

SECTION I

Present Perfect

Present Perfect often combines with other tenses in the same sentence.

1 USES WITH OTHER PRESENT TENSES

We use Present Perfect with other Present tenses:

- with report/comment verbs or phrases (*guess, imagine, suppose, etc.*):

I reckon Gloria's been held up in traffic. Do you suppose they've forgotten they're meant to be here?

- with the phrase *This is / It's / That's the first / second / only, etc. time ...*:

This is the first time he's been late. It's the only time I've ever really got angry with him.

- when an event is unusual or unique in your life (often with a superlative and *ever* or *never*):

I've never met anybody who is so absent-minded.

However, we commonly use a Past tense to refer to somebody who is dead:

Princess Diana was the most extraordinary person I've ever read about.

- when commenting on the present results of something in the past (usually with *appear, seem, sound, etc.*):

He sounds as if he has run all the way here.

It seems they've already decided without consulting us.

2 USES WITH PAST TENSES

We use Present Perfect with Past tenses:

- to describe states or events that have continued since a time in the past (with *since, ever since, etc.*):

He's been a bit more careful since he had that warning.

Ever since I first heard it I've been trying to find a recording of that song.

- to describe long-term or repeated feelings and thoughts about past events:

I've often wondered why he decided to become a teacher.

I've always felt we did the wrong thing when we took her on as an assistant.

3 USE WITH ANOTHER PRESENT PERFECT

We use Present Perfect with another Present Perfect:

- to describe two states that have existed since a time in the past:

Since I've known him, he's always worn the same sweater.

4 USE WITH FUTURE FORMS

In time clauses (after *when, as soon as, until, before, etc.*) we don't use *will*, and so the Future Perfect *will have done* is not possible. In these cases we use the Present Perfect to refer to the future:

We'll continue the meeting when he's recovered his composure.

5 USE WITH SINCE AND YET

Note the position and emphatic uses of *since* and *yet*:

There was no news this morning but we've since learned that she's in Rome.

I haven't met anyone yet who can run as fast as him.
or: *I've yet to meet anyone who ...*

6 COMMON PHRASES

They've made it! (= They've succeeded) *I've had enough.* (= I'm fed up. I don't want to do any more)
You've had it! (= You're in trouble) *That's torn it!* (= You, we, etc. have done something that someone else will complain strongly about) *Now you've done it!* (= You've done something seriously wrong)
She's arrived. (= She's achieved fame, success, acceptance, etc. at last) *He's lost it.* (= He's lost his patience or self-control) *You've got me there!* (= Good point: I've no idea what the solution is)



? check

Correct these sentences.

- It's the third time he missed a meeting.
- As soon as he will finish, he's going home.
- This is the best lasagne I ever have.
- Since we've known each other, he always shows impeccable manners.
- Since I've met her, I've never seen her lose her temper.

Practice

1 Tick (✓) the sentences that are correct. Correct those that are not.

- a Do you think Vicky's always known the truth about us?
- b That's been the second time you've forgotten to post something for me.
- c I haven't seen Peter since he begins seeing his new girlfriend.
- d Ever since we met, you never asked me what I prefer to do.
- e In all my life, I never spoke to someone who is quite so stupid.
- f I don't think Paul and Carol have seen much of each other of late.
- g This is the only occasion that I've seen him wearing a tie.
- h Since he's lived here, he was usually extremely friendly.
- i They'll join us after they'll get a bite to eat.
- j He says he hasn't yet come to a final decision.



This is the only occasion that I've seen him wearing a tie.

2 Fill each of the gaps in this passage with one suitable word.

I've often (1) that Stefan's success as a teacher is due to his eccentricity as much as his knowledge of the subject. From the first time he ever (2) into a classroom, students have always loved him. They've probably (3) met anybody who displays such an extraordinary mixture of enthusiasm and great personal warmth. It (4) also probably the first time they've (5) somebody who always wears a leather jacket and a scarf even at the height of summer.

