

Really Useful English Verbs



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PENGUIN QUICK GUIDES

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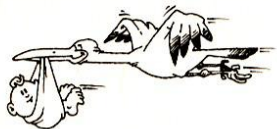
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Getting started

Birth

wish
announce
name
gain



Peter and Sally Greenwood

*wish to announce the birth of
their baby daughter*

Melanie

on 7th September.

Mother and baby are doing well.

A: We **named** her after her great-
great-grandmother Melanie ...

B: She's **gaining** weight nicely!



Birthdays



But my
birthday
was six
months ago!

Dear Virginia ...

My boyfriend **forgot** my birthday again this year. He forgets it every year. He says he's sorry, and he didn't **realise** it was so important to me. He says he will **remember** next year. But he says that every year. I don't **believe** him any more. Someone who forgets your birthday doesn't really **care** about you.

forget

realise

remember

believe

care



Happily married

marry

decide

argue

agree

talk

Peter and I have been **married** for five years and we're very happy. We get on very well – we always have. We **decide** on everything together. We never **argue** about anything.

We **agree** on everything.

I know exactly what he thinks on any subject. In fact we don't really **talk** at all.



*In fact we don't really **talk** at all.*

Crystal ball

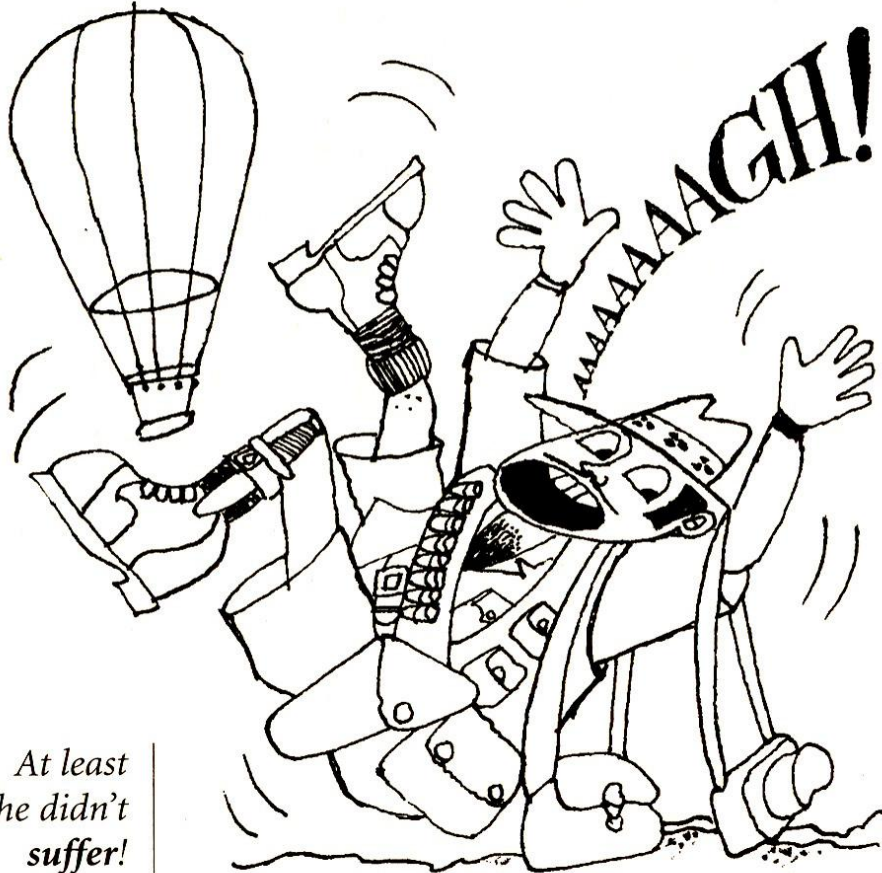
MAN: So tell me ... what can you see?

WOMAN: I can see a good life. Your financial situation will **improve**. Your career is already very successful, and it will **continue** to **develop** well. You will **earn** millions of dollars. You will travel a lot in the next twelve months and you will meet the woman of your dreams ...



Why do fortune tellers only ever **give** you the good news!

Final adventure



*At least
he didn't
suffer!*

Mike Kane – a life of danger

Mike Kane, the well-known media personality, **survived** many adventures. He **led** an exciting life. He liked fast cars. He broke world records in his speedboat. He **met** a lion face-to-face in Africa. But yesterday he **fell** to his death from a hot-air balloon. It was very sudden. But at least he didn't **suffer**.

survive

lead

meet

fall

suffer

Review 1

A Put the verbs in the sentences.

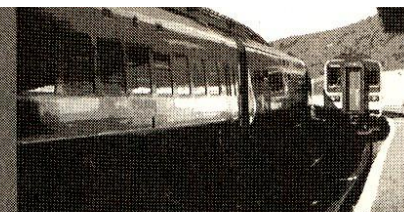
agree suffer believe forget gain

- 1 The letter didn't arrive because I to send it.
- 2 We couldn't which car to buy.
- 3 I eat too much so I've weight.
- 4 He had painkillers so he didn't
- 5 He often lies so don't him.

B Replace the words in italics with a verb.

improve fall meet wish decide

- 1 I *want* to make a complaint.
- 2 I couldn't *make up my mind*.
- 3 Sales *went up* last year.
- 4 Profits have *gone down*.
- 5 I *was introduced to* Kathy last week.



Travel

2

Holiday plans

mind

visit

travel

lie

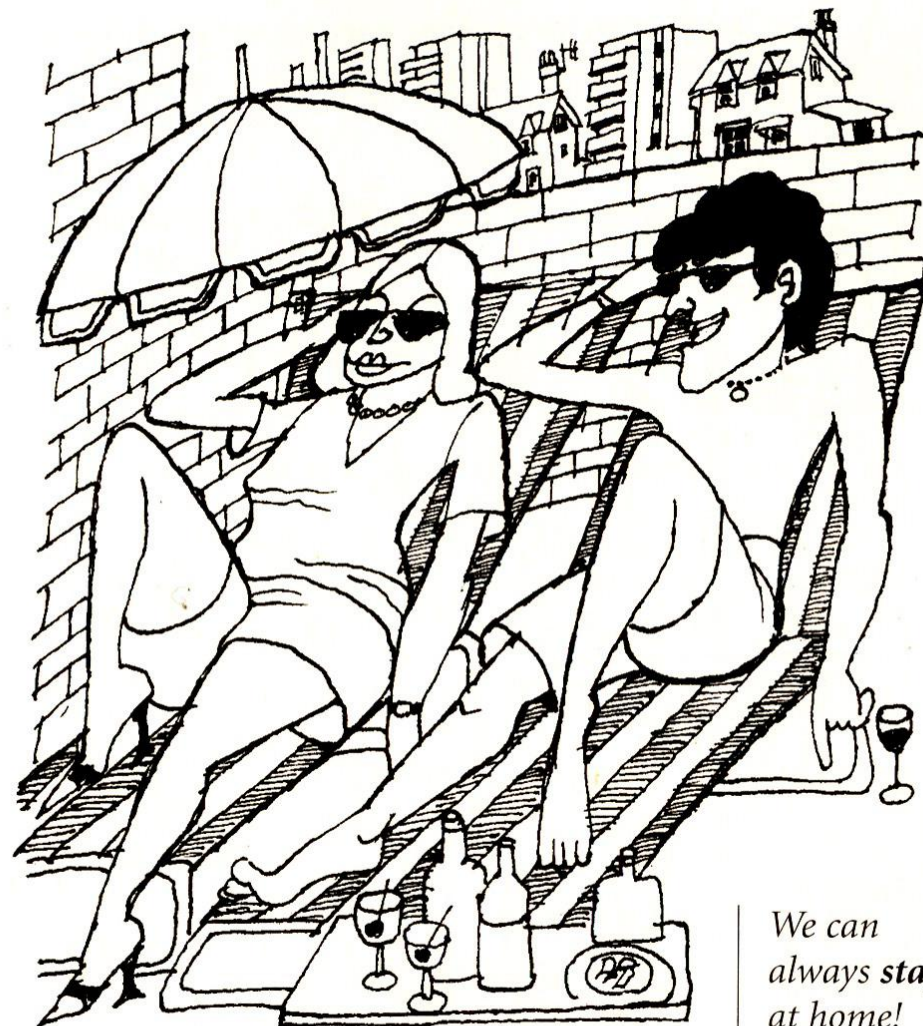
stay

SALLY: Where shall we go for our holiday this year?

DAVE: I don't **mind**. But I'm not **visiting** any more ruins.

