?
Alex My uncle wanted me to see the places in America that he loved.
Alex I'll receive an inheritance once I complete this trip and return to Atlanta.
Colleague Interesting. Before you leave San Francisco, be sure you see the Golden Gate Bridge, Chinatown, and Sausalito.
Alex I've already been to Chinatown. I was just about to go see the bridge.
Alex Well, thanks for lunch. It was a pleasure meeting you.

Action

Maria How did you know my aunt?
Colleague Stephanie and I founded a small company specializing in fine wines and foods.
Colleague We worked together for about six years.
Colleague She took care of finances, and I handled marketing and sales. She was a delight to work with.
Maria I didn't realize that she lived on the West Coast for six years.
Colleague She didn't. We met in Chicago.
Colleague As the company grew, I moved to California to be closer to our distributors.
Colleague She eventually moved to Atlanta, as you know.
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Colleague Interesting. Before you leave San Francisco, be sure you see the Golden Gate bridge, Chinatown, and Sausalito.
Maria I've already been to Chinatown. I was just about to go see the bridge.
Maria Well, thanks for lunch. It was a pleasure meeting you.

CHAPTER 26

Story

Plumber What seems to be the trouble?
Alex Look, there's an inch of water on the floor. What a mess!
Alex Can you fix it?
Plumber No sweat.
Plumber Where's the main water valve?
Alex The what?
Plumber Do you know where I can cut off the water?
Alex I think it's in the closet.
Alex What shall I do about all the water on the floor?
Plumber Tell the manager to call a carpet cleaning service.
Alex How much is this going to cost?
Plumber I'm pretty sure the apartment owners will cover it,
Plumber as long as you didn't cause the problem yourself.
Alex How could I? I've been out of town for weeks.
Alex What a way to end my trip!

Action

Plumber What seems to be the trouble?
Maria Look, there's an inch of water on the floor. What a mess! Can you fix it?
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Maria The what?
Plumber Do you know where I can cut off the water?
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Plumber as long as you didn't cause the problem yourself.
Maria How could I? I've been out of town for weeks. What a way to end my trip!

CHAPTER 27

Story

Nurse What seems to be the trouble?
Alex I feel terrible. I have a fever and chills.
Nurse What's your temperature?
Alex 102 degrees.
Nurse Have you taken anything for it?
Alex Just some aspirin.
Alex What should I do?
Nurse I think you better see one of our doctors.
Nurse You probably have an infection.
Nurse Can you come right now?
Alex Yes, I'm on my way.
Alex I don't have any medical insurance. Is that all right?
Nurse Don't worry. Our business office takes cash, personal checks, or credit cards.

Action

Nurse What seems to be the trouble?
Maria I feel terrible. I have a fever and chills.
Nurse What's your temperature?
Maria 102 degrees.
Nurse Have you taken anything for it?
Maria Just some aspirin. What should I do?
Nurse I think you better see one of our doctors. You probably have an infection.
Nurse Can you come right now?
Maria Yes, I'm on my way. I don't have any medical insurance. Is that all right?
Nurse Don't worry. Our business office takes cash, personal checks, or credit cards.

CHAPTER 28

Story

Doctor How are you today?
Alex Not so good. I think I have the flu or something.
Doctor What are your symptoms?
Alex I have a fever, chills, and a sore throat.
Doctor Let's take a look. Open wide.
Doctor Hmm, your throat is pretty red.
Doctor How long have you had a fever?
Alex Since last night. It comes and goes. What's wrong with me?
Doctor You have some sort of bacterial infection.
Doctor I'm going to write you a prescription.
Doctor Take it to any drugstore, and they'll give you some pills that you'll need to take for five days.
Doctor You should be completely well by then.
Alex Thanks. I sure wish I felt better.
Alex I guess I'll go home and rest.

