

Can, could, and (be) able to

A

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

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

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

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

B

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

- We **are able to see** the ocean from our hotel window.

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

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

C

Could

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

see hear smell taste feel remember understand

- We had a nice room in the hotel. We **could see** the ocean.
- As soon as I walked into the room, I **could smell** gas.
- She spoke in a very soft voice, so I **couldn't understand** what she said.

We also use **could** to say that somebody had the general ability or permission to do something:

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

D

Could and was able to

We use **could** for general ability. But if you want to say that somebody did something in a specific situation, use **was/were able to** or **managed to** (*not could*):

- The fire spread through the building very quickly, but fortunately everybody **was able to escape** / **managed to escape**. (*not could escape*)
- We didn't know where David was, but we **managed to find** / **were able to find** him in the end. (*not could find*)

Compare:

- Jack was an excellent tennis player when he was younger. He **could beat** anybody. (= he had the general ability to beat anybody)
- but Jack and Ted played tennis yesterday. Ted played very well, but Jack **managed to** / **was able to beat** him. (= he managed to beat him this time)

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

- My grandfather **couldn't swim**.
- We looked for David everywhere, but we **couldn't find** him.
- Ted played well, but he **couldn't beat** Jack.

25.1 Complete the sentences using **can** or **(be) able to**. Use **can** if possible; otherwise use **(be) able to**.

- Eric has traveled a lot. He can speak four languages.
- I haven't been able to sleep very well recently.
- Nicole _____ drive, but she doesn't have a car.
- I used to _____ stand on my head, but I can't do it any more.
- I can't understand Michael. I've never _____ understand him.
- I can't see you on Friday, but I _____ meet you on Saturday morning.
- Ask Catherine about your problem. She might _____ help you.

25.2 Write sentences about yourself using the ideas in parentheses.

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

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

~~come~~ eat hear run sleep wait

- I'm sorry I can't come to your party next week.
- When Bob was 16, he _____ 100 meters in 11 seconds.
- "Are you in a hurry?" "No, I've got plenty of time. I _____."
- I felt sick yesterday. I _____ anything.
- Can you speak a little louder? I _____ you very well.
- "You look tired." "Yes, I _____ last night."

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

- A: Did everybody escape from the fire?
B: Yes. Although the fire spread quickly, everybody was able to escape.
- A: Did you finish your homework this afternoon?
B: Yes, nobody was around to disturb me, so I _____.
- A: Did you have any trouble finding Amy's house?
B: Not really. She'd given us good directions, so we _____.
- A: Did the thief get away?
B: Yes. No one realized what was happening, and the thief _____.

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

- My grandfather traveled a lot. He could speak five languages.
- I looked everywhere for the book, but I couldn't find it.
- They didn't want to come with us at first, but we managed to persuade them.
- Laura had hurt her leg and _____ walk very well.
- Sue wasn't at home when I called, but I _____ contact her at her office.
- I looked very carefully, and I _____ see someone in the distance.
- I wanted to buy some tomatoes. The first store I went to didn't have any good ones, but I _____ get some at the next place.
- My grandmother loved music. She _____ play the piano very well.
- A girl fell into the river, but fortunately we _____ rescue her.
- I had forgotten to bring my camera, so I _____ take any photos.

Could (do) and could have (done)

A

We use **could** in a number of ways. Sometimes **could** is the past of **can** (see Unit 25C):

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

But **could** is not only used in this way. We also use **could** to talk about possible actions now or in the future (especially to make suggestions).

For example:

- A: What would you like to do tonight?
B: We **could go** to the movies.
- A: When you go to New York next month, you **could stay** with Candice.
B: Yes, I guess I **could**.

What would you like to do tonight?



We **could go** to the movies.

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

B

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

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

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

- I **can stay** with Candice when I go to New York. (*realistic*)
- Maybe I **could stay** with Candice when I go to New York. (*possible, but less sure*)
- This is a wonderful place. I **could stay** here forever. (*unrealistic*)

C

We also use **could** (*not can*) to say that something is possible now or in the future. The meaning is similar to **might** or **may** (see Units 28–29):

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

D

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

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

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

- Why did you stay at a hotel when you were in New York? You **could have stayed** with Candice. (you didn't stay with her)
- I didn't know that you wanted to go to the concert. I **could have gotten** you a free ticket. (I didn't get you a ticket)
- Dave was lucky. He **could have hurt** himself when he fell, but he's OK.

E

We use **couldn't** to say that something would not be possible now:

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

For the past, we use **couldn't have** (done):

- We had a really good vacation. It **couldn't have been** better.
- The trip was canceled last week. Paul **couldn't have gone** anyway because he was sick. (= it would not have been possible for him to go)

26.1 Answer the questions with a suggestion. Use **could** and the words in parentheses.

- Where would you like to go on vacation?
- What should we have for dinner tonight?
- When should I call Angela?
- What should I give Ana for her birthday?
- When should we go and see Tom?