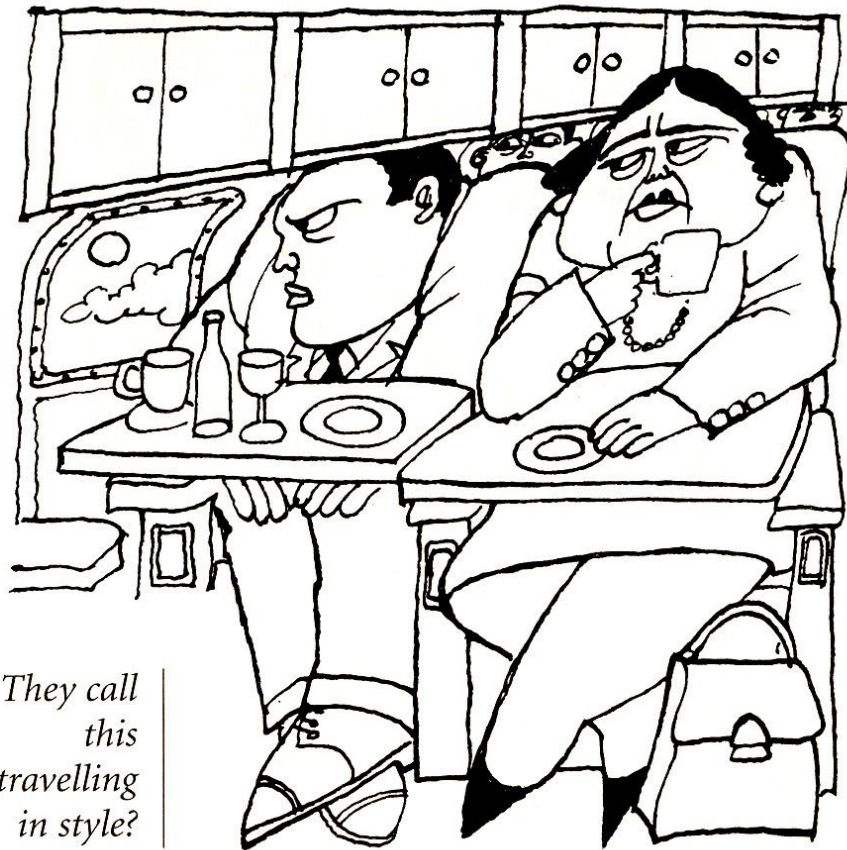
SALLY: And I'm not **travelling** 3,000 miles just to **lie** on a beach somewhere.

DAVE: Well, if we can't agree, we can always **stay** at home.



We can
always **stay**
at home!

Weekend away



They call
this
travelling
in style?

Travel in Style



Fly supersonic executive jet to New York. Stay at the five-star Grand Hotel. **See** New York from the air on our helicopter excursion, or if you **prefer**, take our cruise round Manhattan. **Enjoy** *Phantom of the Opera* on Broadway.

Return to London – flight arrives at Heathrow at 7.30 pm

Inclusive cost: only £4,999.

fly

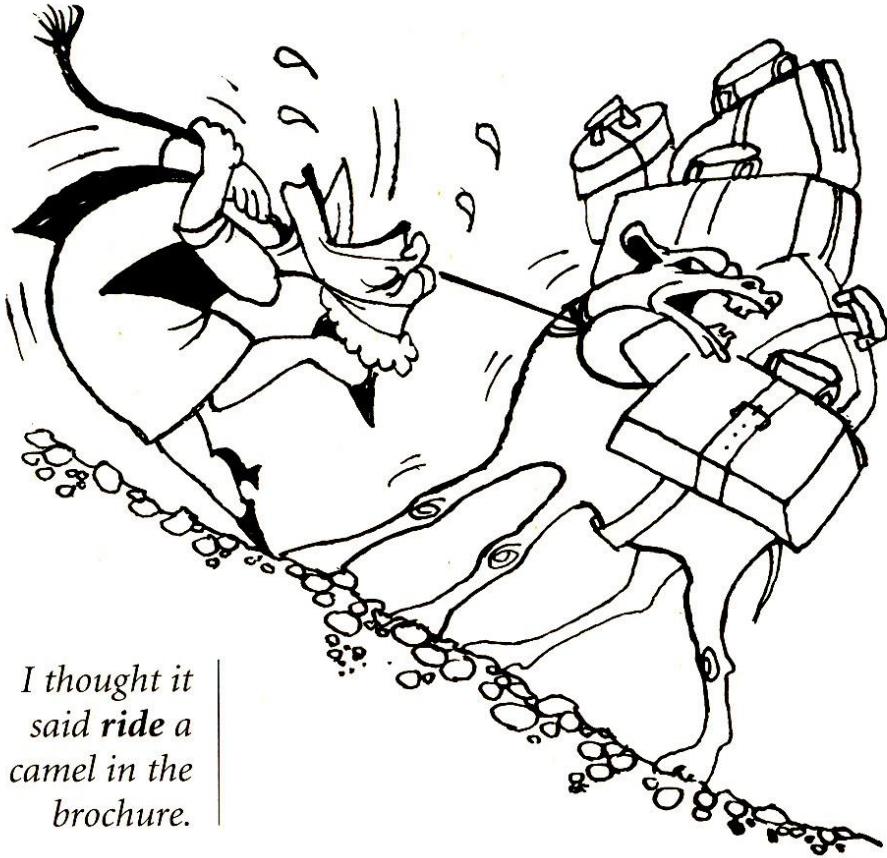
see

prefer

enjoy

return

Travel advice



I thought it
said **ride** a
camel in the
brochure.

WOMAN: We **want** to go on an
adventure holiday. What
can you **suggest**?

MAN: Well, there are a lot of
possibilities. Let me **show**
you some of our
brochures.
Let's see. *See the Andes
from the Patagonia Express,
trek in the Himalayas, **ride**
a camel in the Atlas
mountains ...*

WOMAN: Ah, riding a camel in the
Atlas mountains, that
sounds nice.

want
suggest
show
ride
sound

In flight



*We have a
100% safety
record on
our flights.*

Please **listen** to our safety demonstration.

You will **find** a life jacket under your seat. Do not **remove** it until the cabin crew tells you to. During the flight, please **keep** your seat belt on if you do not have to move around the plane.

In case of emergency, **follow** the floor lighting to the nearest exit.

listen

find

remove

keep

follow

Postcard



The local
people
welcomed
us warmly.

POSTCARD

Thanks for taking us to the airport. We **waited** and waited at Heathrow. In the end we **left** four hours late! Finally **arrived** safely.

The hotel is lovely. The local people **welcomed** us very warmly. They have a tradition here to welcome tourists with tomatoes!

Will **write** again soon.

Love

Molly and Bill

wait

leave

arrive

welcome

write

Review 2

A Which verb goes with which noun?

- | | |
|---------|---------------|
| 1 ride | a) a plane |
| 2 fly | b) a postcard |
| 3 enjoy | c) a museum |
| 4 write | d) a horse |
| 5 visit | e) a holiday |

B Fill in the missing verbs.

keep travel lie

- 1 I love to on a beach in the sun.
- 2 Please your safety belt on.
- 3 He's all over the world.

C Respond to this question in three ways.

Where shall we eat – the Brasserie or the Bistro?

- 1 (mind)
- 2 (prefer)
- 3 (suggest)



Shopping

3

Nightmare



What about
this one,
madam?

ASSISTANT: Can I help you, madam?

WOMAN: Yes, I **need** something to
wear to a wedding ...

Later ...

WOMAN: I don't know what to
choose!

ASSISTANT: What about this one,
madam?

WOMAN: It's pink, and pink
doesn't **suit** me. Isn't
there another colour?

ASSISTANT: Yes, we have it in green,
madam. But it's not your
size. I don't think it'll **fit**
you.

need
wear
choose
suit
fit

Special offers



*Just think
what we
saved
today!*

Compare our prices!
Superbrand products
cost less!

Save £££££££s!
Buy today. Special offers.

We're **closing!**
Clearance sale.
Last few days.

Spend now! Save later!

compare

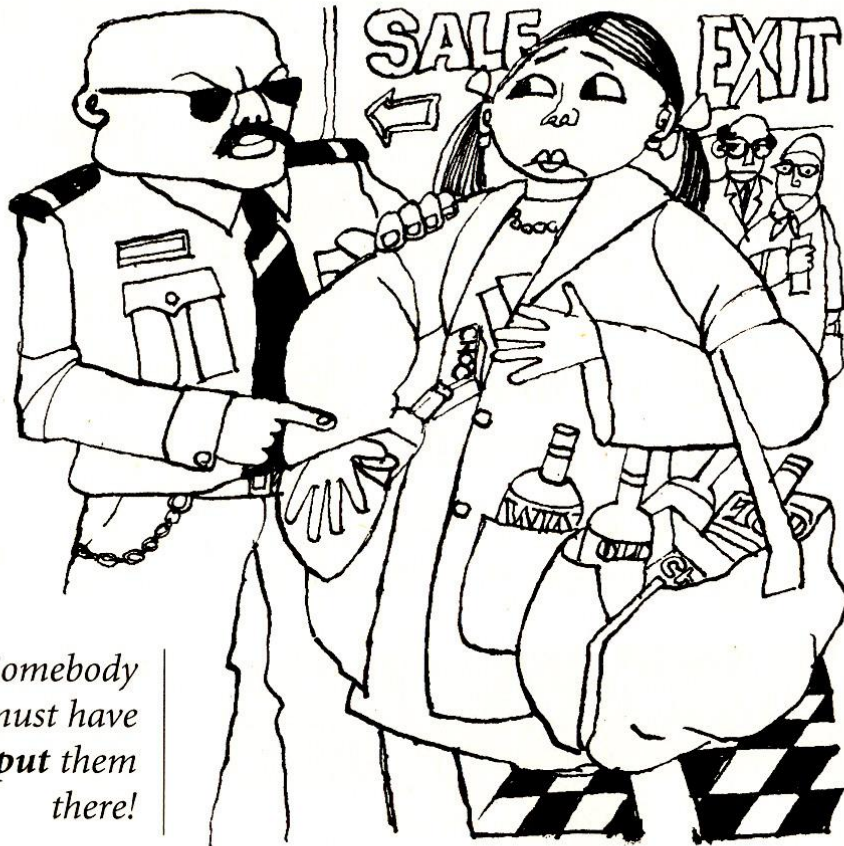
cost

save

close

spend

Shoplifter



Somebody
must have
put them
there!

GUARD: Excuse me, madam. Can I see your receipt?

WOMAN: Receipt? What do you **mean** receipt? I didn't **buy** anything. I was just **looking**.

GUARD: Then you won't mind if I just look in your bag, will you? ...

What's all this, madam?

WOMAN: I don't know what they're doing there. I've never seen them before. Somebody must have **put** them there!

