

**English Language**  
**Intermediate**  
**Third Class**  
**Physics Department**  
**College of Science**  
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**References**

**New Headway English Course – Workbook (by: Liz & John Soars)**

**New Headway English Course – Student Book (by: Liz & John Soars)**

**Note**

**\*Exercises for each subject are solved in the workbook.**

- **Introduction to auxiliary verbs**

There are three classes of verbs in English.

1. The auxiliary verbs *do, be, and have*

These are used to form tenses, and show forms such as questions and negatives.

2. Modal auxiliary verbs

*Must, can, should, might, will, and would* are examples of modal auxiliary verbs. They 'help' other verbs, but unlike *do, be, and have*, they have their own meanings. For example, *must* expresses obligation and *can* expresses ability.

3. Full verbs

These are all the other verbs in the language, for example, *play, run, help, think, want, go, etc.*

*Do, be, and have* can also be used as full verbs with their own meanings.

### **Do**

*I **do** my washing on Saturdays.*

*She **does** a lot of business in Eastern Europe.*

*What **do** you **do**?* = What's your job? (The first *do* is an auxiliary; the second is a full verb.)

### **Be**

*We **are** in class at the moment.*

*They **were** at home yesterday.*

*I want **to be** a teacher.*

## **Have**

*He **has** a lot of problems.*

*They **have** three children.*

## **Have / have got**

1. *Have* and *have got* are both used for possession. *Have got* refers to the present and to all time, even though it looks like the Present Perfect

*I've **got** two sisters.*

*I **have** two sisters.*

*She **has** blond hair.*

*She's **got** blond hair.*

2. There are two forms for the question, the negative, and the short answer.

***Have** you **got** any money? Yes, I **have**.*

***Do** you **have** any money? Yes, I **do**.*

*He **hasn't got** a car.*

*He **doesn't have** a car.*

3. In all other tenses and verb forms, we use *have* not *have got*.

*I **had** a bike when I was ten.*

*I **didn't have** a car until I was twenty-five.*

*I've **had** a headache all morning.*

*I'll **have** a steak, please.*

*I love **having** a cat.*

*I'd like **to have** another cat.*

4. *Have*, not *have got*, is used for many action and experiences.

Have breakfast / a cup of tea / a cigarette / a break / dinner

Have a swim / a good time / a party / a holiday

Have a chat / a row / a bad dream

Have a look at something / a word with someone

Have a baby

5. Have got is more informal. We use it more in spoken English. We use have more in written English. Have with *do/does* is more common in American English.

- **Tenses and auxiliary verbs**

When *do*, *be*, and *have* are used as auxiliary verbs, they make different verb forms.

### **Do**

In the Present Simple and the Past Simple there is no auxiliary verb, so *do*, *does*, and *did* are used to make questions and negatives (except with *be* / *have got*).

Where **do** you work?

She **doesn't** like her job.

What **did** you buy?

We **didn't** buy anything.

### **Be**

1. *Be* + verb + *-ing* is used to make continuous verb forms.

Continuous verb forms describe activities in progress and temporary activities.

He's washing his hair. (Present Continuous)

They were going to work. (Past Continuous)

I've been learning English for two years. (Present Perfect Continuous)

I'd like to be walking along the beach right now. (Continuous infinitive)

2. Be + past participle is used to form the passive.

*Paper is **made** from wood.* (Present Simple passive)

*My car **was stolen** yesterday.* (Past Simple passive)

*The house **has been** redecorated.* (Present Perfect passive)

*This homework needs **to be done** tonight.* (Passive infinitive)

### **Have**

*Have* + past participle is used to make perfect verb forms.

*He **has worked** in seven different countries.* (Present Perfect)

*She was crying because she **had had** some bad news.* (Past Perfect)

*I'd like to **have met** Napoleon.* (Perfect infinitive)

Perfect means 'before', so Present Perfect means 'before now'. Past Perfect means 'before a time in the past.'

#### • **Negatives and auxiliary verbs**

To make a negative, add *-n't* to the auxiliary verb. If there is no auxiliary verb, use *don't / doesn't / didn't*.

#### **Positive**

*He's working.*

*I was thinking.*

*We've seen the play.*

*She works in a bank.*

*They like skiing.*

*He went on holiday.*

#### **Negative**

*He **isn't** working.*

*I **wasn't** thinking.*

*We **haven't** seen the play.*

*She **doesn't** work in a bank.*

*They **don't** like skiing.*

*He **didn't** go on holiday.*

It is possible to contract the auxiliaries *be* and *have* and use the uncontracted *not*.

