**Vocabulary**

**Flat sharing**

1. Match the sentence beginnings 1–6 with the endings a–f.

- Share
- Set clear
- Behave
- Communicate
- Treat others with
- Have a

1. a
2. b
3. c
4. d
5. e
6. f

**Six tips on how to avoid rows with flatmates!**

1. Share
2. Set clear
3. Behave
4. Communicate
5. Treat others with
6. Have a

**Grammar**

**Present perfect simple and continuous**

3. **Underline the correct verb form.**

1. I’m afraid Sarah’s not in. She’s gone home.
2. I’ve waited/ been waiting for a reply to one of my job applications for months now. I feel really depressed.
3. We’ve bought/ been buying a dishwasher. We’ve argued/ been arguing for ages about who does the washing-up!
4. Jack’s decided / been deciding to move back in with his parents.
5. How long have you lived / have you been living away from home? Do you miss your family?
6. How many times have you avoided / have you being avoided a discussion about household chores because you don’t want us to have a row?

4. **What have they been doing and what have they done? Complete each pair of sentences with the present perfect and present perfect continuous tense of the verbs below.**

- paint
- dance
- write
- tidy

1. He has been painting up all afternoon. She’s painted up the whole house and is going into town now.
2. I have been waiting for a reply to one of my job applications this week and I’m exhausted. She’s been waiting for a reply to one of her job applications all summer.
3. They’ve been painting the wall in the hot sun. I’ve been painting the wall and I’m going to start the doors now.
4. She’s been discussing with him. We’ve been discussing with each other a few times, but we prefer to dance with each other!

5. **Match the sentences that go together.**

1. I’ve been washing the dishes.
2. I’ve washed all the dishes.
3. Mum’s been marking students’ essays all night.
4. Mum’s marked all the essays.
5. I’ve been revising History and Geography since Friday.
6. I’ve revised History and Geography.

6. **Complete the advice with words from exercise 1.**

- Be quiet. She’s very tired.
- Could you dry them up now?
- I can go out and party.
- I’m taking a break because I want a glass of milk.
- She can come to the cinema with us now.
- What a dreadful weekend!

7. **Complete the pairs of sentences with the verbs in brackets in the correct tense (present perfect simple or continuous) of the verb(s) in brackets.**

1. I’ve been sending emails since lunch. I think you sent about twenty. (send)
2. Mike’s been learning all weekend. He’s been learning three essays! (write)
3. Chris’s been cooking since this morning. He’s been cooking lunch for twelve people! (cook)
4. I’ve been cleaning for three hours. I’ve already cleaned the living room. (clean)
5. He’s been teaching every local company. (try)
6. We’ve been learning about important issues. (learn)

**Grammar reference**

**Present perfect simple**

We use the present perfect simple to talk about single complete actions

- which happened not long ago and has results now:
  - I’ve passed my driving test! (I’m happy and I can drive now.)
- which happened in the past, but we don’t know or are not interested in exactly when:
  - They’ve studied medicine. (It is not important when.)

We can also use the present perfect when we specify the number of repeated actions which happened in the period of time leading up to the present:

- We’ve visited grandma in hospital three times.
- How many times have you seen this film?

**Present perfect continuous**

We use the present perfect continuous to talk about continuing or repeated actions which happened over a period of time leading up to the present.

We use the present perfect continuous to talk about actions which are still going on and which are not finished:

- Mr Smith’s being teaching in our school since October.
  (He’s still teaching in our school.)
- I’ve been learning French for four years. (I’m still learning French.)
- actions which have ended just before the present and have consequences in the present:
  - I’m exhausted. I’ve been painting all day. (I feel exhausted because of the painting.)

**Comparison of uses**

We use the present perfect continuous to focus on the continuing activity or situation itself and the present perfect simple to focus on the result:

- He’s written twenty Christmas cards. (result)
- He’s been writing Christmas cards all morning. (activity)

We use the continuous form when answering the question how long? and the simple form when answering the question how much? or how many?:

- How many miles have they run? They’ve run ten miles.
- How long have they been running? They’ve been running all afternoon.