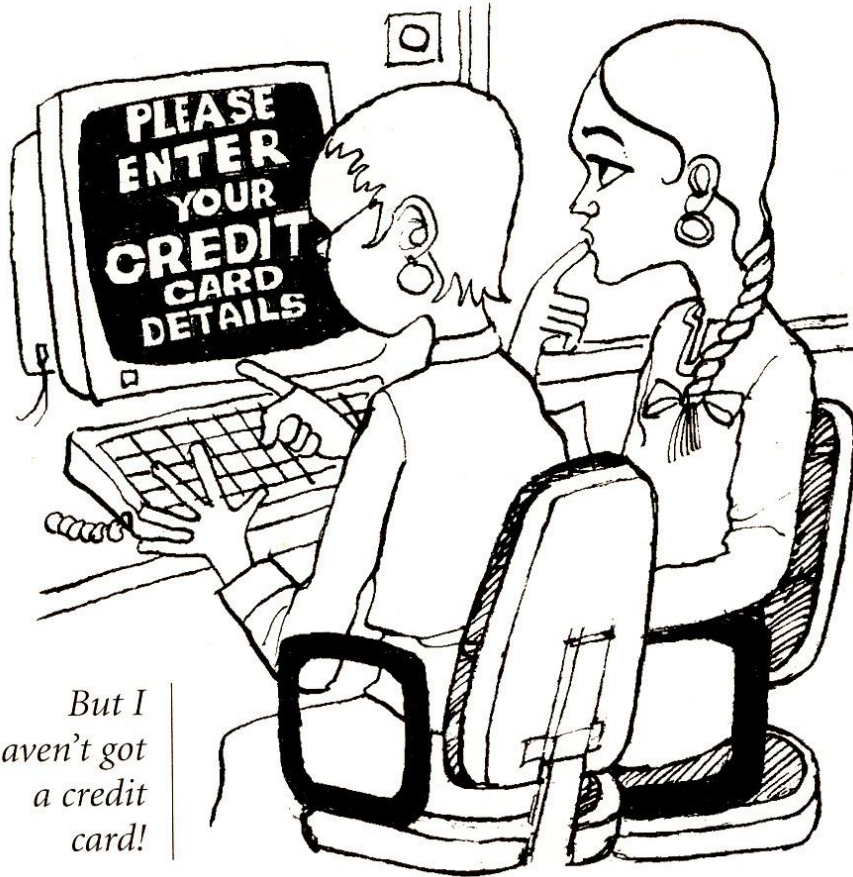
mean

buy

look

put

Internet shopping



A: I have to buy a present for Julie.
But I **hate** shopping.

B: Then let's **try** the Internet.
There's an e-arcade that **sells**
everything you could want. We
just need to look at their web
pages. Here we are.

A: OK. I know, I'll **order** some
perfume. It'll be here tomorrow!

B: Just fill in the details, then **pay**.
Use your credit card.

A: But I haven't got a credit card!

hate

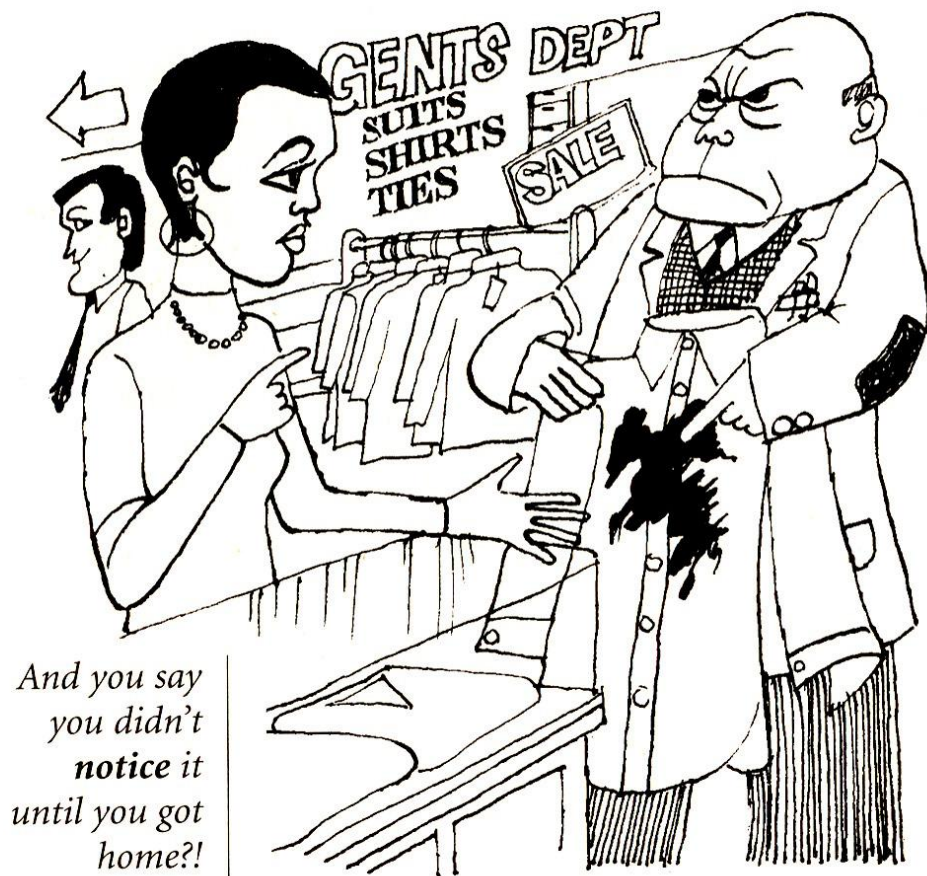
try

sell

order

pay

Complaint



And you say
you didn't
notice it
until you got
home?!

Dear Sir,

I am writing to **complain** about your Oxford Street shop. I bought a shirt there on Monday. When I got home, I **noticed** it had a big stain. I **returned** to the store on Tuesday, and **asked** for a refund. The shop assistant **refused** and was extremely rude. I asked to see the manager, but he was not available ...

complain

notice

return

ask

refuse

Review 3

A Replace the words in *italics* with a verb.

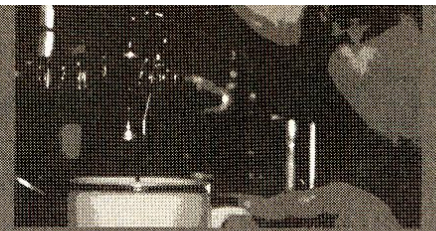
cost try refuse fit

- 1 This coat *is too big*.
- 2 This holiday *was* a lot of money.
- 3 We *used* a new supplier.
- 4 Never *say 'no'* to an offer of help.

B Put the verbs in the sentences.

save spend complain pay

- 1 We about the bad service.
- 2 I went shopping and a fortune!
- 3 Do not by credit card on the Internet without a special code.
- 4 It's a good idea to some of your salary every month.



At
work

4

Phone call



She's gone
away ...

MAN: Can I **speak** to Anna Grant?

WOMAN: Who's **calling**, please?

MAN: This is Bill Grant, her
husband.

WOMAN: **Hold** the line a moment
please, Mr Smith.

Later ...

WOMAN: Mr Grant? I'm afraid Mrs
Grant's not here.

MAN: Oh. When do you **expect**
her back?

WOMAN: I'm not sure, Mr Grant. Her
secretary tells me she's **gone**
away ...

speak

call

hold

expect

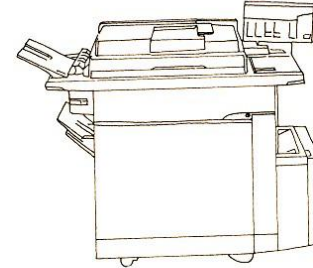
go

Office equipment



*I've **explained** how to **use** the photocopier ten times and he still doesn't **understand**!*

How to **use** the photocopier



Place the paper to be photocopied on the glass window.

Check that it is in the top right-hand corner.

Press the green button.

use

place

check

explain

understand

Changing jobs



A: You **seem** happy!

B: I am happy! I'm **changing** my job.

A: But you only **began** here last month.

B: Yes, but I've been **offered** a much better job. A huge salary, bonuses, a company car, 12 weeks' holiday.

A: That sounds good.

B: Yes, it sounds like paradise. There's only one thing wrong. It's in Antarctica!