*He's **not** playing today. (= he isn't playing today.)*

*We're **not** going to Italy after all. (= We aren't going to Italy ...)*

*I've **not** read that book yet. (= I haven't read the book yet.)*

But *I'm **not** working. ~~NOT~~—I ~~amn't~~ working.*

- **Questions and auxiliary verbs**

1. To make a question, invert the subject and the auxiliary verb. If there is no auxiliary verb, use *do / does / did*.

*She's wearing jeans.*

*You aren't working.*

*You were born in Paris.*

*Peter's been to China.*

*We have been studying.*

*I know you.*

*He wants ice-cream.*

*They didn't go out.*

**Question**

*What **is she** wearing?*

*Why **aren't you** working?*

*Where **were you** born?*

***Has Peter** been to China?*

***Have you** been studying?*

***Do I** know you?*

*What **does he** want?*

*Why **didn't they** go out?*

2. There is usually no *do / does / did* in subject questions. Compare:

*Who wants ice-cream?*

*What flavor ice-cream **do** you want?*

*What happened do you eye?*

*What **did** you do to your eye?*

*Who broke the window?*

*How did you break the window?*

- **Short answers and auxiliary verbs**

Short answers are very common in spoken English. If you just say *Yes* or *No*, it can sound rude. We use short answers after *Yes / No* questions. To make a short answer, repeat the auxiliary verb. In the Present and Past Simple, use *do / does / did*.

**Short answer**

*Are you coming with us?*

*Yes, **I am**.*

*Have you had breakfast?*

*No, **I haven't**.*

*Kate likes walking.*

*No, **she doesn't**. She hate it.*

*Mary didn't phone.*

*Yes, **she did**. **You were out**.*

*Don't forget to write.*

*No, **I won't**.*

• **Present Simple**

**Form**

**Positive and negative**

I	
We	work.
You	don't work.
They	
He	works.
She	doesn't work.
It	

**Question**

	do	I	
		we	
		you	
Where		they	live?
		he	
	does	she	
		it	

**Short answer**

Do you live in Bristol?

Yes, **we do**.

Does he have a car?

No, **he doesn't**.

**Use**

The Present Simple is used to express:

1. An action that happens again and again (a habit).

*I **go** to work by car.*

*She **drinks** ten cups of coffee a day.*

*I **wash** my hair twice a week.*

2. A fact that is always true.

*Ronaldo **comes** from Brazil.*

*Some birds **fly** south in winter.*

*My daughter **has** brown eyes.*

3. A fact that is true for long time (a state).

*He **works** in a bank.*

*I **live** in a flat near the centre of town.*

*I **prefer** coffee to tea.*

### Spelling of verb + -s

1. Most verbs add –s to the base form of the verb.

*Want          eats          helps          drives*

2. Add –es to verbs that end in –ss, -sh, -ch, -x, and –o.

*Misses          washes          watches          fixes          goes*

3. Verbs that end in consonant + -y change the –y to –ies.

*Carries          flies          worries          tries*

4. Verbs that end in vowel + -y only add –s.

*Buys          says          plays          enjoys*

### Adverbs of frequency

1. We often use adverbs of frequency with the Present Simple.

0% \_\_\_\_\_ 50% \_\_\_\_\_ 100%

Never   rarely   not often   sometimes   often   usually   always

2. They go before the main verb, but after the verb be. Compare:

*I **usually** start school at 9.00.*

*They're **usually** in hurry in the morning.*

*I don't **often** go to bed late.*

*I'm not **often** late for school.*

*She **never** eats meat.*

*He's **never** late.*

*I **rarely** see Peter these days.*

*We're **rarely** at home at the weekends.*

3. *Sometimes* and *usually* can also go at the beginning or the end.

***Sometimes** we play football.*

*We play football **sometimes**.*

***Usually** I go shopping with friends.*

*I go shopping with friends **usually**.*

*Never, always, rarely, and seldom cannot move in this way.*

4. *Every day*, etc., goes at the end.

