

این فایل، ابتدا شامل یک خلاصه‌ی کاربردی و فشرده است که توسط تیم تست‌هلپر تهیه شده و مهم‌ترین نکات گرامری را به صورت ساده، منظم و امتحان‌محور مرور می‌کند.

پس از این بخش، قسمت‌های مرتبط با همین مبحث از کتاب‌های **Grammar in Use Intermediate** و **Grammar in Use Advanced** نیز در فایل قرار داده شده‌اند تا زبان‌آموزان در صورت نیاز بتوانند توضیحات کامل‌تر، مثال‌های بیشتر و تمرین‌های تکمیلی را مطالعه کنند.

Quick Guide: Modals

Modal verbs help us express meaning beyond the main verb. They show ideas such as **ability, permission, obligation, advice, possibility, certainty, and imaginary situations**.

Common modals include **can, could, may, might, must, should, would, and will**. Expressions like **have to, need to, be able to, be allowed to, be supposed to, and be required to** work in similar ways.

After most modals, use the **base form** of the verb.

Correct: She **can speak** French.

Incorrect: She can **to speak** French.

Main Uses

Use	Modals / Forms	Example
Ability	can, could, be able to	She can swim.
Permission	can, may, be allowed to	May I come in?
Obligation	must, have to, need to	You must wear a helmet.
No obligation	don't have to, need not	You don't have to pay today.
Prohibition	must not, may not, cannot	You must not smoke here.
Advice	should, ought to, had better	You should see a doctor.
Possibility	may, might, could	It might rain later.
Certainty / deduction	must, can't	He must be tired.

Past Modals

Use **modal + have + past participle** to talk about the past.

Examples:

- You **should have studied** harder.
- She **might have forgotten** the meeting.
- He **cannot have seen** the accident clearly.
- They **would have arrived** earlier if they had left on time.

Modals in Conditionals

Modals are often used in conditional sentences.

Examples:

- If it rains, we **will stay** inside.
- If I had more time, I **would learn** another language.
- If she had called earlier, we **could have helped** her.

Be Careful

Must not and **don't have to** are not the same.

You **must not** enter. = It is forbidden.

You **don't have to** enter. = It is not necessary.

Before answering a modal question, ask:

Is the sentence about ability, permission, obligation, advice, possibility, certainty, or an imaginary situation?

can, could and (be) able to

A

We use **can** to say that something is possible or allowed, or that somebody has the ability to do something. We use **can** + *infinitive* (**can do** / **can see** etc.):

- ☐ We **can see** the lake from our hotel.
- ☐ 'I don't have a pen.' 'You **can use** mine.'
- ☐ **Can** you **speak** any foreign languages?
- ☐ I **can come** and see you tomorrow if you like.
- ☐ The word 'dream' **can be** a noun or a verb.

The negative is **can't** (= **cannot**):

- ☐ I'm afraid I **can't come** to the party on Friday.

B

You can say that somebody **is able to** do something, but **can** is more usual:

- ☐ We **are able to see** the lake from our hotel.

But **can** has only two forms: **can** (*present*) and **could** (*past*). So sometimes it is necessary to use **(be) able to**. Compare:

- | | |
|--|---|
| ☐ I can't sleep. | ☐ I haven't been able to sleep recently. |
| ☐ Tom can come tomorrow. | ☐ Tom might be able to come tomorrow. |
| ☐ Maria can speak French, Spanish and English. | ☐ Applicants for the job must be able to speak two foreign languages. |

C

Sometimes **could** is the past of **can**. We use **could** especially with:

see hear smell taste feel remember understand

- ☐ We had a lovely room in the hotel. We **could see** the lake.
- ☐ As soon as I walked into the room, I **could smell** gas.
- ☐ I was sitting at the back of the theatre and **couldn't hear** very well.

We also use **could** to say that somebody had the ability to do something, or was allowed to do something:

- ☐ My grandfather **could speak** five languages.
- ☐ We were totally free. We **could do** what we wanted. (= we were allowed to do)

D

could and **was able to**

We use **could** for *general* ability and with **see, hear** etc. :

- ☐ My grandfather **could speak** five languages.
- ☐ I **could see** them, but not very clearly.

But to say that somebody succeeded in doing something in a specific situation, we normally use **was/were able to** or **managed to** (*not could*):

- ☐ The fire spread quickly, but everybody **was able to escape**. (*not could escape*)
- ☐ I didn't know where Max was, but I **managed to find** him in the end. (*not could find*)

Compare:

- ☐ Jack was an excellent tennis player when he was younger. He **could beat** anybody.
(= he was good enough to beat anybody, he had the ability)

but Jack and Andy played a match yesterday. Andy played well, but Jack **managed to beat** him.
(= he succeeded in beating him this time)

The negative **couldn't** (**could not**) is possible in all situations:

- ☐ My grandfather **couldn't swim**.
- ☐ I looked for Max everywhere, but I **couldn't find** him.
- ☐ Andy played well, but he **couldn't beat** Jack.

Exercises

26.1 Complete the sentences using *can* or *(be) able to*. If *can* is not possible, use *(be) able to*.

- 1 Gary has travelled a lot. He *can* speak five languages.
- 2 I haven't *been able to* sleep very well recently.
- 3 Nicole drive, but she doesn't have a car.
- 4 I used to stand on my head, but I can't do it any more.
- 5 I can't understand Mark. I've never understand him.
- 6 I can't see you on Friday, but I meet you on Saturday morning.
- 7 Ask Katherine about your problem. She might help you.
- 8 You have to be careful in this part of the city. It be dangerous.
- 9 Michael has lived in Italy a long time, so he should speak Italian.

26.2 Write sentences about yourself using the ideas in brackets.

- 1 (something you used to be able to do)
I used to be able to sing well.
- 2 (something you used to be able to do)
I used
- 3 (something you would like to be able to do)
I'd
- 4 (something you have never been able to do)
I've

26.3 Complete the sentences with *can/can't/could/couldn't* + the following:

believe come hear run sleep wait

- 1 I'm afraid I *can't come* to your party next week.
- 2 When Dan was 16, he 100 metres in 11 seconds.
- 3 'Are you in a hurry?' 'No, I've got plenty of time. I'
- 4 I don't feel good this morning. I last night.
- 5 Can you speak a little louder? I you very well.
- 6 I was amazed when I heard the news. I it.

26.4 Complete the answers to the questions with *was/were able to* ...

- 1 A: Did everybody escape from the fire?
B: Yes. The fire spread quickly, but everybody *was able to escape*.
- 2 A: Did you finish your work this afternoon?
B: Yes, there was nobody to disturb me, so I
- 3 A: Did you solve the problem?
B: Yes, we did. It wasn't easy, but we
- 4 A: Did the thief get away?
B: Yes. No-one realised what was happening and the thief

26.5 Complete the sentences using *could*, *couldn't* or *managed to*.

- 1 My grandfather travelled a lot. He *could* speak five languages.
- 2 I looked everywhere for the book, but I *couldn't* find it.
- 3 They didn't want to come with us at first, but we *managed to* persuade them.
- 4 Jessica had hurt her foot and walk very well.
- 5 There was a small fire in the kitchen, but fortunately I put it out.
- 6 The walls were thin and I hear people talking in the next room.
- 7 I ran my first marathon recently. It was very hard, but I finish.
- 8 My grandmother loved music. She play the piano very well.
- 9 We wanted to go to the concert, but we get tickets.
- 10 A girl fell into the river, but some people pull her out. She's all right now.

could (do) and could have (done)

A

Sometimes **could** is the past of **can** (see Unit 26):

- ☐ Listen. I **can hear** something. (*now*)
- ☐ I listened. I **could hear** something. (*past*)

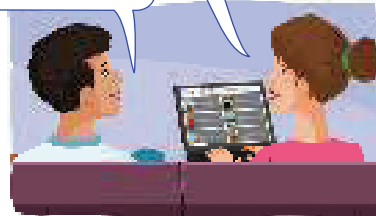
But **could** is not always past. We also use **could** for possible actions now or in the future, especially to make suggestions. For example:

- ☐ A: What shall we do tonight?
B: We **could go** to the cinema.
- ☐ A: When you go to Paris next month,
you **could stay** with Sarah.
B: Yes, I suppose I **could**.

Can is also possible in these sentences ('We can go to the cinema' etc.). **Could** is less sure than **can**.

What shall we
do tonight?

We **could go** to the cinema.



B

We also use **could** (*not can*) for actions that are not realistic. For example:

- ☐ I'm so tired, I **could sleep** for a week. (*not I can sleep for a week*)

Compare **can** and **could**:

- ☐ I **can stay** with Sarah when I go to Paris. (*realistic*)
- ☐ Maybe I **could stay** with Sarah when I go to Paris. (*possible, but less sure*)
- ☐ This is a wonderful place. I **could stay** here for ever. (*unrealistic*)

C

We also use **could** (*not can*) to say that something is possible now or in the future:

- ☐ The story **could be** true, but I don't think it is. (*not can be true*)
- ☐ I don't know what time Lisa is coming. She **could get** here at any time.

Compare **can** and **could**:

- ☐ The weather **can** change very quickly in the mountains. (*in general*)
- ☐ The weather is nice now, but it **could** change later. (*the weather now, not in general*)

D

We use **could have** (done) to talk about the past. Compare:

- ☐ I'm so tired, I **could sleep** for a week. (*now*)
I was so tired, I **could have slept** for a week. (*past*)
- ☐ The situation is bad, but it **could be** worse. (*now*)
The situation was bad, but it **could have been** worse. (*past*)

Something **could have** happened = it was possible, but did *not* happen:

- ☐ Why did you stay at a hotel? You **could have stayed** with me.
- ☐ David was lucky. He **could have hurt** himself when he fell, but he's all right.

E

I **couldn't do** something = it would not be possible:

- ☐ I **couldn't live** in a big city. I'd hate it. (= it wouldn't be possible for me)
- ☐ Everything is fine right now. Things **couldn't be** better.

For the past we use **couldn't have** ... (= would not have been possible):

- ☐ We had a really good holiday. It **couldn't have been** better.

Note that 'I **couldn't do** something' has two meanings:

- (1) I **couldn't** = it would not be possible now, I would not be able:
 - ☐ I **couldn't run** ten kilometres now. I'm not fit enough. (= I would not be able)
- (2) I **couldn't** = I was not able (past)
 - ☐ I **couldn't run** yesterday because I'd hurt my leg. (= I was not able)

Exercises

27.1 Which goes with which?

- 1 What shall we eat tonight?
- 2 I need to phone Vicky sometime.
- 3 What shall I get Ann for her birthday?
- 4 Where shall we put this picture?
- 5 What would you like to do at the weekend?
- 6 I don't know what to wear to the wedding.

- a We could go away somewhere.
- b You could give her a book.
- c ~~We could have fish.~~
- d You could wear your brown suit.
- e You could do it now.
- f We could hang it in the kitchen.

- 1 c
- 2
- 3
- 4
- 5
- 6

27.2 Put in **can** or **could**.

- 1 This is a wonderful place. I could stay here forever.
- 2 I'm so angry with him. I kill him!
- 3 I hear a strange noise. What is it?
- 4 It's so nice here. I sit here all day but unfortunately I have to go.
- 5 I understand your point of view, but I don't agree with you.
- 6 Peter is a keen musician. He plays the flute and he also play the piano.
- 7 The company Amy works for isn't doing well. She lose her job.
- 8 Some people are unlucky. Life be very unfair.
- 9 I've been really stupid. I kick myself.
- 10 Be careful climbing that tree. You fall.