(to San Diego) We could go to San Diego.
 (fish) We _____
 (now) You _____
 (a book) _____
 (on Friday) _____

26.2 In some of these sentences, you need **could** (not **can**). Change the sentences where necessary.

- The story can be true but I don't think it is.
- It's a nice day. We can go for a walk.
- I'm so angry I can scream.
- If you're hungry, we can have dinner now.
- It's so nice here. I can stay here all day, but unfortunately I have to go.
- A: Where's my bag. Have you seen it?
B: No, but it can be in the car.
- Peter is a good musician. He plays the flute, and he can also play the piano.
- A: I need to borrow a camera.
B: You can borrow mine.
- The weather is nice now, but it can change later.

could be true

OK (could go is also possible)

26.3 Complete the sentences. Use **could** or **could have** + appropriate verbs.

- A: What should we do tonight?
B: We could go to the movies.
- A: I spent a very boring evening at home yesterday.
B: Why did you stay at home? You _____ out with us.
- A: There's a job advertised in the paper that I think you are really qualified for.
B: I guess I _____ for it, but I like my present job.
- A: How was your test? Was it hard?
B: It wasn't so bad. It _____ worse.
- A: I got very wet walking home in the rain last night.
B: Why did you walk? You _____ a taxi.
- A: Where should we meet tomorrow?
B: Well, I _____ to your house if you want.

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

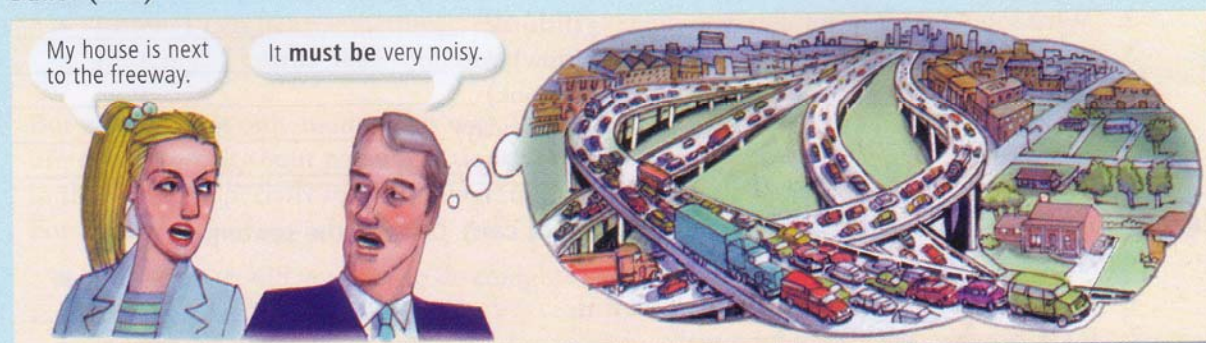
~~be~~ be come find get ~~live~~ wear

- I couldn't live in a big city. I'd hate it.
- We had a really good vacation. It couldn't have been better.
- I _____ that hat. I'd look silly, and people would laugh at me.
- We managed to find the restaurant you recommended, but we _____ it without the map that you drew for us.
- Paul has to get up at 4:00 every morning. I don't know how he does it. I _____ up at that time every day.
- The staff at the hotel was really nice when we stayed there last summer. They _____ more helpful.
- A: I tried to call you last week. We had a party, and I wanted to invite you.
B: That's nice of you, but I _____ anyway. I was away all last week.

Must (You must be tired, etc.)

A

Must (not)



We use **must** to say that we feel sure something is true:

- You've been traveling all day. You **must be** tired.
(Traveling is tiring and you've been traveling all day, so you **must be** tired.)
- "Jim is a hard worker." "Jim? You **must be** joking. He's very lazy."
- I'm sure Sally gave me her phone number. I **must have** it somewhere.

We use **must not** to say that we feel sure something is not true:

- Their car isn't outside their house. They **must not be** home. (= They **must be** out)
- Brian said he would be here by 9:30. It's 10:00 now, and he's never late. He **must not be coming**.
- They haven't lived here very long. They **must not know** many people.

Study the structure:

I/you/he (etc.)	must (not)	be (tired / hungry / home, etc.) be (doing / coming / joking, etc.) do / get / know / have, etc.
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B

Must (not) have done

For the past, we use **must (not) have done**:

- "We used to live close to the freeway." "Did you? It **must have been** noisy."
- There's nobody at home. They **must have gone** out.
- I've lost one of my gloves. I **must have dropped** it somewhere.
- She walked past me without speaking. She **must not have seen** me.
- Tom walked into a wall. He **must not have been looking** where he was going.

Study the structure:

I/you/he (etc.)	must (not)	have	been (tired / hungry / noisy, etc.) been (doing / coming / looking, etc.) gone / dropped / seen, etc.
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C

Can't and must not

It **can't be** true = I believe it is impossible:

- How can you say such a thing? You **can't be** serious!

Compare **can't** and **must not**:

- A: Joe wants something to eat.
- B: But he just had lunch. He **can't be** hungry already. (= it's impossible that he is hungry because he just had lunch)
- A: I offered Bill something to eat, but he didn't want anything.
- B: He **must not be** hungry. (= I'm sure he is not hungry – otherwise he would eat something)

27.1 Put in **must** or **must not**.

1. You've been traveling all day. You must be tired.
2. That restaurant _____ be very good. It's always full of people.
3. That restaurant _____ be very good. It's always empty.
4. You _____ be looking forward to going on vacation next week.
5. It rained every day during their vacation, so they _____ have had a very nice time.
6. You got here very quickly. You _____ have walked very fast.