3 Fill each of the gaps in this passage with one suitable word.

'When did you really begin to feel at home here?' Paul asked.
'Oh, you've (1) me there!' John replied. 'Let's just say you won't feel you truly belong until you've (2) out with your colleagues and then made it up several times. Over the summer I've (3) it with all of them countless times, often over quite trivial things. I've lost (4) of the times I've said to myself - That's it! I've had (5)! But I come back the next day, time after time. I've often (6) why I do. As far as the boss goes, just wait until you make a major mistake. Your colleagues will go "Oooh, now you've (7) it!" or "Um, that's (8) it!", and the boss comes in and just smiles at you. Then you'll know you've (9) it. Then you'll definitely have (10).'

4 Fill each of the blanks with a suitable word or phrase.

Example: I'm not going to go again until the storm is over.

a I'll phone him

b I lost

SECTION 2

Other Perfect forms

1 PAST PERFECT

Not always necessary

Past Perfect emphasises that we are talking about a period before a time in the past. If the time sequence is clear (e.g. because we use *after*), both Past Simple and Past Perfect are possible. At other times Past Perfect is essential to understanding the sequence, and we often add *already*, *as soon as*, or *until*:

I got to work after Simon arrived / had arrived.
When I arrived, they'd already started. (= they started before I arrived) *When I arrived, they started.* (= I arrived before they started)

With definite time

Unlike Present Perfect, we can use Past Perfect with a definite time reference:

I arrived at nine o'clock but he had got there at eight.

With before

There is one exception to the time sequence rules on Past Perfect. When we use *before*, the verb in Past Simple can refer to something that takes place before the verb in Past Perfect. The first action may prevent the second from happening:

The waiter took my plate away before I'd finished eating.
I was blamed for it before I'd even had a chance to defend myself.

Unfulfilled plans

We use Past Perfect with report verbs and with *hope*, *intend*, *expect*, etc. to talk about plans that have not yet been fulfilled. *Had* is usually stressed in speech with this use:

I had hoped to talk to him but he was too busy to listen.
I had thought of phoning him but decided against it.

2 FUTURE PERFECT

With by

We can often use Future Perfect with the preposition *by* or the phrase *by the time* meaning 'at some point before the time mentioned or indicated':

It's taking her so long to write that book that by the time she's finished it people will have forgotten the incident it's based on.

Predicting

We can also use *will have done* to say what we think has probably happened:

There's no point phoning: they'll have gone out.

- We can use *should / ought to* or *may / might* instead of *will* if there is some uncertainty about the prediction of present or future:

I should have finished making this cake by the time Sue comes home. (= I think I will have, but I'm not sure. See Unit 4, Section 3.2 for modal Perfects)

3 USES OF PERFECT INFINITIVES

We use Perfect infinitives:

- after link verbs like *seem* and *appear* to refer to a previous time period (an ordinary *to*-infinitive will usually refer to the present or future):
There seems to have been some sort of mistake.
- after phrases expressing emotions and feelings:
I'm sorry to have kept you waiting.
She was felt not to have met the standards required.

4 PERFECT -ING FORMS

When talking about results and time, we can use a Perfect *-ing* form to emphasise that one thing happens before another:

I didn't remember having met her before. Having finally grasped what I meant, he got down to work.

watch out!

Perfect passives can sometimes be confusing because we use both *be* (= passive) and *have* (= Perfect) as auxiliaries:

The refugees have been prevented from entering the country. This picture is thought to have been painted by a pupil of Rembrandt's.

? check

Which of the points in this Section do these examples illustrate?

- 'How did you become a teacher?' 'I'd intended to be an actor, but things didn't work out.'
- I turned on the computer, but before I had managed to log on there was a power cut.
- After he told me what he wanted, we talked about the plans for the next day.
- The exhibition will have finished by the time I get around to seeing it.
- They appear to have accepted most of your terms.