seem

change

begin

offer

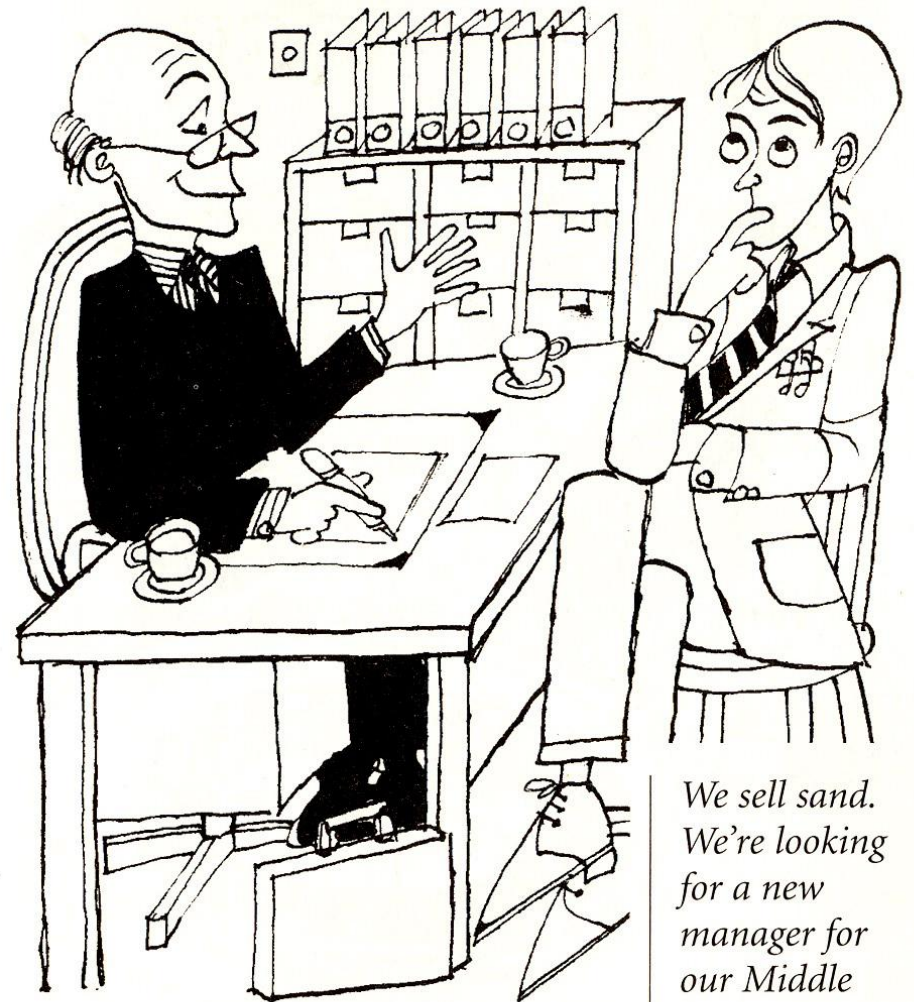
Job advert

require
manage
invite
apply
become

We require a
**DYNAMIC
YOUNG
EXECUTIVE**

to **manage** an energetic
sales team.

If you are looking for a
challenge, we **invite** you to
apply for this exciting
opportunity and **become** a
member of our unusual
organisation.



*We sell sand.
We're looking
for a new
manager for
our Middle
East operation.*

Job reference



*She is very
interested
in a career
in finance.*

To whom it may concern

Bronwen Muller has **worked** in our accounts department for the last six months. As her supervisor, I have been able to **observe** her closely. She **learns** fast and has made good progress. She **obtained** her Advanced Accounting Diploma with Distinction while she was working here. She is very interested in a career in finance, and we **regard** her very highly.

work

observe

learn

obtain

regard

Review 4

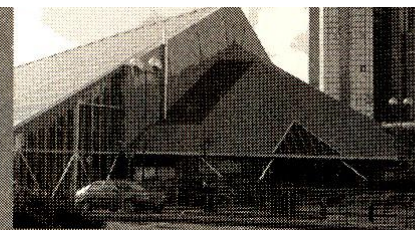
A Fill the gaps with correct verb forms.

understand expect obtain invite check

- 1 I'll just the figures.
- 2 We him back any minute now.
- 3 I wasn't to the party.
- 4 She didn't the instructions, so she failed the test.
- 5 She her MBA from Oxford.

B Match the verb to the noun.

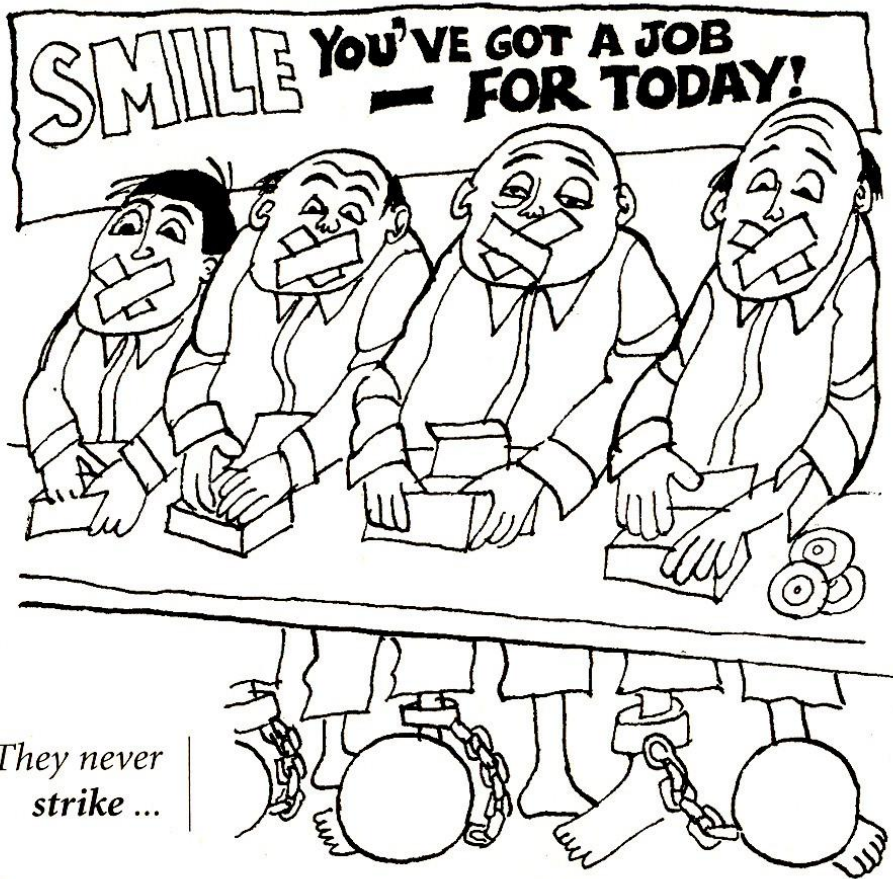
- | | |
|------------|----------------------|
| 1 work | a) £60,000 per annum |
| 2 hold | b) an eight-hour day |
| 3 offer | c) a language |
| 4 speak to | d) the line |
| 5 learn | e) the manager |



Company business

5

Annual report



*They never
strike ...*

Production at Wonder Goods Inc. has **increased** steadily over the past five years. Sales have gone up by 30% in that time.

We are **opening** three new factories next year. We **produced** a record 600,000 software packages last year.

Last year we **created** 2,000 jobs.

All our employees are happy.

They never **demand** more money.

They never **strike** ...

increase

open

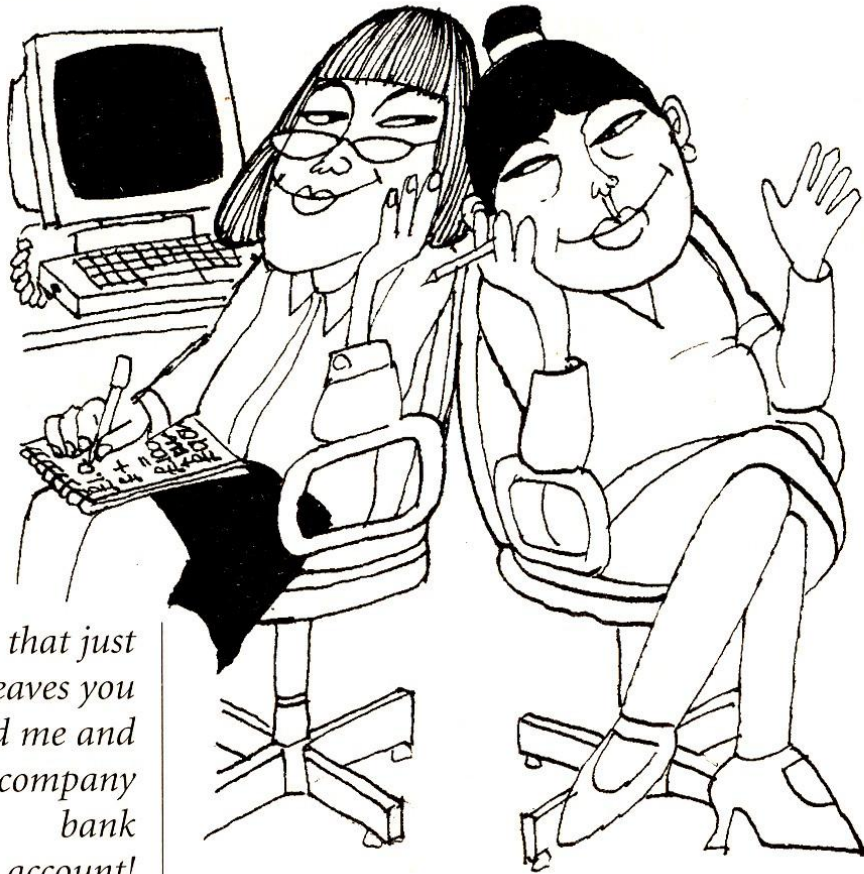
produce

create

demand

strike

Reorganisation



*Yes, that just
leaves you
and me and
the company
bank
account!*

A: Let's **discuss** the plans for the reorganisation.

B: Well, first we'll **cut** costs.

A: Yes, and **reduce** the number of workers.

B: That's right – **employ** fewer people.

A: Yes, so we can **avoid** paying all those salaries.

B: And we could get rid of the other partners.

A: Great idea! That just leaves you and me and the company bank account!

discuss

cut

reduce

employ

avoid

Sales plan



JAKE: So how shall we do this?