27.3 Complete the sentences. Choose from:

gone
have moved

could be
could have

could come
could have come

~~**could sleep**~~
~~**could have been**~~

- 1 A: Are you tired?
B: Yes, very tired. I feel as if I could sleep for a week.
- 2 A: I spent a very boring evening at home yesterday.
B: Why did you stay at home? You out with us.
- 3 A: Shall I open this letter?
B: Yes. It important.
- 4 A: How was your exam? Was it difficult?
B: It wasn't so bad. It worse.
- 5 A: I got very wet walking home in the rain.
B: Why did you walk? You taken a taxi.
- 6 A: Where shall we meet tomorrow?
B: Well, I to your office if you like.
- 7 A: Does Tom still live in the same place?
B: I'm not sure. He could
- 8 A: Did you go to university?
B: No. I could have, but I didn't want to.

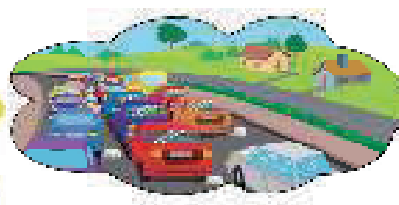
27.4 Complete the sentences. Use **couldn't** or **couldn't have** + these verbs (in the correct form):

afford **be** ~~**be**~~ ~~**live**~~ **manage** **stand** **study** **wear**

- 1 I couldn't live in a big city. I'd hate it.
- 2 We had a really good holiday. It couldn't have been better.
- 3 I that hat. People would laugh at me.
- 4 You helped me a lot. I without you.
- 5 The staff at the hotel were really good. They more helpful.
- 6 There's no way we could buy a car now. We it.
- 7 Jack prepared for the exam as well as he could. He harder.
- 8 I wouldn't like to live near the motorway. I the noise of the traffic.

A Study this example:

My house is very near the motorway.

It **must be** very noisy.We use **must** to say that we believe something is certain:

- ☐ You've been travelling all day. You **must be** tired.
(travelling is tiring and you've been travelling all day, so you **must** be tired)
- ☐ 'Joe is a hard worker.' 'Joe? You **must be joking**. He doesn't do anything.'
- ☐ Louise **must get** very bored in her job. She does the same thing every day.

We use **can't** to say that we believe something is not possible:

- ☐ You've just had lunch. You **can't be** hungry already.
(we don't expect people to be hungry immediately after a meal)
- ☐ They haven't lived here for very long. They **can't know** many people.

The structure is:

you/she/they (etc.)	must can't	be (tired / hungry / at work etc.) be -ing (doing / going / joking etc.) get / know / have etc.
---------------------	-----------------------	--

B Study this example:

There's nobody at home. They **must have gone** out.

Martin and Lucy expected their friends to be at home.

They rang the doorbell twice, but nobody has answered. Lucy says:

They **must have gone** out.
(= there is no other possibility)For the past we use **must have ...** and **can't have ...**:

- ☐ I lost one of my gloves. I **must have dropped** it somewhere.
(that's the only explanation I can think of)
- ☐ 'We used to live very near the motorway.' 'Did you? It **must have been** noisy.'
- ☐ Sarah hasn't contacted me. She **can't have got** my message.
- ☐ Max walked into a wall. He **can't have been looking** where he was going.

The structure is:

I/you/he (etc.)	must can't	have	been (asleep / at work etc.) been -ing (doing / looking etc.) gone / got / known etc.
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You can use **couldn't have** instead of **can't have**:

- ☐ Sarah **couldn't have got** my message.
- ☐ Max **couldn't have been looking** where he was going.

Exercises

28.1 Put in **must** or **can't**.

- 1 You've been travelling all day. You must be tired.
- 2 That restaurant be very good. It's always full of people.
- 3 That restaurant be very good. It's always empty.
- 4 I'm sure Kate gave me her address. I have it somewhere.
- 5 I often see that man in this street. He live near here.
- 6 It rained every day during their holiday. It have been very nice for them.
- 7 Congratulations on passing your exam. You be very pleased.
- 8 This bill be correct. It's much too high.
- 9 You got here very quickly. You have driven very fast.
- 10 Bill and Sue always stay at five-star hotels. They be short of money.
- 11 Karen hasn't left the office yet. She be working late tonight.

28.2 Complete each sentence with a verb (one or two words).

- 1 I've lost one of my gloves. I must have dropped it somewhere.
- 2 Their house is very near the motorway. It must be very noisy.
- 3 You've lived in this village a long time. You must everybody who lives here.
- 4 I don't seem to have my wallet with me. I must it at home.
- 5 'How old is Ed?' 'He's older than me. He must at least 40.'
- 6 I didn't hear my phone. I must asleep.
- 7 'You're going on holiday soon. You must forward to it.' 'Yes, I am.'
- 8 I'm sure you know this song. You must it before.
- 9 The road is closed, so we have to go another way. There must an accident.
- 10 'Do you have a car?' 'You must! How could I afford to have a car?'
- 11 David is the managing director of a large company, so he must quite a high salary.

28.3 Use the words in brackets to write sentences with **must have** and **can't have**.

- 1 We went to our friends' house and rang the doorbell, but nobody answered. (they / go out)
They must have gone out.
- 2 Sarah hasn't contacted me. (she / get / my message)
She can't have got my message.
- 3 The jacket you bought is very good quality. (it / be / very expensive)
.....
- 4 I haven't seen our neighbours for the last few days. (they / go away)
.....
- 5 I can't find my umbrella. (I / leave / it in the restaurant last night)
.....
- 6 Amy was in a very difficult situation when she lost her job. (it / be / easy for her)
.....
- 7 There was a man standing outside the cafe. He was there a long time. (he / wait / for somebody)
.....
- 8 Rachel did the opposite of what I asked her to do. (she / understand / what I said)
.....
- 9 When I got back to my car, it was unlocked. (I / forget / to lock it)
.....
- 10 My neighbours were making a lot of noise in the night. It woke me up. (they / have / a party)
.....
- 11 The light was red, but the car didn't stop. (the driver / see / the red light)
.....
- 12 Paul has had these shoes for years, but they still look new. (he / wear / them much)
.....

may and might 1

A Study this example situation:

You are looking for Ben. Nobody is sure where he is, but you get some suggestions.



Where's Ben?

He **may** be in his office. (= perhaps he is in his office)

He **might** be having lunch. (= perhaps he is having lunch)

Ask Kate. She **might** know. (= perhaps she knows)

We use **may** or **might** to say that something is possible. You can use **may** or **might**:

- ☐ It **may** be true. or It **might** be true. (= perhaps it is true)
- ☐ She **might** know. or She **may** know.

The negative forms are **may not** and **might not**:

- ☐ It **may not** be true. (= perhaps it isn't true)
- ☐ She **might not** know. (= perhaps she doesn't know)

I/you/he (etc.)	may might	(not)	be (true / in his office etc.) be -ing (doing / working / having etc.) know / work / want etc.
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Note the difference between **may be** (2 words) and **maybe** (1 word):

- ☐ It **may be** true. (**may** + verb)
- ☐ 'Is it true?' '**Maybe**. I'm not sure.' (**maybe** = it's possible, perhaps)

B For the past we use **may have ...** or **might have ...**:

- ☐ A: I wonder why Kate didn't answer her phone.
B: She **may have been** asleep. (= perhaps she was asleep)
- ☐ A: I can't find my phone anywhere.
B: You **might have left** it at work. (= perhaps you left it at work)
- ☐ A: Why wasn't Amy at the meeting yesterday?
B: She **might not have known** about it. (= perhaps she didn't know)
- ☐ A: I wonder why David was in such a bad mood yesterday.
B: He **may not have been feeling** well. (= perhaps he wasn't feeling well)

I/you/he (etc.)	may might	(not) have	been (asleep / at home etc.) been -ing (doing / working / feeling etc.) known / had / wanted / left etc.
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C **could** is similar to **may** and **might**:

- ☐ It's a strange story, but it **could be** true. (= it is possible that it's true)
- ☐ You **could have left** your phone at work. (= it's possible that you left it there)

But **couldn't** (negative) is different from **may not** and **might not**. Compare:

- ☐ Sarah **couldn't have received** my message. Otherwise she would have replied.
(= it is not possible that she got my message)
- ☐ Why hasn't Sarah replied to my message? I suppose she **might not have received** it.
(= it's possible that she didn't receive it – perhaps she did, perhaps she didn't)

Exercises

29.1 Complete the sentences. Choose from the box.

- 1 A: Do you know where Helen is?
B: I'm not sure. She might be in her room.
- 2 A: Is there a bookshop near here?
B: I'm not sure, but ask Anna. She
- 3 A: Where are those people from?
B: I don't know. They
- 4 A: I hope you can help me.
B: I'll try, but it
- 5 A: Whose phone is this?
B: It's not mine. It
- 6 A: Why doesn't George answer his phone?
B: He
- 7 A: Do you know anyone who has a key to this cupboard?
B: Rachel, but I'm not sure.
- 8 A: Gary is in a strange mood today.
B: Yes, he is. He

may be Tom's
may not be feeling well
may not be possible
~~might be in her room~~
might be Brazilian
might be driving
might have one
might know

29.2 Complete each sentence using the verb in brackets.

- 1 A: Where's Ben?
B: I'm not sure. He might be having lunch. (have)
- 2 A: Who was the guy we saw with Anna yesterday?
B: I'm not sure. It may her brother. (be)
- 3 A: Is Ellie here?
B: I can't see her. She may not yet. (arrive)
- 4 A: Gary said he would meet us in the cafe, but he isn't here.
B: He might outside. I'll go and look. (wait)
- 5 A: How did John know that I'd lost my job?
B: I don't know. I suppose Sam may him. (tell)
- 6 A: Do you know where Jeff is? Is he still in the office?
B: He was here earlier, but he might home. (go)
- 7 A: Where's Emma? What's she doing?
B: I'm not sure. She might TV. (watch)
- 8 A: Does Max have any brothers or sisters?
B: I'm not sure. I think he may a younger sister. (have)
- 9 A: I can't find my umbrella. Have you seen it?
B: You may it in the restaurant last night. (leave)
- 10 A: I rang Dan's doorbell, but he didn't answer. I'm sure he was there.
B: He might not the doorbell. (hear)
- 11 A: Hannah is supposed to meet us here, and she's already 20 minutes late.
B: She may She's always forgetting things. (forget)

29.3 Complete the sentences using **might not have ...** or **couldn't have ...**.

- 1 A: I was surprised Amy wasn't at the meeting. Perhaps she didn't know about it.
B: Maybe. She might not have known about it.
- 2 A: I wonder why Tom didn't come to the party. Perhaps he didn't want to come.
B: It's possible. He to come.
- 3 A: I wonder how the fire started. Was it an accident?
B: No, the police say it an accident. It was deliberate.
- 4 A: Mike says he needs to see you. He tried to find you yesterday.
B: Well, he very hard. I was in my office all day.
- 5 A: The man you spoke to – are you sure he was American?
B: No, I'm not sure. He

A

We use **may** and **might** to talk about possible actions or happenings in the future:

- ☐ I haven't decided where to go on holiday. I **may go** to Ireland. (= perhaps I will go there)
- ☐ Take an umbrella with you. It **might rain** later. (= perhaps it will rain)
- ☐ The bus isn't always on time. We **might have** to wait a few minutes. (= perhaps we will have to wait)

The negative forms are **may not** and **might not (mightn't)**:

- ☐ Amy **may not go** out tonight. She isn't feeling well. (= perhaps she will not go out)
- ☐ There **might not be** enough time to discuss everything at the meeting. (= perhaps there will not be enough time)

Compare:

- ☐ I'm **going** to buy a car. (for sure)
- ☐ I **may buy** a car. or I **might buy** a car. (possible)

B

Usually you can use **may** or **might**. So you can say:

- ☐ I **may go** to Ireland. or I **might go** to Ireland.
- ☐ Jane **might be** able to help you. or Jane **may be** able to help you.