*He phones me **every night**.*



• **Present Continuous**

**Form**

**Positive and Negative**

I	'm 'm not	eating.
He / She / It	's isn't	
We / You / They	're aren't	

**Question**

What	am	I	doing?
	is	he / she / it	
	are	we / you / they	

**Short answer**

Are you going by train?	Yes, I am.
	No, I'm not.

**Use**

The Present Continuous is used to express:

1. An activity that is happening now.

*Don't turn the TV off. I'm **watching** it.*

*You can't speak to Lisa. She's **having** a bath.*

2. An activity or situation that is true now, but is not necessarily happening at the moment of speaking.

*Don't take that book. Jane's **reading** it.*

*I'm **doing** a French evening class this year.*

3. A temporary activity.

*Peter is a student, but he's **working** as a waiter during the holidays.*

*I'm **living** with my parents until I find a place of my own.*

4. A planned future arrangement.

*I'm **having** lunch with Glenda tomorrow.*

*We're **meeting** at 1.00 outside the restaurant.*

### **Spelling of verb + -ing**

1. Most verbs add *-ing* to the base form of the verb.

*Going      wearing      visiting      eating*

2. Verbs that end in one *-e* lose the *-e*.

*Smoking      coming      hoping      writing*

3. Verbs that end in *-ee* don't drop an *-e*.

*Agreeing      seeing.*

4. Verbs of one syllable, with one vowel and one consonant, double the consonant.

*Stopping      getting      running      planning      jogging*

5. If the final consonant is *-y* or *-w*, it is not doubled.

*Playing      showing*

Note: *lie      lying*

#### **• State verbs**

1. There are certain groups of verbs that are usually only used in the Present Simple. This is because their meanings are related to states or conditions that are facts and not activities. This is a feature of the use of the Present Simple. The groups of verbs are:

### Verbs of thinking and opinions

believe      think      understand      suppose      expect  
agree      doubt      know      remember      forget  
mean      imagine      realize      deserve      prefer

*I believe you.*

*Do you understand?*

*I know his face, but I forget his name.*

### Verbs of emotions and feelings

Like	love	hate	care	hope	wish	want	Admit
------	------	------	------	------	------	------	-------

*I like black coffee.*

*Do you want to go out?*

*I don't care.*

### Verbs of having and being

belong      own      have      possess      contain      cost      seem  
appear      depend on      weight      come from      resemble      need

*This book belongs to Jane.*

*How much does it cost?*

*He has a lot of money.*

### Verbs of the senses

look      hear      taste      smell      feel

*The food smells good*

We often use **can** when the subject is a person.

*Can you smell something burning?*

*I can hear someone crying.*



The passive is not just another way of expressing the same sentence in the active. We choose the active or the passive depending on what we are more interested in. In the first sentence, we are more interested in *Alfred Hitchcock*; in the second sentence, *Psycho* has moved to the beginning of the sentence because we are more interested in the film.

2. *By* and the agent are often omitted in passive sentences if the agent:

- is not known

*My apartment **was robbed** last night.*

- is not important.

*This bridge **was built** in 1886.*

- is obvious.

*I **was fined** 100\$ for speeding.*

3. The passive is associated with an impersonal, formal style. It is often used in notices and announcements.

*Customers **are requested** to refrain from smoking.*

*It **has been noticed** that reference books **have been removed** from library.*

4. In informal language, we often use *you*, *we*, and *they* to refer to people in general or to no person in particular. In this way, we can avoid using the passive.

***You can buy** stamps in lots of shops, not just the post offices.*

***They're building** a new department store in the city centre.*

***We speak** English in this shop.*

5. Be careful! Many past participles are used as adjectives.

*I'm very **interested** in modern art.*

*We are extremely **worried** about you.*

*I'm **exhausted!** I've been working hard all day.*

- **Present Simple and Present Continuous passive**

**Form**

Present Simple Passive

*am/is/are + past participle*

Present Continuous Passive

*am/is/are being + past participle*

It	is is being	mended
They	are are being	

**Use**

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

*My car **is serviced** every six months. (habit)*

*Computers **are used** in all areas of life and works.*

*(fact that is always true)*

*Sorry about the mess. The house **is being redecorated** at the moment.*

*(activity happening now)*

• **Past Simple**

**Form**

The form of Past Simple is the same for all persons.

**Positive**

I	finished	yesterday.
He/She/It	left	at 3 o'clock.
We	arrived	three weeks ago.
You		
They		

**Negative**

I	didn't	finish	yesterday
She		leave	at 3 o'clock.
They			
(etc.)			