JOAN: We'll **present** our new sales plans to the board of management. Jake, you're the sales director. You **introduce** our plans. Then we'll discuss them in detail with the board. I **hope** we can **reach** a satisfactory conclusion. The company must decide to **adopt** the project. After all, we will **provide** a valuable service to the consumer.

present
introduce
hope
reach
adopt
provide

Meetings

prepare

read

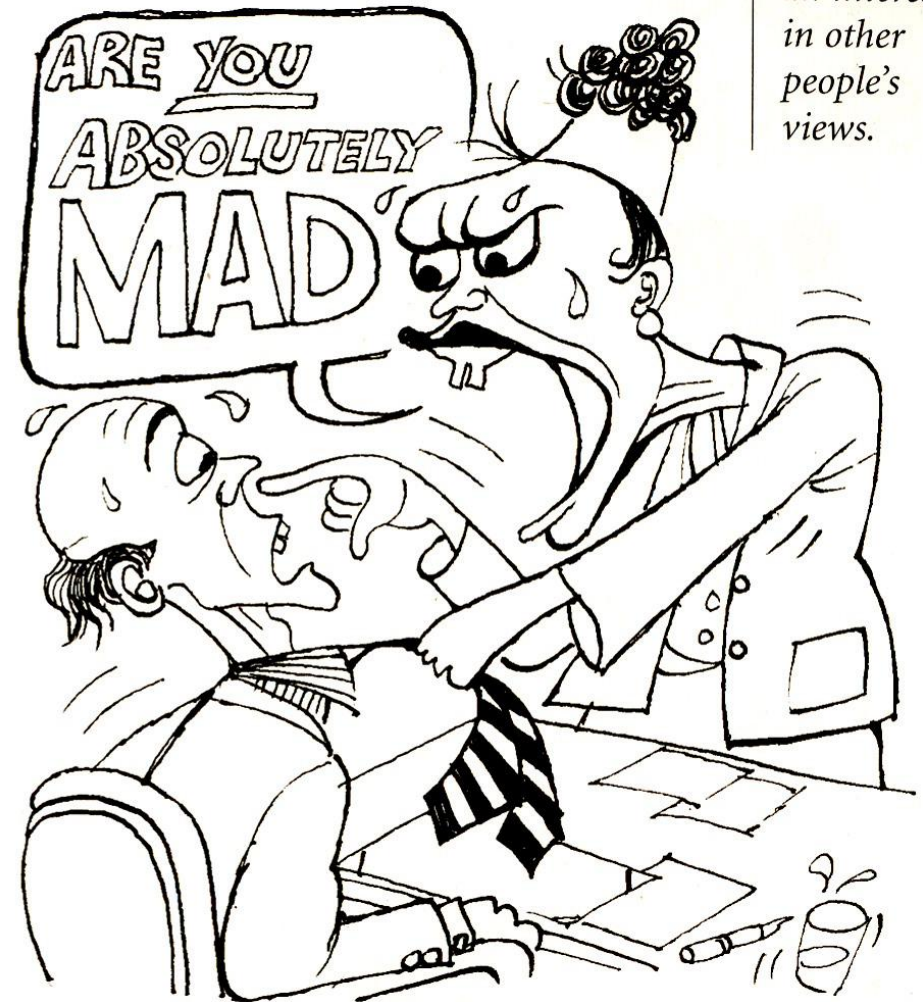
answer

stick

express

GUIDELINES FOR EFFECTIVE MEETINGS

- **Prepare** the meeting and **read** carefully any papers which are sent to you.
- Make sure you can **answer** any question that anyone might ask.
- **Stick** to the point.
- **Express** an interest in other people's views, even if you do not agree with them.
- Make positive contributions.



*Express
an interest
in other
people's
views.*

Advertising slogans



*You know,
something
like
'Buy FIZZ!'*

GAIL: I **say** 'Buy FIZZ!' It's short and snappy.

GUY: Boring!

GAIL: Well, what about: 'Our amazing new FIZZ **enables** you to **achieve** twice as much in half the time.'

GUY: No. Too complicated.

GAIL: What about: 'With new FIZZ we **aim** to cut your work by half!'

GUY: Too long!

GAIL: Well, you suggest something.

GUY: What about something short and snappy? You know, something like 'Buy FIZZ!'

say

enable

achieve

aim

Review 5

A Complete the text with these verbs.

employ aim increase reach produce

Our company ¹.... 600 people. We ².... 600,000 cars last year and our profits ³.... by 10%. We ⁴.... to ⁵.... an annual production of 1 million in five years' time.

B Fill the gaps with the correct verbs.

express discuss answer ask say

- 1 Dad, can I go out? Please yes.
- 2 The Company Director never his opinion.
- 3 Can I a question?
- 4 I'm afraid I can't that question.
- 5 Let's these problems calmly.



On the road

6

Lost!



You **walk**
along the
main road ...

A: Can you tell me the way to the station, please?

B: Yes, of course. You **walk** along the main road for 200 metres. Then you **turn** left. You come to another road. You **cross** it, and then go straight on. The station is the second building on the right. You can't **miss** it.

A: Walk along the main road, turn right ... ?

B: No, no. Here, let me **draw** you a map.

walk

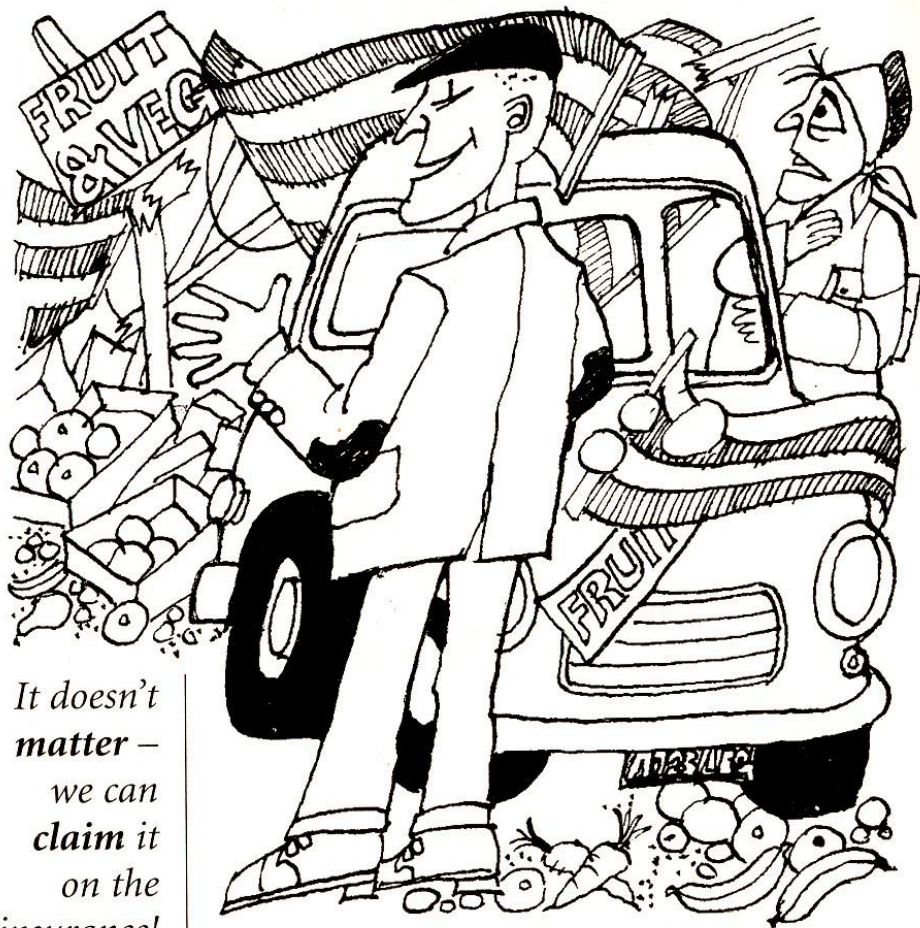
turn

cross

miss

draw

Driving home



*It doesn't
matter –
we can
claim it
on the
insurance!*

A: What's the matter? You look terrible!

B: I left work half an hour ago. I **drove** home with Bill. He drives like a maniac. He **failed** his driving test seven times.

A: Seven times?

B: Yes, he only just **passed** it at the eighth attempt. I'm not surprised. He drove straight into some market stalls the other day – it was a miracle that nobody was hurt. And do you know what he said? 'It doesn't **matter** – we can **claim** it on the insurance!'

drive

fail

pass

matter

claim

Breakdown



A: Oh no, the car won't start. I forgot to **replace** the battery.

B: Shall I get out and **push**? We can start it like that.

A: I hate to ask you, but yes ...
No, wait a minute. You sit in the driving seat and I'll push.

B: Do you think I **can**?

A: Yes, yes, it's easy. You put the car in second gear, and then **release** the clutch when I tell you ...

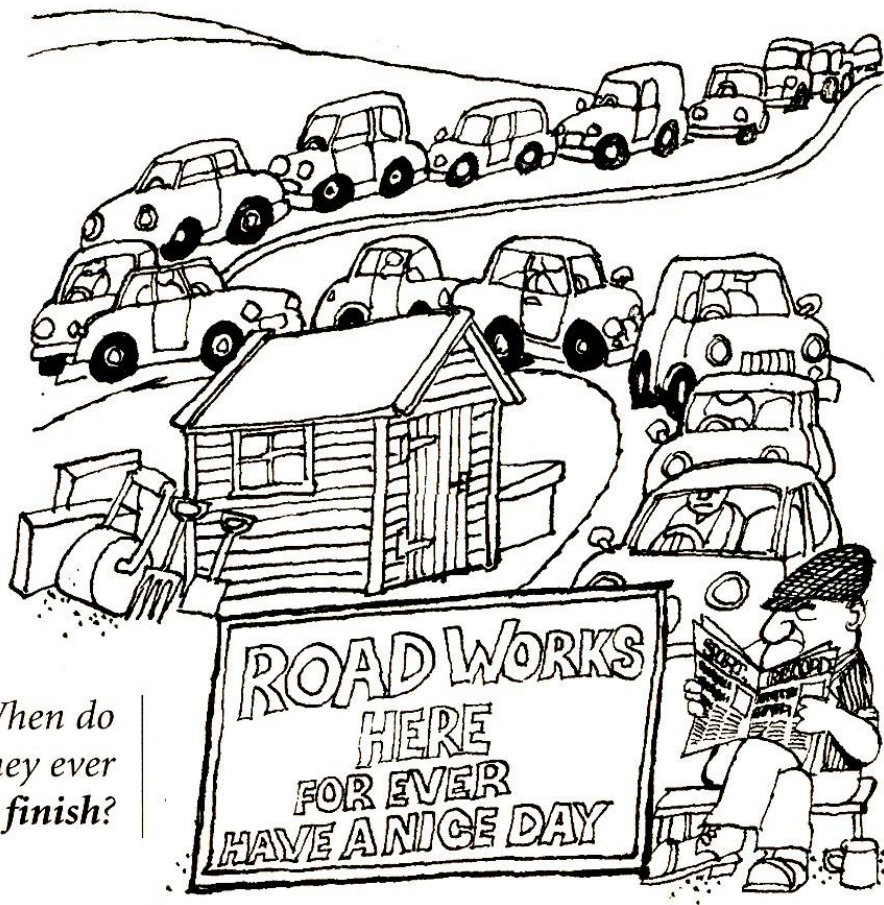
replace

push

can

release

Traffic jam



When do
they ever
finish?

