

I do/work/like etc. (present simple)



They're looking at their books.
They **read** a lot.



He's eating an ice-cream.
He **likes** ice-cream.

They **read** / he **likes** / I **work** etc. = the *present simple*:

I/we/you/they	read	like	work	live	watch	do	have
he/she/it	reads	likes	works	lives	watches	does	has

Remember:

he works / **she lives** / **it rains** etc.

- **I work** in a shop. **My brother works** in a bank. (*not* My brother work)
- **Lucy lives** in London. **Her parents live** in Scotland.
- **It rains** a lot in winter.

I have → he/she/it **has**:

- **John has** a shower every day.

Spelling (→ Appendix 5):

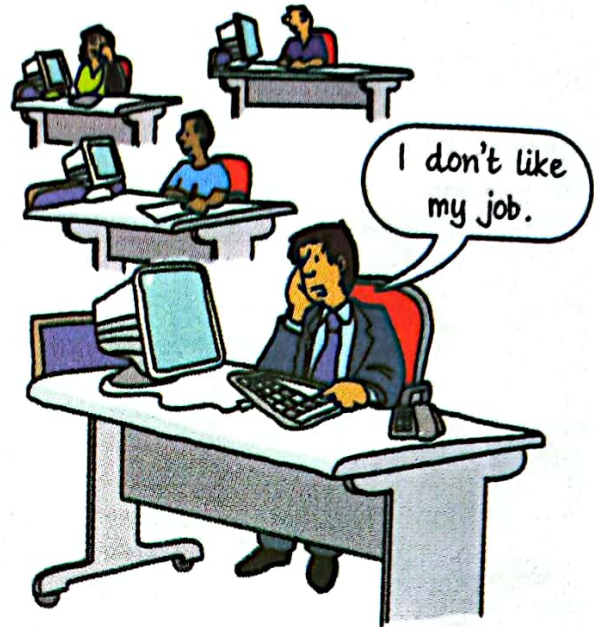
-es after -s / -sh / -ch:	pass → passes	finish → finishes	watch → watches
-y → -ies:	study → studies	try → tries	
also:	do → does	go → goes	

I don't ... (present simple negative)

The present simple negative is **don't/doesn't + verb**:



She **doesn't** drink coffee.



He **doesn't** like his job.

positive

I	work
we	like
you	do
they	have
he	works
she	likes
it	does
	has

negative

I	don't	work
we	(do not)	
you		
they		
he	doesn't	like
she	(does not)	
it		

- ❑ I **drink** coffee, but I **don't** **drink** tea.
- ❑ Sue **drinks** tea, but she **doesn't** **drink** coffee.
- ❑ You **don't** **work** very hard.
- ❑ We **don't** **watch** television very often.
- ❑ The weather is usually nice. It **doesn't** **rain** very often.
- ❑ Gary and Nicole **don't** **know** many people.

Do you ... ? (present simple questions)

We use **do/does** in present simple questions:

positive

I	work
we	like
you	do
they	have
he	works
she	likes
it	does
	has

question

do	I we you they	work? like? do? have?
does	he she it	



Study the word order:

do/does + *subject* + *infinitive*

Where	Do	you	work	on Sundays?
How often	Do	your friends	live	near here?
What	Does	Chris	play	tennis?
How much	do	your parents	live?	
	do	you	wash	your hair?
	does	this word	mean?	
	does	it	cost	to fly to Rome?

Questions with **always/usually/often**:

	Do	you	always	have	breakfast?
	Does	Chris	often	phone	you?
What	do	you	usually	do	at weekends?

What do you do? = What's your job?

□ **'What do you do?'** 'I work in a bank.'

always/usually/often etc. (word order 2)

These words (always/never etc.) are with the verb in the middle of a sentence:

always	often	ever	rarely	also	already	all
usually	sometimes	never	seldom	just	still	both

- ☐ My brother **never** speaks to me.
- ☐ She's **always** late.
- ☐ Do you **often** go to restaurants?
- ☐ I **sometimes** eat too much. (or **Sometimes** I eat too much.)
- ☐ 'Don't forget to phone Laura.' 'I've **already** phoned her.'
- ☐ I've got three sisters. They're **all** married.

Always/never etc. are *before* the verb:

verb	
always	go
often	play
never	have
etc.	etc.