27.2 Complete each sentence with a verb (one or two words) in the correct form.

1. I've lost one of my gloves. I must have dropped it somewhere.
2. They haven't lived here very long. They must not know many people.
3. Ted isn't at work today. He must _____ sick.
4. Ted wasn't at work last week. He must _____ sick.
5. Sarah knows a lot about movies. She must _____ to the movies a lot.
6. Look. James is putting on his hat and coat. He must _____ out.
7. I left my bike outside last night and now it is gone. Somebody must _____ it.
8. Sue was in a difficult situation when she lost her job. It must not _____ easy for her.
9. There is a man walking behind us. He has been walking behind us for the last 20 minutes. He must _____ us.

27.3 Read the situations and use the words in parentheses to write sentences with **must have** and **must not have**.

1. The phone rang, but I didn't hear it. (I / asleep) I must have been asleep.
2. Julie walked past me without speaking. (she / see / me) She must not have seen me.
3. The jacket you bought is very good quality. (it / very expensive) _____
4. I can't find my umbrella. (I / leave / it in the restaurant last night) _____
5. Dave passed the exam without studying for it. (the exam / very difficult) _____
6. She knew everything about our plans. (she / listen / to our conversation) _____
7. Rachel did the opposite of what I asked her to do. (she / understand / what I said) _____
8. When I woke up this morning, the light was on. (I / forget / to turn it off) _____
9. I was awakened in the night by loud music next door. (the neighbors / have / a party) _____

27.4 Complete the sentences with **must not** or **can't**.

1. How can you say such a thing? You can't be serious!
2. Their car isn't outside their house. They must not be home.
3. I just bought a box of cereal yesterday. It _____ be empty already.
4. The Smiths always go on vacation this time of year, but they are still home. They _____ be taking a vacation this year.
5. You just started filling out your tax forms 10 minutes ago. You _____ be finished with them already!
6. Eric is a good friend of Ann's, but he hasn't visited her in the hospital. He _____ know she's in the hospital.

May and might 1

A

Study this example situation:

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

- Where's Bob?
- He **may be** in his office. (= perhaps he is in his office)
 - He **might be having** lunch. (= perhaps he is having lunch)
 - Ask Ann. She **might know**. (= perhaps she knows)

We use **may** or **might** to say that something is a possibility. Usually, you can use **may** or **might**, so you can say:

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

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

- It **may not be** true. (= perhaps it isn't true)
- She **might not work** here any more. (= perhaps she doesn't work here)

Study the structure:

I/you/he (etc.)	may might	(not)	been (true / in his office, etc.) be (doing / working / having, etc.) do / know / work / want , etc.
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B

For the past we use **may have done** or **might have done**:

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

Study the structure:

I/you/he (etc.)	may might	(not) have	been (asleep / at home, etc.) been (doing / working / feeling, etc.) known / had / wanted / left , etc.
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C

Could is similar to **may** and **might**:

- It's a strange story, but it **could be** true. (= it may/might be true)
- You **could have left** your bag in the store. (= you may/might have left it there)

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

- Sarah **couldn't have gotten** my message. Otherwise she would have called me. (= it is not possible that she got my message)
- I wonder why Sarah hasn't called me. I suppose she **might not have gotten** my message. (= perhaps she didn't get it, and perhaps she did)

28.1 Write these sentences in a different way using *may* or *might*.

- Perhaps Elizabeth is in her office. She might be in her office. OR She may be ...
- Perhaps Elizabeth is busy. _____
- Perhaps she is working. _____
- Perhaps she wants to be alone. _____
- Perhaps she was sick yesterday. _____
- Perhaps she went home early. _____
- Perhaps she had to go home early. _____
- Perhaps she was working yesterday. _____

In sentences 9–11, use *may not* or *might not*.

- Perhaps she doesn't want to see me. _____
- Perhaps she isn't working today. _____
- Perhaps she wasn't feeling well yesterday. _____

28.2 Complete each sentence with a verb in the correct form.

- "Where's Sam?" "I'm not sure. He might be having lunch."
- "Who is that man with Anna?" "I'm not sure. It might _____ her brother."
- "Who was the man we saw with Anna yesterday?" "I'm not sure. It may _____ her brother."
- "What are those people doing by the side of the road?" "I don't know. They might _____ for a bus."
- "Do you have a stamp?" "No, but ask Sam. He may _____ one."

28.3 Read the situations and make sentences from the words in parentheses. Use *may* or *might*.

- I can't find Jeff anywhere. I wonder where he is.
 - (he / go / shopping) He may have gone shopping.
 - (he / play / tennis) He might be playing tennis.
- I'm looking for Tiffany. Do you know where she is?
 - (she / watch / TV / in her room) _____
 - (she / go / out) _____
- I can't find my umbrella. Have you seen it?
 - (it / be / in the car) _____
 - (you / leave / in the restaurant last night) _____
- Why didn't Dave answer the doorbell? I'm sure he was at home at the time.
 - (he / not / hear / the doorbell) _____
 - (he / be / in the shower) _____

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

- A: Do you think Sarah got the message we left her?
B: No, she would have contacted us. She couldn't have gotten it.
- A: I was surprised Kate wasn't at the meeting. Perhaps she didn't know about it.
B: That's possible. She might not have known about it.
- A: I wonder why they never replied to our letter. Do you think they received it?
B: Maybe not. They _____.
- A: I wonder how the fire started. Was it an accident?
B: No, the police say it _____.
- A: Mike says he needs to see you. He tried to find you yesterday.
B: Well, he _____ very hard. I was in my office all day.
- A: The man you spoke to – are you sure he was Chinese?
B: No, I'm not sure. He _____.