But we use **might (not may)** when the situation is *not real*:

- ☐ If they paid me better, I **might** work harder. (*not* I may work)

This situation (**If they paid** me better) is not real. They do *not* pay me well, so I'm not going to work harder.

C

Compare **may/might be -ing** and **will be -ing**:

- ☐ Don't phone at 8.30. I'll **be watching** the football on TV.
- ☐ Don't phone at 8.30. I **might be watching** the football on TV. (= perhaps I'll be watching it)

We also use **may/might be -ing** for possible plans. Compare:

- ☐ I'm **going** to Ireland soon. (for sure)
- ☐ I **might be going** (or I **may be going**) to Ireland soon. (possible)

D

might as well

Helen and Clare have just missed the bus.
The buses run every hour.

What shall we do? Shall we walk?

We **might as well**. It's a nice day and I don't want to wait here for an hour.

We **might as well** do something = we should do it because there is no better alternative.
There is no reason not to do it.

You can also use **may as well**.



- ☐ A: What time are you going out?
B: Well, I'm ready, so I **might as well go** now. or ... I **may as well go** now.
- ☐ Buses are so expensive these days, you **might as well get** a taxi. (= taxis are as good, no more expensive than buses)

Exercises

30.1 Which alternative makes sense?

- A: Where are you going for your holidays?
B: I haven't decided yet. I might go / ~~I'm going~~ to Ireland. (I might go makes sense)
- A: Have you decided what sort of car you want to buy?
B: Yes, I might get / I'm going to get a sports car.
- A: When is Tom coming to see us?
B: He hasn't said yet. He might come / He's coming on Sunday.
- A: Where are you going to put that picture?
B: I don't know yet. I might hang / I'm going to hang it in the bedroom.
- A: What's Tanya going to do when she leaves school? Does she know yet?
B: Yes, she's decided. She might go / She's going to university.
- A: Do you have plans for the weekend?
B: Nothing fixed. I might go away / I'm going away.

30.2 Complete the sentences using **might** + a verb from the box:

- Take an umbrella with you when you go out. It might rain later.
- Don't make too much noise. You the baby.
- Be careful with your coffee. You it.
- Don't forget your phone. You it.
- It's better if we don't talk so loud. Somebody us.
- Be careful. This footpath is icy. You

hear
need
~~rain~~
slip
spill
wake

30.3 Complete the sentences. Use **might be able to** or **might have to** + one of these verbs:

fix ~~help~~ leave meet pay wait

- Tell me about your problem. I might be able to help you.
- I can come to the meeting, but I before the end.
- I'm not free this evening, but I you tomorrow evening.
- I'm not sure whether this car park is free or not. We
- There's a long queue. We a long time.
- 'I've got a problem with my bike.' 'Let me have a look. I it.'

30.4 Write sentences with **might not**.

- Lisa's not feeling very well. I'm not sure that she will go to the party.
Lisa might not come to the party.
- I haven't seen him for a long time. I don't know if I will recognise him or not.
I might him.
- We want to go to the game, but I don't know whether we'll be able to get tickets.
We for the game.
- I said I'd do the shopping, but it's possible I won't have time.
I to do the shopping.
- I've been invited to the wedding, but I'm not sure that I'll be able to go.
I

30.5 Read the situations and write sentences with **might as well**.

- You and a friend have just missed the bus. The buses run every hour.
You say: We'll have to wait an hour for the next bus. We might as well walk.
- Your computer doesn't work any more. It will cost a lot to repair.
You say: It's not worth repairing. I a new one.
- You've painted the kitchen. You still have a lot of paint, so why not paint the bathroom too?
You say: I too. There's plenty of paint left.
- You and a friend are at home. You're bored. There's a film on TV starting in a few minutes.
You say: We it. There's nothing else to do.

A

I **have to** do something = it is necessary to do it, I am obliged to do it:

- ☐ You can't turn right here. You **have to turn** left.
- ☐ I **have to wear** glasses for reading.
- ☐ Robert can't come out with us this evening. He **has to work** late.
- ☐ Last week Tina broke her arm and **had to go** to hospital.
- ☐ I haven't **had to go** to the doctor for ages.

You **have to turn** left here.



We use **do/does/did** in questions and negative sentences (for the present and past simple):

- ☐ What **do I have to do** to get a new driving licence? (*not* What have I to do?)
- ☐ Karen **doesn't have to work** Saturdays. (*not* Karen hasn't to)
- ☐ 'Did you **have to wait** a long time for a bus?' 'No, only ten minutes.'

You can say **I'll have to ...**, **I'm going to have to ...**, **I might have to ...**, **I may have to ...**:

- ☐ They can't repair my computer, so **I'll have to buy** a new one. *or* ... **I'm going to have to buy** a new one.
- ☐ We **might have to change** our plans. *or* We **may have to change** ... (= it's possible that we will have to change them)

B

Must is similar to **have to**. You can say:

- ☐ It's later than I thought. I **must go**. *or* I **have to go**.

You can use **must** or **have to** when you give your own opinion (for example, to say what *you* think is necessary, or to recommend someone to do something):

- ☐ I haven't spoken to Sue for ages. I **must phone** her. / I **have to phone** her. (= I say this is necessary)
- ☐ Mark is a really nice person. You **must meet** him. / You **have to meet** him. (= I recommend this)

We use **have to** (*not usually must*) to say what someone is *obliged* to do. This is a *fact*, not the speaker's own opinion:

- ☐ I **have to work** from 8.30 to 5.30 every day. (a fact, not an opinion)
- ☐ Jane **has to travel** a lot for her work.

But we use **must** in written rules and instructions:

- ☐ Applications for the job **must be received** by 18 May.
- ☐ Seat belts **must be worn**.

We use **had to** (*not must*) to talk about the past:

- ☐ I went to the meeting yesterday, but I **had** to leave early. (*not* I must)



C

Mustn't and **don't have to** are completely different:

You **mustn't** do something = *don't* do it:

- ☐ You **must keep** this a secret. You **mustn't tell** anyone. (= don't tell anyone)
- ☐ I promised I would be on time. I **mustn't be** late. (= I must be on time)

You **don't have to** do something = you don't need to do it (but you can if you want):

- ☐ You **don't have to come** with me. I can go alone.
- ☐ I **don't have to be** at the meeting, but I'm going anyway.

D

You can use **have got to** instead of **have to**. You can say:

- ☐ I've **got to** work tomorrow. *or* I **have to** work tomorrow.
- ☐ When **has** Helen **got to** go? *or* When **does** Helen **have to** go?

Exercises

31.1 Complete the sentences using **have/has/had to ...**. Use the verbs in brackets.

- Robert can't come out with us this evening. He has to work late. (he / work)
- 'The bus was late this morning.' 'How long did you have to wait?' (you / wait)
- I don't have much time. in ten minutes. (I / go)
- 'I'm afraid I can't stay long.' 'What time?' (you / go)
- Joe starts work at 5 am every day, which means at four. (he / get up)
- We nearly missed the bus this morning. to catch it. (we / run)
- Is Lisa usually free on Saturdays or? (she / work)
- There was nobody to help me. everything by myself. (I / do)
- How old to have a driving licence? (you / be)
- There was a lot of noise from the street. the window. (we / close)
- Was the exhibition free, or to go in? (you / pay)

31.2 Complete the sentences using **have/has/had to** + the verbs in the list. Some sentences are negative (**I don't have to ...** etc.):

ask decide drive ~~get up~~ go make make pay ~~show~~ stand

- I'm not working tomorrow, so I don't have to get up early.
- Steve didn't know how to change the settings on his phone. I had to show him.
- Excuse me a moment – I a phone call. I won't be long.
- You can let me know later what you want to do. You now.
- I couldn't find the street I wanted. I somebody for directions.
- This car park is free. You
- A man was slightly injured in the accident, but he to hospital.
- Jane has a senior position in the company. She important decisions.
- The train was very full and there were no seats free. We all the way.
- When Patrick starts his new job next month, he 50 miles to work every day.

31.3 In some of these sentences, **must** is wrong or unnatural. Correct the sentences where necessary.

- It's later than I thought. I must go. OK (I have to go is also correct)
- I must start work every day at 8.30. I have to start work
- I must remember to call Sarah tomorrow.
- I couldn't get a taxi last night. I must walk home.
- You must come and see us again soon.
- Tom isn't going out this evening. He must study for his exam.
- We can't go the usual way because the road is closed. We must go another way.
- Julia wears glasses. She must wear glasses since she was very young.

31.4 Complete the sentences with **mustn't**, **don't have to** or **doesn't have to**.

- I don't want anyone to know about our plan. You mustn't tell anyone.
- Richard doesn't have to wear a suit to work, but he usually does.
- There's a lift in the building, so we climb the stairs.
- I promised Kate I'd call her tomorrow. I forget.
- I'm not very busy. I have a few things to do, but I do them now.
- Sophie likes weekends because she get up early.
- You be a good player to enjoy a game of tennis.
- You should keep trying to find a job. You give up.
- I eat too much. I'm supposed to be on a diet.
- We have plenty of time before our flight. We check in yet.

A must and mustn't

You **must** do something = it is necessary that you do it:

- ☐ Don't tell anybody what I said. You **must keep** it a secret.
- ☐ We don't have much time. We **must hurry**.

You **mustn't** do something = don't do it:

- ☐ You **must** keep it a secret. You **mustn't** tell anyone. (= don't tell anyone)
- ☐ We **must** be very quiet. We **mustn't** make any noise.

B needn't and don't need to

You **needn't** do something = it's not necessary to do it (but you can if you want):

- ☐ We have plenty of time. We **needn't hurry**. (= it is not necessary to hurry)
- ☐ Joe can stay here. He **needn't come** with us. (= it is not necessary for him to come)

You can also use **don't/doesn't need to**:

- ☐ We **don't need to** hurry.

Note that we say '**don't need to** do', but '**needn't do**' (*without to*).

Compare **needn't** and **mustn't**:

- ☐ You **needn't** tell Steve. I can tell him myself. (= it is not necessary)
- ☐ You **mustn't** tell Steve. I don't want him to know. (= don't tell him)

C needn't have (done)

Study this example situation:



Paul and Sarah reserved a table at a restaurant.

But when they went to the restaurant, it was almost empty.

They **needn't have reserved** a table.

This means: they reserved a table, but now they know this was not necessary.

Compare **needn't** (do) and **needn't have** (done):

- ☐ Everything will be OK. You **needn't worry**. (it is not necessary)
- ☐ Everything was OK. You **needn't have worried**. (you worried, but it was not necessary)

D needn't have (done) and didn't need to (do)

He **needn't have done** something = he did it, but now we know that it was not necessary:

- ☐ Why did he get up at 5 o'clock? He **needn't have got** up so early. He could have stayed in bed longer.

He **didn't need to do** something = it was not necessary to do it. It doesn't matter whether he did it or not:

- ☐ He **didn't need to get** up early, so he didn't.
- ☐ He **didn't need to get** up early, but it was a beautiful morning, so he did.

You can also say 'He **didn't have to** get up' in these examples.

Exercises

32.1 Which goes with which? Find the sentences with a similar meaning.

- 1 You must be very quiet.
- 2 You must remember your password.
- 3 You must be brave.
- 4 You must be on time.
- 5 You must leave the furniture as it is.
- 6 You must go away.
- 7 You must forget what happened.

- a You mustn't stay here.
- b You mustn't be afraid.
- c You mustn't think about it.
- d You mustn't forget it.
- e You mustn't be late.
- f ~~You mustn't make any noise.~~
- g You mustn't move anything.