Action

Doctor How are you today?
Maria Not so good. I think I have the flu or something.
Doctor What are your symptoms?
Maria I have a fever, chills, and a sore throat.
Doctor Let's take a look. Open wide.
Doctor Hmm, your throat is pretty red. How long have you had a fever?
Maria Since last night. It comes and goes. What's wrong with me?
Doctor You have some sort of bacterial infection. I'm going to write you a prescription.
Doctor Take it to any drugstore, and they'll give you some pills that you'll need to take for five days.
Doctor You should be completely well by then.
Maria Thanks. I sure wish I felt better. I guess I'll go home and rest.

CHAPTER 29

Story

Dentist My assistant said you have a toothache.
Dentist How long have you had it?
Alex For about twenty-four hours.
Alex I've had trouble with this tooth before.
Alex My dentist at home said that it would eventually have to be removed.
Dentist Let me take a closer look.
Dentist Hmm... I concur with your dentist. The tooth has to come out.
Alex Will it hurt?
Dentist Not too much. I'll give you some Novocaine to make the tooth numb.
Alex When will you remove it?
Dentist It should come out right now.
Alex All right. Go ahead.
Alex What a way to end my stay in the U.S.!
Dentist When are you leaving?
Alex I have to see an attorney in the morning.
Alex My flight home is late tomorrow afternoon — around 6 p.m.

Action

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CHAPTER 30

Story

Mr. Young Well, how did your trip go?
Alex It was great. I had no idea the U.S. was so large.
Alex I thought I would never get back to Atlanta.
Mr. Young Did you follow your uncle's instructions?
Alex I think so. Here are my receipts and the other items he wanted me to collect.
Alex I think everything is in order.
Mr. Young Yes, I believe you have satisfied the conditions in your uncle's will.
Mr. Young Here's your check.
Mr. Young You can deposit it once you get home, if you want.
Alex Wow! I think I'll do that.
Alex I'll have a lot of credit card bills waiting for me.
Mr. Young One thing is for sure, your English has really improved since you arrived.
Alex You're kind. I think it has, too.
Alex I wonder how I'll keep it up.
Mr. Young With the money from your inheritance, you'll be able to come back to the U.S. as often as you like, or go anywhere else in the world for that matter.
Mr. Young Have a safe trip home!
Alex Thank you. I will be back!

Action

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Maria Thank you. I will be back!

Vocabulary

a	almost	ask	beautiful
a bit	along	ask for	because
a few	also	aspirin	because of
a little	although	assignment	become
a lot	American	assistant	become ill
a.m.	amount	assume	bedroom
aboard	an	assure	before
about	and	at	begin
about to	another	at all	behind
abroad	answer	at least	believe
accept	anxious	attendant	bellman
account	any	attorney	beltway
ache	anything	August	best
actually	anyway	aunt	best-kept
add	anywhere	available	better
add up	apartment	away	between
address	apparently	backed up	big
adopted	appear	bacterial	bill
after	apple	Baggage Claim	black
afternoon	application	bags	blue
again	apply	balance	board
agency	appointment	banana	body
agent	approach	bank	book
ago	approval	baseball	borrow
agree	April	basics	both
ahead	aquarium	bath	box
air conditioned	area	bathroom	boy
aisle	around	bay	brake
alcohol	arrive	be	branch office
all	as	be able	bread
all right	as long as	be right back	breakfast
allow for	as soon as	be used to	bridge

LEARN TO SPEAK ENGLISH

Vocabulary

bring back	check	come open	cut off
bring up	check in	come out	cut up
brochure	check-out counter	compact	daughter
brown	cheese cake	company	day
building	cherry	complete	December
bulk	chicken	completely	decide
bumper	child	complex	declare
burst	children	complimentary	degrees
bus	chills	concerning	delicious
business	chocolate	concierge	delight
business card	citizen	concur	denomination
but	city	conditions	dentist
butter	claim	connected	department
buy	classic	contact	department store
by the way	classified ad	continental	depend
by then	clean	conversation	deposit
cab	clerk	cool off	descendant
call	clinic	copy	desk
calm down	close	corn	dessert
capital	closer	cost	details
car	closet	cottage	detergent
card	clothes	country	dial
cash	coach	couple	die
catch	coastline	courtesy	die (the engine)
catch a glimpse	code	cover	diet
cause	coffee	crash	difference
cents	coin machine	cream	dining room
certainly	colleague	credit	dinner
certainly	collect	credit card	direct
chair	color	culture	directly
change	come	cup	dirty
charge	come by	curious	discover
charge account	come home	currency	discuss
cheaper	come in	Customs	dishwasher