**State verbs**

With state verbs (e.g. know, have, understand, believe, like) we can only use the present perfect simple, even though they are describing a continuing situation:

- I’ve known Mark for over ten years.
- They’ve always liked football.
Vocabulary

Behaviour and relationships

1 Match the captions a–e to the cartoons 1–5.

1. Ellen's very reliable.
2. My aunt's very generous.
3. Alice is obsessed with keeping fit.
4. Kate's memory is not very good.
5. I think Ann's a bit of a workaholic.

2. Complete the sentences with the correct form of the verbs in brackets.

a. She spends hours in the gym every day.
   - She spends hours in the gym every day.
b. She keeps telling lies – it really gets on my nerves.
   - She keeps telling lies – it really gets on my nerves.
c. She's always working late.
   - She's always working late.
d. She never forgets arrangements we've made or breaks her promises.
   - She never forgets arrangements we've made or breaks her promises.
e. She's always buying me presents.
   - She's always buying me presents.
f. She keeps forgetting everyone's birthdays.
   - She keeps forgetting everyone's birthdays.

3. Match the captions a–f to the habits a–f.

a. I'll just ignore him.
   - I'll just ignore him.
b. Please stop nagging!
   - Please stop nagging!
c. He's always showing off.
   - He's always showing off.
d. My sister says I shouldn't get so upset because at least
   - My sister says I shouldn't get so upset because at least
f. He's more reliable now!
   - He's more reliable now!

4. Complete the sentences with the correct form of used to.

a. Mike used to nudge (mislays) things a lot and forget arrangements when he was younger. He's more reliable now.
   - Mike used to nudge (mislays) things a lot and forget arrangements when he was younger. He's more reliable now.
b. You didn't get used to starting lessons until nine.
   - You didn't get used to starting lessons until nine.
c. He used to shout at me when I was younger.
   - He used to shout at me when I was younger.
d. She used to worry (drive) with her car.
   - She used to worry (drive) with her car.
5. Complete the sentences with the correct form of be used to.

a. I used to make (keep) have a go at me.
   - I used to make (keep) have a go at me.
b. I used to make (keep) have a go at me.
   - I used to make (keep) have a go at me.
c. I used to have (be) used to... (saying something).
   - I used to have (be) used to... (saying something).
d. I used to have (be) used to... (saying something).
   - I used to have (be) used to... (saying something).
e. I used to have (be) used to... (saying something).
   - I used to have (be) used to... (saying something).

Grammar

Present and past habits

3. Match the sentences 1–6 with the habits a–f.

1. Ellen's very reliable.
   - a. had
2. My aunt's very generous.
   - b. to have
3. Alice is obsessed with keeping fit.
   - c. would have
4. Kate's memory is not very good.
   - d. played
5. I think Ann's a bit of a workaholic.
   - e. would
6. You can't really trust Joanna.
   - f. used to

4. Complete the sentences with the correct form of used to.

a. I used to make (keep) people call on me.
   - I used to make (keep) people call on me.
b. I used to have (be) used to... (saying something).
   - I used to have (be) used to... (saying something).
c. I used to have (be) used to... (saying something).
   - I used to have (be) used to... (saying something).
d. I used to have (be) used to... (saying something).
   - I used to have (be) used to... (saying something).

5. Complete the sentences with the correct form of be used to.

a. She used to make (keep) have a go at me.
   - She used to make (keep) have a go at me.
b. I used to make (keep) have a go at me.
   - I used to make (keep) have a go at me.
c. I used to have (be) used to... (saying something).
   - I used to have (be) used to... (saying something).
d. I used to have (be) used to... (saying something).
   - I used to have (be) used to... (saying something).

Grammar Plus: be/get used to

7. Underline the correct form of the verb.

1. I am used/am getting used to travelling on my own. I've been doing it ever since I remember.
   - I am used
2. The woman sitting next to me on the plane wasn't used to/didn't use to flying and she was afraid.
   - wasn't used to
3. After a year in Morocco we gradually used to/didn't use to get used to functioning in a hot climate.
   - used to
4. In my previous school we used to/didn't use to get used to starting lessons until nine o'clock.
   - didn't use to
5. I've only had a driving licence for two months. I'm not quite used to/drive/driving yet.
   - didn't use to
6. I've just finished school and started my first job. I'm basically used to/ getting used to the new routine.
   - used to
Vocabulary
1 Match 1–7 with a–g to make collocations.

