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# **BRUSH UP YOUR GRAMMAR**

*Практикум*

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## INTRODUCTION

*Brush Up Your Grammar* is a grammar textbook designed to ensure students' success in learning English grammar. The textbook features a clear, easy-to-understand format that integrates practice of the rules of essential grammar (form) with information about when to apply them and what they mean. **Form** is the structure of a grammar point and what it looks like. Practice of the form builds students' accuracy and helps them recognize the grammar point in authentic situations, so they are better prepared to understand what they are reading or what other people are saying. **Function** is when and how we use a grammar point. Practice of the function builds students' fluency and helps them apply the grammar point in real lives. Abundant practice in both form and function is a key to students' success.

*Brush Up Your Grammar* contains 2 units of varying that proceed through grammar points from basic to complex. The textbook starts with Modals, which express ability, probability, obligation and necessity, prohibition, advice, and different degrees of certainty. The book also includes passive structures with 'have' and 'get'..

For each grammar point *Brush Up Your Grammar* follows a consistent format

- Each unit starts with a grammar chart where the form of grammar point is clearly illustrated along with examples for students to clearly see the model.
- The chart also explains the function of grammar point, or how it is used, along with additional examples.
- It provides exercises to practice the form and function together. Practice moves logically from more controlled to less controlled. Section **Your Turn** requires students to apply the grammar points in communicative activities. **Review** provides a set of exercises that brings key grammar points together and allow for more reinforcement.

Numerous grammar exercises provide intensive work on various grammatical structures. They can serve both as a means for practicing structures and as a basis for developing students' compositional skills. Communicative activities encourage students to use their grammar knowledge to gain skills, experience, and confidence to use English outside of class and to continue learning on their own.

The authors hope you will enjoy working with *Brush Up Your Grammar* and using the exercises and activities in it. They have confidence that this textbook will be interesting, innovative and useful for both teachers and students.

# UNIT 1 MODALS

## 1. ABILITY

### can / could

Present ability	Past ability
<i>Tom is strong. He <b>can</b> lift that really heavy box.</i>	<i>When I was young I <b>could</b> ride a bike.</i>
<i>I <b>can</b> walk to school. It's not far.</i>	

<b>BE ABLE</b>	Is used in combination with other auxiliaries.
<i>Ann will <b>be able to</b> lift that box.</i>	<i>He should <b>be able to</b>...</i>
<i>He may <b>be able to</b> lift that box.</i>	<i>He used to <b>be able to</b>...</i>

could	was able
Ability doesn't exist now General ability	Ability at one particular time in the past
<i>When I was young I <b>could</b> ride a bike.</i>	<i>He <b>was able to</b> run two miles yesterday without stopping or slowing down.</i>

## 2. PERMISSION

### can / may / might

<i>You <b>can</b> have a party.</i>	informal
<i>You <b>may</b> leave earlier.</i>	formal

### 3. ADVISABILITY

#### should / ought to / had better

You <b>should</b> see a doctor.	This is a good idea.
You <b>ought to</b> see a doctor.	
You <b>had better</b> check the brakes.	Warning

### 4. MORAL OBLIGATION

#### should / ought to

<i>Every society <b>should / ought to</b> take care of senior citizens.</i>	This is an important responsibility.
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### 5. NECESSITY

#### must / have to / have got to / need to

<i>All applicants <b>must</b> take entrance exams.</i>	It is necessary. Exam is required.
<i>All applicants <b>have to</b> take entrance exams.</i>	There is no other choice.
<i>I <b>have to</b> talk to her about our lunch date tomorrow.</i>	In everyday statements – more common: <i>I <b>need to</b> do this / that.</i>
<i>I <b>have to</b> go</i> <i>I've <b>got to</b> go</i>	formal informal

### 6. PROHIBITION

#### must not / can not / may not

<i>You <b>mustn't</b> tell anyone my secret.</i>	I forbid. It's prohibited.
<i>You <b>can't</b> wear jeans at work.</i> <i>You <b>may not</b> talk during the test. (formal)</i>	You aren't allowed to.

## 7. LACK OF NECESSITY

**do not have to / do not need to**

<i>Tomorrow is holiday. We <b>don't need / have to go</b> to class.</i>	It's not necessary.
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## 8. EXPECTATIONS

**Should / be to / be supposed to**

<i>Lee doesn't live far away. He <b>should</b> be here soon.</i>	
<i>The game is <b>supposed to</b> begin at 11. The game is <b>to</b> begin at 11.</i>	Scheduled event Arranged officially
<i>I'm <b>supposed to</b> go to the meeting. My boss told me that she wants me to attend.</i>	Someone expects this behavior.

## 9. DEGREES OF CERTAINTY / positive

**must / can / could / may / might**

<i>He <b>must</b> be sick.</i>	<b>100% (or almost 100%) sure</b>
<i>He <b>can</b> be sick.</i>	<b>90% sure</b>
<i>He <b>may</b> be sick. He <b>might</b> be sick. He <b>could</b> be sick.</i>	<b>less than 50% sure</b>

## 10. DEGREES OF CERTAINTY / negative

<i>Sam couldn't be hungry.</i> <i>Sam can't be hungry.</i> <i>That can't be Rebecca.</i> <i>She isn't tall.</i>	<b>99% sure</b>
<i>Sam mustn't be hungry.</i>	<b>95% sure</b>
<i>Sam may not be hungry.</i> <i>Sam might not be hungry.</i>	<b>less than</b> <b>50% sure</b>

## 11. REQUESTS

**can / could / may / will / would**

<b>Can I....?</b>	<b>Can you....?</b>
<b>May</b> I borrow your pen?	<b>Would / will</b> you lend me your pen?
<b>Could</b> I borrow your pen?	<b>Could</b> you lend me your pen?
<b>Can</b> I borrow your pen?	<b>Can</b> you lend me your pen?

## 13. OFFERS

**can / shall / will**

**Can / Shall** I help you?

I **will** help you.

## 14. SUGGESTIONS

**can / could / shall / may / might**

**Shall** we go on a picnic?

We **could / may / might** go on a picnic.

# EXERCISES

**Ex. 1. Complete the sentences with *can / can't, could / couldn't* or *be / was / were able to*.** (*English Grammar in Use, Unit 31*)

1. George has travelled a lot. He \_\_\_\_\_ speak four languages.
2. "You look tired." "Yes, I \_\_\_\_\_ sleep last night."
3. A girl fell into the river but fortunately we \_\_\_\_\_ rescue her.
4. Ask Catherine about your problem. She might \_\_\_\_\_ help you.
5. When Tim was 16, he was a fast runner. He \_\_\_\_\_ run 100 metres in 11 seconds.
6. "Are you in a hurry?" "No, I've got plenty of time. I \_\_\_\_\_ wait."
7. I can't see you on Friday but I \_\_\_\_\_ meet you on Saturday morning.
8. I can't understand Martin. I've never \_\_\_\_\_ understand him.
9. Ann had given us good directions and we \_\_\_\_\_ find her house easily.
10. I had forgotten to bring my camera so I \_\_\_\_\_ take any photos.
11. My grandmother loved music. She \_\_\_\_\_ play the piano very well.
12. I haven't \_\_\_\_\_ sleep very well recently.
13. I looked everywhere for the book but I \_\_\_\_\_ find it.
14. Can you speak up a bit? I \_\_\_\_\_ hear you very well.
15. I looked very carefully and I \_\_\_\_\_ see a figure in the distance.
16. I used to \_\_\_\_\_ stand on my head but I can't do it now.
17. They didn't want to come with us at first but we \_\_\_\_\_ persuade them.
18. I wanted to buy some tomatoes. The first store I went to didn't have any but I \_\_\_\_\_ get some in the next store.
19. I was feeling sick yesterday. I \_\_\_\_\_ eat anything.
20. Although the fire spread quickly, everybody \_\_\_\_\_ escape.
21. I'm afraid I \_\_\_\_\_ come to your party next week.



22. Laura had hurt her leg and \_\_\_\_\_ walk very well.
23. My grandfather was a very clever man. He \_\_\_\_\_ speak five languages.
24. No one realized what was happening and the thief \_\_\_\_\_ get away.
25. Sandra \_\_\_\_\_ drive but she hasn't got a car.
26. Sue wasn't at home when I called but I \_\_\_\_\_ contact her at her office.
27. There was nobody to disturb me, so I \_\_\_\_\_ finish my work this afternoon.

**Ex. 2. Complete these sentences using the correct form of *can*, *could*, or *be able to*. Where two answers are possible, write them both. (GP4IS, Ex. 90)**

1. I \_\_\_\_\_ see you tomorrow.  
*I'll be able to see you tomorrow.*  
*I can see you tomorrow.*
2. It was too expensive – I \_\_\_\_\_ buy it.
3. \_\_\_\_\_ I have a word with you, please?
4. I generally leave work at six, but I \_\_\_\_\_ leave earlier on Fridays.
5. \_\_\_\_\_ you help me carry this downstairs?
6. \_\_\_\_\_ she \_\_\_\_\_ come to the office tomorrow?
7. I tried to see her, but I \_\_\_\_\_.
8. It was so heavy that I \_\_\_\_\_ lift it.
9. I \_\_\_\_\_ come tomorrow, I'm afraid. I'm too busy.
10. \_\_\_\_\_ you \_\_\_\_\_ contact your parents yesterday?
11. He \_\_\_\_\_ (not) work since his illness.
12. After I had tried for a few hours, I \_\_\_\_\_ open the door and get out.
13. I \_\_\_\_\_ see you next Monday at ten.
14. They didn't come to the restaurant – they \_\_\_\_\_ (not) afford it.
15. When they came back from Paris they \_\_\_\_\_ speak perfect French.

**Ex. 3. Read the situations and write sentences with *I think / I don't think ... should ...* .** (*English Grammar in Use, Unit 33*)

1. Peter and Judy are planning to get married. You think it's a bad idea. (get married)
2. You don't like smoking, especially in restaurants. (be banned)
3. It very difficult to find a free table in a restaurant on Saturday night. (reserve)
4. I have a very bad cold but I plan to go out this evening. You don't think this is a good idea. (go out)
5. You are fed up with the government. You think they have made too many mistakes. (resign)
6. Look! You are walking into a wall. (be careful)
7. It's very important to sound polite while talking on the phone. (interrupt the caller)

**Ex. 4. Put in *had better* or *should*. Sometimes either is possible.** (*English Grammar in Use, Unit 35*)

1. I have an appointment in ten minutes. I \_\_\_\_\_ go now or I'll be late.
2. It's a great movie. You \_\_\_\_\_ go and see it. You'll really like it.
3. I \_\_\_\_\_ get up early tomorrow. I've got a lot to do.
4. When people are driving, they \_\_\_\_\_ keep their eyes on the road.
5. Thank you for coming to see us. You \_\_\_\_\_ come more often.
6. She'll be upset if we don't invite her to the wedding, so we \_\_\_\_\_ invite her.
7. These cakes are delicious. You \_\_\_\_\_ try one.
8. I think everybody \_\_\_\_\_ learn a foreign language.

**Ex. 5. Give advice to the people in the following situations. Use *should*, *ought to*, or *had better*.** (Black Azar, WB, p 49)

1. Ann would like to make some new friends. I *think she should join some clubs so she can meet people who have similar interests*.
2. Ellen is having a lot of trouble in her chemistry class. She's failed the last two tests.
3. Sam and Tim, both teenagers, have messed up the house, and their parents are coming home soon.
4. Pierre is feeling really homesick these days.
5. Ron is wearing jeans. He is expected at a formal reception this evening.
6. Alice is planning to drive across country by herself this summer, but she's never changed a flat tire or even pumped her own gas.
7. Mike can't understand what's going on in his English class.
8. William's parents expect him to work in the family business, a shoe store, but he wants to be an architect.
9. Pam's younger brother, who is 18, is using illegal drugs. How can she help him?
10. Richard's roommate stays up very late studying. While his roommate is studying, he listens to loud music, and Richard can't get to sleep.
11. The Taylors' daughter is very excited about going to Denmark to live and study for four months. You've been an international student, haven't you? Could you give her some advice?
12. Virginia doesn't really have enough money saved for a vacation, but she wants to go someplace. Do you know of any inexpensive but wonderful place she could go?
13. Mr. Rice is behind schedule in the history class he's teaching. Should he skip some less important historical events, or should he give the students longer assignments?
14. Maria is expecting George to meet her when she arrives at the airport in an hour, but George's car won't start. What should George do?

**Ex. 6. Put in *must* or *have to* (in the correct form). Sometimes either is possible.** (*English Grammar in Use, Unit 31*)

1. It's later than I thought. I \_\_\_\_\_ go now.
2. Jack left before the end of the meeting. He \_\_\_\_\_ go home early.
3. In Britain many kids \_\_\_\_\_ wear uniform when they go to school.
4. When you come to London again, you \_\_\_\_\_ come and see us.
5. Last night Don became sick suddenly. We \_\_\_\_\_ call a doctor.
6. You really \_\_\_\_\_ work harder if you want to pass the exam.
7. I'm afraid I can't come tomorrow. I \_\_\_\_\_ work late.
8. I'm sorry I couldn't come yesterday. I \_\_\_\_\_ work late.
9. Paul doesn't like his new job. Sometimes he \_\_\_\_\_ work at weekends.
10. Caroline may \_\_\_\_\_ go away next week.
11. We couldn't fix the car ourselves. We \_\_\_\_\_ take it to a garage.
12. Julia wears glasses. She \_\_\_\_\_ wear glasses since she was very young.