May and might 2

A

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

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

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

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

Compare **will** and **may/might**:

- I'll **be** late this evening. (for sure)
- I **may/might be** late this evening. (possible)

B

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

- I **may go** to Hawaii. or I **might go** to Hawaii.
- Lisa **might be** able to help you. or Lisa **may be** able to help you.

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

- If I were in Tom's position, I think I **might** look for another job.

The situation here is not real because I am *not* in Tom's position (so I'm not going to look for another job). **May** is not possible in this example.

C

There is also a continuous form: **may/might be -ing**. Compare this with **will be -ing**:

- Don't call me at 8:30. I'll **be watching** the baseball game on TV.
- Don't call me at 8:30. I **might be watching** (or I **may be watching**) the baseball game on TV. (= perhaps I'll be watching it)

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

- I'm **going** to Hawaii in July. (for sure)
- I **may be going** (or I **might be going**) to Hawaii in July. (possible)

But you can also say "I **may go** (or I **might go**) to Hawaii" with little difference in meaning.

D

Might as well / may as well

Rosa and Maria have just missed the bus.
The buses run every hour.

What should we do? Should we walk?

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

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



- A: You'll have to wait two hours to see the doctor.
B: I **might as well go** home and come back.
- Rents are so high these days, you **may as well buy** a house.
(buying a house is as good, no more expensive)

29.1 Write sentences with **may** or **might**.

- Where are you going on vacation? (to Hawaii??)
I haven't decided yet. I might go to Hawaii.
- What kind of car are you going to buy? (a Toyota??)
I'm not sure yet. I _____
- What are you doing this weekend? (go to the movies??)
I haven't made up my mind yet. _____
- When is Jim coming to see us? (on Saturday??)
I don't know for sure. _____
- Where are you going to hang that picture? (in the dining room??)
I haven't made up my mind yet. _____
- What is Julia going to do when she graduates from high school? (go to college??)
She's still thinking about it. _____

29.2 Complete the sentences using **might** + the following:bite break need ~~rain~~ slip wake up

- Take an umbrella with you when you go out. It might rain later.
- Don't make too much noise. You _____ the baby.
- Watch out for that dog. It _____ you.
- I don't think we should throw that letter away. We _____ it later.
- Be careful. The sidewalk is very icy. You _____.
- I don't want the children to play in this room. They _____ something.

29.3 Complete the sentences using **might be able to** or **might have to** + appropriate verbs.

- I can't help you, but why don't you ask Jane? She might be able to help you.
- I can't meet you tonight, but I _____ you tomorrow.
- I'm not working on Saturday, but I _____ on Sunday.
- I can come to the meeting, but I _____ before the end.

29.4 Write sentences with **might not**.

- I'm not sure that Ann will come to the party.
Ann might not come to the party.
- I'm not sure that I'll go out tonight.
I _____
- You don't know if Sam will like the present you bought for him.
Sam _____
- We don't know if Sue will be able to get together with us tonight.

29.5 Read the situations and make sentences with **might as well**.

- You and a friend have just missed the bus. The buses run every hour.
You say: We'll have to wait an hour for the next bus. We might as well walk.
- You have a free ticket for a concert. You're not very excited about the concert, but you decide to go.
You say: I _____ to the concert. It's a shame to waste a free ticket.
- You've just painted your kitchen. You still have a lot of paint, so why not paint the bathroom, too?
You say: We _____. There's plenty of paint left.
- You and a friend are at home. You're bored. There's a movie on TV starting in a few minutes.
You say: _____. There's nothing else to do.

Have to and must

A

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

- You can't turn right here. You **have to turn** left.
- I **have to get up** early tomorrow. My flight leaves at 7:30.
- Jason can't meet us tonight. He **has to work** late.
- Last week Nicole broke her arm and **had to go** to the hospital.
- Have you ever **had to go** to the hospital?

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

- What **do I have to do** to get a driver's license?
(not What have I to do?)
- **Does** Kimberly **have to work** tomorrow?
- Why **did** you **have to leave** early?

In negative sentences, we use **don't/doesn't/didn't**:

- I **don't have to get up** early tomorrow.
(not I haven't to)
- Kimberly **doesn't have to work** on Saturdays.
- We **didn't have to pay** to park the car.

You can say:

I'll **have to** / I **won't have to** ...

I'm **going to have to** ...

I **might/may have to** ... (= perhaps I'll have to)

- They can't fix my computer, so I'll **have to buy** a new one. or
... so I'm **going to have to buy** a new one.
- I **might have to leave** the meeting early. or I **may have to leave** ...



B

Must is similar to **have to**:

- The economic situation is bad. The government **must do** something about it. or
The government **has to do** ...
- If you go to New York, you really **must visit** the Empire State Building.
(or ... you really **have to visit** ...)

But **have to** is more common than **must**.

We use **must** especially in written rules and instructions:

- Answer all the questions. You **must write** your answers in ink.
- Applications for the job **must be received** by May 18.

C

You **must not** do something = it is necessary that you *not* do it (so don't do it):

- Students **must not use** cell phones in class. (= it is not allowed)

Compare **must not** and **don't have to**:

- You **must keep** this a secret. You **must not tell** anybody.
(= don't tell anybody)
- You **don't have to tell** Tim about what happened. I can tell him myself.
(= you don't need to tell him, but it's OK if you do)



D

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

- I've **got to work** tomorrow. or I **have to work** tomorrow.
- He's **got to visit** his aunt tonight. or He **has to visit** his aunt tonight.