Vocabulary

distance	enjoy	field	forty
distributors	enough	fifteen	forward
do	enter	fifty	found
doctor	entirely	figure out	four
dollar	envelope	fill it up	four hundred
don't mention it	especially	fill out	fourteen
door	estate	finally	free
doorbell	estimate	finances	freeway
down	even though	find	fresh
downtown	evening	fine	Friday
drink	eventually	finish	friend
drive	every	first	from
driver	everything	five	front desk
drop off	examination	five hundred	fruit
drugstore	exclusive	fix	fryer
dry	excuse me	flat rate	fuel
dryer	exit	flight	full
each	expect	flood	furnished
easy	expenses	floor	garbage disposal
eat	explore	flower	gas
economy	facing	flu	gas station
eight	fade	fly	gate
eight hundred	fall in love	follow	get
eighteen	Fall / Autumn	following	get back
eighty	family	fond	get in touch
electricity	famous	foods	get involved
elevator	far	foot	get out
eleven	fascinating	for	get started
else	faster	for example	get to
emergency	favorite	for sure	gift
end	February	forget	girl
endless	feel	form	give
engine	fever	former	give a lift
English	few	fortunately	glad

LEARN TO SPEAK ENGLISH

glass	hear about	ice	It's four thirty.
go	heavier	idea	It's noon / midnight.
go back	hello	if	It's one o'clock.
go for	help	illness	It's quarter to five.
go inside	help	immigrate	It's ten after six.
go into	helpful	Immigration	It's three fifteen.
go shopping	her	important	It's twenty to seven.
go to bed	here	imprint	It's two o'clock.
good	here you go	improve	itself
good afternoon	hey!	in	January
good evening	hi	in front of	jerk
good morning	highway	in luck	jewelry
good!	hill	inch	job
great	historic	included	journey
great!	history	increase	July
green	hold	indicate	June
greet	home	inexpensive	keep up
grocery store	hope	infection	kind
grow	horizon	information	kitchen
guess	hostess	inheritance	know
half	hot	instruct	lady
hand	hotel	instructions	language
handle	house	insurance	large
hang up	how long?	intense	late
happen	how many?	interest	later
harsh	how much?	interesting	laundromat
have	how?	international	laundry
have a seat	however	interstate	learn
have left	hundred	into	lease
have to	hungry	introduce	leave
he	hurt	invite	leave to
head	husband	it	left
head for	I	Italian	leg
head of lettuce	I beg your pardon	items	let

Vocabulary

light	manager	movie theater	notice
like	map	Mr.	November
limit	March	much	Novocain
limo	mark	museum	now
line [of credit]	marketing	must	numb
listed	maximum	my	number
live	May	myself	nurse
living room	maybe	name	O.K.
loaded down	meal	nap	October
loaf	mean	nation	odds and ends
located	medical	nationwide	of course
long	medium	navy blue	off
look	meet	near	offer
look at	meeting	nearby	office
look for	membership	need	officer (highway patrol officer)
look forward	menu	neighborhood	often
look over	mess	nephew	oh!
look through	mid-sized	never	Oh, no!
loss	mile	new	oil
loud	mileage	newspaper	on
lovely	mind	next	once
low	minivan	next to	one
luggage	minute	nice	one hundred
lunch	miss	niece	one thousand
luxury	moment	night	only
ma'am	Monday	nine	open
machine-washable	money	nine hundred	operator
magazine	month	nineteen	option
mail	more	ninety	or
main	morning	no	orange
make	move	non-	order
make it through	move (you're not moving- stuck in traffic)	north	other
mall	movie	not	our
manage		nothing	