**Ex. 7. Choose the correct answer.** (<http://www.english-zone.com/verbs/haveto1.html>)

**7.1. Pizza!**

1. When you make pizza, you \_\_\_\_\_ have some pizza sauce.  
A. have to            B. has to            C. don't have to    D. doesn't have to
2. You also \_\_\_\_\_ have some cheese on top of the pizza.  
A. have to            B. has to            C. don't have to    D. doesn't have to
3. You \_\_\_\_\_ have peppers on your pizza, but you can if you want to.  
A. have to            B. has to            C. don't have to    D. doesn't have to
4. A good pizza \_\_\_\_\_ taste good.  
A. have to            B. has to            C. don't have to    D. doesn't have to
5. So, you \_\_\_\_\_ choose the pizza toppings that you like best.  
A. have to            B. has to            C. don't have to    D. doesn't have to
6. Personally, I love tomatoes, so I always \_\_\_\_\_ have tomatoes on my pizza!  
A. have to            B. has to            C. don't have to    D. doesn't have to
7. You \_\_\_\_\_ make your own pizza, you can buy a pizza from a pizza shop if you want to.  
A. have to            B. has to            C. don't have to    D. doesn't have to
8. Pizza tastes best when it's hot, but you \_\_\_\_\_ eat hot pizza. You can eat it cold too.  
A. have to            B. has to            C. don't have to    D. doesn't have to

## 7.2. On Health...

9. People \_\_\_\_\_ eat food to stay alive.

- A. have to                      B. has to                      C. don't have to                      D. doesn't have to

10. People \_\_\_\_\_ eat pizza and candy to stay alive. They can choose healthy food.

- A. have to                      B. has to                      C. don't have to                      D. doesn't have to

11. A person \_\_\_\_\_ drink water to stay alive.

- A. have to                      B. has to                      C. don't have to                      D. doesn't have to

12. A person \_\_\_\_\_ smoke cigarettes to stay alive.

- A. have to                      B. has to                      C. don't have to                      D. doesn't have to

**7.3. Help Wanted: Secretary. No experience necessary. Must type 50 words per minute. Work Monday - Friday, weekends off. Answer phones, use computer, file reports.**

13. The secretary \_\_\_\_\_ know how to type.

- A. have to                      B. has to                      C. don't have to                      D. doesn't have to

14. A secretary \_\_\_\_\_ be a woman. The secretary can be a man.

- A. have to                      B. has to                      C. don't have to                      D. doesn't have to

15. \_\_\_\_\_ the secretary \_\_\_\_\_ work Saturdays?

- A. Do / have to                      B. Does / have to                      C. Do / has to                      D. Does / has to

16. No, he/she \_\_\_\_\_ go to work on Saturdays.

- A. have to                      B. has to                      C. don't have to                      D. doesn't have to

17. The secretary also \_\_\_\_\_ answer the company's phones....

- A. have to                      B. has to                      C. don't have to                      D. doesn't have to

18. ...and he/she \_\_\_\_\_ file reports every week.

- A. have to                      B. has to                      C. don't have to                      D. doesn't have to

19. \_\_\_\_\_ the secretary \_\_\_\_\_ use a computer?

- A. Do / have to                      B. Does / have to                      C. Do / has to                      D. Does / has to

20. Yes, He or she \_\_\_\_\_ use a computer.

- A. have to                      B. has to                      C. don't have to                      D. doesn't have to

**Ex. 8. Fill in the blanks with *don't have to* / *doesn't have to* or *must not*.**

(<http://www.better-english.com/grammar/mustnt.htm>)

1. It is forbidden. You \_\_\_\_\_ do that.
2. You \_\_\_\_\_ ask my permission. You can do what you want.
3. You \_\_\_\_\_ speak to the driver when the bus is moving. It's dangerous.
4. Help yourself to anything you want. You \_\_\_\_\_ ask.
5. You \_\_\_\_\_ park here. There is a double yellow line.
6. Pay me back when you can. You \_\_\_\_\_ do it immediately.
7. It's optional. We \_\_\_\_\_ to go if you don't want to.
8. I'll tell you a secret. You \_\_\_\_\_ tell anybody else. Promise?
9. Whatever you do, you \_\_\_\_\_ click with the right mouse button or the program will crash.
10. Be on time. You \_\_\_\_\_ be late or we will leave without you.
11. He's a millionaire. He \_\_\_\_\_ work but he does because he enjoys it.
12. I like Saturdays because I \_\_\_\_\_ go to work.
13. This is very important. You \_\_\_\_\_ forget what I said.
14. It's very informal here. You \_\_\_\_\_ wear a tie unless you want to.
15. The train is direct. You \_\_\_\_\_ change trains.
16. In boxing, you \_\_\_\_\_ hit your opponent below the belt.
17. I \_\_\_\_\_ wear a suit at work on Fridays. It's 'dressing down day'.
18. In athletics, you \_\_\_\_\_ start before the gun is fired.
19. In bridge, you \_\_\_\_\_ look at other people's cards.
20. You \_\_\_\_\_ be mad to work here but it helps.

**Ex. 9. Fill in the blanks with *needn't* or *mustn't*.** (<http://www.better-english.com/>)

1. I don't mind at all. You \_\_\_\_\_ apologize.
2. It's a secret. You \_\_\_\_\_ tell anybody.

3. It's not urgent. You \_\_\_\_\_ do it now.
4. You can type those letters later. You \_\_\_\_\_ do it now.
5. I can find my own way there. You \_\_\_\_\_ wait for me.
6. If I show you my new hat, you \_\_\_\_\_ laugh.
7. You \_\_\_\_\_ come if you don't want to but we will be very pleased if you do.
8. Keep quiet. You \_\_\_\_\_ talk so loudly in here. People are trying to work.
9. I'm not deaf. You \_\_\_\_\_ shout.
10. I want a new house. It \_\_\_\_\_ have a swimming pool but it must have a nice garden.
11. There's plenty of money in our account so we \_\_\_\_\_ take those cheques to the bank today.
12. You \_\_\_\_\_ drive at more than 70 mph in the UK.
13. I'll do everything. You \_\_\_\_\_ do anything unless you really want to.
14. You \_\_\_\_\_ touch that switch, whatever you do.
15. If you want an explanation of this grammar point, you \_\_\_\_\_ do a thing. I'll send you one automatically.

**Ex. 10. Put in *mustn't* or *don't* / *doesn't have to*.** (*English Grammar in Use, Unit 31*)

1. I don't want anyone to know. You \_\_\_\_\_ tell anyone.
2. He \_\_\_\_\_ wear a suit to work but he usually does.
3. I can stay in bed tomorrow morning because I \_\_\_\_\_ go to work.
4. Whatever you do, you \_\_\_\_\_ touch that switch. It's very dangerous.
5. There's a lift in the building, so we \_\_\_\_\_ climb the stairs.
6. You \_\_\_\_\_ forget what I told you. It's very important.
7. Sue \_\_\_\_\_ get up early. She gets up early because she wants to.
8. Don't make so much noise. We \_\_\_\_\_ wake the baby.
9. I \_\_\_\_\_ eat too much. I'm supposed to be on a diet.
10. You \_\_\_\_\_ be a good player to enjoy a game of tennis.

**Ex. 11. Put the correct form of *must* or *have to* in these sentences. Use the negative or question if necessary and put *have to* in the correct tense. In some sentences, two answers are possible.** (GP4IS, Ex. 92)

1. I \_\_\_\_\_ leave the party early last night – I wasn't very well.  
*I had to leave the party early last night – I wasn't very well.*
2. I'm sorry, you \_\_\_\_\_ smoke in here.  
*I'm sorry, you **mustn't** smoke in here.*
3. The children are happy because they \_\_\_\_\_ do any homework today.
4. You \_\_\_\_\_ get up early tomorrow if you want to catch the bus.
5. \_\_\_\_\_ (you) have a visa to come here?
6. It was a very bad accident. You \_\_\_\_\_ be more careful in future.
7. He's been ill. He \_\_\_\_\_ stay in bed since last month.
8. I've told the kids that they \_\_\_\_\_ come home before 10 on Saturday nights.
9. \_\_\_\_\_ (you) do military service in your country when you were young?
10. It was a lovely holiday. We \_\_\_\_\_ do anything.
11. They were very rude. They \_\_\_\_\_ apologize the next day.
12. The teacher told us that we \_\_\_\_\_ work harder.
13. You \_\_\_\_\_ get a passport before you go abroad next month.
14. We \_\_\_\_\_ come back by boat because the airport was closed by fog.
15. You \_\_\_\_\_ borrow my books without asking.

**Ex. 12. Fill the gaps with *mustn't* or *needn't* / *don't have to*.** (Grammarway – 3, p. 57)

1. A: Shall I help you with your shopping?  
B: No, you *needn't* / *don't have to*. I can manage by myself.
2. A: You \_\_\_\_\_ play football inside the house.  
B: I'm sorry. I'll go outside.
3. A: Do you want anything from the supermarket?  
B: No, you \_\_\_\_\_ get me anything today, thank you. I'm going out myself later.



4. A: You \_\_\_\_\_ be late for work tomorrow morning.  
B: I know. I'll try to arrive early.
5. A: You \_\_\_\_\_ take these books out of the library.  
B: I know. It's forbidden.
6. A: Shall I make an appointment for you at the dentist's?  
B: No, you \_\_\_\_\_ I'll do it myself next week.

**Ex. 13. Rewrite the sentences using the word in brackets.** (*Grammarway – 3, p. 58*)

1. It isn't necessary for Mark to buy new clothes for the reception. (need)  
*Mark **doesn't need to / needn't** buy new clothes for the reception.*
2. You aren't allowed to pick these flowers. (must)
3. Sarah is obliged to type her compositions at university. (has)
4. It isn't necessary for Paula to make the beds. (need)
5. It's your duty to obey the law. (must)
6. It isn't necessary for Bob to wait for me. (need)
7. It's forbidden to throw litter in the beach. (must)
8. It isn't necessary for Alice to bake a cake for the party. (need)
9. It wasn't necessary for George to stay at work late last night. (have)

**Ex. 14. Rephrase the following sentences using *must, mustn't, needn't, has to or doesn't have to*.** (*Grammarway – 3, p. 58*)

1. **You aren't allowed to** park your car in the college car park.  
*You **mustn't** park your car in the college car park.*
2. **I strongly advise you** to speak to your parents about your decision.
3. **It isn't necessary** for Emma to attend tomorrow's staff meeting.
4. **Jack is obliged to** wear a suit and a tie at work because the manager says so.
5. **It's necessary** for Roger to find a job soon.
6. **It's forbidden** to use mobile phones inside the hospital.
7. **Susan is obliged to** work overtime because her boss says so.

**Ex. 15. Choose the best answer.** (*Black Azar, WB, p 47*)

1. Soldiers \_\_\_\_\_ disobey a superior officer.  
A. must / have to                      B. must not                      C. don't have to
2. To stay alive, people \_\_\_\_\_ breathe oxygen.  
A. must / have to                      B. must not                      C. don't have to
3. You \_\_\_\_\_ finish your work on this project before you go on vacation.  
You'll probably lose your job if you don't.  
A. must / have to                      B. must not                      C. don't have to
4. If you have an aquarium, you \_\_\_\_\_ give your tropical fish too much food or they'll die.  
A. must / have to                      B. must not                      C. don't have to
5. To be a good mountain climber, you \_\_\_\_\_ have a great deal of stamina.  
A. must / have to                      B. must not                      C. don't have to
6. Thank goodness we \_\_\_\_\_ eat fish again tonight. Dad didn't catch any today.  
A. must / have to                      B. must not                      C. don't have to
7. You \_\_\_\_\_ exert yourself. You're still not fully recovered from your surgery.  
A. must / have to                      B. must not                      C. don't have to
8. My room is a mess, but I \_\_\_\_\_ clean it before I go out tonight.  
I can do it in the morning.  
A. must / have to                      B. must not                      C. don't have to
9. We really \_\_\_\_\_ help Marge move to her new apartment over the weekend. Not only is it too difficult for one person, but she still has her arm in a sling from her shoulder sprain a week ago.  
A. must / have to                      B. must not                      C. don't have to
10. Bill is in the darkroom developing the negatives of the photos he took on his last trip to Peru. You \_\_\_\_\_ open the door while he's there because the light will ruin the pictures.  
A. must / have to                      B. must not                      C. don't have to

**Ex. 16. Complete the sentences with *must*, *mustn't* or *needn't*.** (English

*Grammar in Use, Unit 32)*

1. We haven't got much time. We \_\_\_\_\_ hurry.
2. We've got plenty of time. We \_\_\_\_\_ hurry.
3. We have enough food at home so we \_\_\_\_\_ go shopping today.
4. The weather is fine. You \_\_\_\_\_ your umbrella with – there is no rain.
5. Jim gave me a letter to post. I \_\_\_\_\_ remember to post it.
6. Jim gave me a letter to post. I \_\_\_\_\_ forget to post it.
7. You \_\_\_\_\_ stay at a hotel. You can stay with us – we have free rooms galore.
8. There's plenty of time for you to make up your mind. You \_\_\_\_\_ decide now.
9. This is a valuable book. You \_\_\_\_\_ look after it carefully and you \_\_\_\_\_ lose it.
10. You \_\_\_\_\_ wash those tomatoes. They've already been washed.
11. He is very busy and asked not to disturb him. You \_\_\_\_\_ come in.
12. 'I'm going shopping. Do we need some eggs?' 'No, I've already bought some so you \_\_\_\_\_ buy any.'
13. You \_\_\_\_\_ walk home. We can take a taxi.
14. 'What sort of house do you want to buy? Something big?' 'Well, it \_\_\_\_\_ be big – that's not important. But it \_\_\_\_\_ have a nice garden – that's essential.'

