

# UNIT 1

## Tenses

### Past Forms

#### Past Simple

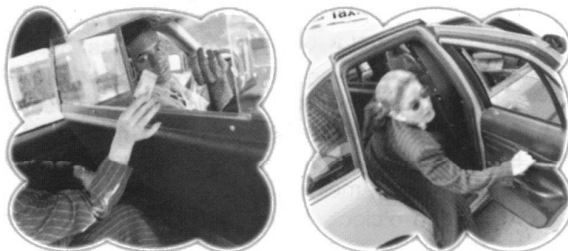
We use the past simple:

- a) for an action which happened at a definite time in the past. The time is stated, already known or implied.



They **went** camping by the lake last month. (When did they go camping? Last month. The time is stated.)

- b) for actions which happened immediately one after the other in the past.



First she **paid** the driver, then she **got out** of the taxi.

- c) for past habits or states which are now finished. In such cases we can also use the expression **used to**.



Kitchens **were/used to be** very different a hundred years ago.

The past simple is used with the following time expressions: *yesterday, then, when, How long ago ...?, last night/week/month/year/Tuesday, etc., three days/weeks, etc. ago, in 1997, etc.*

#### Past Continuous

We use the past continuous:

- a) for an action which was in progress at a stated time in the past. We do not mention when the action started or finished.

At seven o'clock yesterday evening they **were having** dinner.  
(We do not know when they started or finished their dinner.)



- b) for an action which was in progress when another action interrupted it. We use the past continuous for the action in progress (longer action) and the past simple for the action which interrupted it (shorter action).

He **was walking** down the street when he **ran into** an old friend.



- c) for two or more simultaneous past actions.

She **was talking** on her mobile phone while she **was driving** to work.



- d) to describe the atmosphere, setting, etc. in the introduction to a story before we describe the main events.

One beautiful autumn afternoon, Ben **was strolling** down a quiet country lane. The birds **were singing** and the leaves **were rustling** in the breeze.



The past continuous is used with the following time expressions: *while, when, as, all morning/evening/day/night, etc.*

### Past Perfect

We use the past perfect:

- a) for an action which happened before another past action or before a stated time in the past.



She **had finished** work when she met her friends for coffee. (She finished work first and then she met her friends.)

- b) for an action which finished in the past and whose result was visible in the past.



He was happy. He **had signed** an important contract. (The action finished in the past and its result was visible in the past, too.)

**Note:** The past perfect is the past equivalent of the present perfect.

e.g. a) He **had fixed** the old armchair. It **looked** brand new. (The action – had fixed – happened in the past. The result – looked brand new – was also visible in the past.)

b) He **has fixed** the old armchair. It **looks** brand new. (The action – has fixed – happened in the past. The result – looks brand new – is still visible in the present.)

The past perfect is used with the following time expressions: **before, after, already, just, for, since, till/ until, when, by, by the time, never, etc.**

**Note:** We can use the past perfect or the past simple with **before** or **after** without any difference in meaning.

e.g. They went out **after** it **had stopped** / **stopped** raining.

### Past Perfect Continuous

We use the past perfect continuous:

- a) to put emphasis on the duration of an action which started and finished in the past before another past action or a stated time in the past, usually with **since** or **for**.



They **had been looking for** a house **for** six months before they found one they liked.

- b) for an action which lasted for some time in the past and whose result was visible in the past.



Last Friday Ron had to fly to New York. His flight was delayed. He was annoyed. He **had been waiting** at the airport for three hours. (He waited at the airport for three hours and the result of the action was visible in the past, too.)

**Note:** The past perfect continuous is the past equivalent of the present perfect continuous.

e.g. a) I **had been driving** for ten hours, so I **felt** exhausted. (The action – had been driving – lasted for some time in the past. The result – felt exhausted – was also visible in the past.)

b) I **have been driving** for ten hours, so I **feel** exhausted. (The action – have been driving – started in the past. The result – feel exhausted – is still visible in the present.)

The past perfect continuous is used with the following time expressions: **for, since, how long, before, until, etc.**

# UNIT 1

## Tenses

11

**A** Brian and Ruth went on a day trip yesterday. Look at the notes below and say what they did, using the linking words from the list.

first, then, next, after that, later, finally

S1: First, they travelled to Brighton by train.