- 1 f
- 2
- 3
- 4
- 5
- 6
- 7

32.2 Which is correct?

- 1 We have plenty of time. We ~~mustn't~~ / needn't hurry. (needn't is correct)
- 2 I have to talk to Gary. I must / mustn't remember to call him.
- 3 I have to talk to Gary. I mustn't / needn't forget to call him.
- 4 There's plenty of time for you to decide. You mustn't / don't need to decide now.
- 5 These are important documents. We mustn't / needn't lose them.
- 6 You mustn't / needn't wait for me. You go on and I'll join you later.
- 7 This is a dangerous situation and we need to be careful. We mustn't / needn't do anything stupid.
- 8 I understand the situation perfectly. You mustn't / don't need to explain further.
- 9 A: What sort of house do you want to buy? Something big?
B: It mustn't / needn't be big – that's not so important. But it must / mustn't have a nice garden.

32.3 Complete the sentences. Use **needn't + verb**. Choose from:

come keep ~~leave~~ walk worry

- 1 We have plenty of time. We needn't leave yet.
- 2 I can manage the shopping alone. You with me.
- 3 We all the way home. We can get a taxi.
- 4 You can delete these emails. You them.
- 5 I'll be all right. You about me.

32.4 Write two sentences for each situation. Use **needn't have** in the first sentence and **could have** in the second (as in the example). For **could have**, see Unit 27.

- 1 Why did you rush? Why didn't you take your time?
You needn't have rushed. You could have taken your time.
- 2 Why did you walk home? Why didn't you take a taxi?
.....
- 3 Why did they stay at a hotel? Why didn't they stay with us?
.....
- 4 Why did she phone me at 3 am? Why didn't she wait until the morning?
.....
- 5 Why did you shout at me? Why weren't you more patient?
.....

32.5 Are these sentences OK? Change them where necessary.

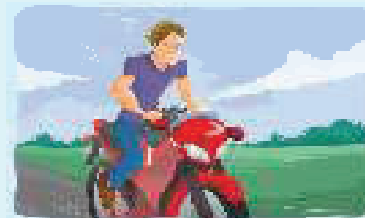
- 1 We have plenty of time. We don't need hurry. We don't need to hurry.
- 2 Keep it a secret. You mustn't tell anybody. OK
- 3 You needn't to shout. I can hear you perfectly.
- 4 I needn't have gone out, so I stayed at home.
- 5 This train is direct. You don't need to change.
- 6 You mustn't lock the door. It's OK to leave it unlocked.
- 7 I needn't have said anything, so I kept quiet.
- 8 I needn't have said anything. I should have kept quiet.

A

You **should do** something = it is a good thing to do or the right thing to do.

You can use **should** to give advice or to give an opinion:

- ☐ You look tired. You **should go** to bed.
- ☐ The government **should do** more to improve schools.
- ☐ A: **Should** we **invite** Stephanie to the party?
B: Yes, I think we **should**.
- ☐ The man on the motorbike **should be wearing** a helmet.



You **shouldn't** do something = it isn't a good thing to do:

- ☐ You **shouldn't believe** everything you read in newspapers.

We often use **should** with **I think / I don't think / Do you think ... ?**:

- ☐ **I think** the government **should do** more to improve schools.
- ☐ **I don't think** you **should work** so hard.
- ☐ A: **Do you think** I **should apply** for this job?
B: Yes, **I think** you **should**.

Should is not as strong as **must** or **have to**:

- ☐ You **should** apologise. (= it would be a good thing to do)
- ☐ You **must** apologise. / You **have to** apologise. (= you have no alternative)

B

We use **should** when something is not right or what we expect:

- ☐ Where's Tina? She **should be** here by now.
(= she isn't here yet, and this is not normal)
- ☐ The price on this packet is wrong. It **should be** £2.50, not £3.50.

We also use **should** to say that we expect something to happen:

- ☐ Helen has been studying hard for the exam, so she **should pass**.
(= I expect her to pass)
- ☐ There are plenty of hotels in the town. It **shouldn't be** hard to find a place to stay.
(= I don't expect it to be hard)

C

You **should have done** something = you didn't do it, but it would have been a good thing to do:

- ☐ You missed a great party last night. You **should have come**. Why didn't you?
(= you didn't come, but it would have been good to come)
- ☐ I wonder why they're so late. They **should have been** here long ago.

You **shouldn't have done** something = you did it, but it wasn't a good thing to do:

- ☐ I'm feeling sick. I **shouldn't have eaten** so much. (= I ate too much)
- ☐ She **shouldn't have been listening** to our conversation. It was private.
(= she was listening)

Compare **should** (do) and **should have** (done):

- ☐ You look tired. You **should go** to bed now.
- ☐ You went to bed very late last night. You **should have gone** to bed earlier.

D

ought to ...

You can use **ought to** instead of **should** in the sentences on this page.

We say 'ought to do' (with **to**):

- ☐ Do you think I **ought to apply** for this job? (= Do you think I **should apply** ... ?)
- ☐ Jack **ought not to go** to bed so late. (= Jack **shouldn't go** ...)
- ☐ It was a great party last night. You **ought to have come**. (= You **should have come**)

Exercises

33.1 For each situation, write a sentence with **should** or **shouldn't** + one of the following:

~~go away for a few days~~
put some pictures on the walls

stay up so late
take a picture

look for another job
worry so much

- 1 Anna needs a change. She should go away for a few days.
- 2 Your salary is very low. You
- 3 Jack always finds it hard to get up. He
- 4 What a beautiful view! You
- 5 Laura is always anxious. She
- 6 Dan's room isn't very nice.

33.2 Complete the sentences. Choose from:

should solve
should receive

should be working OK
~~should pass the exam~~

shouldn't cost more
should be much warmer

shouldn't take long
should be here soon

- 1 Helen has been studying hard, so she should pass the exam.
- 2 Joe hasn't arrived yet, but he
- 3 The TV has been repaired. It now.
- 4 It to get to the hotel. About 20 minutes.
- 5 I sent the documents to you today, so you them tomorrow.
- 6 The weather is unusually cold. It at this time of year.
- 7 The best way to get to the airport is by taxi. It than ten pounds.
- 8 If you have a problem with the computer, try restarting it. That the problem.

33.3 Complete the sentences. Use **should ...** or **should have ...** + the verb in brackets.

- 1 You look tired. You should go to bed. (go)
- 2 You missed a great party last night. You should have come. (come)
- 3 I'm in a difficult position. What do you think I now? (do)
- 4 I'm sorry that I didn't take your advice. I what you said. (do)
- 5 We lost the game, but we were the better team. We (win)
- 6 We don't see you enough. You and see us more often. (come)
- 7 We went the wrong way and got lost. We right, not left. (turn)
- 8 My exam results weren't good. I better. (do)

33.4 Read the situations and write sentences with **should** / **should have** / **shouldn't** / **shouldn't have**.

- 1 I'm feeling sick. I ate too much.
I shouldn't have eaten so much.
- 2 When we got to the restaurant, there were no free tables. We hadn't reserved one.
We
- 3 Laura told me her address, but I didn't write it down. Now I can't remember the house number.
I
- 4 The shop is open every day from 8.30. It is 9 o'clock now, but the shop isn't open yet.
.....
- 5 I was looking at my phone. I wasn't looking where I was going. I walked into a wall.
.....
- 6 Kate is driving. The speed limit is 30 miles an hour, but Kate is doing 50.
She
- 7 I wasn't feeling well yesterday, but I went to work. That was a mistake. Now I feel worse.
.....
- 8 Tomorrow there is a football match between Team A and Team B. Team A are much better.
.....
- 9 I was driving. The car in front stopped suddenly and I drove into it. It wasn't my fault.
The driver in front

A You can use **should** after:

insist demand recommend suggest propose

- ☐ I **insisted** that he **should apologise**.
- ☐ Doctors **recommend** that everyone **should eat** plenty of fruit.
- ☐ What do you **suggest** we **should do**?
- ☐ Many people are **demanding** that something **should be done** about the problem.

also

It's important/vital/necessary/essential that ... **should** ...:

- ☐ **It's essential** that everyone **should be** here on time.

B You can also leave out **should** in the sentences in section A. So you can say:

- ☐ **It's essential** that everyone **be** here on time. (= ... that everyone **should be** here ...)
- ☐ I **insisted** that he **apologise**. (= ... that he **should apologise**)
- ☐ What do you **suggest** we **do**?
- ☐ Many people are **demanding** that something **be done** about the problem.

This form (**be/do/apologise** etc.) is called the *subjunctive*. It is the same as the *infinitive* (without **to**).

You can also use normal present and past forms:

- ☐ It's **essential** that everyone **is** here on time.
- ☐ I **insisted** that he **apologised**.

C We do not use **to** ... with **suggest**. You can say:

- ☐ What do you **suggest we should do**?
- or What do you **suggest we do**? (*but not* What do you suggest us to do?)
- ☐ Jane won the lottery.
- I **suggested** that she **should buy** a car with the money she won.
- or I **suggested** that she **buy** a car.
- or I **suggested** that she **bought** a car. (*but not* I suggested her to buy)

You can also use **-ing** after **suggest** (What do you **suggest doing**?). See Unit 53.

D You can use **should** after some adjectives, especially:

strange odd funny typical natural interesting surprised surprising

- ☐ It's **strange** that he **should be** late. He's usually on time.
- ☐ I was **surprised** that he **should say** such a thing.

E You can say **'if something should happen ...'**. For example:

- ☐ We have no jobs at present, but **if the situation should change**, we will contact you.

You can also begin with **should (Should something happen ...)**:

- ☐ **Should the situation change**, we will contact you.

This means the same as **'If the situation changes, ...'**. With **should**, the speaker feels that the possibility is smaller.

F You can use **I should ... / I shouldn't ...** to give advice. For example:

- ☐ 'Shall I leave now?' 'No, **I should wait** a bit.' (= I advise you to wait)

Here, **I should ...** = 'I would ... if I were you', 'I advise you to ...'. Two more examples:

- ☐ 'I'm going out now. Is it cold outside?' 'Yes, **I should wear** a coat.'
- ☐ **I shouldn't stay** up too late. You have to be up early tomorrow.

Exercises

34.1 Complete the second sentence so that it means the same as the first.

- 'It would be a good idea to eat more fruit,' the doctor said to me.
The doctor recommended that I should eat more fruit.
- 'You really must stay a little longer,' she said to me.
She insisted that I
- 'Why don't you visit the museum after lunch?' I said to them.
I suggested that
- 'You must pay the rent by Friday,' the landlord said to us.
The landlord demanded that
- 'Let's go to the cinema,' Chris said to me.
Chris suggested that

34.2 Two of these sentences are not correct. Change the two that are not correct.

- Tom suggested that I look for another job. OK
- I called Tina and suggested that we meet for coffee.
- What do you suggest me to do?
- What sort of car do you suggest I should buy?
- I suggest you to read this book.
- I suggested that Anna learn to drive.

34.3 Complete the sentences using **should + verb. Choose from:**ask ~~be~~ be done leave say vote worry

- It's strange that he should be late. He's usually on time.
- It's funny that you that. I was thinking the same thing.
- It's only natural that parents about their children.
- Isn't it typical of Joe that he without saying goodbye to anybody?
- I was surprised that they me for advice. What advice could I give them?
- This is a democratic election, and it's important that you
- The bridge needs to be repaired. It's essential that the work as soon as possible.

34.4 Complete the sentences using **If ... should Choose from:**anyone / ask ~~the situation / change~~ it / rain there / any problems

- We have no jobs at present. If the situation should change, we'll let you know.
- I've hung out the washing to dry on the balcony. If, can you bring it inside?
- I think everything will be OK., I'm sure we'll be able to solve them.
- I don't want anyone to know where I'm going., say you don't know.

Now complete the same sentences beginning with **Should**

- Should the situation change, we'll let you know.
-, can you bring the washing inside?
-, I'm sure we'll be able to solve them.
- where I'm going, say you don't know.

34.5 Complete the sentences using **I should. Choose from:**call get keep ~~wait~~

- 'Shall I leave now?' 'No, I should wait a bit.'
- 'Shall I throw these things away?' 'No, them. You may need them.'
- 'Shall I go and see Paul?' 'Yes, but him first.'
- 'Is it worth getting this computer repaired?' 'No, a new one.'