**Ex. 17. Put *should*, *must* or *have to* in the sentences below, using negatives or questions if necessary. Sometimes more than one answer is possible, but you should write one only.** (GP4IS, Ex. 94)

1. They \_\_\_\_\_ be arriving in a few hours.  
*They should be arriving in a few hours.*

2. We \_\_\_\_\_ go home at twelve because my mother wants the car.
3. They insisted that we \_\_\_\_\_ have a meal.
4. There are no trains today, so we \_\_\_\_\_ to go by car.
5. I think you \_\_\_\_\_ tell your parents you're going to be late. They'll be worried.
6. You \_\_\_\_\_ never do that again!
7. The manager suggested that we \_\_\_\_\_ try to find another hotel.
8. You \_\_\_\_\_ see that movie if you get the chance.
9. According to our information, the President \_\_\_\_\_ be re-elected.
10. Do you think we \_\_\_\_\_ ask before we borrow the car?
11. You \_\_\_\_\_ come if you don't want to.
12. You \_\_\_\_\_ be smoking at your age.
13. He asked me anxiously what he \_\_\_\_\_ do next.
14. Do you think I \_\_\_\_\_ tell the teacher what happened?
15. My boss told me that I \_\_\_\_\_ be late.

**Ex. 18. Choose the best answer.** (*Black Azar, WB, p 54-55*)

1. "Do you know where Mary is?"  
"She \_\_\_\_\_ be at home. She was going either there or to Barbara's after work."  
A. must                                  B. could
2. "Look at all the children waiting for the bus. What time is it?"  
"It \_\_\_\_\_ be after 3:00. That's when school is out."  
A. must                                  B. might
3. "I heard that Jose has received a scholarship and will be able to attend the university."  
"Wonderful! He \_\_\_\_\_ be very happy to have the matter finally settled."  
A. must                                  B. may
4. "Excuse me. Could you tell me which bus I should take to get to City Hall?"  
"Bus number 63 \_\_\_\_\_ go there. But maybe you'd better ask the driver."  
A. must                                  B. might

5. "George says that we're going to have a very high inflation rate next year."

"He \_\_\_\_\_ be right. I think his view is as good as anybody's. I've heard strong opinions on all sides of that issue."

- A. must    B. could

6. "Do you suppose Carl is sick?"

"He \_\_\_\_\_ be. Nothing else would have kept him from coming to this meeting."

- A. must    B. may

7. "Have you heard anything from Ed? Is he still in Africa?"

"He \_\_\_\_\_ be, or he \_\_\_\_\_ already be on his way home. I'm just not sure."

- A. must / must    B. could / could

8. "Is that a famous person over there in the middle of that crowd?"

"It \_\_\_\_\_ be. Everyone's trying to get her autograph."

- A. must    B. might

9. "Isn't Peter Reeves a banker?"

"Yes. Why don't you talk to him? He \_\_\_\_\_ be able to help you with your loan."

- A. must    B. may

10. "Isn't Margaret's daughter over sixteen?"

"She \_\_\_\_\_ be. I saw her driving a car, and you have to be at least sixteen to get a driver's license."

- A. must    B. might

11. "Is that Bob's brother standing with him in the cafeteria line?"

"It \_\_\_\_\_ be, I suppose. It does look a little like him."

- A. must    B. could

12. "Don't you think the possibility of world peace is greater now than ever before?"

"It \_\_\_\_\_ be. I don't know. Political relationships can be fragile."

- A. must    B. may

**Ex. 19. Choose the best answer.** (*Black Azar, WB, p 55-56*)

1. "Is Jeff a good student?"

"He \_\_\_\_\_. Although he seems to study very little, I heard he was offered a scholarship for next year."

- A. must be                      B. could be                      C. is

2. "The speedometer on my car is broken."

"Do you think you're driving over the speed limit?"

"I don't know. I \_\_\_\_\_."

- A. must be                      B. might be                      C. am

3. "You've been on the go all day. Aren't you exhausted?"

"Yes, I \_\_\_\_\_. I can't remember when I've ever been this worn out."

- A. must be                      B. may be                      C. am

4. "Do you think the grocery store is still open?"

"It \_\_\_\_\_ I can't ever remember what their hours are."

- A. must be                      B. could be                      C. is

5. "Have you seen the new movie playing at the Bijou?"

"No, but it \_\_\_\_\_ sad. Many people leaving the theater seem to have been crying."

- A. must be                      B. might be                      C. is

6. "Where's the chicken we had left over from dinner last night?"

"I just saw it when I got some ice cubes. It \_\_\_\_\_ in the freezer."

- A. must be                      B. might be                      C. is

7. "It's supposed to rain tomorrow."

"I know, but the forecasts \_\_\_\_\_ wrong. They are far from 100% accurate."

- A. must be                      B. could be                      C. are

8. "Do you hear that squeak? What is it?"

"I don't know. It \_\_\_\_\_ a mouse. Isn't that what a mouse sounds like?"

- A. must be                      B. may be                      C. is

9. "How old do you think Roger is?"

"I just looked at his driver's license. He \_\_\_\_\_ 33."

- A. must be                      B. could be                      C. is

10. "Is China the largest country in the world, or is it Brazil?"

"Neither. It \_\_\_\_\_ Russia. It has nearly 2 times the area of either China or Brazil."

- A. must be                      B. might be                      C. is

**Ex. 20. Put in *must* or *can't*.** (*English Grammar in Use, Unit 28*)

1. You've been travelling all day. You ***must*** be very tired.
2. That restaurant \_\_\_\_\_ be very good. It's always full of people.
3. That restaurant \_\_\_\_\_ be very good. It's always empty.
4. You're going on holiday next week. You \_\_\_\_\_ be looking forward to it.
5. "Have you heard about Johnsons?" "Yeah, they are on holiday. But it's raining every day, so they \_\_\_\_\_ have a very nice time."
6. Congratulations on passing your exam. You \_\_\_\_\_ be very pleased.
7. "He will be here in no time at all." "He \_\_\_\_\_ be walking very fast."
8. Bill and Sue go away on holiday very often, so they \_\_\_\_\_ be short of money.

**Ex. 21. Rephrase the following sentences in as many ways as possible.**

(*Grammarway – 3, p. 64*)

1. Perhaps he is waiting outside.
2. Surgeons are obliged to scrub their hands before operating on patients.
3. It's likely he will be leaving tomorrow.
4. Do you mind if I open the window?
5. It's not necessary for Peter to wash the dog, so he doesn't.
6. It's possible she will work late tonight.
7. It's forbidden to copy files without the manager's permission.
8. Why don't we spend this evening at home?
9. It's likely he will stay here.
10. Perhaps they are at work.
11. It's likely he is driving too fast.
12. It's possible he is studying in the library.

**Ex. 22. Choose the correct answer.** (*Grammarway – 3, p. 69*)

1. “You \_\_\_\_\_ be late for work!” “I know. I’m leaving now.”  
A. need                                      B. couldn’t                                      C. mustn’t
2. “Jim \_\_\_\_\_ lose some weight. His doctor said so.” “He must go on a diet.”  
A. ought                                      B. needs                                      C. has to
3. “I \_\_\_\_\_ go to the bank today. I have enough money.” “Well, I’ll go alone then.”  
A. needn’t                                      B. mustn’t                                      C. couldn’t
4. “Did you deliver that parcel for me?” “No, I \_\_\_\_\_ find the house, so I’ve come back to get a map.”  
A. may not                                      B. shouldn’t                                      C. couldn’t
5. “I \_\_\_\_\_ clean the apartment today. It’s so messy.” “I’ll help you.”  
A. needn’t                                      B. must                                      C. have got
6. “I \_\_\_\_\_ feed the dog at lunchtime. My brother did it in the morning.”  
“You can do it this evening, then.”  
A. didn’t need to                                      B. mustn’t                                      C. wasn’t able to
7. “Do you need any help?” “Yes. I \_\_\_\_\_ open the window. It’s stuck.”  
A. may not                                      B. don’t have to                                      C. can’t
8. “I \_\_\_\_\_ swim until I was ten.” “Well, I didn’t learn until I was eleven.”  
A. have to                                      B. should                                      C. could
9. “Can I talk to you, please?” “Sorry, I \_\_\_\_\_ go now. I’m late for a meeting.”  
A. can                                      B. have to                                      C. might
10. “The test was too difficult for me.” “Really? I \_\_\_\_\_ do it quite easily.”  
A. was able to                                      B. were to                                      C. can
11. “Is Tom good at languages?” “Yes, he \_\_\_\_\_ already speak French, German and Italian.”  
A. can                                      B. had better                                      C. could
12. “Where is Tom?” “He’s not at work, so he \_\_\_\_\_ be at the library.”  
A. ought                                      B. might                                      C. needs
13. “\_\_\_\_\_ we go shopping today?” “No. I’d prefer to go tomorrow.”  
A. Shall                                      B. Will                                      C. May
14. “Sorry Mum. I’ve broken a plate.” “You \_\_\_\_\_ be more careful.”  
A. can                                      B. should                                      C. might
15. “Where’s your father?” “He \_\_\_\_\_ be in the garage. I’m not sure.”  
A. might                                      B. must                                      C. can’t



**Ex. 23. Rewrite these sentences using *may* or *might*. Where two answers are possible, write them both.** (GP4IS, Ex. 95)

1. Maybe he'll get a new job.  
*He might get a new job. / He may get a new job.*
2. Do you think I could have one of these cakes?
3. Maybe there's some tea in the pot.
4. Would you mind if I asked you how old you are?
5. Visitors are not allowed to stay in the hospital after ten p.m.
6. Do you think I could have one of these sandwiches?
7. I think the car is in the station car park.
8. Is it alright if I use your phone?
9. Guests are allowed to wear casual dress.
10. Maybe she'll move to London.
11. There's a possibility that the show will be cancelled.
12. Maybe she'll be elected.
13. I think that Andrew will collect the money.
14. Maybe Peter won't come to the cinema tomorrow.
15. Maybe it'll rain this afternoon.

**Ex. 24. Make requests of various degrees of politeness.** (*Business Contacts*, p. 59)

help me with the shopping

order a taxi

come again tomorrow

help me with the luggage

put these flowers in water

switch off the radio

translate this e-mail for me

give me your address

buy some bread

carry my suitcase

lay the table

lend me some money

keep a seat for me

leave me alone

get another chair

pay in advance

**Ex. 25. What would you say in these situations? Pay attention to the level of formality.** (*English Grammar in Use, Unit 36*)

1. You want to borrow your friend's camera.
2. You are at a friend's place and you want to use his / her phone.
3. You've written an e-mail in English. Before you send it you want your English-speaking friend to check it.
4. You want to leave work early because you have some things to do.
5. The woman in the next room is playing music. It's very loud. You want her to turn it down.
6. You are calling the owner of the apartment that was advertised in the newspaper. You are interested in this apartment and you want to come by and see it today.
7. You are on a train. The woman next to you has finished reading her newspaper. Now you want to have a look at it.
8. You're the passenger in a car. Your friend is driving very fast. You ask him / her to slow down.
9. You've finished your meal in a restaurant and now you want the check. You ask the waiter.

**Ex. 26. For the given situation, make up a short dialogue between two speakers. The dialogue should contain a polite request and a response to that request.** (*Black Azar, WB, p. 46*)

*Example:* You don't have enough money to go to a movie tonight.

You want to borrow some from your roommate.

*Possible Dialogue:*

**You:** There's a movie I really want to see tonight, but I'm running a little low on money right now. Could I borrow a few dollars? I'll pay you back Friday.

**Roommate:** Sure. No problem. How much do you need?

1. Your roommate is making a sandwich and it looks delicious. You'd like to have one, but you don't feel like going to the trouble of making one yourself.
2. You are in a fast-food restaurant and want to sit down to eat your lunch. The only empty seat you can see is at a table where three people are eating and are having a lively conversation.
3. You can't get your car started and you will soon be late for work. Your neighbor is backing out of his driveway. You shout at him to stop and ask him for help.
4. Paul just arrived at work and remembered that he left the stove burner on under the coffee pot back in his apartment. His neighbor Jack has a key to the front door, and Paul knows that Jack hasn't left for work yet. Anxiously, he telephones Jack for help.
5. A man and a woman are having dinner in a restaurant and discussing business. The man gets up and bumps the table, spilling a plate of food onto the woman's lap. He needs help from the waiter standing nearby.
6. You have to write a research paper for your biology class. You have never used the library and don't know how to find the books you need. You need assistance from the librarian.
7. Carol and Larry are going out for the evening. They are in a hurry and don't have time to give the children baths and get them ready for bed. They would like the babysitter to do this.
8. You had been driving along the highway when suddenly you had a flat tire, so you pulled over to the shoulder and stopped the car. You opened the trunk and discovered that you had no jack and couldn't change the tire. A car pulled up behind you, and a man got out and asked if you needed help.
9. You need help in understanding some of the problems in your physics class, and your friend is the best student in the class. Likewise, she needs help in preparing for her German exam, and you are the best student in the German class. You need to work out an arrangement together.

**Ex. 27. Fill in *shall* or *will*.**

1. \_\_\_\_\_ I help you with the washing-up?
2. \_\_\_\_\_ we have pizza for dinner tonight?
3. \_\_\_\_\_ you carry this for me, please?
4. What \_\_\_\_\_ we buy for Bob's birthday?
5. \_\_\_\_\_ you answer the phone, please?
6. Where \_\_\_\_\_ we sit in the classroom?
7. \_\_\_\_\_ you take the rubbish out for me, please?
8. \_\_\_\_\_ we have a barbecue next week?