JOHN: At least we're **moving**.

MARK: Do you call this moving?
At ten miles an hour?

Later ...

JOHN: Look – the traffic has
stopped again.

MARK: I **wonder** what's **happened**
this time.

JOHN: Road works again, I expect.

MARK: I thought they'd **finished**.

JOHN: When do they ever finish
road works?

move

stop

wonder

happen

finish

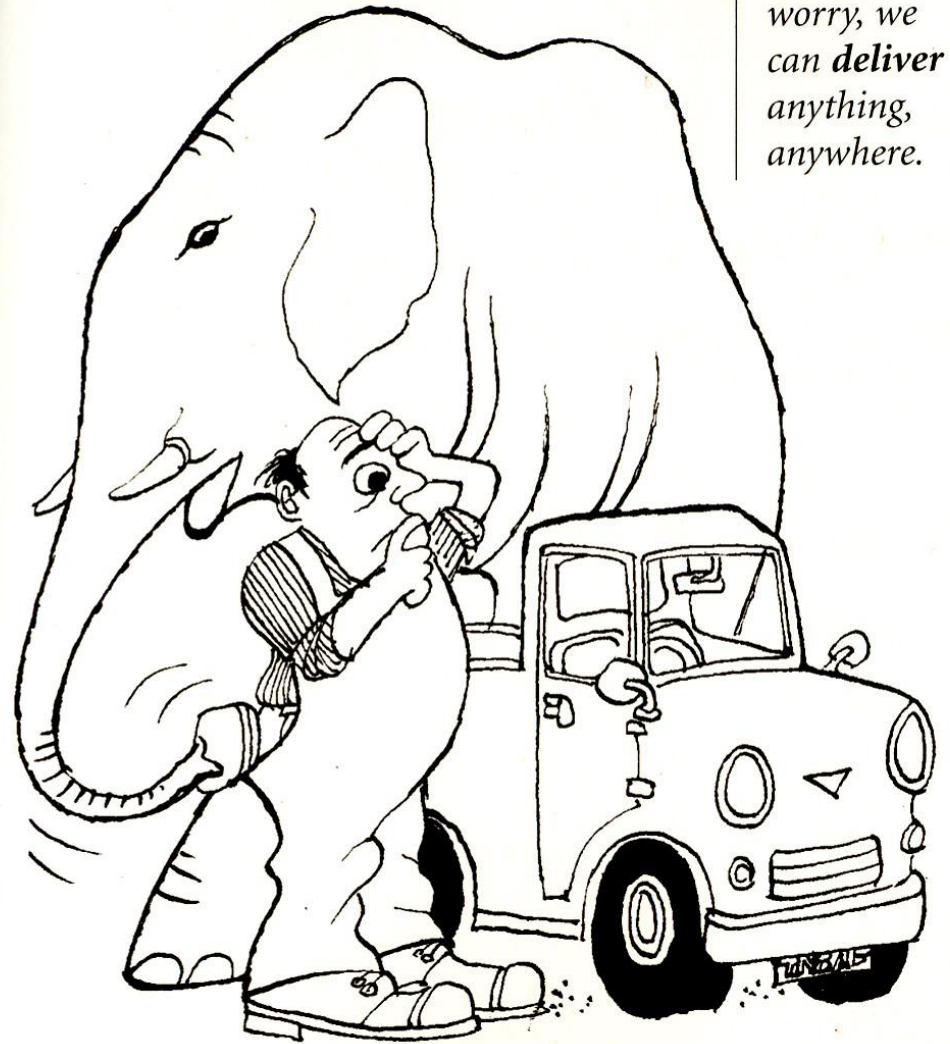
Speedy transport

deal
collect
deliver
depend
supply
complete

SPEEDY TRANSPORT
deals with customers
all over the world.

We **collect** and **deliver** in record
time – anything, anywhere. Our
very competitive prices **depend**
on the size of the package and
the destination. We **supply** an
estimate on request.

Simply **complete** the form
below.



Don't
worry, we
can **deliver**
anything,
anywhere.

Review 6

A Which verb is different?

- 1 walk stop drive move
- 2 deal wonder arrange supply

B Fill the gaps with the correct verbs.

happen miss replace depend wonder

- 1 What ? You look terrible!
- 2 I where Bob is?
- 3 I'm not sure if I'll take that job. It on the salary.
- 4 We'll the train if we don't hurry.
- 5 If you leave, they won't you with someone else.



Fit and healthy

7

Health club

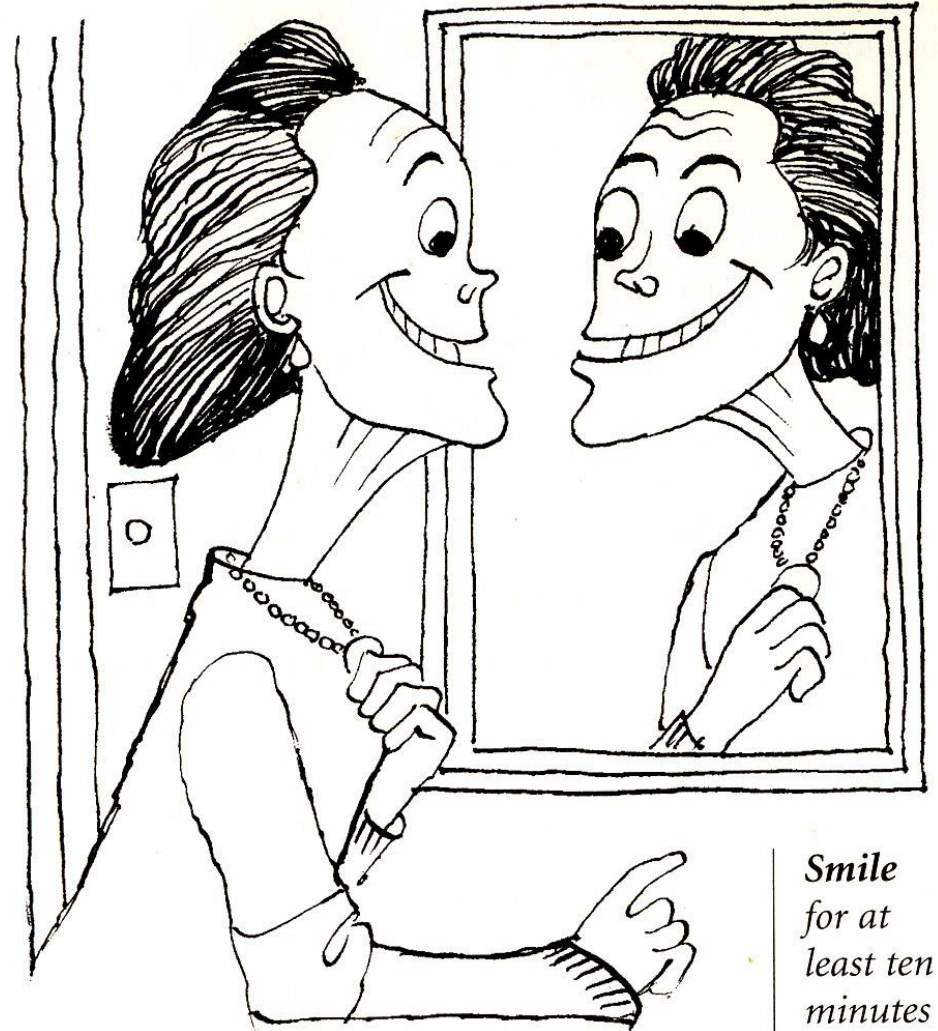


SMILING IS GOOD FOR YOU

It has been scientifically **proved**. Laughing is even better. Do you **smile** or **laugh** at least ten minutes a day? If not, come to our Health Club and follow our special fitness and health programme.