LEARN TO SPEAK ENGLISH

out of town	plan	reach	right
over	plane	read	right here
overheat	please	ready	right now
overlooking	pleasure	realize	ring
owe	plumber	really	room
owners	police	receipts	route
p.m.	pool	receive	rugged
pack	popcorn	receptionist	run into
packet	possible	recommend	rye
pain	possibly	recover	safe
park	post card	red	safety
part	pound	refreshments	salad
pass through	premises	refrigerator	sale
passport	prepare	registration	sales
patrol (highway patrol officer)	prescription	regular	satisfy
pay	pretty	related	Saturday
people	previous	remain	say
per	probably	remaining	scenic
perhaps	promptly	remind	scorcher
person	proof	remove	sea otters
personal	prove	rent	sealed
phone	provide	rental	seat
phone book	public transportation	repair	second
phone number	pull over	reply	secret
photo	purchases	request	secretary
pick up	purple	requirement	section
picture	put	reread	see
pictureque	quaint	research	seem
pieces	quart	reservation	sell
pile up	quarter	reserved	September
pills	quickly	rest	service station
pipe	quite	restart	settled
place	range	restaurant	seven
	rate	return	seven hundred

Vocabulary

seventeen	slow	store	temperature
seventh	slowly	stove	ten
seventy	small	strange	terrible
several	small talk	street	than
shake hands	so	stroll	thank you
shall	so much	student	thanks
shares	some	study	that
she	something	subcompact	the
shirt	somewhat	suburban	them
shopping list	somewhere	sugar	then
shopping mall	son	Summer	there
short	soon	sun	there are
shorter	sore	Sunday	therefore
short-term	sorry	super unleaded	thermometer
should	sorry about that [I'm]	supermarket	they
shoulder	sort	supposed to	things
show to a chair	speak	sure	think
shrink	special	survive	thirteen
shuttle	specialize	swimming pool	thirty
side	specials	symptoms	this
sights	spend	table	those
sign	splendid	take	three
sign in	Spring	take a bath	three hundred
since	squeal	take a look	throat
sink	stand in line	take a peek	through
sir	start	take a picture	throughout
sit back	start off	take care of	Thursday
sit down	state	take up on	ticket
six	stated	tank	ticket counter
six hundred	stay	teach	time
sixteen	still	telephone	tip
sixty	stop	television	tire
size	stop by	tell	tired
slot	storage	teller	to

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today	uncle	Wednesday	work
together	understand	week	work out
tomato	unlimited	weekend	world
tomorrow	until	weigh	worry
too	upon	welcome!	worry-free
tooth	use	well	worth
toothache	usually	well!	wow!
tour	utilities	what?	write
tourist	vacation	when	write down
town	valuables	where?	wrong
traffic	valve	which	year
traffic light	vegetable	while	yellow
trash compactor	very	white	yes
travel	very much	who	yet
traveler's check	view	whole	you
tray	visa	whole wheat	your
treasure hunt	visit	why!	you're welcome
trip	wait	why?	yourself
trouble	waiter	wife	zero
truck	wake up	will	
try	walk	window	
T-shirt	want	window shop	
Tuesday	warmer	windshield	
turn	washing machine	wine	
turn signal	watch	winter	
twelve	water	wish	
twenty	wave	with	
two	way	within	
two hundred	we	witness	
two-bedroom	weather	wonder	

Vocabulary

Note: This glossary is a reference of the vocabulary words introduced in the *Learn To Speak English* program. It is not intended to be a comprehensive lexicon of the English language.

Appendices

APPENDIX A: IRREGULAR VERBS

Infinitive	3 rd Person Singular Present	3 rd Person Singular Simple Past	3 rd Person Singular Perfect
be	is	was	been
become	becomes	became	become
begin	begins	began	begun
blow	blows	blew	blown
break	breaks	broke	broken
bring	brings	brought	brought
buy	buys	bought	bought
catch	catches	caught	caught
choose	chooses	chose	chosen
come	comes	came	come
cost	costs	cost	cost
cut	cuts	cut	cut
dig	digs	dug	dug
do	does	did	done
draw	draws	drew	drawn
drink	drinks	drank	drunk
drive	drives	drove	driven
eat	eats	ate	eaten
fall	falls	fell	fallen
feel	feels	felt	felt
find	finds	found	found
fly	flies	flew	flown
forget	forgets	forgot	forgotten
get	gets	got	gotten
give	gives	gave	given
go	goes	went	gone
have	has	had	had
know	knows	knew	known
let	lets	let	let
lie	lies	lay	lain