1 be in charge of
2 start
3 have a
4 settle
5 bring
6 inherit
7 ask

a down with someone
b family finances
c property
d relationship
e dating
f someone out
g up your children

2 Complete the sentences with the correct form of the collocations from exercise 1.

1 In many countries, it is still the man who decides how to spend the money in a household. Men earn the money and so they are in charge of family finances.

2 I think you and your husband should discuss your ideas about how to ... before you have a baby.

3 When Tim's grandparents died, he ... a house from them.

4 I don't think you should get married until you are ready to ... and live the rest of your life with one person.

5 John and Katie have just ... They're going to the cinema for the first time tonight.

6 I know you really like Mark. Why don't you ... your first time tonight.

7 I think communication is very important when you ... someone out.

Complete the sentences with the correct form.

I think communication is very important when you ... someone out.

3 Complete the text.

In many countries, it is still the man who ... household. Men earn the money and so they ... to work because they need the money.

When the love of her life, Jonathan, is sent to Delhi (India) for his job as an international news reporter, Sarah Macdonald leaves her dream job as a radio presenter in Sydney (Australia) and they go to live in Delhi.

Sarah finds many things different about life in the two countries but she makes friends with some Indian women, Padma, Aarzoo and Billie, and starts to find out more about Indian culture.

John and Katie have just ... 

I know you really like Mark. Why don't you ... your first time tonight.

I think communication is very important when you ... someone out.

3 Complete the sentences with the correct form.

I think communication is very important when you ... someone out.

3 Complete the sentences with the correct form.

I think communication is very important when you ... someone out.
A formal phone conversation

1 Choose the best response.
   1 Could I speak to the manager, please?
      a Why do you want to speak to him?
      b Can I ask what your call is concerning?
   2 I’ll put you through now.
      a Hold on a minute.
      b Thank you.
   3 Good afternoon. HN Hotels.
      a Who’s calling, please?
      b Could I speak to the manager, please?
   4 Can I take a message?
      a Yes. Could you ask Mr Smith to call me?
      b Yes. Could you tell me when to call Mr Smith?
   5 Who’s calling, please?
      a I’m calling to speak to the manager.
      b My name’s Lucy Lewis.

2 Put the sentences in the phone conversation a–k in the correct order 1–11.
   a Can I ask what your call is concerning, Ms Stone?
   b Hello. Could I speak to the manager, please?
   c … I’m sorry. I’m afraid Mrs Stein’s not available. Can I take a message?
   d It’s Lisa Stone from the Daily Star newspaper.
   e Yes, please. Could you ask her to call Lisa Stone from the Daily Star on 0799 783529?
   f I’d like to interview him or her about the opening of the new Mattison factory next month.
   g Good morning, Mattison Limited. How can I help you?
   h Thank you.
   i Certainly. Who’s calling, please?
   j OK, no problem. I’ll ask her to call you as soon as possible. Goodbye.
   k OK. It’s Sylvia Stein you need to speak to. Hold the line, please. I’ll put you through.

A formal letter

3 Match the parts of the letter 1–8 with the descriptions a–h.

1
2
3
4
5
6
7
8

Flat 2,
Castle Mill House,
Jericho Street,
Oxford
OX2 7EN
1 January 0000

Dear Mr Edwards,

I look forward to hearing from you.

Yours sincerely,

Anita Scherer

Anita Scherer

3967 Miramonte Avenue,
Oakland,
CA 92483

1
2
3
4
5
6
7
8

a The date
b Explanation of who you are and why you are writing
c Your address
d The opening, for example Dear Mr Hill,
e The address of the person you are writing to
f Closing the letter and saying you expect a reply
g Your signature with your name printed underneath
h The main part of the letter, including the questions you want to ask and the reasons you are asking them

4 Put the words in the correct order.
   1 am/your advert./I/in/writing/to/response
      I am writing in response to your advert.
   2 look/from/hearing/forward/you/I/soon./to
      I look forward to hearing from you.
   3 would/I/know/like/how/to/the course costs./much
   4 like/know/I/more/would/the extra activities./about/to
   5 am/interested/I/living with a family./in
   6 My/and/I/a student/name’s/Pawel Adamicz/
      at secondary school./am

18