- 9:15 - 10:30: travel to Brighton by train
- 10:30 - 11:30: look around shops
- 11:30 - 12:30: walk on beach
- 12:30 - 2:00: eat lunch at seaside restaurant
- 2:00 - 4:30: visit funfair
- 4:30 - 5:30: have afternoon tea

**B** Now, in pairs, ask and answer questions about what Brian and Ruth were doing at the times in the list below, as in the example.

SA: What were Brian and Ruth doing at half past nine in the morning?

SB: They were travelling to Brighton by train.

- 9:30 am                      11:45 am                      2:30 pm
- 11:00 am                      1:15 pm                      5:00 pm

12

**Put the verbs in brackets into the past simple or the past continuous.**

- A** The sun 1) *...was shining...* (shine) and the birds 2) ..... (sing) as Mike 3) ..... (drive) down the country lane. He 4) ..... (smile), because he 5) ..... (look forward) to the journey ahead. Mike 6) ..... (enjoy) driving, especially when he 7) ..... (go) somewhere new. Then, suddenly, the engine 8) ..... (begin) to make a strange noise and the car 9) ..... (stop) dead in the middle of the road. Mike 10) ..... (try) to start it, but nothing 11) ..... (happen). He 12) ..... (sigh), then 13) ..... (get out) of the car. As he 14) ..... (push) the car to the side of the road, Mike 15) ..... (start) to wish he had stayed at home.
- B** John 1) ..... (enter) his flat and 2) ..... (close) the door. He 3) ..... (hang up) his coat when he 4) ..... (hear) a strange noise. A tap 5) ..... (run) in the kitchen. He 6) ..... (walk) into the kitchen and 7) ..... (turn) it off. Then, he 8) ..... (freeze). Someone 9) ..... (stand) behind him. He 10) ..... (take) a deep breath and 11) ..... (turn) around. His flatmate, Steve, 12) ..... (lean) in the doorway. 'You

- 13) ..... (give) me a fright!' John exclaimed. Steve 14) ..... (laugh) at him. John 15) ..... (start) to laugh, too. 'I 16) ..... (think) you had gone to London today,' he said. 'No.' 17) ..... (reply) Steve. 'Unfortunately, I 18) ..... (miss) the train.'

13

**Choose the correct answer.**

- 1 'Were you expecting James and Paul to stay for dinner?'  
'No, but I ...A... a lot of food, so it didn't matter.'  
A had prepared                      B was preparing  
C had been preparing
- 2 'Tony has been singing for years, hasn't he?'  
'Yes. He ..... his first record when he was sixteen.'  
A made                      B was making                      C had made
- 3 'There was a power cut last night.'  
'I know. I ..... some paperwork when the lights went out.'  
A had been doing                      B was doing  
C had done
- 4 'Did you see Paul Simon in concert?'  
'No. I was hoping to get tickets, but they .....'  
A had sold out                      B sold out  
C were selling out
- 5 'The restaurant was packed last night.'  
'Yes. Luckily, I ..... a table in advance.'  
A was booking                      B had booked  
C had been booking
- 6 'Did you watch the film yesterday?'  
'No. It ..... by the time we got home.'  
A finished                      B was finishing  
C had finished
- 7 'Did you stay up late last night?'  
'No. I ..... all day, so I went to bed early.'  
A had been working                      B worked  
C was working
- 8 'Did you enjoy your holiday?'  
'Yes. We ..... most of our time on the beach.'  
A had spent                      B were spending                      C spent
- 9 'Kim looked tired this morning.'  
'I know. She ..... all night long.'  
A studied                      B had studied  
C had been studying
- 10 'So what happened?'  
'We ..... through the woods when we heard a gunshot.'  
A had walked                      B walked                      C were walking

### Used to/Be used to/ Get used to/Would

◆ We use **used to + infinitive** to refer to past habits or states. In such cases, **used to** can be replaced by the past simple with no difference in meaning.

e.g. They **used to travel/travelled** a lot when they were younger. (They don't any more).

◆ We use the past simple, and not **used to**, in the following cases:

a) to refer to an action which happened at a definite time in the past.

e.g. I **drove** to work yesterday. (NOT: ~~I used to drive to work yesterday.~~)

b) to say how many times an action happened at a definite time in the past.

e.g. I **went** to the cinema four times last month. (NOT: ~~I used to go to the cinema four times last month.~~)

◆ We use **would/used to** for repeated actions or routines in the past.

e.g. We **would/used to** eat out on Sundays.