Practice

1 Match the beginnings (1–8) with a suitable ending (a–h).

Example: O + i

- | | |
|---|---|
| (0) After I'd finished teaching earlier that morning) | a and had come to ensure that the school was run efficiently. |
| 1 He told me that | b he had made a terrible mistake |
| 2 I asked him | c that he wanted to enrol as a student. |
| 3 He explained how a young man | d had come to reception. |
| 4 John had immediately assumed | e that the man was able to explain there had been a misunderstanding. |
| 5 So, before the young man had had a chance to say anything, | f what had happened. |
| 6 John, who was in a terrible hurry, then left the man to it, | g John had given him an application form. |
| 7 It wasn't until he returned ten minutes later | h wondering why he looked so puzzled. |
| 8 He was actually a school inspector | (i I found John standing outside my classroom.) |

2 Correct any sentences that are unacceptable.

- By the time he is fifty, he will live in this country for half his life.
- It's a surprise party and they won't know anything about it until they got here.
- They're probably planning a quiet evening together; I know they won't have guessed what we're doing.
- The other seventy guests should be arrived before Mikis and Maria get here.
- By the time we will have finished, everybody will have eaten and drunk as much as they can.

3 Cross out and correct eight errors in this extract from a composition. A ninth error has already been corrected.

Dear Sir

I had recently been on a two-week holiday with your company to the island of Thassos.

I am sorry to ~~have said~~ say that it was the worst holiday I've ever had. Over the years I went on many holidays to Greece, a country I have now come to know quite well. I think I can safely say that, until this year, all of those holidays were wonderful. For example I have once spent six weeks on Crete, which I had not visited before. I had loved that holiday so much that I returned every spring for the last four years.

This year, however, was different. I honestly consider this to have been the worst holiday of my life. This is not the fault of Thassos: the fault lies entirely with your company whose inability to organise the simplest thing is quite unbelievable.

As both the outward and return flights have been delayed for several hours, there was nobody to meet us at the airport or transfer us to our hotel, and when we eventually did reach the hotel, we discovered it had been built over a mile from the beach. Reading your brochure carefully, we feel this was not what we have expected.

4 Finish each of the following sentences in such a way that it is as similar as possible to the sentence printed before it.

Example: Don't use that milk until

SECTION 3

Continuous forms

1 USES OF PERFECT CONTINUOUS TENSES

Like other Perfect tenses, Perfect Continuous tenses focus on a past period that leads up to a later one. Perfect Continuous tenses, as with other Continuous tenses, show that an event continues and/or is temporary:

I've been meaning to tell you about it since the weekend. Next October I'll *have been playing* with this team for ten years. He'd *been driving* for hours and he needed a rest.

- We use Past or Present Perfect Continuous to talk about something that is incomplete, just finishing or about to change. The Past and Present Perfect Simple can suggest the action is finished:
I'd been staring at the computer screen all evening when a solution suddenly struck me. *I've been reading* War and Peace again. (= I may not have finished)
I've read War and Peace again. (= I've finished)
- The Continuous can emphasise the action; the Simple focuses on the result:
What have you been doing? (= tell me about your activities) *What have you done?* (= tell me the result of your activities)
- The difference between choosing Continuous or Simple may only be a matter of emphasising that something is continuing and/or temporary:
I've been waiting here for over an hour.
(= emphasising that I still am)

2 USING PAST CONTINUOUS FOR PLANS

We can use Past Continuous to talk about plans in the past:

We were meeting at eight o'clock and I was already late.

- We use *was going to* to talk about plans in the past that we still haven't carried out or that we no longer intend to carry out:
I was going to phone you but I forgot.
- We can use *I was thinking...* to introduce vague future plans:
I was thinking of going to London this weekend.

3 USING PAST CONTINUOUS FOR POLITE REQUESTS

We often use Past Continuous to introduce polite requests, suggestions or inquiries so that they

become more an invitation to discuss the subject than a demand for a yes or no answer:

I was thinking – would you mind swapping seats?

I was wondering if you wanted to go out this evening.

Were you looking for anything in particular?

watch out!

Note we can't use *I was thinking* with *whether* or *if*:

✗ *I was thinking whether you'd like to come round to my place for coffee?*

✓ *I was thinking* – would you like to come round to my place for coffee?

I was wondering whether you'd like to come round to my place for coffee?