**Ex. 28. Underline the correct word.**

1. You **may** / **mustn't** run in the corridors. It's dangerous.
2. **Can** / **Should** I ask you a question?
3. **Will** / **Shall** we go out for a lunch today?
4. You **must** / **shouldn't** stay at home if you are ill.
5. Tommy **can't** / **couldn't** tell the time when he was a baby.
6. My book **can't** / **mustn't** be in the house. I've looked everywhere.
7. You **might** / **needn't** clean the windows. I've already done them.
8. **Will** / **Shall** I help you?
9. You **needn't** / **mustn't** do the shopping. I'll do it later.

**Ex. 29. Answer these questions with suggestion. Use *could*.**

1. Where shall we go for our holiday?
2. What shall we have for dinner tonight?
3. What shall I give Ann for her birthday?
4. When shall I phone Angela?
5. When shall we go and see Tom?
6. Where shall we hang this picture?
7. What shall we do this evening?
8. Where shall we meet tomorrow?

**Ex. 30. Put in *can* or *could*. Sometimes either word is possible.** (*English*

*Grammar in Use, Unit 27*)

1. "The phone is ringing. Who do you think it is?" "It \_\_\_\_\_ Tim."
2. I'm really hungry. I \_\_\_\_\_ eat a horse!
3. If you're very hungry, we \_\_\_\_\_ have dinner now.
4. It's so nice here. I \_\_\_\_\_ stay here all day but unfortunately I have to go.
5. "I can't find my bag. Have you seen it?" "No, but it \_\_\_\_\_ be in the car."
6. Joe is a keen musician. He plays the flute and he \_\_\_\_\_ also play the piano.
7. "What shall we do?" "There's a movie on TV. We \_\_\_\_\_ watch that."
8. The weather is nice now but it \_\_\_\_\_ change later.

**Ex. 31. Fill in the gaps with an appropriate modal verb. Then say what they express in each sentence.** (*Grammarway – 3, p. 60*)

1. A: *May / Can / Could* I borrow your pen, please?  
*The speaker is asking for permission.*  
B: No, you \_\_\_\_\_ I'm using it.
2. A: I'm bored. What shall we do?  
B: We \_\_\_\_\_ go for a walk.  
A: No, we \_\_\_\_\_ because it's raining.  
B: Let's watch a video, then.
3. A: My parents told me I \_\_\_\_\_ go to the party tonight.  
B: Never mind, I \_\_\_\_\_ go either. We \_\_\_\_\_ stay at home together, though.
4. A: Sir, \_\_\_\_\_ I speak to you for a moment, please?  
B: Certainly, but later today. I'm busy now.
5. A: Excuse me?  
B: Yes?  
A: \_\_\_\_\_ you tell me where the post office is, please?  
B: Certainly. It's on the main road, next to the school.
6. A: Is anyone sitting on that chair?  
B: No, you \_\_\_\_\_ take it if you want to.

**Ex. 32. Choose the correct answer.** (<http://www.usingenglish.com/quizzes/528.html>)

1. You've been working hard all day – you \_\_\_\_\_ be tired.  
A. must                      B. may not                      C. have to                      D. can't
2. The restaurant is always empty – it \_\_\_\_\_ be much good.  
A. can't                      B. couldn't                      C. shouldn't                      D. needn't
3. Do you think you \_\_\_\_\_ open the door for me?  
A. can                      B. may                      C. shall                      D. must
4. I haven't made up my mind about my holiday yet, but I \_\_\_\_\_ go to Laos.  
A. must                      B. might                      C. have to                      D. ought to
5. \_\_\_\_\_ you both be happy.  
A. May                      B. Might                      C. Must                      D. Should
6. I don't believe you – you \_\_\_\_\_ be joking.  
A. should                      B. must                      C. need to                      D. may not
7. That \_\_\_\_\_ be true- she would never say something like that.  
A. mightn't                      B. can't                      C. mustn't                      D. doesn't have to

**Ex. 33. Fill in *can*, *can't*, *must*, *mustn't*, *needn't* or *have to*.** (*Grammarway – 3, p. 69*)

1. A: Is Matthew very rich?  
B: He must be. He drives a Ferrari.
2. A: Would you like to come shopping with me?  
B: Yes, but I \_\_\_\_\_. I \_\_\_\_\_ do my home work.
3. A: Is Tom interested in music?  
B: Oh yes. He \_\_\_\_\_ play the guitar and the saxophone.
4. A: Is Katie at home?  
B: No, she \_\_\_\_\_ be. Her car is not here.
5. A: Can I go to the cinema tonight?  
B: Yes, but you \_\_\_\_\_ be late home.
6. A: Hurry up. You'll be late for school!  
B: I don't \_\_\_\_\_ go to school today. It's Saturday.

7. A: I will buy you this present.  
B: Oh, you \_\_\_\_\_. It's not my birthday!
8. A: Excuse me, I'm looking for Barkwest Bank.  
B: I'm afraid I \_\_\_\_\_ help you. I don't live here.

**Ex. 34 Rephrase the following sentences in as many ways as possible.**

(Grammarway – 3, p. 66)

1. You had better book your flight early.  
*You **ought to** / **should** / **must** book your flight early.*
2. Would you like me to draw the curtains for you?  
\_\_\_\_\_
3. Why don't we go to a Japanese restaurant for a change?  
\_\_\_\_\_
4. I strongly advise you to see a doctor as soon as possible.  
\_\_\_\_\_
5. Can you call Greg for me, please?  
\_\_\_\_\_
6. You ought to check the tap: it's leaking.  
\_\_\_\_\_
7. Everybody is obliged to pay taxes.  
\_\_\_\_\_
8. You don't need to go to the supermarket today.  
\_\_\_\_\_
9. Betty, it's not necessary to call the taxi. I'll give you a lift.  
\_\_\_\_\_
10. They managed to get to the theatre in time, despite the heavy traffic.  
\_\_\_\_\_
11. You aren't allowed to keep pets in a dorm.  
\_\_\_\_\_
12. Do you mind if I take the rest of the day off?  
\_\_\_\_\_

**Ex. 35. Match the items in column A to their synonyms in column B.**

(Grammarway – 3, p. 68)

- |                            |   |
|----------------------------|---|
| 1) You should _____ (f)    | a) You aren't allowed to...                     |
| 2) You must _____          | b) It wasn't necessary for us ... (but we did). |
| 3) Shall we _____?         | c) Why don't we ...?                            |
| 4) You needn't _____       | d) He managed to ...                            |
| 5) We needn't have _____   | e) It wasn't necessary for us to ...            |
| 6) We didn't need to _____ | f) You had better ...                           |
| 7) You mustn't _____       | g) I'm sure she is ...                          |
| 8) He was able to _____    | h) Do you mind if I ...?                        |
| 9) She must be _____       | i) You are obliged to ...                       |
| 10) He can't be _____      | j) It isn't necessary for you to ...            |
| 11) Could I _____?         | k) I'm sure he isn't ...                        |
| 12) He may be _____        | l) Perhaps he's ...                             |

**Ex. 36. Complete each sentence with two to five words, including the word in bold.** (Grammarway – 3, p. 71)

- I advise you to take a course in literature.  
**should**      You *should take a course* in literature.
- It is possible that the police are questioning him.  
**may**      The police \_\_\_ him.
- I'm sure he's lying about his age.  
**must**      He \_\_\_ about his age.
- Let's have a break in five minutes.  
**can**      We \_\_\_ in five minutes.
- It isn't necessary for her to give me a lift.  
**have**      She \_\_\_ me a lift.
- You aren't allowed to throw the litter in the park.  
**mustn't**      You \_\_\_ litter in the park.



7. It isn't necessary for Mother to cook tonight.

**need** Mother \_\_\_ tonight.

8. Perhaps Dan is in hospital.

**may** Dan \_\_\_ hospital.

9. I advise you to have a rest.

**should** You \_\_\_ a rest.

10. It isn't necessary for her to call.

**have** She \_\_\_ call.

**Ex. 37. Rephrase the following sentences in as many ways as possible.**

*(Grammarway – 3, p. 68)*

1. **I advise you** to buy this book.

*You should buy this book*

2. **It isn't necessary for him to** take the exam again.

---

3. **I'm sure Terry isn't** at the office.

---

4. **It's possible that Janet will** call me this evening.

---

5. **You aren't allowed to** eat and drink in the classrooms.

---

6. **We are obliged to** clock in and out every day.

---

7. **I'm sure the boys aren't** upset with the result.

---

8. **Would you like me to** do anything to help?

---

9. **Perhaps we will** go for a picnic on Sunday afternoon.

---

10. **Sam managed to** reach the top of the mountain after climbing for several hours.  
\_\_\_\_\_
11. **How about** throwing a party on your birthday?  
\_\_\_\_\_
12. **It wasn't necessary for John to** attend the seminar.  
\_\_\_\_\_
13. **They are obliged to** go to a meeting every week.  
\_\_\_\_\_
14. **How about** visiting some friends on Saturday?  
\_\_\_\_\_

**Ex. 38. Choose the correct answer.** (*Grammarway – 3, p. 70*)

1. A letter arrives at your house. You are sure it's from Sean.  
A. It might be from Sean.  
B. It must be from Sean.  
C. It may be from Sean.
2. You have toothache. Your mother gives you some advice.  
A. You may go to the dentist.  
B. You should go to the dentist.  
C. You might go to the dentist.
3. You are looking for your scarf. You think it's upstairs.  
A. It can't be upstairs.  
B. It should be upstairs.  
C. It could be upstairs.
4. Your father told you to do your homework. You tell your friends.  
A. I will do my homework.  
B. I have to do my homework.  
C. I might do my homework.

5. You want your neighbour to babysit for you tonight.
  - A. Would you babysit for me tonight?
  - B. Shall you babysit for me tonight?
  - C. Must you babysit for me tonight?
  
6. You are doing the washing-up for your mother, but she didn't expect you to.
  - A. You mustn't do the washing-up.
  - B. You might not do the washing-up.
  - C. You needn't do the washing-up.
  
7. You want to have a pet in your flat, but your landlord tells you it isn't allowed.
  - A. You mustn't keep pets in the flat.
  - B. You needn't keep pets in the flat.
  - C. You will not keep pets in the flat.
  
8. An old lady is trying to open the door. You offer to do it for her.
  - A. Couldn't I open the door for you?
  - B. Must I open the door for you?
  - C. Shall I open the door for you?
  
9. You offer to do the shopping, but your mother says it isn't necessary.
  - A. You must do the shopping.
  - B. You needn't do the shopping.
  - C. You could do the shopping.

**Ex. 39. Choose the correct answer.** (*Grammarway – 3, p. 70*)

1. You \_\_\_\_\_ do your homework before you watch TV.
 

A. can't	B. should	C. shall
----------	-----------	----------
  
2. \_\_\_\_\_ I come in? It's rather cold out here.
 

A. Should	B. May	C. Must
-----------	--------	---------

3. You \_\_\_\_\_ water the plants this weekend, they look dry.  
A. are able to                      B. needn't                      C. ought to
4. \_\_\_\_\_ you collect the children from school, please?  
A. Must                      B. Will                      C. May
5. \_\_\_\_\_ you play the piano?  
A. Can                      B. Must                      C. Should
6. I \_\_\_\_\_ buy some milk. There isn't any left.  
A. mustn't                      B. may                      C. must
7. When \_\_\_\_\_ I call you?  
A. shall                      B. must                      C. needn't
8. I \_\_\_\_\_ swim before I was able to walk.  
A. might                      B. could                      C. can
9. You \_\_\_\_\_ walk to work. I'll give you a lift.  
A. must                      B. needn't                      C. may
10. Tim \_\_\_\_\_ be out. There are no lights on.  
A. shall                      B. should                      C. must

**Ex. 40. Rewrite these sentences using the words in brackets.** (*Grammarway* – 3, p. 61)

1. Do you mind if I leave the door open for a while? (can)  
*Can I leave the door open for a while?*
2. You're obliged to take notes during the lecture. (have)
3. I'm sorry, but you aren't allowed to enter this room. (must)
4. Jack managed to unlock the door. (able)
5. It isn't necessary for Ann to cook dinner. (need)
6. Let's play a game of chess. (could)
7. I'm certain Sarah is bored with her work. (must)
8. I strongly advise you to take up sport. (must)
9. I'm certain Liz isn't interested in your ideas. (can)
10. You may take the car tonight if you want. (can)

# REVISION

**Ex. 41. Choose the best answer to complete each sentence.** (*Grammar F&F – 3, TB, p. 162*)

1. The dog \_\_\_\_\_ up and roll over.  
A. can to sit      B. is able sit      C. able sit      D. can sit
2. Teenagers \_\_\_\_\_ a driver's license at age 16.  
A. is able to get      B. are able to get      C. can to get      D. are can get
3. When Chelsea was younger, she \_\_\_\_\_ a horse very day.  
A. was able to ride      B. could to ride      C. could riding      D. able to riding
4. For acceptance to a university, you \_\_\_\_\_ a high TOEFL score.  
A. had have      B. had to have      C. must have      D. must to have
5. Marlon \_\_\_\_\_ to acting school before he got a job.  
A. had go      B. had to go      C. must go      D. must to go
6. My favorite band is coming to town. I \_\_\_\_\_ tickets for that concert!  
A. must got      B. must to get      C. had got to get      D. have got to get
7. \_\_\_\_\_ we \_\_\_\_\_ now? It's still early.  
A. Must / to go      B. Have / to go      C. Do / have to go      D. Are / must go
8. Tell the painter he \_\_\_\_\_ today.  
A. doesn't have to      B. don't have to      C. mustn't to finish      D. mustn't finishing  
finish                      finish
9. People \_\_\_\_\_ over 70 on the Interstate.  
A. must drive      B. mustn't drive      C. don't have drive      D. didn't have drive
10. Children \_\_\_\_\_ their rooms neat and clean.  
A. have keep      B. must to keep      C. ought to keep      D. ought keep
11. There is a hole in this shirt. That store \_\_\_\_\_ me my money back.  
A. had better give      B. better give      C. had given      D. had better gave
12. Are you sick? I think you \_\_\_\_\_ home and rest.  
A. shouldn't go      B. should go      C. should to go      D. should go
13. Maybe Carla \_\_\_\_\_ college before getting married.  
A. ought finish      B. ought finished      C. ought to finish      D. ought have finished
14. The microwave is really dirty. Who \_\_\_\_\_ it this week?  
A. is supposed to      B. supposed to      C. suppose to      D. is suppose  
clean                      clean                      clean                      clean