We do not use **would** with state verbs.

- e.g. a) They **used to live** in London. (NOT: ~~They would live in London.~~ state)  
b) I **used to have** a pet dog. (NOT: ~~I would have a pet dog.~~)

◆ **Be used to + noun/pronoun/-ing form = be accustomed to, be in the habit of**

- e.g. a) They **are used to the cold**. (present)  
b) I **don't mind walking**. I'm **used to it**. (present)  
c) She **wasn't used to living** in the country. (past)

◆ **Get used to + noun/pronoun/-ing form = become accustomed to**

- e.g. a) I **am getting used to the weather**. (present)  
b) He **didn't like using** the computer at first, but he **got used to it**. (past)  
c) She **will soon get used to wearing** contact lenses. (future)

14

Choose the correct answer.

- 1 'Sharon looks different now, doesn't she?'  
'Yes. She ...**B**... to have long dark hair, didn't she?'  
A is used B used C would

- 2 'I have never driven an automatic car before.'  
'You will soon ..... to it.'  
A get used B be used C used
- 3 'How is Sarah?'  
'She's fine. She ..... to life in the countryside.'  
A got used B used C is getting used
- 4 'Have you always worked as a nurse?'  
'No. I ..... a childminder.'  
A was used to being B used to be C am used to being
- 5 'Do you remember when we were little?'  
'Yes. Dad ..... always read us a bedtime story.'  
A was used to B would C got used to
- 6 'Aren't you tired?'  
'No. I ..... to walking long distances.'  
A am used B got used C used
- 7 'Jane had trouble with her job at first.'  
'Yes. She ..... to working on her own.'  
A used B got used C wasn't used
- 8 'Did you find your degree course difficult?'  
'Yes, but I soon ..... to it.'  
A used B got used C was used
- 9 'Do you remember Uncle Danny?'  
'Yes. He ..... always bring us presents.'  
A would B was used C used
- 10 'Have you ever lived in a flat before?'  
'No, but I will ..... to it.'  
A be used B got used C used
- 11 'Why are you so tired?'  
'Because I ..... to getting up early in the morning.'  
A am used B used C am not used
- 12 'Do you know that man?'  
'Yes. He ..... to work for me.'  
A was used B used C is used

15

Mary had to move to Italy for her job. At first, she found living in a foreign country quite difficult, but she is slowly getting used to it. Use the prompts below to talk about how she is getting along, as in the example.

S1: She **wasn't used to living by the sea**, but she is used to it now.

S2: She **still hasn't got used to living on her own**.

- |                                     |   |                                     |   |
|-------------------------------------|---|-------------------------------------|---|
| live by the sea                     | ✓ | use a new currency                  | ✓ |
| live on her own                     | x | new customs                         | ✓ |
| be away from her family and friends | x | drive on the other side of the road | x |
| speak Italian                       | ✓ | hot weather                         | ✓ |

# UNIT 1

## Tenses

### Past Simple

The past simple is used for actions which happened in the past and are not related to the present.

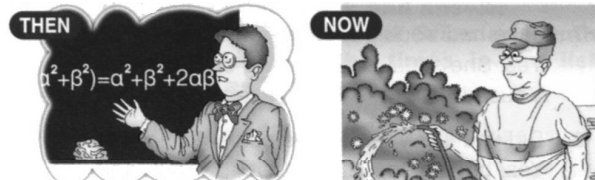
We use the past simple:

- for an action which happened at a definite time in the past. The time is stated, already known or implied.

Simon Cook  **painted**  his first picture in 1980.  
(When? In 1980. The time is stated.)



- for an action which began and finished in the past.



Mr Clark  **taught**  Maths for thirty years.  
(He is no longer a teacher. He has retired.)

- for an action which happened in the past and cannot be repeated.

e.g. a) Mike  **won**  more than twenty medals when he was an athlete. (He is no longer an athlete. He cannot win another medal.)

b) I once  **spoke**  to Frank Sinatra. (He is no longer alive. I won't speak to him again.)

- for an action which happened within a specific time period which is over at the moment of speaking.

e.g. I  **wrote**  three letters this morning. (The time period is over. It is evening or night now.)