4 CONTINUOUS INFINITIVES

Verb and other structures that can be followed by a *to*-infinitive can also be followed by a Continuous infinitive to emphasise that something is still continuing or is temporary:

It's ridiculous for him *to be driving* in central Athens at his age.

Several cyclists are thought *to have been taking* drugs during the race.

5 PERFECT CONTINUOUS PASSIVE

The Perfect Continuous passive is very uncommon because it involves two forms of *be*:

The Botley Road *has been being widened* for the past six weeks.

? check

Match the example sentences (1–5) with the explanations (a–e) of the uses of the Continuous.

- 1 I was going to try to finish this this evening.
- 2 I was wondering whether you'd thought of going to see that new film?
- 3 He was blinking rapidly in the unaccustomed sunlight.
- 4 I was thinking of meeting Suzette later.
- 5 I've been thinking a lot recently about your idea.

- a repeated action
- b plans you no longer have or are no longer sure about
- c vague future plans
- d polite suggestion
- e emphasising the continuing activity

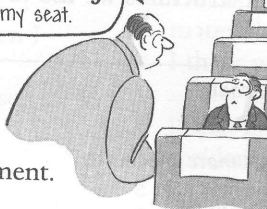
Practice

1 Tick (✓) the correct sentence, a or b.

Example: Which sentence would be said after one particular meal?
a I've eaten too much. ✓ b I've been eating too much.

- 1 Which sentence refers to a temporary situation?
a That lamp sits on that table over there.
b You're sitting in my seat.
- 2 Which activity is probably not completed?
a I've been writing this essay all evening.
b I've written to him asking for an appointment.
- 3 Which is a gradual process?
a The increase in traffic noise is becoming a real nuisance.
b John becomes President of Oxford Rotary Club in July.
- 4 Which would you say when you look out of the window early one morning?
a It's been raining. b It was raining.
- 5 Which is a more certain plan?
a I was thinking of spending the weekend at my sister's.
b I'm planning to spend the weekend at my sister's.
- 6 You saw a colleague waiting for a bus on your way to work. Which would you say to your other colleagues when you get to the office to explain why she was there?
a She might have gone to see her dentist.
b She might have been going to see her dentist.

You're sitting
in my seat.



3 Match the questions (1-8) with suitable answers (a-h).

1 Why didn't you call?

2 Tick (✓) the more suitable underlined verb in each pair.

Sometimes both may be possible. The first has been done for you.

I don't normally go to the cinema. Not because I don't like it but because it's just a habit I have never got into. However, on this occasion I decided (✓) / was deciding to go because my friends had been constantly going / had constantly gone ⁽¹⁾ on about this film all week and eventually wore me down. It starred / was starring ⁽²⁾ some ephemeral Hollywood actor whom I had vaguely heard of but couldn't put a face to. We got to the cinema early to find people were already waiting / already waited ⁽³⁾ outside which suggested that my friends weren't the only ones who thought it was worth seeing – although I could still think of several other things I would rather having been doing / do ⁽⁴⁾ at that moment.

In the end, the film turned out / was turning out ⁽⁵⁾ to be not half as bad as expected, though I would have preferred / would have been preferring ⁽⁶⁾ something with a bit more action. The plot centred on two men who were planning to carry out some immensely complicated robbery, though what they completely failed to realise / were completely failing to realise ⁽⁷⁾ was that all the time their plans were being closely monitored / were closely monitored ⁽⁸⁾ by the police. Somewhat unpredictably, however, they got away with it because they changed / were changing ⁽⁹⁾ their plans at the last minute. It was okay but I'm not thinking / I don't think ⁽¹⁰⁾ of going again.

SECTION 4

The future

1 WAYS OF REFERRING TO THE FUTURE

The following table summarises the different structures we use to talk about the future.