**Ex. 42. Choose the best answer to complete each sentence.** (*Grammar F&F – 2, TB, p. 184-185*)

1. Could you \_\_\_\_\_ me with my homework?  
A. to help            B. helping            C. help            D. helped
2. The teacher \_\_\_\_\_ speak several languages.  
A. able to            B. is able to            C. ables to            D. able
3. \_\_\_\_\_ I give you my essay next week, Prof. Jones?  
A. Why don't            B. Can            C. Might            D. May
4. The sky is cloudy. It \_\_\_\_\_ rain today.  
A. would rather            B. ought to            C. could            D. can
5. I \_\_\_\_\_ go to Venezuela or Mexico. I'm not sure yet.  
A. can            B. am able to            C. should            D. may
6. I haven't seen her today. \_\_\_\_\_ she's in the library.  
A. May be            B. Maybe            C. Might            D. Must
7. I lost my passport. What \_\_\_\_\_ I do?  
A. ought            B. may            C. might            D. should
8. You \_\_\_\_\_ go to the consulate and ask.  
A. should to            B. ought to            C. might to            D. must to
9. I \_\_\_\_\_ Ping-Pong \_\_\_\_\_ , especially in winter.  
A. like / better            B. would / rather            C. prefer / to            D. had / better
10. He \_\_\_\_\_ start his assignments earlier.  
A. have got to            B. was got to            C. is got to            D. has got to
11. What score \_\_\_\_\_ they \_\_\_\_\_ get in the TOEFL exam?  
A. are / have to            B. must / have to            C. do / have to            D. should / have to
12. The game has started. \_\_\_\_\_ the TV so we can watch it.  
A. You turn on            B. Turn on            C. Turning on            D. Turns on

**Ex. 43. Choose the best answer to complete each sentence.** (*Grammar F&F – 1, WB, p. 198*)

1. I \_\_\_\_\_ write with my left and my right hand when I was young, but now I can't.  
A. could                      B. should                      C. have to                      D. must
2. They \_\_\_\_\_ meet us tomorrow. They don't have other plans.  
A. could                      B. didn't have to                      C. had to                      D. can
3. Rose is still working, and it's 12:00. She \_\_\_\_\_ go to bed.  
A. should                      B. didn't have to                      C. had to                      D. was able to
4. \_\_\_\_\_ help you?  
A. Couldn't                      B. Didn't have to                      C. May I                      D. Must
5. When you were a child, what \_\_\_\_\_ you do?  
A. could                      B. didn't have to                      C. had to                      D. can
6. We \_\_\_\_\_ eat or drink in the library.  
A. could I                      B. mustn't                      C. am able to                      D. can I
7. Steven \_\_\_\_\_ wear a suit to work. He has to wear a tie, too.  
A. must                      B. could                      C. had to                      D. can
8. \_\_\_\_\_ borrow your bicycle?  
A. Can                      B. May                      C. Should                      D. Could I
9. She \_\_\_\_\_ work. Her family has a lot of money.  
A. could                      B. doesn't have to                      C. can                      D. must
10. You \_\_\_\_\_ stay in bed. You don't feel well.  
A. should                      B. didn't have to                      C. could                      D. will be able to

**Ex. 44. Choose the best answer to complete each sentence.** (*Grammar F&F – 1, TB, p. 169*)

1. Amanda \_\_\_\_\_ run very fast when she was a child.  
A. can                      B. mustn't                      C. could                      D. needs to
2. I \_\_\_\_\_ clean the apartment before the party.  
A. has to                      B. must to                      C. could to                      D. have to

3. What \_\_\_\_\_ you do when you meet people for the first time?  
A. could                      B. should                      C. can                      D. may
4. Last week, Christopher \_\_\_\_\_ do any journal writing. He had a broken finger!  
A. didn't has to              B. mustn't                      C. couldn't to              D. couldn't
5. When Joe drives, he \_\_\_\_\_ obey the traffic laws.  
A. must                      B. can                      C. can't                      D. could
6. Allison \_\_\_\_\_ put away her toys when she is finished.  
A. haves to                      B. has to                      C. could to                      D. must to
7. You \_\_\_\_\_ stay out too late if you are sick.  
A. can                      B. has to                      C. shouldn't                      D. couldn't
8. We \_\_\_\_\_ do any homework. It was a holiday.  
A. could                      B. can't                      C. shouldn't to                      D. didn't have to
9. Michelle \_\_\_\_\_ sing extremely well. It is her profession.  
A. could                      B. can                      C. shouldn't                      D. must to
10. Carlo \_\_\_\_\_ get plenty of sleep before the race last week.  
A. has to                      B. could to                      C. had to                      D. should

**Ex. 45. Choose the best answer to complete each sentence.** (*Grammar F&F – 1, SB, p. 297*)

1. When you were two years old, you \_\_\_\_\_ ride a bicycle.  
A. couldn't                      B. can't                      C. must not                      D. have to
2. \_\_\_\_\_ answer the door, please?  
A. May you                      B. Could you                      C. Have I                      D. You could
3. \_\_\_\_\_ to go there?  
A. Have we to                      B. Had we                      C. Do we                      D. Do we have
4. He \_\_\_\_\_ to his parents.  
A. should listens              B. should listen                      C. have to listens              D. must to listen
5. You \_\_\_\_\_ eat in class. Eat outside!  
A. haven't to                      B. must not to                      C. mustn't                      D. don't have



6. Kathy \_\_\_\_\_ speak Japanese.  
 A. is able                      B. able to                      C. is able to                      D. can able to
7. I \_\_\_\_\_ to study tonight. There's no school tomorrow.  
 A. haven't                      B. don't have                      C. don't has                      D. must not
8. I \_\_\_\_\_ study hard for my test yesterday.  
 A. have to                      B. had to                      C. must to                      D. should

**Ex. 46. Choose the best answer to complete each sentence.** (*Grammar F&F – 2, WB, p. 155*)

1. Mr. Reynolds \_\_\_\_\_ work anymore. He won the lottery last week!  
 A. must                      B. had to                      C. has to                      D. doesn't have to
2. I \_\_\_\_\_ vanilla to chocolate.  
 A. 'd rather have                      B. prefer                      C. like                      D. would rather
3. Jesse can't run fast now, but he \_\_\_\_\_ when he was younger.  
 A. could                      B. must not                      C. might                      D. should
4. \_\_\_\_\_ you get me some soda, please?  
 A. Let's                      B. Might                      C. Could                      D. May
5. \_\_\_\_\_ she's home now.  
 A. May                      B. Maybe                      C. Might                      D. Could
6. Yesterday, Mr. Fields \_\_\_\_\_ go to the hospital.  
 A. had to                      B. must                      C. has got to                      D. might
7. Customers \_\_\_\_\_ smoke in the restaurant. It's illegal.  
 A. have to                      B. must                      C. don't have to                      D. mustn't
8. \_\_\_\_\_ drink and drive.  
 A. Mustn't                      B. Can't                      C. Don't                      D. Why don't
9. I \_\_\_\_\_ finish the work. Sorry.  
 A. couldn't to                      B. must to                      C. can't to                      D. wasn't able to
10. Nikki went to bed at 4:00 and got up at 6:00. she \_\_\_\_\_ exhausted!  
 A. doesn't have to be                      B. must be                      C. mustn't be                      D. can be

**Ex. 47. Choose the best answer to complete each sentence.** (*Grammar F&F – 2, SB, p. 233*)

1. You \_\_\_\_\_ put that blouse in the washing machine. It says dry clean only.  
A. must                      B. mustn't                      C. don't have to                      D. have to
2. I \_\_\_\_\_ read until I was six.  
A. can't                      B. shouldn't                      C. couldn't                      D. mustn't
3. \_\_\_\_\_ I borrow your pen, please?  
A. May                      B. Would                      C. Should                      D. Will
4. I \_\_\_\_\_ go to the market. I need some eggs for this cake.  
A. might                      B. could                      C. must                      D. mustn't
5. We \_\_\_\_\_ leave now. It's getting late.  
A. could                      B. should                      C. might                      D. are able to
6. "What should we have for lunch?" "\_\_\_\_\_ pizza?"  
A. Why don't we have    B. I'd rather have    C. We'd better have    D. We have to have
7. \_\_\_\_\_ you open the door for me, please?  
A. May                      B. Could                      C. Should                      D. Might
8. I'm sorry, I \_\_\_\_\_ to play football with you next week. I'm going out of town.  
A. can't                      B. don't have                      C. won't be able                      D. must to
9. I don't know her. She \_\_\_\_\_ a student.  
A. maybe                      B. may be                      C. 'd rather be                      D. should
10. \_\_\_\_\_ You are going to fall.  
A. You may be careful.    B. You could be careful.    C. You are careful!    D. Be careful!

**Ex. 48. Choose the best answer to complete each sentence.** (*Grammar F&F-3, SB, p. 171*)

1. You \_\_\_\_\_ be late for your interview tomorrow. It will not look good.  
A. had better not    B. better not                      C. had no better                      D. 'd better
2. He \_\_\_\_\_ to call yesterday, but didn't.  
A. is supposed                      B. was supposed                      C. supposed                      D. supposing

3. You \_\_\_\_\_ drive without a seat belt. It's the law.  
 A. have to                    B. are supposed to    C. must not                    D. don't have to
4. I have a bad sunburn. I \_\_\_\_\_ sat in the sun too long.  
 A. should have            B. shouldn't have    C. mustn't have            D. mustn't
5. Tim \_\_\_\_\_ to wash the dishes. There are no more clean ones.  
 A. must                    B. have got            C. got                    D. has
6. You \_\_\_\_\_ to clean your room today. You can do it tomorrow.  
 A. have                    B. don't have            C. mustn't                    D. can't
7. "\_\_\_\_\_ go now?" "Yes, that's a good idea."  
 A. Had I better            B. Had better I            C. Had I                    D. Better had I
8. You \_\_\_\_\_ tell lies.  
 A. shouldn't            B. ought to            C. ought better not    D. had not better

**Ex. 49. Choose the best answer to complete each sentence.**

1. Would you mind \_\_\_\_\_ me tomorrow?  
 A. meet                    B. to meet                    C. meeting                    D. if you meet
2. \_\_\_\_\_ go home. It's getting late.  
 A. Why don't            B. Let's                    C. Can                    D. How about
3. May I \_\_\_\_\_ my dictionary during the test?  
 A. use                    B. using                    C. to use                    D. rather use
4. There's someone at the door. Who \_\_\_\_\_ it be?  
 A. must                    B. may                    C. will                    D. could
5. He \_\_\_\_\_ arrived home by now. It only takes 20 minutes to get here from the airport.  
 A. might                    B. should have            C. should                    D. ought to
6. People wait six months for an appointment with him. He \_\_\_\_\_ a very good doctor.  
 A. must be                    B. may be                    C. should have been    D. would rather be
7. It's midnight and John's light is still on. \_\_\_\_\_ studying?  
 A. Could he                    B. Should be                    C. Could he be                    D. Must he be
8. "Was that Franco in that car?" "It \_\_\_\_\_ him. He left town for his vacation yesterday."  
 A. could have been    B. couldn't                    C. couldn't have been    D. shouldn't have
9. "Will the flight be delayed this evening?" "It \_\_\_\_\_. The snowstorm is still very bad."  
 A. can't be                    B. won't                    C. may be                    D. maybe

**Ex. 50. Choose the best answer to complete each sentence.** (*Grammar F&F – 3, WB, p. 103*)

1. The Browns \_\_\_\_\_ go camping with us.  
A. might could      B. may be able to      C. can to      D. didn't could
2. Jake \_\_\_\_\_ move the sofa. He found his keys on the bed.  
A. didn't must to      B. must to      C. have to      D. didn't have to
3. The firm \_\_\_\_\_ better sign the contract tomorrow, or they'll miss the opportunity.  
A. had      B. have      C. ought to      D. should
4. The new law says that drivers \_\_\_\_\_ block the sidewalk.  
A. must not      B. don't must      C. should to      D. ought to
5. Theresa \_\_\_\_\_ returned the phone call, but she didn't get the message until this morning.  
A. had to      B. should      C. should have      D. was able to
6. The women \_\_\_\_\_ to meet their trainer at 6:30 a.m.  
A. must      B. are supposed      C. should      D. had better
7. You \_\_\_\_\_ told her your opinion. She didn't ask you for it.  
A. didn't have to      B. should      C. could      D. shouldn't have
8. I think we \_\_\_\_\_ better compare prices before we decide which DVD player to get.  
A. should      B. could      C. had      D. must
9. Helen \_\_\_\_\_ email me back, but she did.  
A. mustn't      B. didn't have to      C. had to      D. supposed to

**Ex. 51. Choose the best answer to complete each sentence.** (*Grammar F&F – 3, WB, p. 127*)

1. \_\_\_\_\_ we meet at the theater? We can go out to eat after the movie.  
A. Let's      B. Why don't      C. How about it      D. Let's not