**Note:** We use the past simple to talk about actions which were performed by people who are no longer alive, even if the time is not stated. e.g. Charles Dickens  **wrote**  'Oliver Twist.'

### Present Perfect

The present perfect is used for actions which happened in the past and are related to the present.

We use the present perfect:

- for an action which happened at an unstated time in the past. The exact time is either unknown or unimportant, and therefore it is not mentioned or implied.

Simon Cook  **has painted**  a lot of pictures. (When? We do not know.  
The exact time is not mentioned or implied.)



- for an action which started in the past and continues up to the present.



Mrs Nelson  **has taught**  French for twenty years.  
(She started teaching French twenty years ago and she is still teaching French today.)

- for an action which happened in the past and may be repeated.

e.g. a) Ben is an athlete. He  **has won**  more than ten medals. (He is still an athlete. He may win some more medals.)

b) I've  **spoken**  to Celine Dion. (She is still alive. I may speak to her again.)

- for an action which happened within a specific time period which is not over at the moment of speaking.

e.g. I've  **written**  two letters this morning. (The time period

16

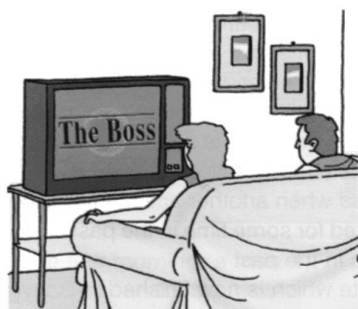
Put the verbs in brackets into the past simple or the present perfect.

- A A: I 1) ...'ve  **seen** ... (see) this film before.  
B: Me too, but I love this actor. He 2) .....  
(play) a lot of good roles.  
A: Tom Cruise? I 3) ..... (meet) him, you know.  
B: Really? When?  
A: When I 4) ..... (be) in Los Angeles on holiday.
- B A: Who is that man?  
B: He's an artist. He 1) ..... (paint) a lot of beautiful pictures.  
A: I think Van Gogh 2) ..... (paint) the most beautiful pictures ever. But his life 3) ..... (be) miserable.

- C A: I 1) ..... (just/hear from) an old friend of mine.  
B: Oh, really?  
A: Yes. Jim 2) ..... (write) to me. I 3) ..... (get) the letter this morning.  
B: That's nice. When 4) ..... (you/first/meet) him?  
A: He 5) ..... (live) next door to me for three years, but he 6) ..... (move) away last June and I 7) ..... (not/see) him since.

### Past Simple - Past Continuous - Past Perfect

- ◆ The past simple is used for actions which happened immediately one after the other in the past.



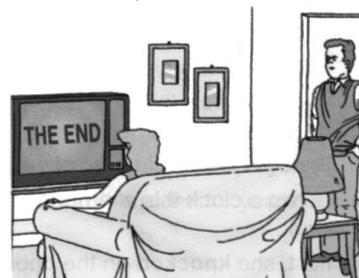
When Jim came home, they **watched** a film on TV. (Jim came home and then they watched a film together.)

- ◆ The past continuous is used for a past action which was in progress when another action interrupted it.



When Jim came home, Mary **was watching** a film on TV. (She was still watching the film when Jim came home.)

- ◆ The past perfect is used for an action which happened before another past action or a specific time in the past.



When Jim came home, Mary **had already watched** the film on TV. (She watched the film first. Jim came home afterwards.)

- ◆ We can use the past simple, past continuous or past perfect without any difference in meaning with verbs such as **think, hope, mean, expect**, etc. for things we hoped or wished to do, but didn't.  
e.g. I **expected/was expecting/had expected** him to call me, but he didn't.

17

Put the verbs in brackets into the correct tense.

- 1 A: What **...were you doing...** (you/do) at ten o'clock this morning?  
B: I **.....** (read) some important documents in my office.
- 2 A: Why are you so disappointed?  
B: Because I **.....** (hope) that I would pass the test, but I didn't.
- 3 A: Have you found your bag yet?  
B: No, but I **.....** (report) it stolen to the police yesterday.
- 4 A: Did you enjoy the play last night?  
B: No, even though I **.....** (read) good reviews of it before I bought the tickets.
- 5 A: Have you written your report yet?  
B: I **.....** (just/start) when you came in, actually.
- 6 A: Sorry I'm late.  
B: Where have you been? I **.....** (expect) you an hour ago.
- 7 A: We **.....** (go) to an antique market yesterday.  
B: **.....** (you/buy) anything?
- 8 A: Were you surprised that the factory closed down?  
B: Not really. In fact, I **.....** (know) it was going to happen.
- 9 A: Julia did well in the test, didn't she?  
B: Yes. She **.....** (study) very hard for it.