Start today!

prove
smile
laugh
start



*Smile
for at
least ten
minutes
a day!*

Gym club

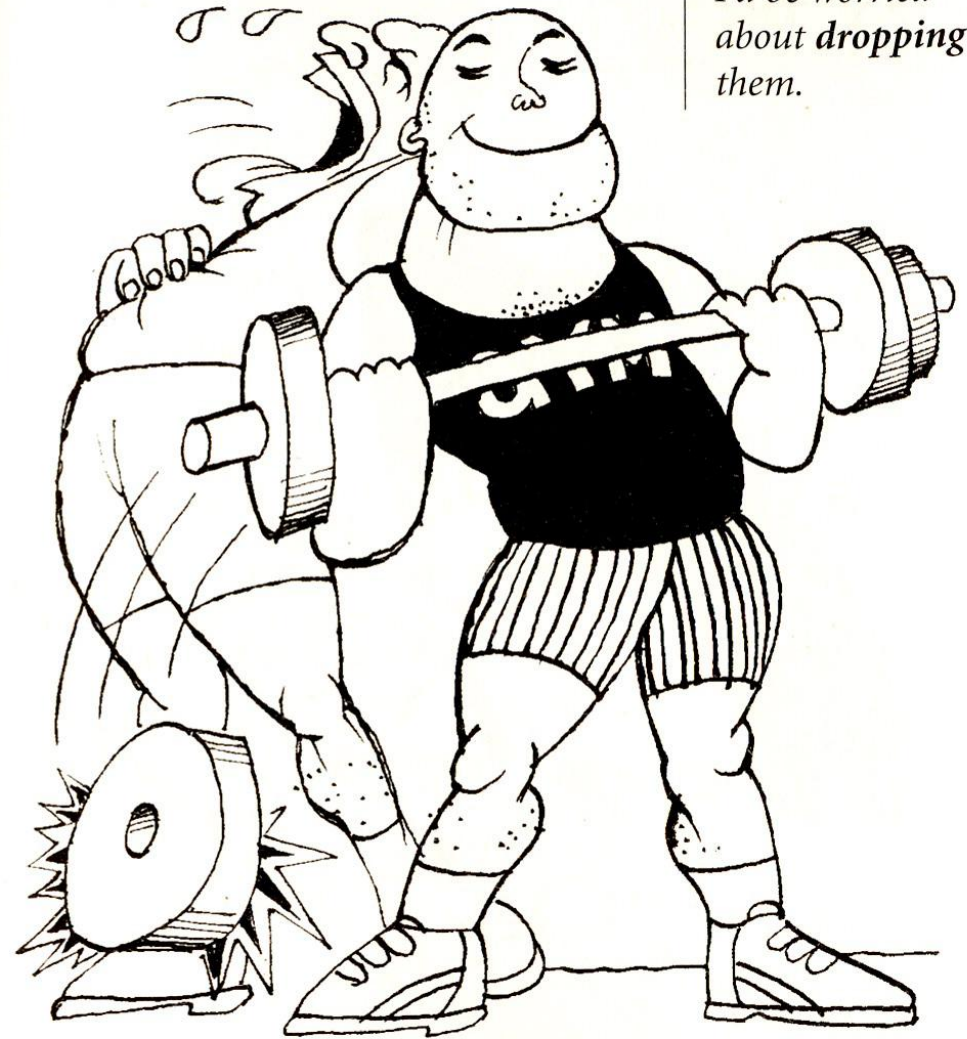
IAN: You could easily **lose** five kilos if you **joined** the gym.

ALAN: What do you do there?

IAN: An exercise routine. And then I **run** on the treadmill quite a lot, but I also **lift** weights.

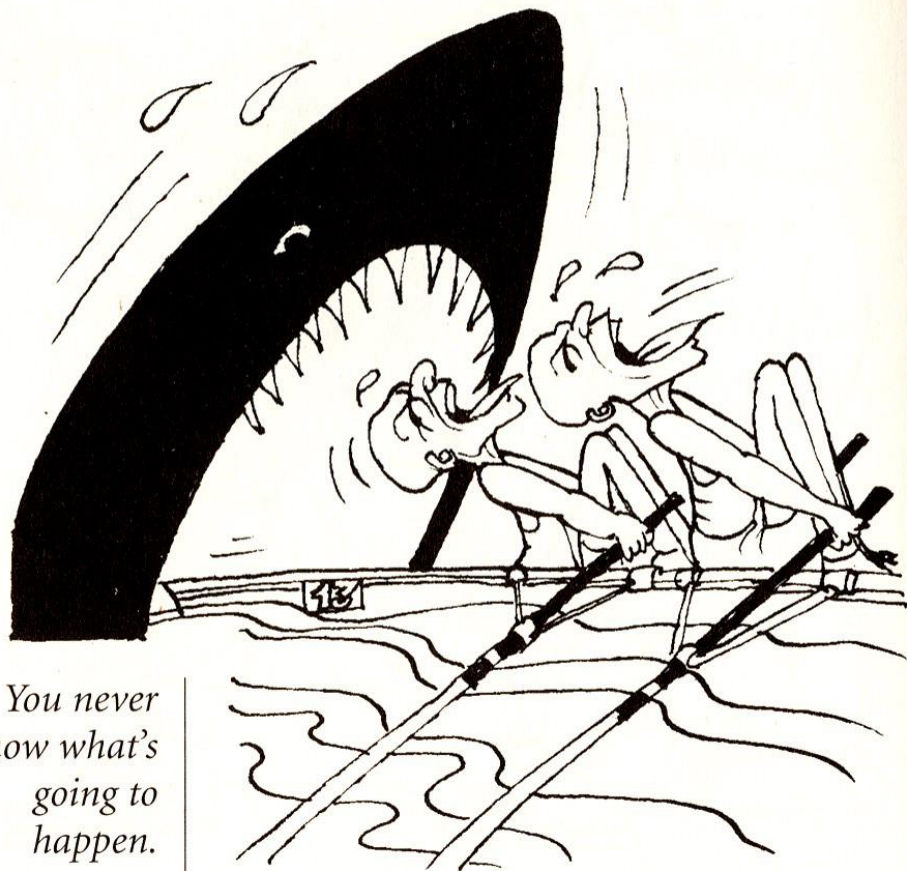
ALAN: I wouldn't like that. I'd be worried about **dropping** them!

lose
join
run
lift
drop



*I'd be worried
about **dropping**
them.*

In training



*You never
know what's
going to
happen.*

BILL: So Steve, tell us how things are going, as we get near the Olympics. Is the team going to **win**? Are you going to **break** a world record this year?

STEVE: Well, Bill, we're **training** hard every day. We'll do our best to **beat** our own record and **bring** the gold medal home. But nothing is certain. You never know what's going to happen.

win
break
train
beat
bring

Prevention



*Be a good
example
to your
children.*

Prevention is better than cure

How can we **prevent** young people starting to take drugs?

Here's some simple advice.

- **Ensure** young people understand the dangers of taking drugs.
- Keep talking to them.
- Be a good example to your children.
- Make sure relationships with parents are **built** on trust.
- **Encourage** children to develop healthy interests, like sport, right from the start.

prevent

ensure

build

encourage

Sun

cause
protect
control
add
include

SunStop

Everyone knows the sun's rays
cause damage to the skin.

Too much sun can be
dangerous. New SunStop
protects you.

Control your tanning the
sensible way. **Add** SunStop to
your shopping list today, and
make sure you **include** it in
your holiday packing.



*Too much
sun can be
dangerous.*

Review 7

A What's the 'opposite' meaning?

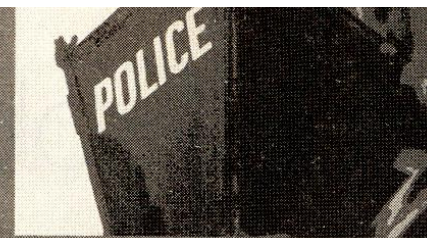
prevent drop start laugh lose

- 1 She *won* the race.
- 2 He *lifted* the vase.
- 3 She *caused* an accident.
- 4 They *cried* all through the film.
- 5 He *stopped* the machine.

B Fill the gaps with correct verb forms.

add run encourage include smile

- 1 Now let's take this photo. everyone, please.
- 2 If you 63 and 39, you get 102.
- 3 Have you the service in the bill?
- 4 The crowd the home team.
- 5 I never to catch a bus!



Law and order

8

Bank robbery



SLIPPERY JOE IN COURT

A man known as Slippy Joe appeared in court yesterday. He was **accused** of taking part in a bank robbery.

He was **caught** trying to get on a ferry to France with a suitcase full of cash. Joe **admitted** he had been near the bank at the time of the robbery, but **denied** taking part in it.

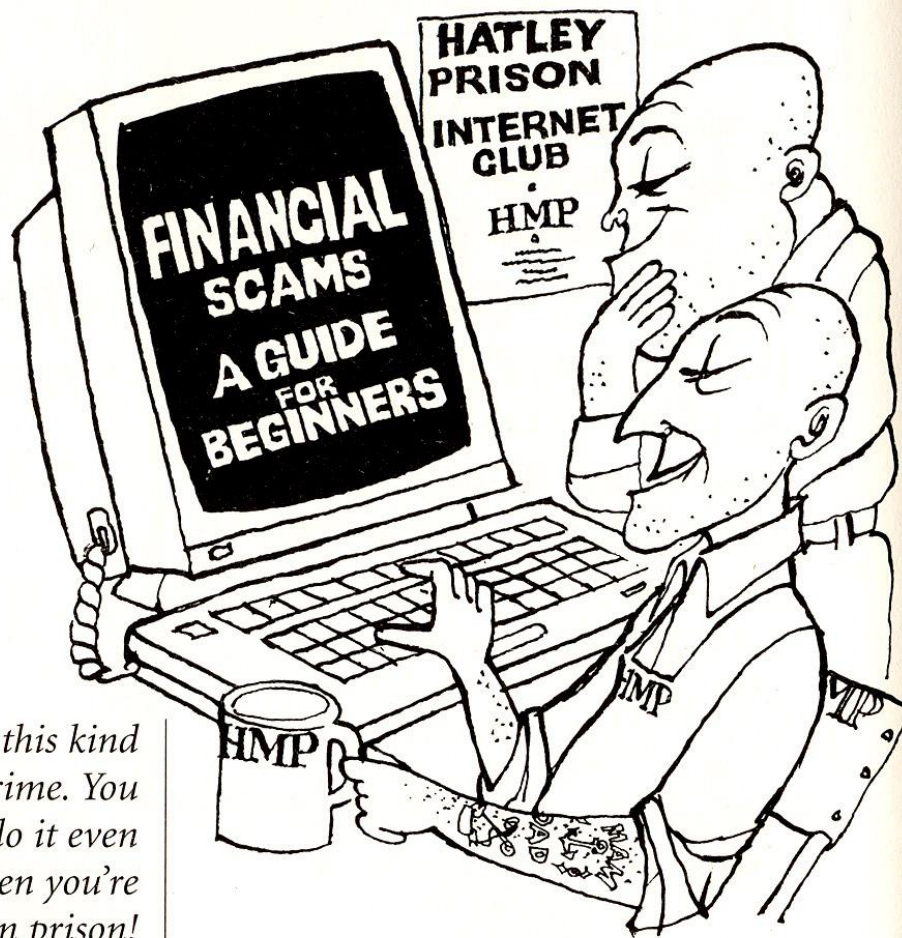
accuse

catch

admit

deny

White-collar crime



I like this kind of crime. You can do it even when you're in prison!