**Question**

When	did	you	finish the report?
		he	get married?
		they	
		(etc.)	

**Short answer**

Did you enjoy the meal?	Yes, we did.
	No, we didn't.

**Use**

The Past Simple is used to express:

1. A finished action in the past.  
*We met in 2000.*  
*I went to Manchester last week.*  
*John left two minutes ago.*

2. Action that follow each other in a story.

*Mary walked into the room and stopped. She listened carefully. She heard a noise coming from behind the curtain. She threw the curtain open, and then she saw ...*

3. A past situation or habit.

*When I was a child, we lived in a small house by the sea. Every day I played on the beach with my brother.*

This is often expressed with *used to*.

*We used to live in a small house ... I used to walk for miles...*

• **Spelling of verb + -ed**

1. Most verbs add *-ed* to the base form of the verb.

*worked      wanted      helped      washed*

2. When the verb ends in *-e*, add *-d*.

*liked      used      hated      cared*

3. If the verb has only one syllable, double the consonant before adding *-ed*

*stopped      planned      robbed*

But we write *cooked, seated, and moaned* because there are two vowels.

4. The consonant is not doubled if it is *-y* or *-w*.

*played      showed*

5. In most two-syllable verbs, the end consonant is doubled if the stress is on the second syllable.

*pre'ferred      ad'mitted*

But we write *'entered* and *'visited* because the stress is on the first syllable.

6. Verbs that end in a consonant + *-y* change the *-y* to *-ied*.

*carried      hurried      buried*

But we write *enjoyed*, because it ends in a vowel + *-y*.



7. There are many common irregular verbs.

### Past Simple and time expressions

Look at the time expressions that are common with the Past Simple.

I met him	last night.
	two days ago.
	yesterday morning.
	in 2001.
	in summer.
	when I was young.

- **Past Continuous**

#### Form

##### Positive and Negative

I	was wasn't	working?
He		
She		
It		
We	were weren't	
You		
They		

##### Question

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

#### Short answer

Were you looking for me?

*Yes, I was. / No, I wasn't.*

Were they waiting outside?

*Yes, they were. / No, they weren't.*

#### Use

We often use the Past Continuous in sentences with the Past Simple. The Past Continuous refers to longer, background activities, while the Past Simple refers to shorter, completed actions.

*The children **were playing** in the garden, when their grandparents arrived.*

The Past Continuous is used:

1. to express activities in progress before, and probably after, a particular time in the past.

*At 7 O'clock this morning I **was having** my breakfast.*

*I walked past your house last night. There was an awful lot of noise.*

*What **were** you **doing**?*

2. for descriptions.

*Jan looked beautiful. She **was wearing** a green cotton dress. Her eyes **were shining** in the light of the candles that **were burning** nearby.*

3. to express an interrupted past activity.

*When the phone rang, I **was having** a shower.*

*While we **were playing** tennis, it started to rain.*

4. to express an incomplete activity in the past in order to contrast with the Past Simple that expresses a completed activity.

*I **was reading** a book during the flight. (I didn't finish it.)*

*I watched a film during the flight. (the whole film)*

#### Note

The Past Simple is usually used to express a repeated past habit or situation. But the Past Continuous can be used if the repeated habit becomes a longer setting for something. Compare:

*I **studied** English for ten years.*

*I first met Harry while I **was studying** English.*

- **While, during, and for**

1. *While* is a conjunction, and is followed by a clause.

***While** I was getting ready, I listened to the radio.*

*I met my wife **while** I was at university.*

2. *During* is a preposition, and is followed by noun. It tells us *when* something happened. It means *at some point in a period of time*.

*We had to call a doctor **during** the night.*

*Can I speak to you **during** the break?*

We cannot use *during* with a period of time.

\*We talked ~~during five minutes~~.

\*We're on holiday ~~during six weeks~~.

3. *For* is a preposition, and is followed by noun. It tells us *how long* something lasts.

*We talked **for** five minutes.*

*We're going on holiday **for** six weeks.*

• **Past Simple or Past Continuous?**

1. Sometimes we can use the Past Simple or the Past Continuous. The Past Simple focuses on past actions as simple facts. The Past Continuous focuses on the duration of past situations and activities.