Form	Example	Meaning
will	<i>I'll just go and get my coat.</i>	= an immediate decision about what you are going to do
will	<i>You'll be sick if you eat more chocolate.</i>	= a general prediction
be going to	<i>I'm going to stop in a minute.</i>	= a personal intention
be going to	<i>Look out! We're going to hit the car in front.</i>	= a prediction after looking at what is happening now
Present Continuous	<i>We're going to the café. Won't you join us?</i>	= fixed plans / arrangements
Present Simple	<i>The coach leaves in ten minutes.</i>	= an unalterable arrangement or fact
will + Continuous	<i>Don't phone too early because I'll be putting the baby to bed.</i>	= an action that will be in progress some time in the future
will + Continuous	<i>We'll be working on this until the end of the year.</i>	= an activity that will be happening during a period in the future
will + Continuous	<i>I'll give your letter to him – I'll be seeing him later.</i>	= an action that will happen because it is regular or decided
will + Perfect	<i>We'll have driven over five hundred miles by the time we get there.</i>	= an event that will be finished before a specified time in the future
will + Perfect Continuous	<i>We'll have been living here for ten years next May.</i>	= a state of affairs in progress for a period up to a specified time in the future
be + to-infinitive	<i>He is to be given an award.</i> <i>You're to stay here until you've apologised.</i>	= an official arrangement or order

- We use *shall* with *I* or *we* with the same meaning as *will*. However, it is becoming increasingly formal – its most common current use is in polite offers or to ask advice (see Unit 3, Section 1.1):
Shall I open the door for you? What shall we do now?

2 WILL IN TIME CLAUSES AND IF-CLAUSES

We omit *will* in time clauses after *when*, *as soon as*, *until*, *before*, etc:

I'm not going to speak to her until she's apologised.

However, with conditional clauses (after *if*, *unless*, *providing*, etc.) we can use *will*, but only:

- when we want emphasis and *will* makes an intention or promise stronger:
If you will insist on the best, then you must expect to pay more for it.
- in polite requests – *will* means 'be willing to':
If you'll hold these bags for me, I can open the door.

- We use *would* instead of *will* in reported speech and conditionals:
They promised they would work on it all weekend.
Harry asked me if I would help him out.

3 COMMON PHRASES

I'm (just) about to go out. (= in a very short time)
We were on the point of leaving when the bell rang.
We're due to meet in half an hour.

? check

Match the examples with the meanings in the table.


- Are you going to the match tomorrow?
- Are you going to go out this evening or not?
- My driving licence expires in 2030.
- I've had enough. I'll finish this tomorrow.
- We'll be sending you more details in the post.


Practice


1 Tick (✓) the most appropriate of the underlined words.


- a She looks very pale. I think she'll / she's going to faint.
- b I'll / I'm going to do that for you, if you like.
- c I'll be / I'm going to be a rocket scientist when I grow up.
- d 'Somebody's at the door.' 'I'll / I'm going to see who it is.'
- e I need to be home early today so I leave / am leaving at 4.00.
- f We'll be in plenty of time providing the traffic is not / will not be too bad.
- g She asked if I would / will be so kind as to give her a lift.
- h What sort of job do you think you will do / will be doing in a few years' time?
- i By the time you get back, all the food will have gone / will go.
- j The two Prime Ministers are to / shall discuss the current economic crisis.


2 Fill each of the numbered gaps in this passage with one suitable word.


 'Remember that by the terms of the contract you are (1) to leave before midday,' the voice said.


 'Yes. Yes, I know. I was (2) about to pack when you rang.'


 'Midday,' the voice repeated.


 'I know. As I said, I was on the (3) of leaving – packing, then leaving.'


 'That is (4) you want to pay for another week,' the voice continued.

 'No. No, I'll (5) out by twelve,' I stammered.

 'It does say very clearly on your door that all guests are (6) vacate their rooms by midday,' the voice went on, quite unnecessarily, I thought.

 'Look. I've told you,' I shouted, 'I'll have (7) before the clock strikes twelve! I'm (8) in less than fifteen minutes. The flies, ants and cockroaches will soon (9) partying in a punctually vacated apartment. Have no fear.'

 'Kindly remember that the new occupants (10) in at ...'

 'I know! Midday!' I screamed, and threw down the phone.

3 Fill each of the gaps in the following sentences with a suitable word or phrase.

long run, who knows?