18

Put the verbs in brackets into the correct tense.

- A When Simon **1) ...arrived...** (arrive) at the cinema, dozens of people **2) .....** (queue) outside. They **3) .....** (wait) to see the same film as Simon. Simon, however, **4) .....** (buy) a ticket in advance, so he **5) .....** (walk) straight to the front of the queue and **6) .....** (enter) the cinema. He **7) .....** (feel) relieved that he didn't have to queue. He **8) .....** (reach) his seat just as the lights **9) .....** (go down) for the start of the film.
- B Last weekend, Cathy **1) .....** (hire) a car and **2) .....** (drive) to the seaside. When she **3) .....** (arrive) the wind **4) .....** (blow) and the sky **5) .....** (be) cloudy. She **6) .....** (get out) of the car and **7) .....** (take) a walk along the seafront. Then she **8) .....** (decide) to go for fish and chips at a nearby restaurant that she **9) .....** (see) earlier and liked the look of. By the time she **10) .....** (leave) the restaurant, it **11) .....** (already/grow) dark. As she **12) .....** (walk) to her car it **13) .....** (begin) to rain. However, Cathy **14) .....** (not/mind) because she **15) .....** (have) a wonderful day.

# UNIT 1

## Tenses

19

Identify the tenses, then match them to the correct descriptions.

- 1 People **used to have/had** very simple lives in those days.
  - 2 She **was talking** on the phone when her boss came in.
  - 3 Sam was in hospital because he **had crashed** his car.
  - 4 They **had been studying** hard all morning, so they were tired.
  - 5 I **was cooking** lunch while he **was pouring** the drinks.
  - 6 We **had been living** in the house for a year before we decorated the kitchen.
  - 7 Princess Diana **did** a lot of work for charity.
  - 8 At two o'clock this afternoon they **were having** lunch at work.
  - 9 First, she **knocked** on the door. Then, she **went** inside.
  - 10 We **had bought** the tickets before we went to the theatre.
- a to talk about actions of people who are no longer alive
  - b action which happened before another past action or before a stated time in the past
  - c actions which happened immediately one after the other in the past
  - d to put emphasis on the duration of an action which started and finished in the past before another past action
  - e action which was in progress at a stated time in the past
  - f two or more simultaneous actions
  - g action in progress when another action interrupted it
  - h action which lasted for some time in the past and whose result was visible in the past
  - i past habit or state which is now finished
  - j action which finished in the past and whose result was visible in the past

20

Underline the correct tense.

- 1 Lynne was singing/had sung as she was cleaning the windows.
- 2 Mr Todd was teaching/had been teaching for thirty years when he retired.
- 3 I phoned Jack because I wanted/had wanted to ask him a question.
- 4 They had walked/had been walking for hours when they stopped for a rest.
- 5 The shop had been selling/had sold the table by the time I got there.
- 6 Joe was happy. He was winning/had won first prize in the competition.
- 7 It was raining/had rained while they were playing the football match.
- 8 Rob was opening/opened the box and looked inside.
- 9 Eve was delighted to hear that she was getting/had got the job.
- 10 People used to work/were working very long hours in those days.
- 11 I was running when I slipped/was slipping on the ice.
- 12 They were already buying/had already bought the tickets when they went to the concert.
- 13 Carol had broken/was breaking her arm, so she couldn't write for six weeks.
- 14 We had been staying/stayed in a hotel by the sea last summer.
- 15 Elvis Presley sang/had sung lots of hit songs.
- 16 I opened/was opening the door and stepped outside.
- 17 They had stood/were standing outside when the results were announced.
- 18 Alexander Graham Bell had invented/invented the telephone.
- 19 She broke the glass while she had washed/was washing it.

21

Choose the correct answer.

