

PARTICIPLES

Complete the following sentences by choosing one of the two words or phrases given in brackets.

- (a) Seeing me coming (the man, the man he) ran towards me.
- (b) (Turning the corner, When he turned the corner) the brick fell on his head.

Exercise 8

Join the following pairs of sentences using the participle construction. When you have done so, write similar sentences of your own.

1. He thought it was my birthday. He came to visit me.
2. I stopped at a corner. I asked a policeman the way.
3. She thought I was a friend of hers. She greeted me.
4. I was ill. I did not go to work yesterday.
5. They found the door shut. They had to climb through the window.
6. He decided not to wait any longer. He left the office.
7. The guard was killed. The prisoner escaped.
8. I saw the car coming. I did not cross the street.
9. He has been abroad for many years. He is now finding it difficult to settle down.
10. He was told to go. He left immediately.
11. He was not able to understand. He asked the teacher to explain.
12. I was afraid. I returned to my room.
13. He has been asked to leave. He went away at once.
14. She did not believe me. She went to see for herself.
15. I felt very tired. I went straight to bed.

Tenses

THE PAST AND PAST CONTINUOUS The past continuous tense is used often when one action is interrupted by another. Interruption is usually indicated by the words *when*, *as*, and *while*. Example:

I was writing a letter *when* the telephone rang.

Choose the correct form of the verbs given in brackets.

When I was young I often (went, was going) to my aunt's house. I (was playing, played) with my cousins from morning till night. Every day we (climbed, were climbing) the hills around the house and (were walking, walked) down to the sea. We occasionally (went, were going) swimming. At midday, we always (were returning, returned) home.

Exercise 9

Write the correct tense (past or past continuous) in place of the verbs in brackets in the following sentences. When you have done so, write similar sentences of your own.

1. Just as we (leave) the house, a friend (come) to see us.
2. When I (hear) the news, I (be) very upset.
3. I (write) a letter when my mother (call) me.
4. When I (be) a boy I often (go) fishing with my uncle.
5. While I (listen) to the news I (repair) my fountain-pen.
6. You (enjoy) Latin when you were at school?
7. I (see) him drive past as I (cross) the road.
8. My sister (work) as a typist before she got married.
9. The train (leave) just as we (arrive) at the station.
10. We (stand) on the corner when we (see) the accident.
11. While I (walk) to the market this morning I (meet) my next-door neighbour.
12. The lights (go) out last night while they (have) a party.
13. When we (be) on holiday we not (swim) because it was so cold.
14. She (play) the piano when the door-bell (ring).
15. The teacher (read) to us when a pupil suddenly (ask) a question.

SEQUENCE OF TENSES (1) When the main verb is in the past, all dependent or co-ordinate verbs must also be in the past.

Complete the following sentences by choosing one of the two words given in brackets.

- (a) I went into the room next door and (tell, told) him not to make a noise.
- (b) He told me he (will, would) finish early.
- (c) He telephoned to say he (can, could) not come.
- (d) My aunt said she (may, might) come tomorrow.

Exercise 10

Re-write the following sentences putting the verbs given in brackets in the correct tense. When you have done so, write similar sentences of your own paying special attention to the rule covering the sequence of tenses.

1. He rang me up several times but I (be) out every time he (call)
2. I thought it (rain) today.
3. He asked me if he (can) leave the room.
4. When he (ask) me I told him I never (be) here before.
5. I never thought I (see) you again.
6. He asked me if he (can) help me in any way.
7. I looked for my pen everywhere but (can) not find it.
8. As he (leave) the house he remembered he (forget) his coat.

9. ... you (remember) to turn off the lights when you left the room?
10. I opened the door and (find) him sitting at my desk.
11. I told him I (be) late because I (be) busy.
12. He asked me who my friend (be).
13. If this (cost) so much why did you buy it?
14. As she (not understand) what he said she (ask) him to repeat it.
15. He (hope) he might go to London but it (be) impossible.

SEQUENCE OF TENSES (2) After the words *when, before, until, as soon as, after, and unless* never use the future tense. These words should be followed by the simple present or the present perfect tenses.

Complete the following sentences by choosing one of the two words or phrases given in brackets.

- (a) When I (shall see, see) him, I shall let you know.
- (b) Before you (will come, come) home, please buy some fruit.
- (c) He will get very angry as soon as he (will hear, hears) about this.

Exercise 11

Supply the correct form of the verbs in brackets. When you have done so, write similar sentences of your own.

1. Please let me know as soon as you (hear) from him.
2. I will not stay unless he (ask) me to.
3. She must remain here until she (finish) her work.
4. He will telephone me before he (leave).
5. We will tell him about it after he (arrive).
6. They will go on holiday as soon as the weather (improve).
7. When I (see) you I shall know more about it.
8. We shall wait here until the bus (arrive).
9. He hopes to go to a university when he (leave) school.
10. I promise I will speak to him as soon as he (come).

SEQUENCE OF TENSES (3) clauses with 'if'. The three basic forms are:

1. If he *invites* me I *shall* go.
2. If he *invited* me I *would** go.
3. If he *had invited* me I *would have gone*.

Complete the following sentences by choosing one of the two words or phrases given in brackets.

- (a) If I (would see, see) you next week, I will tell you what happened.
- (b) I would not have come if I (knew, had known).

* Though the past of *shall* is *should*, in this type of sentence it is better to use the past of *will, would* as the word *should* often has the sense of *ought to* in English.

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- (c) If you wrote to me sometimes, you (would get, would have got) an answer.

Exercise 12

Supply the correct form of the verbs in brackets. When you have done so, write similar sentences of your own.

1. We shall stay at home if it (rain).
2. I would have been able to come if you (let) me know in time.
3. If I (be) in your position I would tell him exactly what happened.
4. If I (have) more money I would buy a car.
5. If the teacher (explain) more carefully they would have understood.
6. We will get there on time if the train (be) not late.
7. Did you ask him if he (want) to see me?
8. I could have finished yesterday if you (ring) me up.
9. This exercise would be less difficult if we (know) the rules.
10. Do you think it will be better if he (come) tomorrow?

Word order

Keep to the basic pattern: Subject/Verb/Object/Qualifying Phrases, as closely as possible. Though there are certain exceptions, a subject may only be separated from its verb by an adverb of frequency. (See below.)

Complete the following sentences by choosing one of the two words or phrases given in brackets.

- (a) (Yesterday he, He yesterday) found (in his garden a coin, a coin in his garden.)
- (b) I received (from my cousin an invitation to a party, an invitation to a party from my cousin.)

Exercise 13

Re-write the following sentences correctly. When you have done so write sentences of your own paying special attention to word order.

1. The captain ordered the men to throw into the sea the goods.
2. You will have to write twice this exercise.
3. I went out to buy a book which had written a friend of mine.
4. It is pleasant to spend sometimes an hour in a library.
5. The head-master gave to the boy some good advice.
6. On my way to the office happened something very funny.
7. They both again reached home.
8. Once used to live two detectives opposite our house.
9. I went into the room where was the thief hiding.
10. I used very often to visit in the country my uncle.