2. We \_\_\_\_\_ stop by the ATM before we get to the restaurant.  
 A. let's                      B. why don't                      C. how about                      D. could
3. Bill prefers seeing movies on a big screen \_\_\_\_\_.  
 A. than rent them    B. to rent them    C. or rent them    D. to renting them
4. Our management team \_\_\_\_\_ keep as many people as possible than let them go.  
 A. prefers                      B. would prefer                      C. would rather                      D. rather
5. "Could we park here for just a minute?" "\_\_\_\_\_."  
 A. Yes, you could    B. No, you couldn't    C. No, you mayn't    D. Yes, you can
6. \_\_\_\_\_ not smoking here? I'm allergic to cigarette smoke.  
 A. Could you                      B. Can you                      C. Would you mind    D. Would you
7. Luckily, no one was home when the tree fell on the house. Someone \_\_\_\_\_ hurt.  
 A. could have been    B. should have been    C. may have been    D. must have been
8. Toru \_\_\_\_\_ have paid for dinner. He left his wallet at home!  
 A. shouldn't                      B. can't                      C. may not                      D. could
9. \_\_\_\_\_ I borrow your car? I'll be very careful, I promise.  
 A. Would                      B. Will                      C. Shall                      D. Could
10. \_\_\_\_\_ he'll get the computer to work before we leave.  
 A. Maybe                      B. May be                      C. Might be                      D. Would be

**Ex. 52. Choose the best answer to complete each sentence.** (*Grammar F&F – 3,*

*TB, p. 165-166)*

1. I'm thirsty. \_\_\_\_\_ get a soda from the machine.  
 A. Shall                      B. May                      C. Let's                      D. Why not
2. Lawrence hasn't come yet. \_\_\_\_\_ he got delayed in traffic.  
 A. Must be                      B. Should be                      C. Might be                      D. Maybe

3. Merry \_\_\_\_\_ drink hot tea \_\_\_\_\_ iced tea, even in summer.  
A. would rather / than    B. would rather / to    C. prefers / than    D. prefers / to
4. Ms. Killian isn't here. \_\_\_\_\_ I take a message?  
A. Maybe                    B. Must                    C. May                    D. Might
5. I forgot my dictionary. \_\_\_\_\_ I borrow yours?  
A. Can't                    B. Could                    C. Couldn't                    D. Mayn't
6. \_\_\_\_\_ you mind if I look at your newspaper?  
A. Do                    B. Can                    C. Must                    D. May
7. \_\_\_\_\_ not. Here you are.  
A. Sure                    B. Go ahead                    C. Of course                    D. No problem
8. "Can you drive me home?" "\_\_\_\_\_ happy to."  
A. I                    B. I've be                    C. I'm be                    D. I'd be
9. Would you mind \_\_\_\_\_ a package for me?  
A. mail                    B. mailing                    C. mailed                    D. having mailed
10. "Where is Samantha?" "She \_\_\_\_\_ at the diner."  
A. may be                    B. isn't be                    C. could never be                    D. shouldn't be
11. They finally rescued the lost skiers. They \_\_\_\_\_ for days.  
A. could have lost    B. could have been lost    C. could be lost    D. could been lost
12. I haven't seen Harry for a week. He \_\_\_\_\_ a vacation.  
A. could taken                    B. could take                    C. could taking                    D. could be taking

# UNIT 2 HAVE SMTH DONE

I. We use **have / get something done** to say that we arrange for somebody else to do something for us. Compare:

*Jill **repaired** the roof (= she repaired it herself)*

*Jill **had** the roof repaired (= arranged for somebody else to repair it)*

*Jill **got** the roof repaired.*

Study these sentences:

- *Did Ann make the dress herself or **did she have it made**?*
- *“Are you going to repair the car yourself?” “No, I’m going to **get it repaired**.”*

Be careful with word order. The **Past Participle** (**repaired / cut** etc.) is after the **object** (**the roof / your hair** etc.):

**have** + object + *Past Participle*

Jill	<b>had</b>	the roof	<b>repaired</b>	yesterday.
Where	did you <b>have</b>	your hair	<b>cut?</b>	
Your hair looks	Have you <b>had</b>	it	<b>cut?</b>	
nice.	has just <b>had</b>	central heating	<b>installed</b>	in her house.
Julia	are <b>having</b>	the house	<b>painted</b>	at the mo-

We	do you <b>have</b>	your car	<b>serviced?</b>	ment.
How often	<b>have</b>	that coat	<b>cleaned</b>	
I think you should	<b>having</b>	my photograph	<b>taken.</b>	soon.
I don't like				

**Compare:**

- *We **had** the car **delivered** to the airport. (Someone else delivered the car)*
- *We **had delivered** the car to the airport. (= Past Perfect; we delivered the car)*

You can also say ‘**get** something done’ instead of ‘**have** something done’ (mainly in informal spoken English):

- *When are you going to **get the roof repaired**? (= have the roof repaired)*
- *I think you should **get your hair cut**.*

**II.** Also we use **have something done** to say that smth happens to somebody or their belongings. Usually what happens is not nice:

- *George **had his nose broken** in a fight.*
- *Have you ever **had your passport stolen**?*

**III.** If you want to mention the exact person you arrange to do something, you say:

*I had Mike repair my car.*

**BUT** *I got Mike **to** repair my car .*



# EXERCISES

**Ex. 1. Check the answer that best completes each sentence.** (<http://www.better-english.com/grammar/havedone.htm>)

1. The film in my camera is finished. I need to get it \_\_\_\_\_.  
A. cut            B. cleaned            C. serviced            D. tested            E. developed
2. My beard is too long. Do you know where I can get it \_\_\_\_\_?  
A. made            B. repaired            C. done            D. trimmed            E. cut
3. I need to relax. I'm going to visit a beauty salon and have my nails \_\_\_\_\_.  
A. made            B. exchanged            C. taken            D. fixed            E. manicured
4. I'll contact my office straight away and have the contract \_\_\_\_\_ through to you.  
A. faxed            B. repaired            C. done            D. signed            E. removed
5. I'm having my offices \_\_\_\_\_ by a famous architect.  
A. washed            B. tested            C. printed            D. burnt            E. designed
6. I don't think my eyes are as good as they used to be. I need to have them \_\_\_\_\_.  
A. cut            B. cleaned            C. serviced            D. tested            E. polished
7. I'm going to the dentist to have a tooth \_\_\_\_\_ out.  
A. washed            B. seen            C. rebuilt            D. taken            E. tested
8. I think we can agree on that wording. If you wait a few moments, I'll have the new version \_\_\_\_\_ up.  
A. used            B. typed            C. ordered            D. been            E. discovered
9. Don't worry, Mr. Jones. I'll have a replacement printer \_\_\_\_\_ to you immediately.  
A. seen            B. printed            C. sent            D. set up            E. replaced
10. I need some photocopies. Do you know where I can get that \_\_\_\_\_ around here?  
A. made            B. repaired            C. done            D. tested            E. developed

11. I'm going to the dentists to have my teeth \_\_\_\_\_.  
A. bought      B. drawn      C. sent      D. checked      E. punched
12. I need a new suit but I don't like 'off the peg' suits. I'm going to go to a tailor and have one \_\_\_\_\_.  
A. made      B. cleaned      C. cut      D. mended      E. hurt
13. I'm going to the photographer to have my photo \_\_\_\_\_ for the company newsletter.  
A. torn      B. stuck      C. scratched      D. checked      E. taken
14. My car is making strange noises. I need to have it \_\_\_\_\_.  
A. used      B. cleaned      C. serviced      D. painted      E. tuned
15. My car's filthy. Do you know where I can get it \_\_\_\_\_?  
A. washed      B. dented      C. smacked      D. watered      E. fixed
16. There's something wrong with this photocopier. I'm going to have it \_\_\_\_\_ to.  
A. cleaned      B. seen      C. sent      D. helped      E. printed
17. The sole has come off my shoe. I need to get it \_\_\_\_\_.  
A. sewed      B. repaired      C. serviced      D. tested      E. cracked
18. My hair is very untidy. I need to get it \_\_\_\_\_.  
A. cut      B. seen      C. rebuilt      D. taken      E. blown
19. Is there a dry cleaning service in this hotel? I need to get my suit \_\_\_\_\_.  
A. trimmed      B. cleaned      C. dyed      D. tested      E. printed
20. The old factory is falling to pieces. We need to have it \_\_\_\_\_.  
A. washed      B. seen      C. rebuilt      D. taken      E. reviewed

**Ex. 2. Circle the correct answer to complete the sentence.** (*English Grammar in*

*Use, CD-ROM*)

1. Every week Amy \_\_\_\_\_ by Rachel at the beauty salon.  
A. paints her nails      B. has her nails painted      C. has painted her nails

2. I don't know much German, so I can't understand this report very well. I must \_\_\_\_\_.  
 A. get it translated                      B. translate it                      C. get translated it
3. These shoes look awful. I'll have to \_\_\_\_\_.  
 A. have repaired them                      B. get them to repair                      C. get them repaired
4. We're planning to send out the invitations to the conference on Monday. \_\_\_\_\_ by a local company this week.  
 A. We're printing them                      B. We have them printed                      C. We're getting them printed
5. Tom usually washes his car himself but last week he \_\_\_\_\_ at the garage.  
 A. washed it                      B. had washed it                      C. had it washed
6. My teeth are in good condition because I \_\_\_\_\_ by my dentist every year.  
 A. have them checked                      B. am getting them checked                      C. check them
7. Do you think we should \_\_\_\_\_ by the same company that did them last year?  
 A. get the carpets cleaned                      B. clean the carpets                      C. have the carpets clean
8. "Are you going to make your wedding cake?" "No. I haven't got time. \_\_\_\_\_ by the lady who made my cousin's cake."  
 A. I'm making it                      B. I'm getting it made                      C. I'm having made it
9. Our flat is very empty. We \_\_\_\_\_ yet.  
 A. haven't had delivered                      B. haven't gotten the                      C. haven't had the furniture  
     the furniture                      furniture to deliver                      delivered
10. Jodie was getting a lot of headaches so she \_\_\_\_\_ at the optician's last week.  
 A. had tested her eyes                      B. had her eyes tested                      C. tested her eyes
11. "I like the sign above your shop. Did you make it yourself?" "No. I \_\_\_\_\_ by a specialist company."  
 A. made it                      B. had made it                      C. had it made
12. "Are you free this afternoon?" "No, sorry. I'm going to the hairdresser's. \_\_\_\_\_."  
 A. I get my hair coloring                      B. I'm having my hair colored                      C. I'm having colored my hair

**Ex. 3. Write sentences in the way shown.** (*English Grammar in Use, p. 91*)

1. Jill didn't repair the roof herself. She had it repaired.
2. I didn't cut my hair myself. I \_\_\_\_\_.
3. Mrs. Jenkins didn't fix her car herself. She \_\_\_\_\_.
4. They didn't paint the house themselves. They \_\_\_\_\_.
5. Sue didn't make the curtains herself. She \_\_\_\_\_.
6. Mike didn't clean his jacket himself. He \_\_\_\_\_.
7. Mr. Brown didn't repair his watch himself. He \_\_\_\_\_.
8. Sharon didn't deliver the flowers herself. She \_\_\_\_\_.
9. The Klausners didn't build that wall themselves. They \_\_\_\_\_.
10. We didn't organize our last party. We \_\_\_\_\_.

**Ex. 4. Complete these sentences using *had / got smth done*.**

delivered	mended	rebuilt
dry-cleaned	photocopied	redecorated
framed	put down	serviced

1. Peter bought a new bed, but couldn't fit it in his car so \_\_\_\_\_.
2. Our poor cat was old and very ill so \_\_\_\_\_.
3. Janet spilt coffee on her dress. It couldn't be washed by hand, so \_\_\_\_\_.
4. Karen's car wasn't starting well and seemed to be using too much petrol so she \_\_\_\_\_.
5. In the storm the roof was blown off our shed and a wall fell down so \_\_\_\_\_.
6. I needed a copy of my driving license for my insurance company so \_\_\_\_\_.
7. When Bill's watch broke he decided he couldn't afford to buy a new one, so \_\_\_\_\_.
8. Our bedroom was in a mess, with the wallpaper and paint peeling off, so \_\_\_\_\_.
9. The poster Sue had brought back from Brazil was getting damaged so \_\_\_\_\_.

**Ex. 5. Make sentences using *have* + object + the past participles in the box.**

changed	cleaned	cut	put in	redecorated	repaired
reproofed	re-strung	serviced	sharpened	valued	

1. When did you last (your hair)?

*When did you last have your hair cut?*

2. We (our knives) once a year.

---

3. We're going to (the roof) next summer.

---

4. I must (my jacket). And I'd better (my raincoat).

---

5. 'Do we need to (the car)?' 'Well, we ought to (the oil).'

---

6. When she (her jewellery), she found it wasn't actually worth much.

---

7. You need to (your tennis racket).

---

8. Shall we (the kitchen), or shall we do it ourselves?

---

9. It would be nice to (some more electric sockets).

---

**Ex. 6. The Andersons have just bought their first house. What will they have done before they move in?** (*Grammar F&F – 2, WB, p. 214*)

build a garage

insulate the attic

repair the leaks

check the electricity

paint the rooms

put in new windows

clean out the basement

put in a garden

fix the roof

cut the grass

remove the carpeting

replace the old stove

**Ex. 7. Complete the sentences.** (*English Grammar in Use, p. 91*)

1. We are having the house painted (the house / paint) at the moment.
2. I lost my key. I'll have to \_\_\_\_\_ (another key / make).
3. When was the last time you \_\_\_\_\_ (your hair / cut)?
4. You look different. \_\_\_\_\_ (you / your hair / cut)?
5. \_\_\_\_\_ (you / a newspaper / deliver) to your house or do you go to the shop to buy one?
6. 'What are those workmen doing in your garden?' 'Oh, we \_\_\_\_\_ (a swimming pool / build).'
7. This coat is dirty. I must \_\_\_\_\_ (it / clean).
8. If you want to wear earrings, why don't you \_\_\_\_\_ (your ears / pierce)?