30.1 Complete the sentences with **have to** / **has to** / **had to**.

1. Jason can't join us tonight. He has to work late.
2. Beth left before the end of the meeting. She _____ go home early.
3. I don't have much time. I _____ go soon.
4. Kathy may _____ go out of town on business next week.
5. Eric is usually free on weekends, but sometimes he _____ work.
6. There was nobody to help me. I _____ do everything by myself.
7. Julie has _____ wear glasses since she was a small child.
8. Jeff can't pay his bills. He's going to _____ sell his car.

30.2 Complete the questions with a form of **have to** + the words in parentheses.

1. "I broke my arm last week." " Did you have to go (you / go) to the hospital?"
2. "I'm sorry I can't stay very long." "What time _____ (you / go)?"
3. _____ (you / wait) long for the bus last night?
4. How old _____ (you / be) to drive in your country?
5. How does Chris like his new job? _____ (he / travel) a lot?

30.3 Complete the sentences using **have to** + the verbs in the list. Some sentences are positive (**I have to** ... etc.) and some are negative (**I don't have to** ... etc.).

ask do ~~get up~~ go make make shave ~~show~~

1. I'm not working tomorrow, so I don't have to get up early.
2. Steve didn't know how to use the computer, so I had to show him.
3. Excuse me for a minute - I _____ a phone call.
4. I couldn't find the street I wanted. I _____ somebody for directions.
5. Jack has a beard, so he _____.
6. A man was injured in the accident, but he _____ to the hospital because it wasn't serious.
7. Sue is the vice president of the company. She _____ important decisions.
8. I'm not so busy. I have a few things to do, but I _____ them now.

30.4 Complete the sentences with **might have to**, **will have to**, or **won't have to**.

1. They can't fix my computer, so I 'll have to buy a new one.
2. I might have to leave the party early. My son is going to call me if he needs a ride home.
3. We _____ take the train downtown instead of driving. It depends on the traffic.
4. Sam _____ go to jail if he doesn't pay all his old parking tickets.
5. Unfortunately, my father _____ stay in the hospital another week. The doctor is going to decide tomorrow.
6. If it snows all night, we _____ go to class tomorrow. It'll be canceled.

30.5 Complete the sentences with **must not** or **don't / doesn't have to**.

1. I don't want anyone to know about this. You must not tell anyone.
2. He doesn't have to wear a suit to work, but he usually does.
3. I can sleep late tomorrow morning because I _____ go to work.
4. Whatever you do, you _____ touch that switch. It's very dangerous.
5. There's an elevator in the building, so we _____ climb the stairs.
6. You _____ forget what I told you. It's very important.
7. Lauren _____ get up early, but she usually does.
8. You _____ eat or drink on buses. It's not allowed.
9. You _____ be a good player to enjoy a game of tennis.

Should

A

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

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

- You look tired. You **should go** to bed.
- The government **should do** more to reduce crime.
- "Should we **invite** Susan to the party?" "Yes, I think we **should**."

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

- **I think** the government **should do** more to reduce crime.
- **I don't think** you **should work** so hard.
- "**Do you think** I **should apply** for this job?" "Yes, **I think** you **should**."

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

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

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

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

B

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

- I wonder where Liz is. She **should be** here by now.
(= she isn't here yet, and this is not normal)
- The price on this package is wrong. It **should be** \$1.29,
not \$1.59.
- That man on the motorcycle **should be wearing** a helmet.

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

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



C

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

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

You **shouldn't have done** something = you did it, but it was the wrong thing to do:

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

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

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

D

Ought to . . .

You can use **ought to** instead of **should**. We say "ought to do" (with **to**):

- Do you think I **ought to apply** for this job?
(= Do you think I **should apply**?)
- That's a terrible thing to say. You **ought to be** ashamed of yourself!
- She's been studying hard for the exam, so she **ought to pass**.

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

go away for a few days

go to bed so late

look for another job

put some pictures on the walls

take a photo

use her car so much

1. Liz needs a change. She should go away for a few days.
2. Your salary is too low. You _____
3. Eric always has trouble getting up. He _____
4. What a beautiful view! You _____
5. Sue drives everywhere. She never walks. She _____
6. Bill's room isn't very interesting. He _____

31.2 Read the situations and write sentences with **I think / I don't think ... should ...**

1. Chris and Amy are planning to get married. You think it's a bad idea.
I don't think they should get married.
2. I have a bad cold but plan to go out tonight. You don't think this is a good idea.
You say to me: _____
3. Peter needs a job. He's just seen an ad for a job which you think would be ideal for him, but he's not sure whether to apply or not. You say to him: I think _____
4. The government wants to raise taxes, but you don't think this is a good idea.

31.3 Complete each sentence with **should (have) + the verb in parentheses**.

1. Tracy should pass the exam. She's been studying very hard. (pass)
2. You missed a great party last night. You should have come. (come)
3. We don't see you enough. You _____ and see us more often. (come)
4. I'm in a difficult position. What do you think I _____? (do)
5. I'm sorry that I didn't follow your advice. I _____ what you said. (do)
6. We lost the game, but we _____. Our team is better than theirs. (win)
7. "Is John here yet?" "Not yet, but he _____ here soon." (be)
8. I mailed the letter three days ago, so it _____ by now. (arrive)

31.4 Read the situations and write sentences with **should / shouldn't**. Some of the sentences are past and some are present.