Appendix A: Irregular Verbs (*Continued*)

Infinitive	3rd Person Singular Present	3rd Person Singular Simple Past	3rd Person Singular Perfect
make	makes	made	made
pay	pays	paid	paid
put	puts	put	put
read	reads	read	read
run	runs	ran	run
say	says	said	said
sell	sells	sold	sold
sit	sits	sat	sat
speak	speaks	spoke	spoken
spend	spends	spent	spent
stand	stands	stood	stood
teach	teaches	taught	taught
tell	tells	told	told
take	takes	took	taken
write	writes	wrote	written

APPENDIX B: GRAMMAR GLOSSARY

TERM	DEFINITION	EXAMPLES
adjective	A word used to describe a person or a thing . Adjectives agree in gender and number with the nouns they modify.	the <i>blue</i> house the <i>big</i> dog
adverb	A word that qualifies a verb, an adjective, another adverb, or a phrase.	She ran <i>quickly</i> . He's <i>very</i> nice.
adverb of place	An adverb which describes spatial relationships.	<i>right</i> <i>left</i> <i>above</i> <i>below</i>
adverb of time	An adverb which describes relationships of time.	<i>once</i> <i>now</i> <i>already</i>
adverbial clause	A clause that acts as an adverb. (See "adverb" and "clause").	He looked at the book <i>with keen interest</i> .
affirmation	A positive statement. The opposite of negation. (see also "negation")	<i>They bought a new house.</i>
article	A word that characterizes an item (person, thing, or idea) as definite or indefinite. (see also "definite article" and "indefinite article")	<i>the</i> house <i>a</i> car
article word	A word that characterizes an item with reference to the speaker (definite, indefinite, closer, further, interrogative, etc).	<i>the</i> <i>a</i> <i>this</i> <i>that</i> <i>which</i>
attributive adjective	An adjective that describes a noun and is not separated from the noun by the verb.	The <i>blue</i> house is on fire.

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cardinal number	A number used to count. (see "ordinal number").	<i>five, fifteen</i>
clause	A distinct part of a sentence which includes a subject and a predicate (with a verb). (see also "independent clause" and "subordinate clause")	<i>I went to the store (clause), because I needed milk (clause).</i>
command	The form of the verb used to give a command or an order. (see also "imperative")	<i>Go outside.</i>
comparative	A degree of comparison of adjectives and adverbs. The comparative implies a comparison of only two items (people, things, or ideas) or two groups of items. (see also "superlative")	<i>This book is more interesting than the movie. She thinks Rome is better than Paris.</i>
compound noun	A single word made up of parts, each of which could be a separate word on its own.	<i>windshield buttermilk</i>
conditional	The conditional is used to express the result of a hypothetical condition or supposition.	<i>If I saw a ghost I would faint.</i>
conjugation	The system of verb forms that expresses person, number, tense, and mood.	<i>I see you will see he/she saw you were seeing we will see you were seeing they had seen you saw</i>
conjunction	A word that links together words, clauses, and even sentences. (see also "coordinating conjunction" and "subordinating conjunction")	<i>and or but</i>

Appendix B

contraction	A form produced by the shortening of a syllable, word, or word group by leaving out a sound or letter.	it is = it's we are = we're
coordinating conjunction	A conjunction that links independent clauses or sentences. (see also "subordinating conjunction")	I cooked <i>and</i> my sister washed the dishes.
definite article	A word used to indicate a specific item (person, thing, or idea), an idea that is modified in some fashion or an item that stands for all objects of its kind.	<i>the</i> house
demonstrative adjective	An adjective or article word that indicates, shows, or points out the noun it modifies.	<i>this</i> house
demonstrative pronoun	A pronoun that replaces a noun or noun phrase that is indicated, shown, or pointed out.	I don't like <i>that</i> . Is <i>this</i> the book he gave you?
dependent clause	(see "subordinate clause")	
dependent infinitive phrase	A dependent phrase which uses the infinitive of a verb and "to" or "in order to" to express the purpose of an action.	I had to take a taxi <i>in order to reach the airport</i> .
direct object	The person or thing directly acted upon by the verb.	Bob cleaned <i>the kitchen</i> . I called <i>Mary</i> last night.
ending	One or more letters or syllables added to a word base.	listened <i>singing</i>
exclamatory expression	A sudden utterance used to express emotion or catch attention.	<i>Hey!</i> <i>Oh!</i>
future	A verb tense which refers to events that take place after the present.	I <i>will go</i> in a month.