**Ex. 8. Complete the sentences with *get / have smth done*.** (*A Practical English Grammar, p. 36*)

1. Your ankle is very swollen. You'd better \_\_\_\_\_ (it / x-ray).
2. Your roof is leaking, you should \_\_\_\_\_ (it / repair).
3. The trousers are too long; I must \_\_\_\_\_ (it / shorten).
4. "No one will be able to read your notes." "I know. I \_\_\_\_\_ (they / type)"
5. That's a good piano but you should \_\_\_\_\_ (it / tune).
6. Why don't you \_\_\_\_\_? (the document / photocopy)
7. He went to a garage to \_\_\_\_\_ (the puncture / mend).
8. His arm was broken so he had to go to hospital to \_\_\_\_\_ (it / set).
9. The battery is all right now. I \_\_\_\_\_ (just / it / recharge).
10. It's a beautiful photo. I'm going to \_\_\_\_\_ (it / enlarge).
11. Be careful of those knives. I \_\_\_\_\_ (just / they / sharpen).

**Ex. 9. Complete the following conversation using *have / get something done*.**

- A:** I 'm having an extension built (an extension / build) on my house this week.
- B:** That's nice. When it's finished, \_\_\_\_\_ (it / decorate)?
- A:** No, I'm going to do that myself. First, though, I \_\_\_\_\_  
(double glazing / fit).
- B:** \_\_\_\_\_ (carpets / lay)?
- A:** I'm not sure yet. How about you? \_\_\_\_\_ (you / your  
curtains / deliver) last week?
- B:** Yes. They're really nice. I also \_\_\_\_\_ (the carpets /  
clean), so everything looks lovely now.

**Ex. 10. Replace the phrase underlined with the structure *have / get something done*.** (*English Grammar in Use, p. 91*)

1. I didn't recognize Sheila. The hairdresser's dyed her hair. *She's had her hair dyed.*
2. I've been getting a lot of annoying phone calls, so the telephone company is going to change my number. \_\_\_\_\_
3. Gabrielle broke her leg six weeks ago but she's much better now. In fact the doctors should be taking the cast off tomorrow. \_\_\_\_\_
4. Since Rowland made a lot of money, he's not content with his little cottage, so an architect's designed him a fine new house. \_\_\_\_\_
5. This room gets too hot when the sun shines so I'm getting someone to fit blinds on the windows. \_\_\_\_\_
6. I heard that Mrs. Green didn't trust her husband so she hired a detective to follow him! \_\_\_\_\_
7. We don't really know what Shakespeare looked like. I wish he had asked someone to paint his portrait before he died. \_\_\_\_\_
8. My sister had always been self-conscious about her nose so she decided to go to a clinic for an operation which will straighten it. \_\_\_\_\_

**Ex. 11. Rewrite the sentences using *have / get something done***

1. His teeth are checked twice a year.

He has his teeth checked twice a year.

2. Her skirt is being cleaned at the moment.

---

3. My hair is trimmed once a month.

---

4. Central heating is going to be installed in our house next month.

---

5. Sam's burglar alarm was fitted last week.

---

6. My car is being repaired at the moment.

---

7. The band's new single has just been recorded.

---

8. Our new furniture is going to be delivered tomorrow.

---

9. Their new house is being decorated at the moment.

---

10. The windows will be cleaned.

---

11. A new jumper has been knitted for me.

---

12. The lock has to be fixed.

---

13. A new pair of glasses is going to be made for him.

---

14. A nurse bandaged Daniel's arm at the hospital.

---

15. Sandra is going to the dentist to fill her tooth.

---

16. I was walking around the town while my photos were being developed.

---



**Ex. 12. This is a busy week for Helen. Write sentences with *have something done* and the words in parentheses. Use the correct tense.** (Grammar

*F&F – 2, SB, p. 312)*

1. Yesterday, she (her checks / deposit) to her bank account.

*Yesterday, she had her checks deposited to her bank account.*

2. Right now, she (her oil / change).

\_\_\_\_\_

3. Yesterday, she (her suit / dry clean).

\_\_\_\_\_

4. Tomorrow, she (her teeth / clean).

\_\_\_\_\_

5. The day after tomorrow, she (her washing machine / fix).

\_\_\_\_\_

6. Yesterday, she (her eyes / test) for new glasses.

\_\_\_\_\_

7. Tomorrow, she (her new sofa / deliver).

\_\_\_\_\_

8. In two days, she (a tree / cut) down in the back yard.

\_\_\_\_\_

9. Yesterday, she (some photos / take) for a passport.

\_\_\_\_\_

10. Tomorrow, she (some new business cards / make).

\_\_\_\_\_

**Ex. 13. Gloria and her new roommate, Alison, disagree about what they should have done to the apartment. Rewrite the causative sentences using *have*, *make*, or *get* and the words in parentheses. More than one answer may be possible.** (*Grammar F&F – 3, WB, p. 140*)

**Alison:** White walls are depressing. My brother is a painter. I think we should (my brother, paint) have my brother paint (OR) get my brother to paint them purple and blue. I (him, paint) \_\_\_\_\_ my last apartment and it looked great. He would be happy to do it for us.

**Gloria:** The landlord won't let us paint the walls. We'll never (him, agree) \_\_\_\_\_ to it. I'm sure he would (us, repaint) \_\_\_\_\_ the walls white.

**Alison:** Did these curtains come with the apartment? I have a friend who's an interior designer. I'd like to (her, replace) \_\_\_\_\_ them with newer ones.

**Gloria:** My mother made those curtains for me. I like them. I can't (her, take) \_\_\_\_\_ them down.

**Alison:** Do you think we can (the neighbors, move) \_\_\_\_\_ those bicycles off of their balcony? They aren't very nice to look at.

**Gloria:** I don't think so. Their bikes were stolen last year. They (the landlord, give) \_\_\_\_\_ them permission to keep their bikes there.

**Alison:** I don't like cleaning. I think we should (a housekeeper, clean) \_\_\_\_\_ the apartment once a week.

**Gloria:** I can't afford it. I've never (anyone, clean) \_\_\_\_\_ my apartment for me.

**Alison:** I'll pay for it. I'll (you, see) \_\_\_\_\_ how much nicer it is to (someone else, do) \_\_\_\_\_ the work!

**Ex. 14. Angelina Johnson is a famous movie star. Read the questions and write Angelina's answers.** (*Grammar F&F – 2, SB, p. 312*)

1. Do you style your hair yourself? (Lorenzo)

No, I have Lorenzo style my hair. or No, I get Lorenzo to style my hair.

2. Do you drive your car yourself? (my chauffeur)

\_\_\_\_\_

3. Will you design your next dress yourself? (Alfani)

\_\_\_\_\_

4. Do you cook your food yourself? (my chef)

\_\_\_\_\_

5. Do you make your appointments yourself? (my assistant)

\_\_\_\_\_

6. Do you clean your house yourself? (my housekeeper)

\_\_\_\_\_

7. Did you plant these flowers yourself? (my gardener)

\_\_\_\_\_

8. Do you fly your plane yourself? (my pilot)

\_\_\_\_\_

9. Do you arrange for your interviews yourself? (my assistant)

\_\_\_\_\_

10. Do you buy your groceries yourself? (my housekeeper)

\_\_\_\_\_

**Ex. 15. What happened to the following people?** (*English Grammar in Use, p. 91*)

1. Matthew's car was stolen yesterday.

\_\_\_\_\_

2. Bill's leg was broken in a fight.

\_\_\_\_\_

3. Fred's hat was blown off in the wind.

\_\_\_\_\_

4. Diane's passport was taken away from her by the police.

\_\_\_\_\_

5. Sarah's bag was stolen on a train.

\_\_\_\_\_

6. Mr. Parker's rent was increased.

\_\_\_\_\_

**Ex. 16. Complete the sentences with *get / have smth done*.** (*English Grammar in Use, CD-ROM; Oxford Practice Grammar, p. 139*)

1. There was an awful fight in the street last night. Several shops had their windows broken (their windows / break).

2. "Have you heard from the bank about your application for a loan?" "Yes. I've \_\_\_\_\_ (it / refuse)." "I'm sorry. That must be really disappointing."

3. You should put better locks on your doors. You don't want to \_\_\_\_\_ (house / burgle) while you're out.

4. Adam is walking to work at the moment because he \_\_\_\_\_ (his bike / steal) a few days ago.

5. If you own a restaurant you have to keep it clean. If you don't, you could \_\_\_\_\_ (it / close) by the health inspectors.

6. Have you ever \_\_\_\_\_ (anything / damage) when you've moved house?

7. Clare \_\_\_\_\_ (her party / ruin) last night by a fight between two of her guests.

8. Steven was attacked by two men last week. He \_\_\_\_\_ (his face / cut) quite badly and had to go to hospital.

9. I don't want a new airport near here. I don't want to \_\_\_\_\_ (the vil- lage / spoil) by traffic and planes.

10. Craig \_\_\_\_\_ (his leg / crush) by a machine at work last year.

11. Every year in this region some farmers \_\_\_\_\_ (their crops / destroy) by storms.

12. I don't like \_\_\_\_\_ (my work / criticize) but I've got used to it now.

13. Rita \_\_\_\_\_ (her rent / increase) by ten percent last month.

14. "Did you hear about Claire?" "No, what happened?" "She \_\_\_\_\_ (lug- gage / search) at the Customs. They thought she was trying to smuggle something."

**Ex. 17. Complete the sentences with *get / have smth done*.** (A Practical English Grammar, p. 35)

1. I \_\_\_\_\_ (my house / paint). That is why there is all this mess.
2. My hair looks dreadful; I think I \_\_\_\_\_ (it / set) tomorrow.
3. The attic was dark so last year we \_\_\_\_\_ (skylight / put in).
4. That dead tree is dangerous. I \_\_\_\_\_ (it / cut down) tomorrow.
5. We just \_\_\_\_\_ (central heating / install). The house is warm!
6. I can't read Greek so I \_\_\_\_\_ (the documents / translate). My nephew is helping with the translation.
7. \_\_\_\_\_ (you / the film / develop) or did you develop it yourself?
8. Why \_\_\_\_\_ (he / all his shoes / specially / make)? He says that he has to because his feet are different sizes.
9. If you hate cleaning fish why \_\_\_\_\_ (you / they / clean) at the fishmonger's? (*negative*)
10. How often \_\_\_\_\_ (you / your brakes / test)?
11. I'm afraid it's rather draughty here but I \_\_\_\_\_ (that broken pane / replace) tomorrow.

**Ex. 18. Read the situations, then write sentences using *have / get something done*.** (Grammarway – 4, p. 92)

1. John's suit is dirty. It has to be dry-cleaned. What should he do?  
He should have his suit dry-cleaned.
2. All Linda's clothes are made specially for her. What does she do?  
\_\_\_\_\_
3. They arranged for their house to be painted last week. Now it has been done. What have they done?  
\_\_\_\_\_

4. Malcolm's car was broken into last night. What happened to him?  
\_\_\_\_\_
5. Her bag was stolen yesterday. What happened to her?  
\_\_\_\_\_
6. A printer has printed party invitations for Emma. What has Emma done?  
\_\_\_\_\_
7. Diana is at the hairdresser's. The hairdresser is cutting her hair. What is Diana doing?  
\_\_\_\_\_
8. Robert is taking his car to the garage for a service tomorrow. What's he going to do?  
\_\_\_\_\_
9. Their roof has a hole in it. What should they do?  
\_\_\_\_\_
10. Tracey's bicycle has got a puncture. What should she do?  
\_\_\_\_\_

**Ex. 19. A famous film director, Kevin Smith, is traveling to NYC. His personal assistant is giving the hotel instructions. Rewrite the sentences using *have smb do smth* / *get smb to do smth*. (Grammar F&F – 3, SB, p. 233)**

Assistant: Mr. Smith will be arriving at your hotel tomorrow, and I want to make sure that everything is arranged for him.

Hotel Receptionist: Yes, of course. What can I do for you?

1. He likes to wake up punctually at 6:00 am. (the front desk / call him)  
*Please have the front desk call him at 6:00 am.*
2. He likes to read 3 daily newspapers first thing in the morning. (bellhop / deliver)  
\_\_\_\_\_
3. He likes to have fresh fruit and coffee for breakfast at 7:00 am. (room service / bring)  
\_\_\_\_\_
4. He likes fresh flowers in his room. (the florist / put)  
\_\_\_\_\_

5. He needs 3 shirts to be washed every day. (the laundry / wash)  
\_\_\_\_\_
6. He needs a computer, an Internet connection, a fax machine, and a flat-screen TV installed in his room as soon as he checks in. (the technical staff / install)  
\_\_\_\_\_
7. He wants his shoes polished and left outside his door every morning. (the bellhop / polish)  
\_\_\_\_\_
8. He needs a limo waiting for him in front of the hotel each day at 9:00 am. (a chauffeur / bring)  
\_\_\_\_\_

**Ex. 20. Connie moved to a new town last week. Look at the ads below and say what Connie can do in those places. Use *have smb do smth* or *get smb to do smth*.** (*Grammarway – 4, p. 92*)

1. Gardener “No garden is too big or small” (garden / tidy)  
\_\_\_\_\_
2. Interior design “Redesign your home or your office” (living room / design)  
\_\_\_\_\_
3. Cleaners “Fast cleaning service” (my dresses / clean)  
\_\_\_\_\_
4. Beauty parlor “Top stylists. Low prices” (hair / cut)  
\_\_\_\_\_
5. Locksmith “Locks and keys are our specialty” (new locks for the house / make)  
\_\_\_\_\_
6. Tailor “Clothing repairs and alterations” (clothes / mend)  
\_\_\_\_\_

**Ex. 21. Whose services do these people need?** (*Interchange – 3, WB, p. 49*)

Astrologer

Genealogist

Interior designer

Car detailer

Headhunter

Party planner

Fortune-teller

hypnotherapist

Personal shopper

1. I would like to find someone who could predict my future.

---

2. I need to find someone who could help me to stop biting my nails all the time.  
Maybe I should use hypnosis to treat me.