I'd better ... it's time ...

A had better (I'd better / you'd better etc.)

I'd better do something = it is advisable to do it. If I don't do it, there will be a problem or a danger:

- ☐ I have to meet Amy in ten minutes. **I'd better go** now or I'll be late.
- ☐ 'Shall I take an umbrella?' 'Yes, **you'd better**. It might rain.'
- ☐ **We'd better stop** for petrol soon. The tank is almost empty.

The negative is **I'd better not** (= I **had** better not):

- ☐ A: That jacket looks good on you. Are you going to buy it?
B: **I'd better not**. It's very expensive.
- ☐ You don't look very well. **You'd better not go** out tonight.

Remember that:

I'd better = I **had** better, **you'd better** = you **had** better etc.

- ☐ **I'd better** phone Chris, **hadn't** I?
- ☐ We **had better** go now.

Had is normally past, but we use **had better** for the present or future, *not* past.

- ☐ I'd better go **now** / **tomorrow**.

We say 'I'd better **do**' (*not* to do).

- ☐ It might rain. We'd better **take** an umbrella. (*not* We'd better to take)

B had better and should

Had better is similar to **should** but not exactly the same. We use **had better** only for a specific situation, not for things in general. You can use **should** in all types of situations to give an opinion or give advice:

- ☐ It's late. **You'd better go**. or You **should go**. (a specific situation)
- ☐ You're always at home. You **should go** out more often. (in general – *not* 'had better go')

Also, with **had better**, there is always a danger or a problem if you don't follow the advice.

Should means only 'it is a good thing to do'. Compare:

- ☐ It's a great film. You **should** go and see it. (but no problem if you don't)
- ☐ The film starts at 8.30. **You'd better** go now or you'll miss the beginning.

C it's time ...

You can say **It's time** (for somebody) **to** ...:

- ☐ It's time **to go** home. / It's time for us **to go** home.

But you can also say:

- ☐ It's late. It's time **we went** home.

When we use **it's time** + past ('it's time we **went**' etc.), the meaning is present, *not* past:

- ☐ **It's time** they **were** here. Why are they so late? (*not* It's time they are here)

It's time somebody **did** something = they should have already done it or started it.

We often use this structure to criticise or to complain:

- ☐ This situation can't continue. **It's time** you **did** something about it.
- ☐ He's very selfish. **It's time** he **realised** that he isn't the most important person in the world.

You can also say **It's about time** ...:

- ☐ Jack is a great talker, but **it's about time** he **did** something instead of just talking.

Exercises

35.1 Read the situations and write sentences with **'d better** or **'d better not**. Choose a verb from:

check disturb go put reserve ~~take~~

- You're going out for a walk with a friend. It looks as if it might rain.
You say: We'd better take an umbrella.
- You and Kate plan to go to a restaurant tonight. It will be busy.
You say to Kate: We a table.
- Oliver has just cut himself. It's bleeding and he'll need a plaster on it.
You say to him: You on it.
- Rebecca doesn't look well this morning – not well enough to go to work.
You say to her: this morning.
- You're going to the cinema, but you're not sure what time the film starts.
You say: the film starts.
- You need to talk to your boss, but she's very busy right now.
You say to a colleague: right now.

35.2 Is **had better** OK in these sentences? Change to **should** where necessary.

- I have an appointment in ten minutes. I'd better go now or I'll be late. OK
- You'd better set your alarm. You have to get up early tomorrow.
- I'm glad you came to see us. You'd better come more often.
- She'll be sad if we don't invite her to the party, so we'd better invite her.
- It's nearly time to go out. I'd better get ready.
- I think everybody had better learn a foreign language.
- We've just missed the last bus. We'd better get a taxi.

35.3 Complete the sentences. Choose from the box.

- It might rain. We'd better take an umbrella.
- Ben needs to know what happened. Somebody better tell him.
- We'd better park the car here. The road is too narrow.
- You brush your teeth at least twice a day.
- What are we going to do? It's time decide.
- better not be late. It's an important meeting.
- It's time they here. They promised they wouldn't be late.
- The window is open. You'd close it before you go out.
- We'd better leave as soon as possible, we?
- The government should something about the problem.
- It's time the government something about the problem.
- It's time something done about the problem.

better
do
did
had
hadn't
I'd
not
to
~~**take**~~
should
was
were

35.4 Read the situations and write sentences with **It's time** (somebody **did** something).

- You're at a friend's house. You planned to go home at 11 o'clock. It's already 11 o'clock now.
(I / go) It's time I went home.
- You haven't had a holiday for a very long time. You need one now.
(I / holiday) It's time
- It's 10 o'clock. It's after the children's bedtime. You think they should be in bed.
(children / bed)
- You didn't realise it was so late. You need to start cooking dinner.
(start / cook) dinner.
- Kate is always complaining about everything. You think she complains too much.
(stop / complaining) about everything.
- The company you work for has been badly managed for a long time. You think some changes should be made.
(changes / make) in the way the company is run.

A

We use **would** ('d) / **wouldn't** when we *imagine* a situation or action (= we think of something that is not real):

- ☐ It **would be** nice to buy a new car, but we can't afford it.
- ☐ I'd **love** to live by the sea.
- ☐ A: Shall I tell Chris what happened?
B: No, I **wouldn't say** anything.
(= I wouldn't say anything in your situation)



We use **would have (done)** when we imagine something that didn't happen in the past:

- ☐ They helped us a lot. I don't know what we'd **have done** without their help.
(we'd have done = we **would** have done)
- ☐ It's a shame you didn't see the film. You **would have liked** it.
- ☐ I didn't tell Sam what happened. He **wouldn't have been** pleased.

Compare **would (do)** and **would have (done)**:

- ☐ I **would call** Lisa, but I don't have her number. (*now*)
I **would have called** Lisa, but I didn't have her number. (*past*)
- ☐ I'm not going to invite them to the party. They **wouldn't come** anyway.
I didn't invite them to the party. They **wouldn't have come** anyway.

We often use **would** in sentences with **if** (see Units 38–40):

- ☐ I **would call** Lisa **if** I had her number.
- ☐ I **would have called** Lisa **if** I'd had her number.

B

Compare **will ('ll)** and **would ('d)**:

- ☐ I'll **stay** a little longer. I've got plenty of time.
I'd **stay** a little longer, but I really have to go now. (so I can't stay longer)
- ☐ I'll **call** Lisa. I have her number.
I'd **call** Lisa, but I don't have her number. (so I can't call her)

Sometimes **would/wouldn't** is the past of **will/won't**.

Compare:

<i>present</i>		<i>past</i>
☐ TOM: I'll call you on Sunday.	→	Tom said he'd call me on Sunday.
☐ AMY: I promise I won't be late.	→	Amy promised that she wouldn't be late.
☐ LISA: Oh, no! The car won't start .	→	Lisa was annoyed because her car wouldn't start .

Somebody **wouldn't do** something = he/she refused to do it:

- ☐ I tried to warn him, but he **wouldn't listen** to me. (= he refused to listen)
- ☐ The car **wouldn't start**. (= it 'refused' to start)

C

You can also use **would** to talk about things that happened regularly in the past:

- ☐ When we were children, we lived by the sea. In summer, if the weather was fine, we **would** all get up early and go for a swim. (= we did this regularly)
- ☐ Whenever Richard was angry, he **would** walk out of the room.

With this meaning, **would** is similar to **used to** (see Unit 18):

- ☐ Whenever Richard was angry, he **used to walk** out of the room.

Exercises

36.1 Write sentences about yourself. Imagine things you would like or wouldn't like.

- 1 (a place you'd love to live) *I'd love to live by the sea.*
- 2 (a job you wouldn't like to do)
- 3 (something you would love to do)
- 4 (something that would be nice to have)
- 5 (a place you'd like to go to)

36.2 Complete the sentences using *would* + the following verbs (in the correct form):

be be do do enjoy enjoy have stop

- 1 They helped us a lot. I don't know what we *would have done* without their help.
- 2 You should go and see the film. I think you it.
- 3 It's a pity you couldn't come to the party last night. You it.
- 4 Shall I apply for the job or not? What you in my position?
- 5 I was in a hurry when I saw you. Otherwise I to talk.
- 6 We took a taxi home last night, but got stuck in the traffic. It quicker to walk.
- 7 Why don't you go and see Clare? She very pleased to see you.
- 8 In an ideal world, everybody enough to eat.

36.3 Each sentence on the right follows a sentence on the left. Which follows which?

- 1 I'd like to go to Australia one day.
- 2 I wouldn't like to live on a busy road.
- 3 I'm sorry your trip was cancelled.
- 4 I'm looking forward to going out tonight.
- 5 I'm glad we didn't go out in the rain.
- 6 I'm not looking forward to the trip.

- a It wouldn't have been very nice.
- b It would have been fun.
- c ~~It would be nice.~~
- d It won't be much fun.
- e It wouldn't be very nice.
- f It will be fun.

- 1 *c*
- 2
- 3
- 4
- 5
- 6

36.4 Write sentences using *promised* + *would*/*wouldn't*.

- 1 I wonder why Laura is late. *She promised she wouldn't be late.*
- 2 I wonder why Steve hasn't called me. He promised
- 3 Why did you tell Amy what I said? You
- 4 I'm surprised they didn't wait for us. They

36.5 Complete the sentences. Use *wouldn't* + a suitable verb.

- 1 I tried to warn him, but he *wouldn't listen* to me.
- 2 I asked Amanda what had happened, but she me.
- 3 Paul was angry about what I'd said and he to me for two weeks.
- 4 Martina insisted on carrying all her luggage. She me help her.

36.6 Complete the sentences using *would* (section C). Choose from these verbs:

forget shake share smile stay ~~walk~~

- 1 Whenever Richard was angry, he *would walk* out of the room.
- 2 We used to live next to a railway line. Every time a train went past, the house
- 3 Katherine was always very generous. She didn't have much, but she what she had with everyone else.
- 4 You could never rely on Joe. It didn't matter how many times you reminded him to do something, he always
- 5 When we were children, we used to go to the beach a lot. We there all day playing in the sand and swimming in the sea.
- 6 Lucy was always friendly. Whenever I saw her, she always and say hello.

can/could/would you ... ? etc. (Requests, offers, permission and invitations)

A Asking people to do things (requests)

We use **can** or **could** to ask people to do things:

- ☐ **Can you** wait a moment, please?
- or ☐ **Could you** wait a moment, please?
- ☐ Helen, **can you** do me a favour?
- ☐ Excuse me, **could you** tell me how to get to the bus station?

You can say **Do you think you could** ... ? :

- ☐ **Do you think you could** take me to the airport?
(not Do you think you can)

Could you open the door, please?



B Asking for things

To ask for something, we use **Can (I) have ... ? / Could (I) have ... ?** or **Can (I) get ... ?**:

- ☐ (in a shop) **Can I have** these postcards, please? or **Can I get** these postcards, please?
- ☐ (in a restaurant) **Could we have** the menu, please? or **Can we have** the menu, please?

May I have ... ? is also possible:

- ☐ **May I have** these postcards, please?

C Asking to do things

We use **can I** or **could I** to ask to do something:

- ☐ (on the phone) Hello, **can I** speak to Steve, please?
- ☐ **'Could I** use your phone charger?' 'Sure.'
- ☐ **Do you think I could** borrow your bike?

May is also possible:

- ☐ **May I ask you a question?**

May is more formal than **can** or **could**.

You can also say:

- Do you mind if I ... ?**
- Is it all right if I ... ? / Is it OK if I ... ?**
- ☐ **Do you mind if I** use your phone charger?
- ☐ **'Is it all right if I** sit here?' 'Yes, of course.'