- ☐ I **always** drink coffee in the morning.
(not I drink always coffee)
- ☐ Helen **often** goes to London.
(not Helen goes often)
- ☐ You **sometimes** look unhappy.
- ☐ They **usually** have dinner at 7 o'clock.
- ☐ We **rarely** (or **seldom**) watch television.
- ☐ Richard is a good footballer. He **also** plays tennis and volleyball.
(not He plays also tennis)
- ☐ I've got three sisters. They **all** live in London.

But **always/never** etc. are *after* am/is/are/was/were:

am	always
is	often
are	never
was	etc.
were	

- ☐ I **am** always tired. (not I always am tired)
- ☐ They **are** never at home during the day.
- ☐ It **is** usually very cold here in winter.
- ☐ When I was a child, I **was** often late for school.
- ☐ 'Where's Laura?' 'She's **still** in bed.'
- ☐ I've got two brothers. They're **both** doctors.

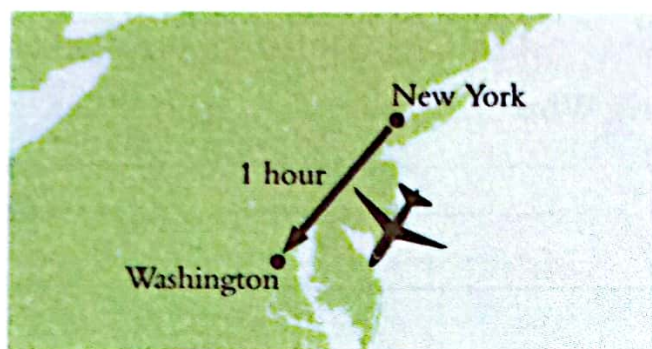
Always/never etc. are *between* two verbs (have ... been / can ... find etc.):

verb 1		verb 2
will	always often never etc.	go
can		find
do		remember
etc.		etc.
have		gone
has		been
		etc.

- ☐ I **will** always remember you.
- ☐ It **doesn't** often rain here.
- ☐ Do you **usually** go to work by car?
- ☐ I **can** never find my keys.
- ☐ Have you **ever** been to Egypt?
- ☐ A: Where's Laura?
B: She's **just** gone out. (She's = She has)
- ☐ My friends **have** all gone to the cinema.

How long does it take ... ?

How long does it take from ... to ... ?



How long **does it take** by plane from New York to Washington?

It **takes** an hour.

- ☐ How long **does it take** by train from London to Manchester?
- ☐ **It takes** two hours by train from London to Manchester.
- ☐ How long **does it take** by car from your house to the station?
- ☐ **It takes** ten minutes by car from my house to the station.

How long does it take to do something?

How long	does did will	it take to ... ?
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It	takes took will take	a week a long time three hours	to ...
	doesn't didn't won't	take long	

- ☐ How long **does it take to cross** the Atlantic by ship?
- ☐ 'I came by train.' 'Did you? How long **did it take (to get here)?**'
- ☐ How long **will it take to get** from here to the hotel?
- ☐ **It takes** a long time **to learn** a language.
- ☐ **It doesn't take long to cook** an omelette.
- ☐ **It won't take long to fix** the computer.

I am doing (present continuous) and I do (present simple)



Jack is watching television.
He is *not* playing the guitar.

But Jack has a guitar.
He often plays it and he plays very well.

Jack **plays** the guitar,
but he **is not playing** the guitar now.

Is he **playing** the guitar? No, he **isn't**. (*present continuous*)
Does he **play** the guitar? Yes, he **does**. (*present simple*)

Present continuous (I am doing) = now, at the time of speaking:

I'm doing

past

now

future

- ☐ Please be quiet. I'm **working**. (*not* I work)
- ☐ Tom **is having** a shower at the moment. (*not* Tom has)
- ☐ Take an umbrella with you. It's **raining**.
- ☐ You can turn off the television. I'm **not watching** it.
- ☐ Why are you under the table? What **are** you **doing**?

Present simple (I do) = in general, all the time or sometimes:

I do

past

now

future

- ☐ I **work** every day from 9 o'clock to 5.30.
- ☐ Tom **has** a shower every morning.
- ☐ It **rains** a lot in winter.
- ☐ I **don't watch** television very often.
- ☐ What **do** you usually **do** at the weekend?