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helping verb	A verb which is used to conjugate another verb.	<i>We had been</i> at home all day. <i>I am going.</i>
imperative mood	(see "command")	
imperfect	A verb tense primarily used to express progressive actions, repetitive actions, or to describe events in the past.	<i>It was snowing.</i>
indefinite article	A word that is used to indicate an item (person, thing, or idea) that is not specified in any particular way, or is not known to the listener.	He has a car. Do you have <i>an</i> apple?
independent clause	A clause that expresses a self-contained complete idea.	<i>I ate a sandwich.</i>
indicative mood	A mood which states a fact or makes a declaration with reference to the writer or speaker.	<i>I speak Spanish</i>
indirect object	The person or thing indirectly affected by the verb.	I gave the flower <i>to my mother.</i>
infinitive	The basic form of a verb as given in a dictionary.	<i>to speak</i> <i>to eat</i>
interrogative	A word used to ask a question.	<i>who</i> <i>what</i>
interrogative adjective	An adjective used to ask a question.	<i>which</i>
intonation	The rhythm and voice pitch of spoken speech.	
irregular verb	A verb with a non-standard conjugation pattern. (see also "regular verb")	to be <i>I am</i> <i>you are</i> <i>he/she/it is</i> <i>we are</i> <i>you are</i> <i>they are</i>

Appendix B

linking element	A sound or word used to start a sentence, allowing the speaker to focus attention on what is about to be said, and giving the speaker extra time to formulate his or her thoughts.	<i>Well...</i> <i>So...</i> <i>Anyway...</i>
main clause	The part of the sentence which expresses the main idea, and which can stand alone. (see also "subordinate clause")	<i>I ate a sandwich because I was hungry.</i>
mass noun	A noun which designates noncountable rather than countable items. Also called a "noncount noun".	money milk
mass quantifier	a word or words used to modify mass nouns.	<i>a lot of money</i>
modal verb	A helping verb used with another to indicate its mood.	can may could must should would
mood	A form of the verb which distinguishes whether the action or state expressed by the verb is perceived as fact or not. (see also "subjunctive," "indicative," and "command")	<i>I eat vegetables.-- indicative mood.</i> <i>I want you to eat vegetables. -- subjunctive mood.</i>
negation	A denial; the opposite of affirmation. (see also "affirmation")	<i>They didn't buy a new house.</i>
noncount noun	(see "mass noun")	
noun	A word used to name a person, place, thing, or idea.	<i>woman</i> <i>house</i> <i>car</i> <i>beauty</i>

number	A term used to distinguish between singular, which refers to one of something, and plural, which refers to more than one of something.	
numerical adjective	A word which gives estimated numbers rather than specific ones.	<i>many</i> <i>a few</i>
ordinal number	A number used to place people or things in a serial order. (see also "cardinal number")	<i>fifth</i> <i>ninth</i>
participle	An adjective derived from a verb.	<i>the closed window</i> <i>a lit candle</i>
particle	A minor part of speech such as an article or a demonstrative adjective.	<i>a</i> <i>this</i>
passive voice	A form of the verb used when the subject of the sentence is acted upon, instead of doing the action.	The report <i>was read</i> by Mr. Jones.
past	A verb tense which refers to events that take place before the present, with reference to the writer or speaker.	I <i>saw</i> that movie yesterday. It <i>was snowing</i> . I <i>had</i> already <i>set</i> the table when you <i>called</i> .
past participle	A form of the verb used either as an adjective or to form compound tenses.	He has <i>said</i> it. The door is <i>closed</i> .
past perfect	A verb tense which denotes a time before a reference point in the past, with reference to the writer or speaker.	I <i>had</i> already <i>set</i> the table when you <i>called</i> .
person	Reference to the person speaking, the person being spoken to, or the person being spoken about.	first person -- <i>I, we</i> second person -- <i>you</i> third person -- <i>he, she, it, they</i>
personal sphere adverb	(see "adverb of place")	