Compare:

**A** *I didn't see you at the party last night.*

**B** *No. I **stayed** at home and **watched** football.*

**A** *I didn't see you at the party last night.*

**B** *No. I **was watching** football at home.*

2. Questions in the Past Simple and Past Continuous refer to different time periods: the Past Continuous asks about activities before; the Past Simple asks about what happened after.

*When his father died, Peter **was studying** medicine at medical school.*

*He **decided** that it was better to go home to his mother and postpone his studies.*

*What was Peter **doing** when his father died?*

*He was **studying**.*

*What **did** Peter **do** when his father died?*

*He **went** home to his mother.*

- **Past Perfect**

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

**Form**

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

Positive and Negative

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

**Question**

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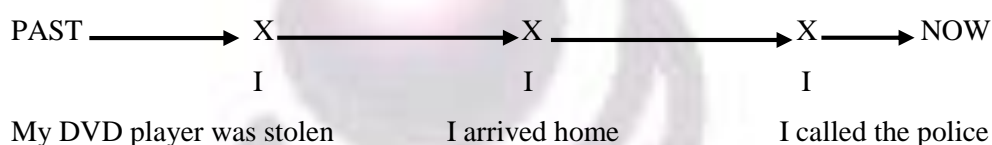
**Short answer**

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

1. The Past Perfect is used to make clear that once action in the past happened *before* another action in the past.

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



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

Action 2: I got home and called the police.

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



Action 1: I saw the film.

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

2. Notice the difference between the following sentences:

*When I got to the office, Peter **went** home.*

(=First I arrived, then Peter left.)

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

(=First Peter left, then I arrived.)

- **Past tenses in the passive**

### Form

Past Simple Passive	<i>was/were</i> + past participle
Past Continuous Passive	<i>was/were being</i> + past participle
Past Perfect Passive	<i>had been</i> + past participle

## Use

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

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

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

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

## • Introduction to modal verbs

The modal verbs are *can, could, may, might, must, will, would, should, ought to*. They are known as modal auxiliary verbs because they 'help' another verb.

*I **can** swim.*

*Do you think I **should** go?*

## Form

1. There is no -s in the third person singular.

*She **can** sing.      He **must** be tired.      It **might** rain.*

2. There is no *do/does/don't/doesn't* in the question or negative.

*What **should** I do?      Can I **help** you?      You **mustn't** steal!*

*He **can't** dance.      I **won't** be a minute.*

3. Modal auxiliary verbs are followed by the infinitive without to. The exception is *ought to*.

*You must go. I'll help you, You ought to see a doctor.*

4. They have no infinitives and no -ing forms. Other expressions are used instead.

*I'd love to **be able to** sing.*

*I hate **having to** get up on cold, winter mornings.*

5. They don't usually have past forms. Instead, we can use them with perfect infinitives:

*You **should have told** me that you can't swim.*

*You **might have drowned!***

or we use other expressions:

*I **had to** work hard in school.*

Note

*Could* is used with a past meaning to talk about a general ability.

*I **could** swim when I was six.* (=general ability)

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

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

**Use**

1. Modal verbs express our attitudes, opinions, and judgements of events. Compare:

*'Who's that knocking on the door?'*

*'It's John.'* (This is a fact.)

*'who's that knocking on the door?'*

*'It **could/may/might/must/should/can't/'ll** be John.'* (These all express our attitude or opinion.)

2. Each modal verb has at least two meanings. One use of all of them is to express possibility or probability.

*I **must** post this letter!* (= obligation)

*You **must** be tired!* (= deduction, probability)

***Could** you help me?* (= request)

*We **could** go to Spain for our holiday.* (= possibility)

*You **may** go home now.* (= permission)

*'Where's Anna?' 'I'm not sure. She **may** be at work.'* (=Possibility)

• **Modal verbs of obligation and permission**

♣ **have (got) to**

**Form**

**Positive and negative**

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

**Question**

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

*Have to* is not a modal verb.

1. *Have to* expresses strong obligation. It expresses a general obligation based on a law or rule, or based on the authority of another person. It is impersonal.

*Children **have to** go to school until they are 16.* (a law)

*Mum says you **have to** clean your room before you go out.* (mother's order)

2. *Have got to* is common in British English but it is more informal than *have to*.