---

3. I'd really like to know more about my family. I don't even know who my great-grandparents were!

---

4. I'd like to ask someone to read my horoscope.

---

5. I haven't been able to find a job for about nine months. I think I'd better find someone to help me.

---

6. I want to have all my friends over for the party, but I don't know how to put it together.

---

7. I don't know what to get for my parents wedding anniversary, and I hate shopping!

---

8. Look at my car! It's filthy. I just never have time to clean it myself.

---

9. My apartment looks awful. I want to buy new furnishings, but I don't know what it will look good. I need help!

---



**Ex. 22. Write questions. Use the phrases *Do you know where I can have / get smth done? or Do you know where I can have someone...? or Do you know where I can get someone to ...? Then write responses using your own ideas.* (Interchange – 3, WB, pp. 50-54)**

1. check my fitness level

---

2. decorate my home

---

3. fix a computer

---

4. tell my fortune

---

5. trace my family history

---

6. train my dog

---

7. shampoo my carpets

---

8. repair my shoes

---

9. organize a wedding reception

---

10. repair a bicycle

---

11. lengthen pants

---

12. replace a watch battery

---

13. enlarge my gold ring

---

**Ex. 23. Your best friend has lost a bet with you. Now he / she will do whatever you ask him/her to do for one day. What are you going to have him / her do for you?** *(Grammar F&F – 2, WB, p. 216)*

- 1. I'm going to have him / her do my homework.
- 2. \_\_\_\_\_.
- 3. \_\_\_\_\_.
- 4. \_\_\_\_\_.
- 5. \_\_\_\_\_.

**Ex. 24. What things would you get someone to do for you, or have done for you, if you were in these situations? What would you NOT have done for you? Write two sentences for each of the following situations, one positive and one negative.** *(Grammar F&F – 3, WB, p. 142)*

**Example:** *If I were very wealthy, I would get someone else to do my hair and makeup for me. I wouldn't have bodyguards follow me around.*

- 1. if you were very wealthy  
\_\_\_\_\_  
\_\_\_\_\_
- 2. if you were 100 years old  
\_\_\_\_\_  
\_\_\_\_\_
- 3. if you were a famous movie star  
\_\_\_\_\_  
\_\_\_\_\_
- 4. if you were a parent of quintuplets (five babies at once)  
\_\_\_\_\_  
\_\_\_\_\_
- 5. if you were the teacher of this class  
\_\_\_\_\_  
\_\_\_\_\_

**Ex. 25. Rewrite the sentences using *have / get something done* and *have smb do smth / get smb to do smth*.** (A Practical English Grammar, p. 36)

**Example:** I employed a plumber to examine my boiler.

I had my boiler examined. or I had a plumber examine my boiler.

1. I pay a garage to service my car.  
\_\_\_\_\_
2. The tap keeps dripping so I must **send for a plumber** to see to it.  
\_\_\_\_\_
3. I paid a watchmaker to clean my watch.  
\_\_\_\_\_
4. An **artist** is painting her portrait.  
\_\_\_\_\_
5. They **arranged for the police** to arrest the man.  
\_\_\_\_\_
6. He **paid a lorry** driver to tow the car to a garage.  
\_\_\_\_\_
7. They are **employing builders** to build a garage.  
\_\_\_\_\_
8. I pay a **window cleaner** to clean my windows every month.  
\_\_\_\_\_
9. I went to an **oculist and** he tested my eyes for me.  
\_\_\_\_\_
10. **The old gypsy** is telling Tom's fortune.  
\_\_\_\_\_
11. I asked the **fishmonger** to open the oysters **for me**.  
\_\_\_\_\_
12. I went to a **jeweler and** he pierced my ears **for me**.  
\_\_\_\_\_

**Ex. 26. Rewrite the sentences using *have / get something done or have smb do smth / get smb to do smth.*** (Grammarway – 4, p. 93; Oxford Practice Grammar, p. 139)

1. Their windows need to be cleaned.

*They need to have their windows cleaned.*

2. The hairdresser was styling Mrs. Brown's hair.

\_\_\_\_\_

3. She told her son to carry the shopping to the house.

\_\_\_\_\_

4. Dad is going to arrange for someone to cut the grass.

\_\_\_\_\_

5. They used to employ a cleaner who cleaned the house.

\_\_\_\_\_

6. Did the mechanic repair Paul's motorbike?

\_\_\_\_\_

7. The boss asked his assistant to type the letter.

\_\_\_\_\_

8. A plumber fixed the dripping tap for Joe.

\_\_\_\_\_

9. Have you told the secretary to make some photocopies?

\_\_\_\_\_

10. The chef was cooking Tom's lunch.

\_\_\_\_\_

11. Did you tell the shop to deliver the sofa to you?

\_\_\_\_\_

12. My purse was stolen last Friday.

\_\_\_\_\_

13. Did you employ a painter to decorate your house?

---

14. The builders are putting a new roof on Adam's house at the moment.

---

15. She asked the maid to polish the silver.

---

16. The man had asked the porter to take his luggage to his room.

---

17. Did you ask Jenny to arrange the flowers for you?

---

18. When will your glasses be made?

---

19. I hired a professional to cater for my party.

---

20. Did you ask anyone to sweep the chimney?

---

21. She asked him to do the shopping.

---

22. Their house was burgled last night.

---

23. He employed a carpenter to build the fence.

---

24. Julie's housekeeper irons all her clothes.

---

25. His shop's windows were smashed in the riot.

---

## NEED TO BE DONE / NEED DOING

**Ex. 27. Match each problem with the repair needed. Then write a sentence describing each problem and the repair needed to fix it.** (*Interchange - 3,*

*WB, p. 36)*

1. dishwasher	doesn't work _____	a. tighten and glue the legs
2. VCR	tape is stuck _____	b. clean and polish the wood
3. speakers	wood covers are damaged _____	c. remove the tape
4. TV	screen is cracked _____	d. repaint the door
5. stove	metal door is scratched _____	e. replace the screen
6. table	table legs are loose _____	f. check the motor

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Ex. 28. Choose suitable verbs to complete the sentences. Use passive infinitives or gerunds.** (*Interchange – 3, WB, p. 33)*

lengthen	sharpen	straighten	widen	loosen	tighten
----------	---------	------------	-------	--------	---------

1. This jacket is too short.

\_\_\_\_\_

2. The screws on these glasses are too loose.

\_\_\_\_\_

3. The blades on these scissors are too dull.

---

4. The faucet is too tight.

---

5. This road has too many dangerous turns.

---

6. This street is too narrow.

---

**Ex. 29. Complete the conversation. Use *need* or *needs* with passive infinitives or gerunds of the verbs given.** (*Interchange – 3, WB, p. 34*)

**Tim:** Guess what? Someone broke into my car last night!

**Jan:** Oh, no. What did they take?

**Tim:** Nothing! But they did a lot of damage. The lock \_\_\_\_\_  
(repair). And the windows \_\_\_\_\_ (replace).

**Jan:** What about your car radio?

**Tim:** They broke off the switch. I found the broken piece on the floor. It just  
\_\_\_\_\_ (glue).

**Jan:** It was probably some young kids having "fun."

**Tim:** Yeah, some fun. The seats \_\_\_\_\_ (refurnish). I think they  
had a party in my car!

**Jan:** How annoying. Does the car drive OK?

**Tim:** No, it feels strange. The gears aren't shifting right, so they \_\_\_\_\_  
(fix). And the brakes \_\_\_\_\_ (check) right away.

**Jan:** Well, I guess you're lucky they didn't steal it!

**Tim:** Yeah, lucky me.

**Ex. 30. What needs to be done / needs doing to solve the following problems. Who are you going to have it done?**

1. Car came to a standstill.
2. The keyboard is stained.
3. The vase has a crack.
4. There is a tear on the collar.
5. The photo frame is scratched.
6. The water pitcher has a leak.
7. The tablecloth in a restaurant has stains.
8. The carpet is worn.
9. The food processor blades are dull.
10. The washing machine went on a blink.
11. The CD is cracked.

**Ex. 31. Complete the crossword puzzle.** (*Interchange – 3, WB, p. 35*)

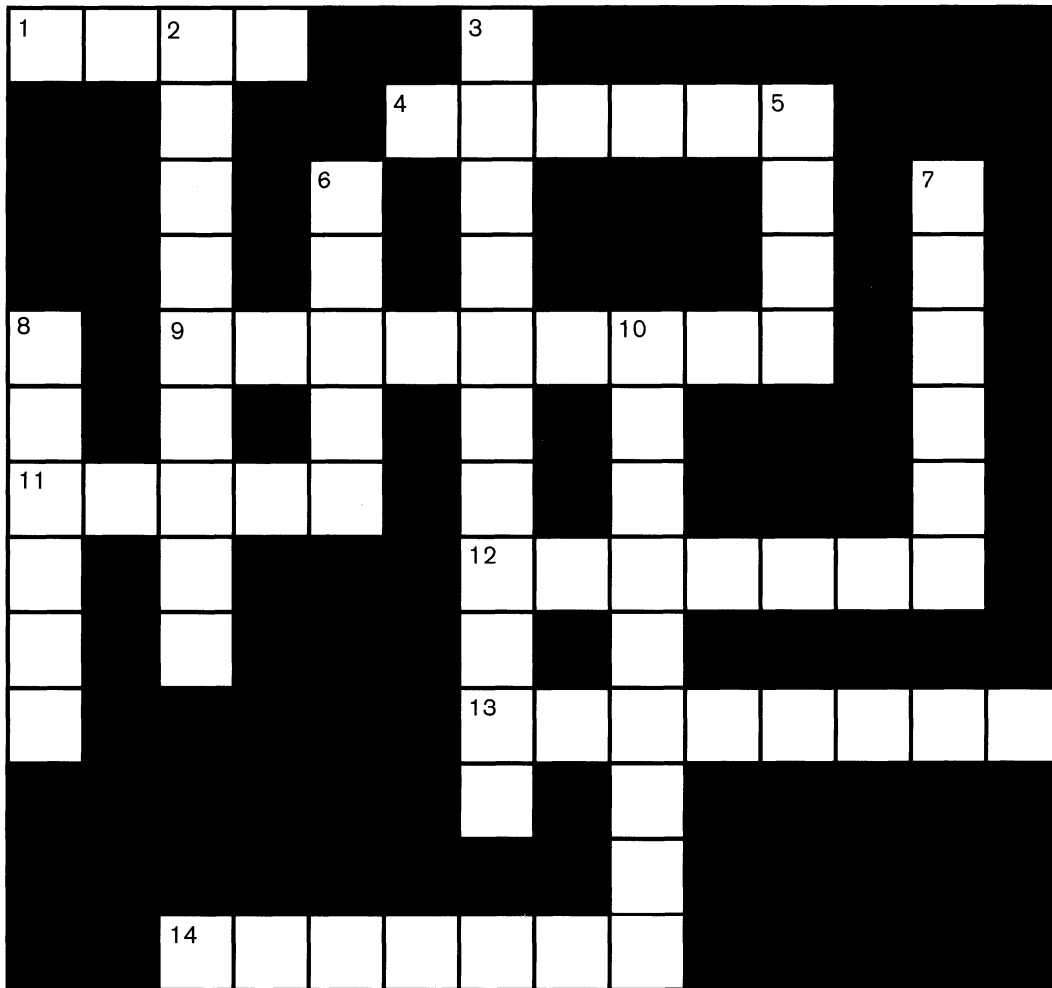
***Across:***

1. Do you have another \_\_\_\_\_ for these flowers? This one is cracked.
4. You can't wear this \_\_\_\_\_ to your job interview, Dave. Two buttons have come off the front, and the lining is torn.
9. This is a great new food \_\_\_\_\_. It really helps me chop vegetables more quickly.
11. The buttons on this shirt are \_\_\_\_\_. They'll come off if they aren't fixed soon.
12. I spilled coffee on this dress. Now it's badly \_\_\_\_\_.
13. These socks have a hole in them. I'd like to \_\_\_\_\_ them for another pair, please.
14. The glass in that window is \_\_\_\_\_. It needs replacing.



**Down:**

- 2. This carpet is really dirty. It needs to be \_\_\_\_\_.
- 3. The \_\_\_\_\_ beside your desk needs to be emptied. It's full of paper.
- 5. There's a \_\_\_\_\_ in your jeans. Look, the left leg is badly torn.
- 6. I prefer to cook on a gas \_\_\_\_\_ than to cook on an electric one.
- 7. The back of my car is slightly \_\_\_\_\_. Someone drove into the back of it.
- 8. Look! There's a stain on the \_\_\_\_\_ of the jacket you're wearing – just below your right ear.
- 10. The paint on my car door is \_\_\_\_\_, and it needs repainting. It looks like someone damaged it with a sharp knife.



**Ex. 32. Write about something you have bought that had something wrong with it. In the first paragraph, describe the problem. In the second paragraph, explain what you did about it.** *(Interchange - 3, WB, p. 34)*

Recently I bought a coffee maker. While I was unpacking it, I could see it was damaged. The glass carafe was chipped and needed to be replaced. And to make matters worse, the machine leaked!

I took it back to the store. I was nervous because I had lost my receipt. Luckily, the clerk didn't ask me for it. She said a lot of customers had recently had similar problems, and she gave me a full refund.

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