1. I'm feeling sick. I ate too much. I shouldn't have eaten so much.
2. That man on the motorcycle isn't wearing a helmet. That's dangerous.
He should be wearing a helmet.
3. When we got to the restaurant, there were no free tables. We hadn't reserved one.
We _____
4. The sign says that the store opens every day at 8:30. It is 9:00 now, but the store isn't open yet.

5. The speed limit is 30 miles an hour, but Kate is driving 50.
She _____
6. Mai gave me her e-mail address, but I didn't write it down. Now I can't remember it.
I _____
7. I was driving right behind another car. Suddenly, the driver in front of me stopped, and I drove into the back of his car. It was my fault.

8. I walked into a wall. I wasn't looking where I was going.

Subjunctive (I suggest you do)

A

Study this example:



Why don't you buy
some nice clothes?

Lisa said to Mary, "Why don't you buy some nice clothes?"

Lisa suggested that Mary **buy** some nice clothes.

In this example, **buy** is the *subjunctive*. The *subjunctive* is always the same as the *base form* (I **buy**, he **buy**, she **buy**, etc.):

I/he/she/it	do/buy/be , etc.
we/you/they	

B

We use the subjunctive after these verbs:

demand insist propose recommend suggest

- I **insisted** he **have** dinner with us.
- The doctor **recommended** that I **rest** for a few days.
- John **demanded** that Lisa **apologize** to him.
- What do you **suggest** I **do**?

We also say **It's essential/imperative/important/necessary/vital** (that) something **happen**:

- **It's essential** that everyone **be** at work by 9:00 tomorrow morning. No exceptions.
- **It's imperative** that the government **do** something about health care.

You can also say:

- **It's essential for** everyone **to be** at work by 9:00 tomorrow morning.
- **It's imperative for** the government **to do** something about health care.

C

The negative is **not + base form** (I **not be**, you **not leave**, she **not go**, etc.):

- The doctor strongly **recommended** that I **not go** to work for two days.
- **It's very important** that you **not miss** this appointment with your eye doctor.

You can use the subjunctive for the present, past, or future:

- I insist you **come** with us.
- They insisted I **go** with them.

Note the subjunctive **be** (often passive):

- I **insisted** that something **be done** about the problem.
- **It's essential** that this medicine not **be taken** on an empty stomach.
- The airline **recommended** we **be** at the airport two hours before our flight.

D

Other structures are possible after **insist** and **suggest**:

- They **insisted on paying** for dinner. (see Unit 60A)
- It is a beautiful evening, so I **suggest going** for a walk. (see Unit 51)

You cannot use the *infinitive* (**to . . .**) after **suggest** or **insist**:

- She **suggested that he buy** some new clothes. (*not suggested him to buy*)
- He **insists on going** with us. (*not he insists to go*)

32.1 Write a sentence that means the same as the first sentence. Begin in the way shown.

- "Why don't you buy some new clothes?" said Lisa to Mary.
Lisa suggested that Mary buy some new clothes.
- "I don't think you should go to work for two days," the doctor said to me.
The doctor recommended that I not go to work for two days.
- "You really must stay a little longer," she said to me.
She insisted that _____
- "Why don't you visit the museum after lunch?" I said to her.
I suggested that _____
- "I think it would be a good idea to see a specialist," the doctor said to me.
The doctor recommended that _____
- "I think it would be a good idea for you not to lift anything heavy," the specialist said to me.
The specialist recommended that _____
- "You have to pay the rent by Friday at the latest," the landlord said to us.
The landlord demanded that _____
- "Why don't you go away for a few days?" Josh said to me.
Josh suggested that _____
- "I don't think you should give your children snacks right before mealtime," the doctor told me.
The doctor suggested that _____
- "Let's have dinner early," Sarah said to us.
Sarah proposed that _____

32.2 Complete these sentences with appropriate verbs:

- It's imperative that the government do something about health care.
- I insisted that something be done about the problem.
- Our friends recommended that we _____ our vacation in the mountains.
- Since Dave hurt Tracy's feelings, I strongly recommended that he _____ to her.
- The workers at the factory are demanding that their wages _____ raised.
- Lisa wanted to walk home alone, but we insisted that she _____ for us.
- The city council has proposed that a new convention center _____ built.
- What do you suggest I _____ to the party? Something casual?
- It is essential that every child _____ the opportunity to get a good education.
- Brad forgot his wife's birthday last year, so it's really important he _____ it this year.
- It is vital that every runner _____ water during the marathon.

32.3 Tom wants to get healthy. His friends have made some suggestions:

Why don't you try jogging?



Linda

How about walking to work in the morning?



Sandra

Eat more fruit and vegetables.



Bill

Why don't you take vitamins?



Anna

Write sentences telling what Tom's friends suggested.

- Linda suggested that he try jogging.
- Sandra suggested that he _____
- Bill suggested _____
- Anna _____

Had better It's time . . .

A Had better (I'd better / you'd better, etc.)

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

- I have to meet Amy in 10 minutes. **I'd better go** now or I'll be late.
- "Do you think I should take an umbrella?" "Yes, you'd **better**. It might rain."
- We'd **better stop** for gas soon. The tank is almost empty.