Could I use your phone charger?



D Offering and inviting

You can use **Can I ... ?** to offer to do something:

- ☐ **'Can I** help you?' 'No, it's OK. I can manage, thanks.'
- ☐ **'Can I** get you some coffee?' 'That would be nice.'

To offer or to invite, we use **Would you like ... ?** (not Do you like):

- ☐ **'Would you like** some coffee?' 'No, thanks.'
- ☐ **'Would you like** to eat with us tonight?' 'That would be great.'

I'd like ... (= I would like) is a polite way to say what you want:

- ☐ (at a tourist information office) **I'd like** some information about hotels, please.
- ☐ (in a shop) **I'd like** to try on this jacket, please.

Exercises

37.1 Which goes with which?

- 1 Could you pass the sugar?
- 2 Would you like to go to the cinema?
- 3 Can I use your toilet?
- 4 Do you mind if I leave work early?
- 5 Can you do me a favour?
- 6 Would you like something to eat?
- 7 Can I give you a hand?
- 8 I'd like some fresh air.

- a It depends what you want me to do.
- b No, that's fine.
- c Me too. Let's go out for a walk.
- d Sure. It's the door on the left.
- e ~~Yes, here you are.~~
- f No, it's all right. I can manage, thanks.
- g Maybe. What's on?
- h No, thanks. I'm not hungry.

- 1 e
- 2
- 3
- 4
- 5
- 6
- 7
- 8

37.2 Complete the sentences. Choose from:

I'd like
~~Can I give~~

Would you like to try
Would you like to come

Do you mind
Would you like

Can I take
I'd like to

- 1 You're driving and you see a friend walking along the road. You stop and say:
Hi Joe. Can I give you a lift?
- 2 You're making a cold drink for your friend. Perhaps he wants ice. You ask:
..... ice in your drink?
- 3 You're ordering something to eat in a cafe. You say:
..... a chicken salad, please.
- 4 You have an extra ticket for a concert. Maybe your friend will come. You ask:
..... to a concert tomorrow night?
- 5 You answer the phone. The caller wants to speak to Lisa. You say:
Lisa's not here. a message?
- 6 You need to see a dentist. You phone for an appointment. You say:
Hello. make an appointment, please.
- 7 You work in a shoe shop. A customer asks you about some shoes. You ask:
..... them on?
- 8 You go into a cafe and see some people you know. You ask:
..... if I join you?

37.3 What would you say in these situations?

- 1 You're carrying a lot of things. You can't open the door yourself. There's a man near the door.
You say to him: Could you open the door, please?
- 2 You've finished your meal in a restaurant and now you want the bill.
You ask the waiter:
- 3 You've filled in some forms in English. You want your friend to check them for you.
You ask your friend:
- 4 The woman in the next room is playing music. It's very loud. You want her to turn it down.
You say to her:
- 5 You're on a train. The window is open and you're cold. You'd like to close it.
You ask the man next to you:
- 6 You're on a bus. You have a seat, but an elderly man is standing. You offer him your seat.
You say to him:
- 7 You're a tourist. You want to go to the station, but you don't know how to get there.
You ask at your hotel:
- 8 You are in a clothes shop. You see some trousers you like and you want to try them on.
You say to the shop assistant:
- 9 You meet a very famous person. You want to get his/her autograph.
You ask:

Can, could, be able to and be allowed to

A Can, could and be able to: ability

Reminder → C1 – C7

We sometimes use **be able to** instead of **can** and **could** to talk about ability. We avoid **be able to** –

- ☆ when we talk about something that is happening as we speak:
 - ☐ Watch me, Mum; I **can** stand on one leg. (*not* ... I'm able to stand on one leg.)
- ☆ before passives:
 - ☐ Films **can** now easily *be streamed* online. (*rather than* Films are now easily able to be streamed ...)
- ☆ when the meaning is 'know how to':
 - ☐ **Can** you cook? (*rather than* Are you able to cook?)

B If we talk about a single achievement, rather than a general ability in the past, we usually use **be able to** rather than **could**. Compare:

- ☐ She swam strongly and **was able to** cross the river easily, even though it was swollen by the heavy rain. (*not* She swam strongly and could cross ...; a single achievement)
- ☐ Sophie **could** play the flute quite well. (*or* ... **was able to** ...; a general ability) *and*

However, **could** is usually more natural than **be able to** –

- ☆ in negative sentences:
 - ☐ I tried to get up but I **couldn't** move.
- ☆ with verbs of the senses, e.g. **feel, hear, see, smell, taste**, and with verbs of 'thinking', e.g. **believe, decide, remember, understand**:
 - ☐ I **could** *remember* the crash, but nothing after that.
- ☆ after the phrases **the only thing / place / time**, and after **all** when it means 'the only thing':
 - ☐ *All* we **could** see were his feet.
- ☆ to suggest that something almost didn't happen, particularly with **almost, hardly, just, nearly**:
 - ☐ I **could** *nearly* touch the ceiling.

C Can and could: possibility

To talk about the theoretical possibility of something happening we use **could**, not **can**. However, we use **can**, not **could**, to say that something is possible and actually happens. Compare:

- ☐ It **could** be expensive to keep a cat. (= if we had one, it's possible that it would be expensive) *and*
- ☐ It **can** be expensive to keep a cat. (= people find it sometimes is)

We use **can't**, not **couldn't**, to say that something is theoretically or actually impossible:

- ☐ There **can't** be many people in the world who haven't watched television.
- ☐ The doctor **can't** see you this morning; he's busy at the hospital.

D We use **can** to indicate that there is a very real possibility of a future event happening. Using **could** suggests that something is less likely or that there is some doubt about it. Compare:

- ☐ We **can** stay with Jake in Oslo. (= we will be able to stay) *and*
- ☐ We **could** stay with Jake in Oslo. (= it's possible; if he's there)

E Could and be allowed to: permission

To say that in the past someone had *general* permission to do something – that is, to do it at any time – we can use either **could** or **was / were allowed to**. However, to talk about permission for one *particular* past action, we use **was / were allowed to**, but not **could**. Compare:

- ☐ Anyone **was allowed to** fish in the lake when the council owned it. (*or* ... **could** fish ...) *and*
- ☐ Although he didn't have a ticket, Ned **was allowed to** come in. (*not* ... could come in.)

In negative sentences, we can use either **couldn't** or **wasn't / weren't allowed to** to say that permission was not given in general or particular situations:

- ☐ I **couldn't / wasn't allowed to** open the present until my birthday.

Exercises

15.1 Underline the correct or more natural option (or both if possible). A & B

- 1 Valuables *can* / *are able to* be left in the hotel safe. Please ask at the reception desk.
- 2 We *could* / *were able to* finish the hockey match before it started snowing too heavily.
- 3 The rebels *could* / *were able to* draw on the support of over 20,000 soldiers.
- 4 *Could you* / *Were you able to* understand Professor Larsen's lecture? I found it really difficult.
- 5 A: Do you want a game? B: Sorry, I *can't* / *'m not able to* play chess.
- 6 Look at me, I *can* / *'m able to* ride my bike without any help.
- 7 When the firefighters arrived they *could* / *were able to* put out the flames in a couple of minutes.
- 8 The air was so polluted in the city centre, I *could hardly* / *was hardly able to* breathe.
- 9 I knew Petra had been decorating. I *could* / *was able to* smell the paint when I came in.
- 10 *Can you* / *Are you able to* drive without your glasses?
- 11 No changes *can* / *are able to* be made to this rail ticket after purchase.
- 12 He *could* / *was able to* untie the ropes without the guards noticing.
- 13 She looked all over the house, but *couldn't* / *wasn't able to* find her keys anywhere.
- 14 I was very busy at work, but I *could* / *was able to* have a couple of days off last week.

15.2 Complete these blog posts with **can**, **could** and **be allowed to** (or two forms if possible). Use negative forms where necessary. A–E

a

We went camping in the north of Spain last July. As you probably know, it (1) rain a lot on the coast, even in midsummer, and the day we arrived we (2) believe how heavy the rain was. Eventually we found a place to camp, in a field next to a beach. We had a new tent – the advertisement for it said, 'This tent (3) be assembled in two minutes with no previous experience.' What a joke! Now, there (4) be many people who haven't had difficulty putting up a tent at some time, but it took us more than two hours. And then, just as it was done, a man came along and said that we (5) camp there – it was private property. So we had to take the tent down again. Then Eva just said, 'Well, we (6) stay here all night. Let's go to that hotel in the last village we drove through.' Unfortunately, when we got there they were full. But they were very kind and we (7) camp at the end of their garden!

b

It is often said that sports coaches (1) be strict, but athlete Lance Jordan's was incredibly hard on him in the year before the Olympic Games. For instance, Lance (2) stay up later than nine, although on his birthday he (3) watch television until ten as it was a special occasion! Of course, all Lance (4) think of was going out with his friends in the evening, and he (5) hardly wait for the Games to finish to get back to a normal life. When he complained, his coach just said, 'Trust me and you'll win gold – you (6) lose!' And his coach was right. He won a gold medal in the 400 metres in a world record time. And on the night of his victory Lance (7) celebrate – by staying up until 11 o'clock! 'But no later,' said his coach. 'The World Championships are only two years away.'

Will, would and used to

A Will and would

Reminder → C8 – C14

We can use **will** (for the present) and **would** (for the past) to talk about –

☆ characteristic behaviour or habits:

- ☐ Every day Dan **will** come home from work and turn on the TV.
- ☐ At school she **would** always sit quietly and pay attention.

☆ things that are or were always true:

- ☐ Cold weather **will** kill certain plants.
- ☐ During the war, people **would** eat all kinds of things that we don't eat now.

(For the use of **will** to talk about the future, see Unit 9.)

We don't use **will** or **would** in this way to talk about a *particular* occasion. Compare:

- ☐ Each time I gave him a problem he **would solve** it for me. *and*
- ☐ Last night I gave him a problem and he **solved** it for me. (*not ... he would solve it ...*)

However, we can use **will not (won't)** and **would not (wouldn't)** in either case. Compare:

- ☐ He **wouldn't** walk the five miles to his place of work. (characteristic behaviour) *and*
- ☐ She **wouldn't** say what was wrong when I asked her.

B In speech, we can stress **will** or **would** to criticise people's characteristic behaviour or habits:

- ☐ She just **won't** do the washing up when I ask her.
- ☐ I was happy when Ryan left. He **would** talk about people behind their backs.

We can also express disapproval of something they have done using **will**:

- ☐ 'I feel sick.' 'Well, if you **will** eat so much, I'm not surprised.'

C We can use **will** to draw conclusions or state assumptions about things that are the case now (see also Unit 9B):

- ☐ Martina **will** be at home by now. Let's go and see her.
- ☐ You **will** know that Ewan and Lucy are engaged. (= I assume you already know)

D Would and used to

When we talk about repeated events in the past that don't happen now we can use either **would** or **used to + infinitive**. However, we can use **would** only if the time reference is clear. Compare:

- ☐ We **used to play** in the garden. (*not* We would play ...; time reference not given) *and*
- ☐ Whenever we went to my uncle's house, we **would / used to play** in the garden.

Note that negatives and questions are formed with **did / didn't + use to** (not I didn't used to...).

We can use **used to** but not **would** when we talk about past states that have changed:

- ☐ The factory **used to** be over there.
- ☐ Didn't you **use to** have red hair?

We don't use either **used to** or **would** when we say exactly how many times in total something happened, how long something took, or that a single event happened at a given past time:

- ☐ We **visited** Switzerland four times during the 1990s. (*not* We would / used to visit ...)
- ☐ She **went** to Jamaica last month. (*not* She would / used to go to Jamaica last month.)

E Would / will have + past participle

To talk about an *unreal past* situation – that is, an imaginary situation or a situation that might have happened in the past, but didn't – we use **would have + past participle**:

- ☐ I **would have been** happy to see him, but I didn't have time.