We do *not* use these verbs in the present continuous (I am -ing):

like want know understand remember depend
prefer hate need mean believe forget

Use only the present simple with these verbs (I want / do you like? etc.):

- ☐ I'm tired. I **want** to go home. (*not* I'm wanting)
- ☐ 'Do you **know** that girl?' 'Yes, but I **don't remember** her name.'
- ☐ I **don't understand**. What **do** you **mean**?

always/usually/often etc. (word order 2)

These words (always/never etc.) are with the verb in the middle of a sentence:

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usually	sometimes	never	seldom	just	still	both

- ☐ My brother **never** speaks to me.
- ☐ She's **always** late.
- ☐ Do you **often** go to restaurants?
- ☐ I **sometimes** eat too much. (or **Sometimes** I eat too much.)
- ☐ 'Don't forget to phone Laura.' 'I've **already** phoned her.'
- ☐ I've got three sisters. They're **all** married.

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- ☐ Richard is a good footballer. He **also** plays tennis and volleyball.
(not He plays also tennis)
- ☐ I've got three sisters. They **all** live in London.

But always/never etc. are *after* am/is/are/was/were:

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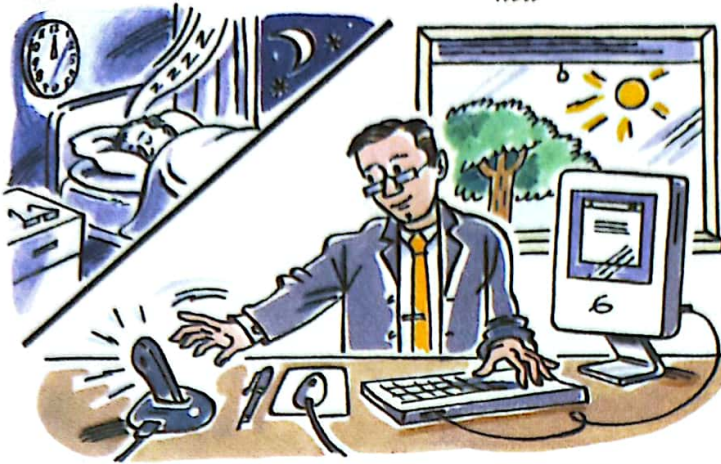
Always/never etc. are *between* two verbs (have ... been / can ... find etc.):

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etc.		etc.
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- ☐ Have you **ever** been to Egypt?
- ☐ A: Where's Laura?
B: She's **just** gone out. (She's = She has)
- ☐ My friends **have** all gone to the cinema.

was/were

last night



Now Robert **is** at work.

At midnight last night
he **wasn't** at work.

He **was** in bed.
He **was** asleep.

am/is (present) → **was** (past):

- ☐ I **am** tired. (now)
- ☐ Where **is** Kate? (now)
- ☐ The weather **is** good today.

I **was** tired **last night**.

Where **was** Kate **yesterday**?

The weather **was** good **last week**.

are (present) → **were** (past):

- ☐ You **are** late. (now)
- ☐ They **aren't** here. (now)

You **were** late **yesterday**.

They **weren't** here **last Sunday**.

positive

I he she it	was
we you they	were

negative

I he she it	was not (wasn't)
we you they	were not (weren't)

question

was	I? he? she? it?
were	we? you? they?

- ☐ Last year Rachel **was** 22, so she **is** 23 now.
- ☐ When I **was** a child, I **was** afraid of cats.
- ☐ We **were** hungry after the journey, but we **weren't** tired.
- ☐ The hotel **was** comfortable, but it **wasn't** expensive.
- ☐ **Was** the weather nice when you **were** on holiday?
- ☐ Your shoes are nice. **Were** they expensive?
- ☐ Why **were** you late this morning?

Short answers

Yes,	I/he/she/it was .
	we/you/they were .

No,	I/he/she/it wasn't .
	we/you/they weren't .

- ☐ 'Were you late?' 'No, I **wasn't**.'
- ☐ 'Was Ted at work yesterday?' 'Yes, he **was**.'
- ☐ 'Were Sue and Steve at the party?' 'No, they **weren't**.'

worked/got/went etc. (past simple)

He **watches** television every evening.
(present simple)

He **watched** television yesterday evening.
(past simple)

watched is the past simple:

I/we/you/they he/she/it	watched
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The past simple is often **-ed** (*regular verbs*). For example:

work → worked	talk → talked
clean → cleaned	stay → stayed
start → started	need → needed

- I clean my teeth every morning. This morning I **cleaned** my teeth.
- Terry **worked** in a bank from 1996 to 2003.
- Yesterday it **rained** all morning. It **stopped** at lunchtime.
- We **enjoyed** the party last night. We **laughed** a lot and **talked** to a lot of people. The party **finished** at midnight.