Answer key

Unit 1

Entry test

1

- a been salesmen since we left university.
- b been working here for ten years.
- c time I heard from Sarah was a couple of months ago.
- d I started taking these lessons, I haven't found computers so difficult.
- e to see as (or: such a) good a player as Michael Owen in this competition.

2

- a had been (working/training as)
- b been thinking of (or: toying with the idea of)
- c had been
- d ought to / will / should have
- e to have

3

- a have you been
- b was trying / had been trying
- c will have been
- d to have been
- e thinking of (or: toying with the idea of)

4

- a going to b comes to a c have been
- d the point of e to leave

SECTION 1

check

- a It's the third time he has / he's missed a meeting.
- b As soon as he finishes (or: has finished), he's going home.
- c This is the best lasagne I have / I've ever had.
- d Since we've known each other, he has / he's always shown impeccable manners.
- e Since I met her, I've never seen her lose her temper.

Practice p 19

1

- a ✓
- b That's the second time you've forgotten to post something for me.
- c I haven't seen Peter since he began seeing his new girlfriend.
- d Ever since we met, you have / you've never asked me what I prefer to do.
- e In all my life, I have / I've never spoken to someone / anyone who is quite so stupid.
- f ✓
- g ✓
- h Since he's lived here, he has / he's usually been extremely friendly.

- i They'll join us after they've got / had a bite to eat.

j ✓

2

- (1) thought (2) walked / stepped
- (3) never (4) is (5) met

3

- (1) got (2) fallen (3) lost (4) count
- (5) enough / it (6) wondered
- (7) done / had (8) torn
- (9) made / cracked (10) arrived

4

3

- I ~~had recently~~ = I have recently
- I ~~went~~ = I have / I've been
- I ~~have once spent~~ = I once spent
- I ~~had loved~~ = I loved
- I ~~returned~~ = I have returned
- ~~to had been~~ = to have been
- ~~have been delayed~~ = were delayed
- ~~we have expected~~ = we expected / we had expected

SECTION 3

check

1 b 2 d 3 a 4 c 5 e

Practice p 23

1

(tick:) 1 b 2 a 3 a 4 a 5 b 6 b

2

(tick:) (1) had been constantly going / had constantly gone (2) starred / was starring (3) were already waiting (4) have been doing (5) turned out (6) would have preferred (7) completely failed to realise (8) were being closely monitored / were closely monitored (9) they changed (10) I'm not thinking

- b Past Perfect with *before*
- c obvious time sequence: use Past Perfect or Past Simple
- d Future Perfect with *by the time*
- e *appear* + Perfect infinitive

Practice p 21

1

1 b 2 f 3 d 4 c 5 g 6 h 7 e 8 a

2

- a By the time he is fifty, he will have lived / will have been living in this country for half his life.
- b It's a surprise party and they won't know anything about it until they get here.
- d The other seventy guests should have arrived before Mikis and Maria get here.
- e By the time we have finished, everybody will have eaten and drunk as much as they can.

SECTION 4

check

- a fixed plans / arrangements
- b a personal intention
- c an unalterable arrangement or fact
- d an immediate decision
- e an action that will happen because i regular or decided

Practice p 25

1

- (tick:) a she's going to
- b I'll
- c I'm going to be
- d I'll
- e am leaving
- f is not
- g would
- h will be doing
- i will have gone
- j are to

2

- (1) due (2) just (3) point (4) unless
- (5) be (6) to (7) left / gone
- (8) leaving / going / off (9) be
- (10) move

- (12) was talking
- (13) ✓
- (14) ✓

- e the first time I've seen Anita with her hair) in such a mess.
- f the more modern 306 was produced,

7 will / have done

SECTION 5

Pre-practice

- 1 c prefer ✓
- 2 a ✓

- 2 b, c
- 3 1 a 2 b 3 c

Practice p 28

1

- (underline:) 1 b 2 a 3 a 4 b 5 b 6 b
- 7 a 8 b 9 a 10 b

Unit 2

Entry test

1

- a was completely destroyed by the car.
- b was awarded second prize.