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

- "Are you going out tonight?" "I'd **better not**. I've got a lot of work to do."
- You don't look very well. You'd **better not go** to work today.

Remember that:

The form is "**had better**" (usually **I'd better** / **you'd better**, etc., in spoken English):

- **I'd better go** now = I **had better go** now.

Had is normally past, but the meaning of **had better** is present or future, not past:

- **I'd better go** to the bank now / tomorrow.

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

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

B Had better and should

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

- It's cold. You'd **better wear** a coat when you go out. (a specific situation)
- You're always at home. You **should go** out more often. (in general – *not* "had better go")

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

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

- It's a great movie. You **should go** and see it. (but no problem if you don't)
- The movie starts at 8:30. You'd **better go** now, or you'll be late.

C It's time . . .

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

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

You can also say:

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

Here we use the past (**went**), but the meaning is present, not past:

- It's 10:00 and he's still in bed. **It's time he got up**. (*not* It's time he gets up)

It's time you did something = you should have already done it or started it. We often use this structure to criticize or to complain:

- **It's time you changed** the oil in the car. It hasn't been changed in a long time.
- The windows are very dirty. I think **it's time they were washed**.

You can also say **It's about time . . .** This makes the criticism stronger:

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

Exercises

33.1 Read the situations and write sentences with **had better (not)**. Use the words in parentheses.

1. You're going out for a walk with Tom. It looks as if it might rain. You say to Tom:
(an umbrella) We'd better take an umbrella.
2. Alex has just cut himself. It's a bad cut. You say to him:
(a bandage) _____
3. You and Kate plan to go to a restaurant tonight. It's a popular restaurant. You say to Kate:
(make a reservation) We _____
4. Jill doesn't look very well – not well enough to go to work. You say to her:
(work) _____
5. You received your phone bill four weeks ago, but you haven't paid it yet. If you don't pay soon, you could be in trouble. You say to yourself:
(pay) _____
6. You want to go out, but you're expecting an important phone call. You say to your friend:
(go out) I _____
7. You and Jeff are going to the theater. You've missed the bus, and you don't want to be late.
You say to Jeff: (a taxi) _____

33.2 Put in **had better** where appropriate. If **had better** is not appropriate, use **should**.

1. I have an appointment in 10 minutes. I had better go now or I'll be late.
2. It's a great movie. You should go and see it. You'll really like it.
3. You _____ set your alarm. You'll never wake up on time if you don't.
4. When people are driving, they _____ keep their eyes on the road.
5. I'm glad you came to see us. You _____ come more often.
6. She'll be hurt if we don't invite her to the wedding, so we _____ invite her.
7. These cookies are delicious. You _____ try one.
8. I think everybody _____ learn a foreign language.

33.3 Complete the sentences. Sometimes you need only one word, sometimes two.

1. a) I need some money. I'd better go to the bank.
b) John is expecting you to call him. You _____ better call him now.
c) "Should I leave the window open?" "No, you'd better _____ it."
2. a) It's time the government _____ something about the problem.
b) It's time something _____ about the problem.
c) I think it's about time you _____ about other people instead of only thinking about yourself.

33.4 Read the situations and write sentences with **It's time** . . .

1. You think the children should be in bed. It's already 11 o'clock.
It's time the children were in bed.
2. You haven't taken a vacation in ages. You need one now.
It's time I _____
3. You're sitting on a train waiting for it to leave. It should have left five minutes ago.

4. You enjoy having parties. You haven't had one for a long time.

5. The company you work for is badly managed. You think some changes should be made.

6. Andrew has been doing the same job for the last 10 years. He should try something else.

A

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

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



We use **would have** (done) when we imagine situations or actions in the past (= things that didn't happen):

- They helped us a lot. I don't know what we **would have done** without their help.
- I didn't tell Sam what happened. He **wouldn't have been** pleased.

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

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

We often use **would** in sentences with **if** (see Units 36–38):

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

B

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

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

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

Compare:

Present

Past

- | | |
|-------------------------------------------|-----------------------------------------------------------|
| ■ Tom: I'll call you on Sunday. | → Tom said he'd call me on Sunday. |
| ■ Ann: I promise I won't be late. | → Ann promised that she wouldn't be late. |
| ■ Liz: Darn! The car won't start . | → Liz was annoyed because her car wouldn't start . |

C

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

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

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

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

With this meaning, **would** is similar to **used to** (see Unit 17):

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

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

- (a place you'd love to live) I'd love to live by the ocean.
- (a job you wouldn't like to do) _____
- (something you would love to do) _____
- (something that would be nice to have) _____
- (a place you'd like to go to) _____

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

be be do do enjoy enjoy have pass stop

- They helped us a lot. I don't know what we would have done without their help.
- You should go and see the movie. You _____ it.
- It's too bad you couldn't come to the concert yesterday. You _____ it.
- Do you think I should apply for the job? What _____ you _____ in my position?
- I was in a hurry when I saw you. Otherwise, I _____ to talk.
- We took a taxi home last night but got stuck in the traffic. It _____ quicker to walk.
- Why don't you go and see Claire? She _____ very pleased to see you.
- Why didn't you take the exam? I'm sure you _____ it.
- In an ideal world, everybody _____ enough to eat.

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

- I'd like to go to Australia one day.
- I wouldn't like to live on a busy street.
- I'm sorry the trip was canceled.
- I'm looking forward to going out tonight.
- I'm glad we didn't go out in the rain.
- I'm not looking forward to the trip.