Spelling (→ Appendix 5):

try → tried	study → studied	copy → copied
stop → stopped	plan → planned	

Some verbs are *irregular* (= not regular). The past simple is *not -ed*. Here are some important irregular verbs (see also Appendix 2–3):

begin → began	fall → fell	leave → left	sell → sold
break broke	find found	lose lost	sit sat
bring brought	fly flew	make made	sleep slept
build built	forget forgot	meet met	speak spoke
buy bought	get got	pay paid	stand stood
catch caught	give gave	put put	take took
come came	go went	read read (red)*	tell told
do did	have had	ring rang	think thought
drink drank	hear heard	say said	win won
eat ate	know knew	see saw	write wrote

* pronounced 'red'

- I usually get up early, but this morning I **got** up at 9 o'clock.
- We **did** a lot of work yesterday.
- Caroline **went** to the cinema three times last week.
- James **came** into the room, **took** off his coat and **sat** down.

I didn't ... Did you ... ? (past simple negative and questions)

We use **did** in past simple negatives and questions:

infinitive	positive	negative	question
play start watch have see do go	I played we started you watched they had he saw she did it went	I we you they he she it did not (didn't) play start watch have see do go	did I we you they he she it play? start? watch? have? see? do? go?

do/does (present) → did (past):

- ☐ I **don't** watch television very often.
I **didn't** watch television **yesterday**.
- ☐ **Does** she often go away?
Did she go away **last week**?

We use **did/didn't + infinitive (watch/play/go etc.):**

I watched	but	I didn't watch	(not I didn't watched)
they went		did they go ?	(not did they went?)
he had		he didn't have	
you did		did you do ?	

- ☐ I **played** tennis yesterday, but I **didn't win**.
- ☐ '**Did** you **do** the shopping?' 'No, I **didn't have** time.'
- ☐ We **went** to the cinema, but we **didn't enjoy** the film.

Study the word order in questions:

did + subject + infinitive

What	Did	your sister	phone	you?
How	did	you	do	last night?
Where	did	the accident	happen?	
	did	your parents	go	for their holiday?

Short answers

Yes,	I/we/you/they he/she/it	did.	No,	I/we/you/they he/she/it	didn't.
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- ☐ '**Did** you see Joe yesterday?' 'No, I **didn't**.'
- ☐ '**Did** it rain on Sunday?' 'Yes, it **did**.'
- ☐ '**Did** Helen come to the party?' 'No, she **didn't**.'
- ☐ '**Did** your parents have a good holiday?' 'Yes, they **did**.'

I was doing (past continuous)

4 o'clock



now (6 o'clock)



It is 6 o'clock now.

Paul **is** at home.

He **is watching** television.

At 4 o'clock he **wasn't** at home.

He **was** at the sports club.

He **was swimming** in the pool.

He **wasn't watching** television.

3.30

he started swimming

4.00

he **was swimming**

4.15

he finished swimming



was/were + -ing is the *past continuous*:

positive

I	was	doing
he		watching
she		playing
it	were	swimming
we		living
you		etc.
they		

negative

I	was not (wasn't)	doing
he		watching
she		playing
it	were not (weren't)	swimming
we		living
you		etc.
they		

question

was	I	doing?
	he	watching?
	she	playing?
	it	swimming?
were	we	living?
	you	etc.
	they	

- ☐ What **were** you **doing** at 11.30 yesterday? **Were** you **working**?
- ☐ 'What did he say?' 'I don't know. I **wasn't listening**.'
- ☐ It **was raining**, so we didn't go out.
- ☐ In 2001 we **were living** in Canada.
- ☐ Today she's wearing a skirt, but yesterday she **was wearing** trousers.
- ☐ I woke up early yesterday. It was a beautiful morning. The sun **was shining** and the birds **were singing**.

Spelling (live → living / run → running / lie → lying etc.) → Appendix 5

am/is/are + -ing (*present*) → **was/were + -ing** (*past*):

present

- ☐ I'm **working** (now).
- ☐ It **isn't raining** (now).
- ☐ What **are** you **doing** (now)?

past

- ☐ I **was working** at 10.30 last night.
- ☐ It **wasn't raining** when we went out.
- ☐ What **were** you **doing** at three o'clock?

I'm going to ...

I'm going to do something

I'm going to watch TV this evening.