- 1 He went to bed ...**B**... he had brushed his teeth.  
A before B after C while
- 2 I was watching television ..... the doorbell rang.  
A when B as soon as C while
- 3 She ..... hadn't finished the washing-up when the guests arrived.  
A yet B just C still
- 4 We had been walking for hours ..... we reached the campsite.  
A since B for C before
- 5 John was repairing the car ..... Steve was tidying the garage.  
A while B before C after
- 6 We went to Spain on holiday .....  
A tomorrow B next year C last year
- 7 I fell asleep ..... I closed my eyes.  
A just B as soon as C already
- 8 ..... did Jane and Ted get married?  
A How long B How long ago C While
- 9 She hasn't seen Jim ..... she left school.  
A for B just C since
- 10 He won't go home ..... he has finished his work.  
A how long B until C yet
- 11 I have lived in Kent ..... ten years now.  
A since B for C before
- 12 We haven't finished work .....  
A yet B until C just
- 13 ..... did Tina meet Steve?  
A How long B How long ago C While

22

a) Fill in the gaps with an appropriate past form.



One fine morning, a man 1) *...was fishing...* (fish) in a river. The sun 2) ..... (shine) and the man 3) ..... (sit) on the river bank. Everything was very quiet and peaceful. The man 4) ..... (wait) patiently for several hours when suddenly he 5) ..... (feel) something pulling on the fishing line. He 6) ..... (stand up) quickly and 7) ..... (begin) to take in the line. He 8) ..... (just/lift) the huge fish he had caught out of the water when there was a loud splash and it fell back into the river. At first, the man didn't know what 9) ..... (happen). Then, he 10) ..... (look) carefully at his fishing line. It 11) ..... (snap). The poor man was so disappointed that he 12) ..... (pack) away all his things and went home.

b) Which of the past forms in the text above are used to express:

- 1 emphasis on the duration of an action which started and finished in the past before another past action or a stated time in the past
- 2 action which happened at a definite time in the past-time stated, known or implied
- 3 actions which happened immediately one after the other in the past
- 4 to describe the atmosphere, the setting, etc. in the introduction to a story
- 5 action which happened before another past action

23

Complete the sentences using any appropriate past forms.

- 1 While Joanne *...was washing...* her hair, Carl was cleaning the house.
- 2 I have no idea where I ..... my wallet.

- 3 He ..... his leg when he fell off his skateboard.
- 4 We ..... in the classroom for ten minutes before the teacher arrived.
- 5 She ..... to the theatre last night.
- 6 My tooth ..... for a week before I went to the dentist's.
- 7 She cried when she ..... her driving test.
- 8 What ..... when the alarm went off?
- 9 They got into the car and ..... away.
- 10 I could tell she ..... the competition because she couldn't stop smiling.
- 11 We ..... along the beach when we heard a cry for help.
- 12 Tom ..... the piano for years before he became famous.

24

Put the verbs in brackets into the correct tense.

- A: Hello, Mark. You 1) *...took...* (take) a long time to answer the door.  
 B: Sorry. I 2) ..... (not/hear) the bell. Come in, Tony.  
 A: 3) What ..... (you/plan) to do today?  
 B: Well, I 4) ..... (think) of going for a picnic in the country, but the weather is awful so I 5) ..... (change) my mind.  
 A: Oh dear. Well, yesterday Mary 6) ..... (tell) me that she 7) ..... (buy) two tickets to see the Rocking Stars, but she couldn't go to the concert. So I 8) ..... (buy) the tickets from her, because I 9) ..... (think) you'd like to go.  
 B: Tony, that's brilliant! I 10) ..... (mean) to buy tickets for that concert, but they 11) ..... (sell out) by the time I 12) ..... (go) to the booking office.  
 A: Well, it's lucky I 13) ..... (see) Mary, then, isn't it?

25

Put the verbs in brackets into the correct tense.

- 1 A: Look at Steve! He is soaking wet.  
 B: I know. He *...has been washing...* (wash) the car.
- 2 A: Why ..... (you/make) so much food?  
 B: Well, I ..... (expect) guests, but they phoned to say they couldn't come.
- 3 A: Julia performed well at the concert.  
 B: Yes. She ..... (practise) for months beforehand.
- 4 A: ..... (you/ever/go) to Spain?  
 B: Yes. I ..... (go) last year.
- 5 A: I like your new coat.  
 B: Thank you. I ..... (wear) my old coat for years, so I decided to buy a new one.
- 6 A: Do you know this town well?  
 B: Of course. I ..... (live) here for six years.