Appendix B

phrase	A cluster of words without a conjugated verb.	I went <i>to the store</i> .
plural	Refers to more than one of something.	
polite conditional	The use of the conditional to make a request.	<i>Could you speak more slowly?</i>
possessive adjective	An adjective which indicates to whom or what something or someone pertains or belongs.	<i>my</i> book <i>his</i> dog
possessive pronouns	A pronoun which indicates to whom or what something or someone pertains or belongs.	That book is <i>mine</i> .
predicate	The part of the sentence which tells you about the subject. It generally consists of a verb, objects, and anything which modifies the verb.	He <i>washed his clothes yesterday</i> .
prefix	A particle added to the beginning of a word to change its meaning.	<i>un</i> educated
preposition	A word or words which express location, time, or direction.	<i>in</i> <i>for</i> <i>through</i>
present	A verb tense used for activities which occur at the present time, in the near future, or which are habitual, with reference to the speaker or writer.	I <i>eat</i> vegetables every day.
preterit	(see "simple past")	
pronoun	A word which replaces a noun or a noun phrase in naming a person or a thing.	John is sick. <i>He</i> is sick.
question	An interrogative sentence or clause which is normally used to gain information.	<i>Where is the bathroom?</i>
question word	(see "interrogative")	

reflexive pronoun	An object pronoun which refers to the subject.	He shaves <i>himself</i> . She looks at <i>herself</i> in the mirror.
regular verb	A verb which follows standard rules for verb conjugation. (see also "irregular verb")	"talk" I <i>talk</i> you <i>talk</i> he/she/it <i>talks</i> we <i>talk</i> you <i>talk</i> they <i>talk</i>
relative pronoun	A pronoun which relates or links a subordinate clause to a main clause.	I met the woman <i>who</i> wrote this novel.
sentence structure	(see "word order")	
simple past	A verb tense used to express completed actions in the past. It is most commonly used in writing. The "simple past" is the same as the "preterite."	I <i>went</i> to the movies yesterday.
singular	Refers to one of something.	
social register	The language that is appropriate to a particular subject, person, and occasion.	
stem	The basic form of a verb or a noun after all prefixes, suffixes, and endings are removed.	<i>walk</i> <i>eat</i>
subject	A word or group of words within a sentence that perform the action denoted by the verb.	<i>The dog</i> bit the mailman.
subject pronoun	A pronoun which functions as the subject of the sentence.	<i>She</i> bought a new car.
subjunctive mood	A mood which expresses uncertainty, possibility, a hypothesis, a condition, a hope, a wish, etc.	If I <i>were</i> you, I wouldn't go.

Appendix B

subordinate clause	A clause that depends on a main clause to be complete.	I ate a sandwich <i>because I was hungry</i> .
subordinating conjunction	A word used to link clauses, one of which depends for its full meaning on the main clause. (see also "coordinating conjunction")	<i>that</i> <i>if</i> <i>unless</i> <i>because</i>
suffix	A particle added to the end of a word to change its meaning.	heart/ <i>less</i>
superlative	The highest degree of some quality. The superlative implies a comparison of more than two items or groups of items.	He thinks New York is <i>the best city</i> in the world.
tense	A form of a verb which expresses different times as perceived by the speaker. (see also "present," "imperfect," "perfect," and "future")	
verb	A word that typically expresses action, state, or a relation between two things, and that may be conjugated for person, tense, and mood. The main element of the predicate.	I <i>love</i> my children. My brother <i>works</i> with computers.
word order	The sequence of words in a sentence.	

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