However, to say that we think a past situation actually happened, we use **will have + past participle** (see also Unit 11C):

- ☐ As it was cloudy, few people **will have seen** last night's lunar eclipse. (*rather than ... would have seen ...*)

Exercises

- 16.1** Complete the doctor and patient speech bubbles using **will** or **would** if possible, followed by one of these verbs. If **will** or **would** are not possible, use a verb in the past simple. **A & C**

be cause exercise find have know sit spend

1 Most days I eight hours or more in front of my computer.

2 Yesterday I a sharp pain in my lower back.

3 No, I'm not that fit now. When I was at college, I in the gym most days.

4 When I tried to stand, I that I couldn't straighten up.



5 Over time poor posture back pain.

6 Before computers came along, people rarely still for so long.

7 I'm sure you about the need to take regular breaks.

8 That probably the result of sitting badly.

- 16.2** If necessary, correct these sentences using **either would** or **used to**. If neither **would** nor **used to** is correct, use a past simple verb form. **D**

- 1 I would enjoy studying French when I was at school.
- 2 Jorge would spend winters in Spain and summers in England.
- 3 We would live in a bungalow on the south coast, and then we moved to a flat in town.
- 4 You used to teach at Halston University, didn't you?
- 5 On Saturdays and Sundays the ferry used to take tourists across to the island.
- 6 The committee would meet four times last week, but still no decision has been reached.

- 16.3** Complete these sentences with **will have** or **would have** and the past participle of one of these verbs. **E**

approve buy hear hurt notice prefer watch

- 1 According to official figures, over half the population the final of the song contest on TV last night.
- 2 I enjoyed the exhibition – but I don't think my grandmother of it.
- 3 I don't think the dog anyone, but I was still glad when the owner took it away.
- 4 I'm sure by now you about yesterday's robbery at the supermarket.
- 5 The train journey was quite comfortable, although I to fly.
- 6 Regular readers the return of a popular feature to our website.
- 7 A: Did you like the present Justin gave you for your birthday? B: Well, an umbrella stand isn't something I myself, but I suppose it might be useful.

- 16.4** Complete B's responses below to show criticism or disapproval. **B**

- 1 A: I waste so much time looking for parking spaces. B: Well, if you
- 2 A: I've got a headache. B: Well, if you
- 3 A: I'm really hot. B: Well, if you

May and might

A **May** and **might** often have a similar meaning when we talk about possibility.

Reminder → C15 – C19

However, we prefer **may** in academic or formal language to talk about characteristics or behaviour:

- ☐ The seeds from the plant **may** grow up to 20 centimetres in length.

and in speech we prefer **might** to say what we will possibly do in the future:

We can use **may well** (or less commonly, **might well**) to emphasise that something is unexpected:

- ☐ Keith **may well** pass the entrance examination after all. (or Keith **might well**...)

B We don't use **may** to ask questions about the possibility of something happening. Instead we use, for example, **could(n't)** or the phrase **be likely**:

- ☐ **Could** it be that you don't want to leave? (*not* May it be that you ...?)

- ☐ **Are** you **likely** to be in Spain again this summer? (*not* May you be in Spain ...?)

It is possible to use **might** in this type of question, but it is rather formal:

- ☐ **Might** they be persuaded to change their minds?

Note that we can use **may** to ask for permission and offer help in a formal way:

- ☐ **May** I leave now?

- ☐ **May** I help you?

C **Might** (not 'may') + **bare infinitive** is sometimes used to talk about what was *typically* the case in the past. This is a formal or literary use:

- ☐ During the war, the police **might** *arrest* you for criticising the government.

- ☐ Years ago, children **might** *be sent* down mines at the age of six. (passive form)

We can also use **could** + **bare infinitive** in examples like this to talk about past ability (see Unit 15).

For example, 'During the war, the police **could** arrest you ...' means that the police were legally able to arrest you.

D When we say that a person or thing compensates to some extent for a limitation or weakness by having another characteristic, we can use a pattern with **may / might not + bare infinitive ... but ...** or **may / might not have + past participle ... but ...**:

- ☐ The painting **may not** *be* a masterpiece, **but** the colours are remarkable.

- ☐ She **might not** *have danced* very gracefully, **but** she had a lot of energy and enthusiasm.

E We use **may / might** (not 'can') + **have + past participle** and **may / might** (not 'can') + **be + -ing** to talk about possible events in the past, present and future:

- ☐ Do you think Laura **may / might have completed** the report by now? (past)

- ☐ His maths **may / might have improved** by the time the exam comes round. (future)

- ☐ Marco isn't in his office. He **may / might be working** at home today. (present)

- ☐ When I go to Vienna I **may / might be staying** with Max, but I'm not sure yet. (future)

Note that **could** can be used in these sentences instead of **may** or **might**:

- ☐ Do you think Laura **could have completed** the report by now?

We can use **may / might have been + -ing** to talk about possible situations or activities that went on over a period of past time:

- ☐ Callum didn't know where the ball was, but he thought his sister **might have been playing** with it before she left for school.

Exercises

17.1 Complete the sentences with either **may** or **might**, whichever is more likely.

If neither is possible, use an alternative, and make any other necessary changes. **A & B**

- 1 We go to Majorca for our holiday this summer.
- 2 The planet Venus be seen clearly in the night sky this month.
- 3 you see Yasemin this weekend?
- 4 I feel really sore after playing tennis. I think I have a bath.
- 5 A: Someone's left their coat. B: it be Nadia's?
- 6 Exceeding the stated dose cause drowsiness.
- 7 It well be the case that the evidence has been tampered with.

17.2 Underline the correct answer. **C & E**

- 1 You should have come dancing. You *might have enjoyed* / *might enjoy* it.
- 2 She *might have tried* / *might have been trying* to get a book off the top shelf when she fell.
- 3 Dr Carter *might have come* / *might be coming* over this evening, so can you tidy the house up a bit?
- 4 As recently as the 1950s, employers *might be requiring* / *might require* a woman to leave her job when she got married.
- 5 I've been offered a new job, so I *may be moving* / *may have moved* to Dubai.
- 6 Why not come and see us in March? The weather *may have been improving* / *may have improved* by then.
- 7 During the riots of the 1960s, people *might be imprisoned* / *may be imprisoned* simply for being on the streets.
- 8 He said he was in a lot of pain, but he *may have been exaggerating* / *may exaggerate*.
- 9 In the past, left-handed children *might be punishing* / *might be punished* for not holding a pen in their right hand.
- 10 I *may have told* / *may tell* you this before. I can't remember.

17.3 Complete these sentences in any appropriate way. **D**

- 1 He may not be the best singer in the world, but
- 2 Hugh's old car might not be terribly comfortable, but
- 3 Her English grammar may not be very accurate, but

Now expand these notes to complete the sentences below.

sound / exciting agree / him express / feelings openly ~~work~~ / quickly

- 4 *He may / might not work very quickly* but at least he's very reliable.
- 5 , but his opinions on music make you think.
- 6 , but she is really very fond of you.
- 7 , but the new museum of fishing is actually very good.

Must and have (got) to

A

We use **must** and **must not** in formal rules and regulations and in warnings:

Reminder → C20–C24

- ☐ Bookings **must** be made at least seven days before departure.
- ☐ The government **must not** be allowed to appoint judges.

In spoken English we often use **must** and **mustn't** (= must not) to propose a future arrangement, such as a meeting or social event, without making detailed plans:

- ☐ We **must** get together more often.
- ☐ We **mustn't** leave it so long next time.

We can also use **I must ...** to remind ourselves to do something:

- ☐ **I must** charge my phone. I meant to do it yesterday, but I forgot.

B

To draw a strong conclusion about –

☆ something that happened in the past, we use **must + have + past participle**:

- ☐ That's not Clara's car. She **must have borrowed** it from her parents.

☆ something happening at or around the time of speaking, we use **must be + -ing**:

- ☐ I can't hear a noise. You **must be imagining** things.

☆ something that is likely to happen in the future, we use **must be going to** or **must be + -ing**:

- ☐ 'What are all those workmen doing?' 'I think they **must be going to** dig up the road.'
- ☐ I was wrong about the meeting being today. It **must be happening** next Friday.

☆ a present situation, we use **must be**, or **have (got) to be** in informal speech:

- ☐ Their goalkeeper **has got to be** at least two metres tall! (or ... **must be** ...)

We can use **must have to** to draw a conclusion based on what we know about a present situation and **must have had to** to draw a conclusion about a past situation:

- ☐ I can't access the database. You **must have to put in** a password. (= a password is necessary)
- ☐ Matt wasn't at home when I went round. He **must have had to go** out unexpectedly.

Note that we can't say 'must've (got) to' but we can say **must've had to**.

C

In questions that hope for or expect a negative answer we prefer **have (got) to**, although in formal contexts **must** is sometimes used:

- ☐ **Do we have to** answer all the questions? (or **Have we got to** ...?; formally **Must we** ...?)

We use **have to** in questions that imply a criticism. **Must** can also be used, although some people think this is rather old-fashioned. We usually stress **have** and **must** in sentences like this:

- ☐ **Do you have to** play your trumpet here? It's deafening! (formally **Must** you play ...?)

D

Sometimes we can use either **have to** or **have got to**. However –

☆ we use **have to** with frequency adverb (see Unit 75B):

- ☐ I *often* **have to** work at the weekend to get everything done.

Also: **always, never, normally, rarely, sometimes**, etc.

☆ with the past simple we use **have to**, especially in questions and negative sentences:

- ☐ When **did** you **have to** give it back? (*not* When had you got to give it back?)
- ☐ We **didn't have to** wait too long for an answer. (*not* We hadn't got to wait too long ...)

☆ if **have** is contracted (e.g. I've, He's, It'd) then we must include **got**:

- ☐ I need a new pair of shoes, and they've **got to** be blue. (*not* ... they've to be ...)

☆ we don't use **have got to** with other modal verbs:

- ☐ Motorists *will* **have to** wait until next year to use the bridge. (*not* Motorists will have got to wait ...)

Note also that **have got to** is often preferred in informal speech.

Exercises

18.1 Complete the sentences with one of these forms: **must have + past participle**; **must + bare infinitive**; **must be + -ing**; or **must have (had) to**. Use the verbs given. **B**

- When I left my laptop on the train, I thought I'd never see it again. But someone it and handed it in to the lost property office. (*find*)
- Luisa owns a big car and a yacht. She incredibly rich. (*be*)
- A: Everyone's going into the hall. B: The meeting soon. Let's go. (*start*)
- Without things like washing machines and dishwashers our grandparents much harder in the kitchen than we do today. (*work*)
- I didn't think Rob was coming to the meeting. He his mind. (*change*)
- A: I wonder how you get past security.
B: I suppose you some form of ID. (*show*)
- A: I thought Paul would be home.
B: He Lotta to work. He said he would. (*take*)
- Look at all those birds. There at least a thousand of them. (*be*)

18.2 Write new sentences with a similar meaning. Use **have / has got to** where possible or preferable; if not, use **have / has to**. **D**

- It is necessary to do all of this photocopying before lunchtime.
All of this photocopying has got to be done / has to be done before lunchtime
- It is rarely necessary to ask Hannah to tidy her room. *Hannah ...*
- Is it necessary for us to hand in the homework tomorrow? *Have ...*
- It wasn't necessary for me to go to the hospital after all. *I ...*
- Was it necessary for Ben to go alone? *Did ...*
- It is sometimes necessary for Adam to start work at 6:30. *Adam ...*
- It is necessary to extend the college to accommodate the new students. *The college ...*
- It may be necessary to cancel our holiday because my mother is ill. *We ...*

18.3 If necessary, correct the italicised parts of this email message. **A-D**


[Reply](#)
[Forward](#)

Hello Maria,

Sorry I haven't been in touch for a while. You (1) *must have been wondering* what's been happening. Well, I must admit I've had a pretty awful week. When I got home from work last Monday, the front door was wide open. The door's very stiff, and I (2) *always have got to pull* it very hard to shut it. My neighbour's always saying, '(3) *Have you to bang* the door so hard?' When I went in, I found that the house had been burgled. They (4) *must have climbed* over the fence in the back garden. None of the windows and doors were damaged, so someone very small (5) *must have to squeeze* through the tiny window in the kitchen. I suppose I (6) *must leave* it open, but I didn't expect anyone to be able to get in. Then they (7) *must have come* through the house and opened the front door for the others. Of course, the first thing I did was to call the police and I (8) *mustn't wait* very long for them to get here. Fortunately, the only thing that was taken was my TV. I think the burglars (9) *must be disturbed*, perhaps when the postman came. So now (10) *I've to get* a new lock for the front door and replace the TV, and I (11) *must put* some locks on the windows. I suppose I (12) *must have to get* a burglar alarm, too. I must say I've never really wanted one, but needs must!