*I've **got to** go now. See you!*

*Don't go to bed late. We've **got to** get up early tomorrow.*

*'Go and tidy your room.' '**Have I got to?**' 'Yes, you **have!**'*



3. Have to expresses a general repeated obligation.

*I always **have to** tell my parents where I'm going.*

*Have got to expresses an obligation on one particular occasion.*

*I've **got to** get up early tomorrow to catch a train.*

♣ **can and be allowed to**

**Form**

**Affirmative and negative**

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

**Question**

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

**Use**

*Can* is a modal verb.

*Can* and *be allowed to* express permission. *Can* is more informal and usually spoken.

*You **can** borrow my bike, but you **can't** have the car. I need it.*

*They **can't** come in here with those muddy shoes!*

*You're **allowed to** get a driving licence when you're 17.*

***Are** we **allowed to** use a dictionary for this test?*

*He **isn't allowed to** park here.*

## ♣ *should, ought to, and must*

### Form

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

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

1. *Should* and *ought to* express mild obligation, suggestions, or advice.

They express what, in the speaker's opinion, is the right or best thing to do. We Often use them with *I think/don't think...*

*You're always asking me for money. I think you **should** spend less.*

*You **shouldn't** sit so close to the television! It's bad for your eyes.*

*You **ought to** be more careful with your money.*

2. *Should I/she/we... ?* is possible, We often use *Do you think... ?*

***Should** I try to eat less?*

***DO** you think I **should** see a doctor?*

3. *Must*, like *have to*, expresses strong obligation. *Must* expresses an obligation that involves the speaker's opinion. It is personal.

*I **must** get my hair cut. (This is me talking to me.)*

*You **must** go and visit your grandmother. (A parent talking to a child.)*

4. *Must* is also associated with a formal, written style.

*All visitors **must** show proper ID. (Sign in the lobby of an office building)*

*Books **must** be returned on or before the due date. (Instructions in a library)*

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

1. *Have to* and *must* are sometimes interchangeable.

I **must** be home by midnight. I **have to** be home by midnight.

But *have to* is used more often than *must*. If you are unsure which to use, it is probably safer to use *have to*.

2. *Must I... ?* is possible, but question forms with *have to* are more common.

*DO I have to do what you say, or can I do what I want?*

3. *Have to* has all forms; *must* does not.

*I had to work until midnight last night.* (Past)

*You'll have to study hard when you go to college.* (Future)

*She's a millionaire. She's never had to do any work.* (Present Perfect)

*I hate having to get up on cold, winter mornings.* (-ing form)

*If you were a nurse, you would have to wear a uniform.* (Infinitive)

4. *Don't have to* and *mustn't* are completely different.

*Don't have to* expresses absence of obligation — you can but it isn't necessary.

*Some people iron their socks, but you **don't have to**. I think it's a waste of time.*

*When you go into a shop, you **don't have to** buy something. You can just look.*

*Mustn't* expresses negative obligation — it is very important not to do something.

*You **mustn't** steal other people's things. It's wrong.*

*You **mustn't** drive if you've been drinking. You could kill someone!*

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

1. There are many ways of making request in English.

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

Would you mind helping me, please?

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

Do you mind if I open the window?

Would you mind if I opened the window?

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

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

3. Here are some ways of responding to requests:

A *Excuse me! Could you help me?*

B *Sure.*

*Of course.*

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

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

B *NO, not at all.*

*NO, that's fine.*

*Well, I'm a little cold, actually.*

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

1. *Will* and *shall* /*should* are used to express offers. They are both modal verbs.
2. The contracted form of *will* is used to express an intention, decision, or offer made at the moment of speaking.

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

*'It's Jane's birthday today.' 'Is it? I'll buy her some flowers.'*

*Give him your suitcase. He'll carry it for you.*

*Don't worry about catching the bus. Dave'll give you a lift.*

*Give it back or we'll call the police!*

In many languages, this idea is often expressed by a present tense, but in English this is wrong.

*I'll give you my number.* NOT ~~I give you my number.~~

*I'll carry your suitcase.* NOT ~~I carry your suitcase.~~

3. *Shall* / *Should* .... ? is used in questions with the first person, *I* and *we*. It expresses an offer, a suggestion, or a request for advice.

*'Shall I carry your bag for you?' 'That's very kind. Thank you.'*

*'Shall we go out for a meal tonight?' 'Mmm. I'd love to.'*

*'What shall we do? We haven't got any money.' 'We could ask Dad.'*

We use **should** to make an informal suggestion.

*What should we have for dinner?*

*What should we do tonight?*