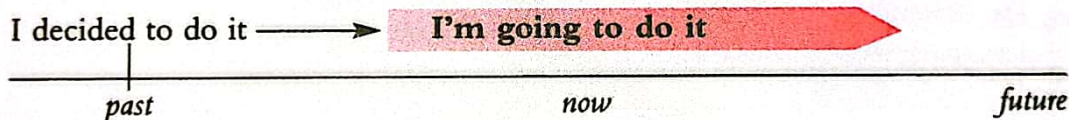
She is going to watch TV this evening.

We use **am/is/are going to ...** for the *future*:

I	am	do ...
he/she/it	is	drink ...
we/you/they	are	watch ...

am I is he/she/it are we/you/they	going to	buy ... ? eat ... ? wear ... ?
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I am going to do something = I have decided to do it, my intention is to do it:



- ☐ I'm **going to buy** some books tomorrow.
- ☐ Sarah **is going to sell** her car.
- ☐ I'm **not going to have** breakfast this morning. I'm not hungry.
- ☐ What **are you going to wear** to the wedding next week?
- ☐ 'Your hands are dirty.' 'Yes, I know. I'm **going to wash** them.'
- ☐ **Are you going to invite** Martin to your party?

We also use the present continuous (**I am doing**) for the future, usually for arrangements (→ Unit 25):

- ☐ I am playing tennis with Julia tomorrow.

Something is going to happen

Something is going to happen = we can see *now* that it is sure to happen:

- ❑ Look at the sky! It's **going to rain**.
(black clouds *now* → rain)
- ❑ Oh dear! It's 9 o'clock and I'm not ready.
I'm **going to be** late.
(9 o'clock *now* and not ready → late)



I have to ...



I have to do something = it is necessary for me to do it, I am obliged to do it

I/we/you/they	have	to do
		to work
he/she/it	has	to go
		to wear etc.

- ☐ I'll be late for work tomorrow. I **have to go** to the dentist.
- ☐ Jane starts work at 7 o'clock, so she **has to get** up at 6.
- ☐ You **have to pass** a test before you can get a driving licence.

The past (yesterday / last week etc.) is **had to** ... :

- ☐ I was late for work yesterday. I **had to go** to the dentist.
- ☐ We **had to walk** home last night. There were no buses.

In questions and negatives we use **do/does** (present) and **did** (past):

present

do	I/we/you/they	have to ... ?
does	he/she/it	

I/we/you/they	don't	have to ...
he/she/it	doesn't	

past

did	I/we/you/they he/she/it	have to ... ?
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I/we/you/they he/she/it	didn't have to ...
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- ☐ What time **do you have to go** to the dentist tomorrow?
- ☐ **Does Jane have to work** on Sundays?
- ☐ Why **did they have to leave** the party early?

I don't have to (do something) = it is not necessary to do it:

- ☐ I'm not working tomorrow, so I **don't have to get** up early.
- ☐ Ian **doesn't have to work** very hard. He's got an easy job.
- ☐ We **didn't have to wait** very long for the bus – it came in a few minutes.

A: *too* and *either*

*A: I'm happy.

B: I'm happy **too**.

*A: I'm not happy.

B: I'm not happy **either**.

*We use **too** and **either** at the end of a sentence.*

*We use **too** after a positive verb.*

A: I'm happy.

B: I'm happy **too**. (or I am too.)

A: I liked the movie.

B: I liked it **too**. (or I did too.)

Mei Lan is a doctor. Her husband is a doctor **too**. (or Her husband is too.)

*We use **either** after a negative verb.*

A: I'm not happy.

B: I'm not happy **either**. (or I'm not either.)

A: I can't cook.

B: I can't **either**.

B: so am I/ neither do I, etc.

So/neither + am/is/are/was/were/do/does/did/have/has/can/will/would

So am I= I am too.

So do I= I do too.

*A: I'm working.

B: So am I. (=I'm working too.)

*A: I was late for work today.

B: So was John. (= John was late too.)

*A: I have a key.

B: So do I.

*A: We went to the movies last night.

B: You did? So did we.

*A: I'd like to go to Australia.

B: So would I.

Neither am I= I'm not either.

Neither can I= I can't either.

*A: I haven't been to China.

B: Neither have I. (= I haven't either)

*A: Anne can't cook.

B: Neither can Tom. (=Tom can't either)

*A: I won't (=will not) be here tomorrow.

B: Neither will I.

*A: I never go to the movies.

B: Neither do I.

***Remember: so am I (not *so I am), neither have I (not* neither I have)**