Anyway, (13) *I've to go*. Hope the family is well. Jessica (14) *must get* ready to go back to university. And you (15) *must be busy* with the new school year just about to start. When you have time, we (16) *have to get* together for a weekend.

All the best for now,

Amy

Can you find three other common expressions with **must**?

Need(n't), don't need to and don't have to

A

We can use **need** as an ordinary verb:

- ☐ I **needed** to leave early. ☐ She's thirsty. She **needs** a drink.

We can also use it as a modal verb (followed by a bare infinitive). As a modal verb, it doesn't change its tense and doesn't add '-s' for the third person singular.

When it is a modal verb, **need** is most commonly used in negative sentences:

- ☐ You **needn't** speak so loudly.
☐ I've already cleaned the car so you **needn't** *bother* to do it.
☐ I was very nervous before the interview, but I **needn't** *have worried* – I got the job!

*Other verbs often used with **need not (needn't)**: apply, bother, concern, fear, involve, mean, panic, worry*

'Note that **needn't bother** can be used with both **to-infinitive** (You **needn't bother to check**) or **(about) + -ing** (You **needn't bother (about) checking**) with little difference in meaning.'

It is sometimes used in questions, but we prefer to use **need** as an ordinary verb or **have to**:

- ☐ **Need** you **go** so soon? (= modal verb; less common and rather formal)
☐ **Do** you **need to go** so soon? (= ordinary verb) or ☐ **Do** you **have to go** so soon?

It is rarely used in affirmative sentences (that is, not questions or negatives), but is sometimes found in written English, particularly in fiction:

- ☐ We **need** *have* no fear for Nicole, she can take care of herself.

In other styles of formal written English it is used in this way with negative words such as **hardly**, **never**, **nobody** / **no one**, and **only**:

- ☐ The changes **need** *only* be small to make the proposals acceptable. (*less formally* The changes only need to be ...)
☐ *Nobody* ever **need** know about the money. (*less formally* Nobody ever needs to know ...)
☐ 'I don't want my parents to know.' 'They **need** *never* find out.' (*less formally* They never need to find out.)

B

To say it is not necessary to do something, we can use either **needn't** or **don't need to**:

- ☐ You **needn't cut** the grass, I'll do it later. (or You **don't need to cut** the grass ...)

To talk about a general necessity, we prefer **don't need to**:

- ☐ You **don't need to be** over 18 to take driving lessons. (*rather than* You needn't be ...)

C

We can often use either **needn't** or **don't have to** with little difference in meaning to say that it is unnecessary to do something:

- ☐ You **needn't** whisper. Nobody can hear us. (or You **don't have to** ...)

However, some people prefer **needn't** when it is the speaker who decides something is unnecessary, and **don't have to** when somebody else or external rules make something unnecessary. Compare:

- ☐ As you worked late yesterday you **needn't** come in until ten tomorrow morning. (the speaker's decision) *and*
☐ We've been told that we **don't have to** be at work until ten tomorrow. (reporting someone else's decision.)

D

We can use **needn't** (or **don't have to**) to say that something is not necessarily true. We don't use **mustn't** in this way (see also Unit 18C):

- ☐ Volcanoes **needn't** erupt constantly to be classified as 'active'. (or Volcanoes **don't have to** erupt ...; *not* Volcanoes **mustn't** erupt ...)
☐ Nowadays it **needn't** cost a fortune to own an eBook reader. (or Nowadays it **doesn't have to** cost ...; *not* Nowadays it **mustn't** cost ...)

Exercises

- 19.1** Match the sentence beginnings and ends. Join them with **needn't** and the bare infinitive of one of the verbs from the box. **A**

bother change concern panic worry

- | | |
|---|---------------------------------------|
| 1 I'll give you a lift to the station so you ... | ... the details on the form. |
| 2 The questions are in the book so you ... | ... yourself with viruses. |
| 3 All the windows have screens so you ... | ... to copy them down. |
| 4 Our software provides full computer security so you ... | ... about booking a taxi. |
| 5 The new tax laws don't come into force until next year so you ... | ... about being bitten by mosquitoes. |

- 19.2** Rewrite the following in a formal style using **need**. **A**

- It is hardly necessary for us to remind you that the money is now due.
We need hardly remind you that the money is now due.
- It is only necessary for us to look at the rainfall figures to see the seriousness of the problem.
- With such a lead in the opinion polls, it is hardly necessary for the Democrats to bother campaigning before the election.
- It is not necessary for anyone to know who paid the ransom to the kidnappers.
- After such a huge lottery win, it is not necessary for him to work again.

- 19.3** Underline the more likely option. If the options are equally likely, underline them both. **B**

- In most developed countries, people needn't / don't need to boil water before they drink it.
- You needn't / don't need to walk. I'll give you a lift.
- I'll email a summary of the lecture so you needn't / don't need to take notes.
- You needn't / don't need to have a university degree to become a police officer.
- You needn't / don't need to buy me a birthday present.
- In most cities, you needn't / don't need to pay to get into galleries and museums.

- 19.4** Correct any mistakes in the extracts from a speech made by the managing director of a company to her employees. **A-D**

1 You needn't to worry about losing your jobs.

2 Need we make any changes to company policy?

3 Changes in technology mustn't be a problem, but, in fact, they can provide opportunities.

4 I don't have to remind you that we are competing with two other companies.

5 I need hardly to tell you how important it is that we get this order.

6 You don't have to cancel your holiday plans.

7 We mustn't allow our rate of production to drop.

8 The present financial difficulties mustn't mean that people will lose their jobs.

Should, ought to and had better

A

We can often use either **should** or **ought to** to talk about obligations and recommendations (e.g. You **should** / **ought to** finish your homework before you go out) and probability (e.g. It **should** / **ought to** be ready by now) although in general **should** is used more frequently. **Ought to** is used particularly in speech and most often to talk about obligation rather than probability.

Reminder → C29– C32

When we conclude, on the basis of some evidence we have, that something is certain or very likely we can use **must** (see Unit 18) but not **should** / **ought to**:

- ☐ It's the third time she's been skating this week. She **must** really enjoy it.

Note also the following details –

☆ we prefer **should** when we say what an outside authority recommends:

- ☐ The manual says that the computer **should** be disconnected from the power supply before the cover is removed. (*rather than ... ought to be disconnected ...*)

☆ we use **should** (or **would**), not **ought to**, when we give advice with **I ...**:

- ☐ I **should** leave early tomorrow, if I were you. (*or I would leave ...; or I'd leave ...*)

☆ we prefer **should** in questions, particularly **wh-questions**:

- ☐ What **should** I do if I have any problems? ☐ **Should** I ring you at home?

B

We use **should** / **ought to** + **have** + **past participle** to talk about something that didn't happen in the past and we are sorry that it didn't:

- ☐ We **should** / **ought to have waited** for the rain to stop. (I'm sorry we didn't)

We often use this pattern to indicate some regret or criticism and the negative forms **shouldn't** / **oughtn't to have** are almost always used in this way.

We also use **should** / **ought to** + **have** + **past participle** to talk about an expectation that something happened, has happened, or will happen:

- ☐ If the flight was on time, he **should** / **ought to have arrived** in Jakarta early this morning.

C

We can use **should** in questions that are offers or that request confirmation or advice:

- ☐ **Should** I phone for a taxi for you?
☐ Who **should** I pass the message to?

Note that in sentences like these we can also use **shall** with a very similar meaning.

Compare the use of **shall** and **should** in sentences such as the following, where 'I shall' means 'I intend to' and 'I should' means 'I ought to':

- ☐ I **shall** read the script on the train tomorrow. (*or I'll read ...*) *and*
☐ I **should** read the script on the train tomorrow but I know that I'll be too tired.

D

We can use **had better** instead of **should** / **ought to**, especially in spoken English, to say that we think it is a good idea to do something:

- ☐ If you're not well, you'd **better** ask Clare to go instead. (*or ... you should / ought to ...*)

although we don't use it to talk about the past or to make general comments:

- ☐ You **should** / **ought to** have caught a later train. (*not* You had better have caught ...)
☐ I don't think parents **should** / **ought to** give children sweets. (*not* ... parents had better give ...)

We prefer **had better** if we want to express particular urgency or in demands and threats:

- ☐ There's someone moving about downstairs. We'd **better** call the police, quickly.

Note that the negative form is **had better not**, and in questions the subject comes after **had**:

- ☐ He'd **better not** be late again or he'll be in trouble.
☐ **Had** we **better** get a taxi? (*or Should we get ...?*)

Exercises

- 20.1** Complete these sentences with **should / ought to + infinitive (active)**, **should / ought to be + past participle (passive)**, or **should / ought to have + past participle** using each of the verbs from the box once only. **A & B**

answer arrive be go put remove resign send wear win

- Thomas is running so well at the moment that he the 800 metres easily.
- Where the cheese? In the fridge?
- The tickets a couple of weeks before we go on holiday.
- Payment for the full amount with this application form.
- All packaging before switching on the printer for the first time.
- It's important to look smart at the interview. You a suit.
- There are many people who think the President years ago.
- we the questions in English or in French?
- If you want my advice, I by train rather than car.
- I can't imagine what's happened to Vita. She here by now.

- 20.2** In which sentences can you use **should** or **must** and in which can you only use **must**? Where both are possible, consider the difference between **should** and **must**. **A**

- A timetable be set for withdrawing the army.
- Lev isn't home yet. He have been held up at work.
- A: I wonder how old Louis is?
B: Well, he went to school with my mother, so he be well over 50.
- If you smell gas, you phone the emergency number.
- You try to visit Nepal – it's a beautiful country.
- A: I know I'm always complaining that my house is small, but it's very convenient for work.
B: Yes, it be handy living so close to your office.

- 20.3** If necessary correct these conversations using **should / ought to, must, shall, or had better**, or write ✓. **A, C & D**

- A: There's something wrong with David's computer yet again.
B: He should wish he'd never bought it.
- A: The next meeting's on 3rd April.
B: I'd better make a note of that, or I'll forget.
- A: It's hard to keep fit when you have a desk job, isn't it?
B: Yes. I shall do more exercise, but I never seem to have time.
- A: The children from next door have been throwing stones at our windows.
B: Well, they shouldn't do it again, otherwise I'll call the police.
- A: I'm freezing.
B: You'd better have worn a thicker coat.
- A: Businesses had better not be allowed to give money to political parties.
B: I totally agree.
- A: When have we got to be in Bristol?
B: By four. I think we'd better get started.
- A: Do you want to go out for lunch?
B: Well, I should be revising for my maths exam ... but okay.
- A: I've looked all over the house and can't find the keys.
B: Well, if they're not here, they must still be in the car.
- A: It's so expensive to park here.
B: Yes, I don't think people had better pay to park at work at all.