- It wouldn't have been very pleasant.
- It would have been fun.
- It would be nice.
- It won't be much fun.
- It wouldn't be very pleasant.
- It will be fun.

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

- I wonder why Laura is late. She promised she wouldn't be late.
- I wonder why Steve hasn't called. He promised _____
- Why did you tell Jane what I said? You _____
- I'm surprised they didn't wait for us. They _____

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

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

34.6 These sentences are about things that happened many times in the past. Complete the sentences using **would** + the following:

forget help shake share walk

- Whenever Richard was angry, he would walk out of the room.
- We used to live next to railroad tracks. Every time a train went by, the house _____.
- George was a very kind man. He _____ always _____ you if you had a problem.
- Brenda was always very generous. She didn't have much, but she _____ what she had with everyone else.
- You could never rely on Joe. It didn't matter how many times you reminded him to do something, he _____ always _____.

Can/Could/Would you . . . ?, etc. (Requests, Offers, Permission, and Invitations)

A

Asking people to do things (requests)

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

- **Can you** wait a minute, please?
- or ■ **Could you** wait a minute, please?
- Liz, **can you** do me a favor?
- Excuse me, **could you** tell me how to get to the airport?
- I wonder if **you could** help me.

Note that we say **Do you think you could . . . ?**

(not usually can):

- **Do you think you could** lend me some money until next week?

We also use **will** and **would** to ask people to do things (but **can/could** are more common):

- Liz, **will you** do me a favor?
- **Would you** please be quiet? I'm trying to concentrate.

Could you open the door, please?



B

Asking for things

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

- (in a gift shop) **Can I have** these postcards, please? (or **Can I get . . . ?**)
- (during a meal) **Could I have** the salt, please?

May I have . . . ? is also possible:

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

C

Asking to do things

To ask to do something, we use **can**, **could**, or **may**:

- (on the phone) Hello, **can I** speak to Tom, please?
- "**Could I** use your phone?" "Yes, of course."
- **Do you think I could** borrow your bike?
- "**May I** come in?" "Yes, please do."

May is formal and less common than **can** or **could**.

To ask to do something, you can also say **Do you mind if I . . . ?** or

Is it all right / Is it OK if I . . . ?:

- "**Do you mind if I** use your phone?" "No. Not at all."
- "**Is it all right if I** come in?" "Yes, of course."

D

Offering to do things

We use **Can I . . . ?** or **May I . . . ?** when we offer to do things:

- "**Can I** get you a cup of coffee?" "Yes, that would be very nice."
- (in a store) "**May I** help you?" "No, thanks. I'm being helped."

May is more formal than **can**.

E

Offering and inviting

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

- "**Would you like** a cup of coffee?" "Yes, please."
- "**Would you like** to go to the movies with us tonight?" "Yes, I'd love to."

I'd like . . . is a polite way of saying what you want:

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

35.1 Read the situations and write questions beginning with *Can ...* or *Could ...*.

1. You're carrying a lot of things. You can't open the door yourself. There's a man standing near the door. You say to him:
Can you open the door, please? OR Could you open the door, please?
2. You phone Ann, but somebody else answers. Ann isn't there. You want to leave a message for her. You say: _____
3. You're a tourist. You want to go to the post office, but you don't know how to get there. You ask at your hotel: _____
4. You are in a department store. You see some pants you like, and you want to try them on. You say to the salesperson: _____
5. You need a ride home from a party. John drove to the party and lives near you. You say to him: _____

35.2 Read the situation and write a question using the word in parentheses.

1. You want to borrow your friend's camera. What do you say to him?
(think) *Do you think I could borrow your camera?*
2. You are at a friend's house and you want to use her phone. What do you say?
(all right) *Is it all right if I use your phone?*
3. You've written a letter in English. Before you send it, you want a friend to check it for you. What do you ask?
(think) _____
4. You want to leave work early. What do you ask your boss?
(mind) _____
5. The woman in the next room is playing music. It's very loud. You want her to turn it down. What do you say to her?
(think) _____
6. You are calling the owner of an apartment that was advertised in the newspaper. You are interested in the apartment and want to see it today. What do you say to the owner?
(OK) _____
7. You're on a train. The woman next to you has finished reading her newspaper, and you'd like to have a look at it. You ask her.
(think) _____

35.3 What would you say in these situations?

1. Paul has come to see you. You offer him something to eat.
You: *Would you like something to eat?* ?
Paul: No, thank you. I've just eaten.
2. You need help replacing the memory card in your camera. You ask Kate.
You: I don't know how to replace the memory card. _____ ?
Kate: Sure. It's easy. All you have to do is this.
3. You're on a bus. You have a seat, but an elderly man is standing. You offer him your seat.
You: _____ ?
Man: Oh, that's very nice of you. Thank you very much.
4. You're the passenger in a car. Your friend is driving very fast. You ask her to slow down.
You: You're making me very nervous. _____ ?
Driver: Oh, I'm sorry. I didn't realize I was going so fast.
5. You've finished your meal in a restaurant and now you want the check. You ask the waiter:
You: _____ ?
Waiter: Sure. I'll get it for you now.
6. A friend of yours is interested in one of your books. You invite him to borrow it.
Friend: This book looks very interesting.
You: Yes, it's very good. _____ ?