Crime Report

Police statistics **reflect** a growing trend as more white-collar crime is **committed** every day. Most white-collar crime involves **cheating** the system. Police need to become more expert in this kind of crime and are **attending** courses where they are **taught** about computer fraud and financial scams.

reflect
commit
cheat
attend
teach

Contracts



Just **sign** the contract and **send** it back.

MAN: I'd like to **thank** you for all your help.

LAWYER: Don't **mention** it!

MAN: I've read the contract. Most of it seems OK. I've just one query. It says 'I agree to pay Cruella Grimes £60,000 for services rendered.' Who is Cruella Grimes? And what are the services rendered?

LAWYER: Oh, don't **worry** about that. Just **sign** the contract and **send** it back.

thank
mention
worry
sign
send

Police warning

receive

identify

open

examine

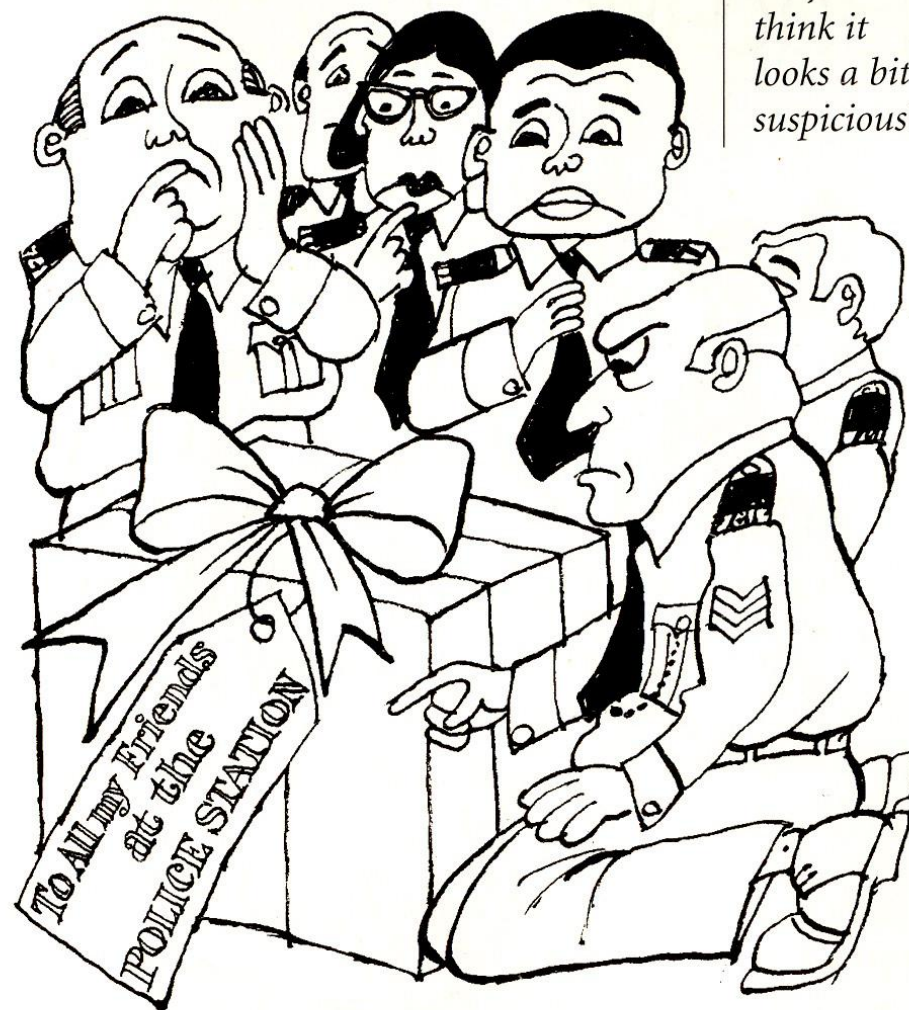
warn

POLICE NOTICE

Terrorists can go to a lot of trouble with their parcel bombs. If you **receive** a package which looks suspicious, or if you cannot **identify** the sender, do not **open** it. It may be a bomb.

Call the police and wait for them to **examine** the parcel.

You have been **warned**.



Do you think it looks a bit suspicious?

Bag-snatcher



*Did I hear
right? Your
pet snake?*

WOMAN: Excuse me, officer. I'd like to **report** a theft. I was **standing** in the queue for the cinema. I was **carrying** my bag on my shoulder. This young man ran past. He **grabbed** my bag and ran off. It all happened so fast.

OFFICER: I see. What was in it, madam? Your wallet? Your driving licence?

WOMAN: No, no, no. It was my pet snake.

OFFICER: Did I **hear** right? Your pet snake?

report
stand
carry
grab
hear

Review 8

A Replace the words in *italics* with a verb.

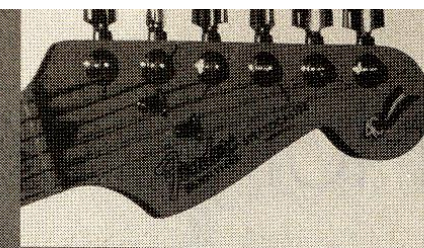
attend worry admit *sign* deny

- 1 He *said* he was guilty of the crime.
- 2 She *said* the facts were *not* true.
- 3 We *were at* the meeting.
- 4 I *wrote my signature* on the contract.
- 5 They *were anxious* when their guests did not arrive on time.

B Put the verbs in the sentences.

warn hear catch receive

- 1 We you that part of town was dangerous.
- 2 He an enormous fish.
- 3 She a medal for her brave action.
- 4 They could someone shouting.



Show business

9

Hollywood



OBITUARY

Mary Hadley

Hollywood star Mary Hadley **died** peacefully at her home late last night. She was 93. Ms Hadley **appeared** in many films and was **awarded** an Oscar for her performance in *Run for Your Life*. She **starred** with Carlo Haddon and many other of our favourite heroes. Her career lasted well over 60 years.

die
appear
award
star

Fame

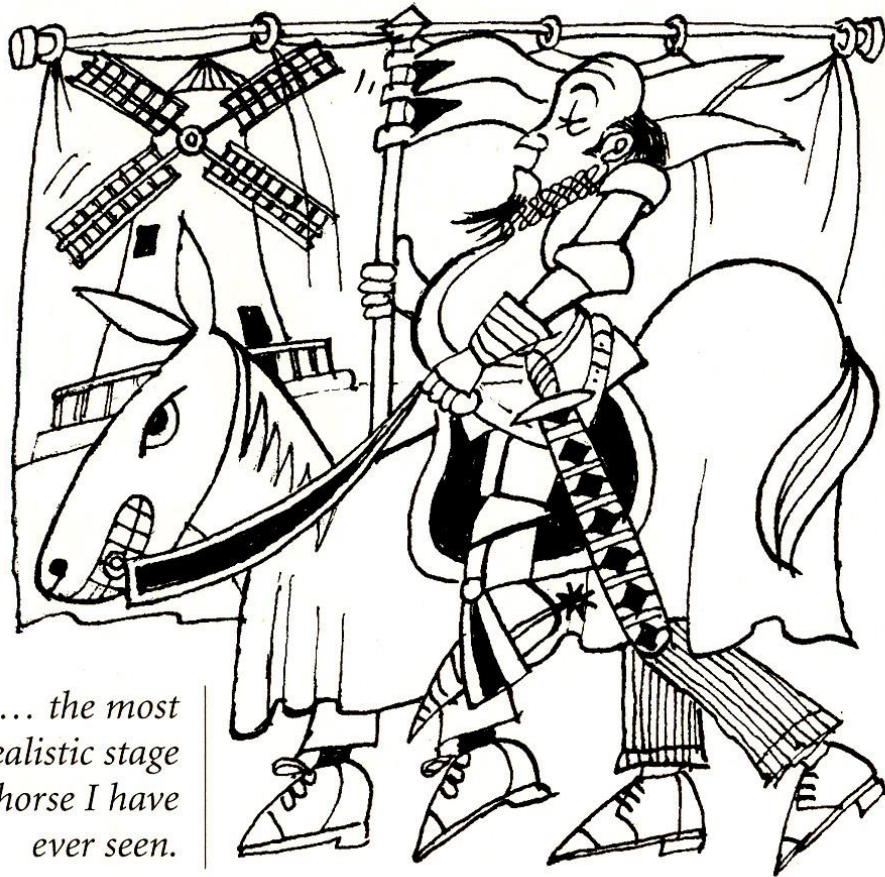
discover
make
act
end
recognise

Michael Spain was **discovered** when he was only seventeen. He **made** his debut in the Hollywood success *Fast!* in which he **acted** superbly. He then rose to fame in a meteoric career which **ended** when he decided to become a Buddhist monk. He continues to be **recognised** in the streets by many who still want his autograph.



No, no,
I'm not
acting!

Don Quixote



... the most
realistic stage
horse I have
ever seen.

At The Theatre

The magnificent set was **designed** by Spanish stage designer, Pedro Sanchez.

The curtain **rose** and **revealed** his dramatic set. Giant windmills were turning madly in the wind.

The audience was still gasping with delight when Don Quixote **entered** from the left on the most realistic stage horse I have ever seen.

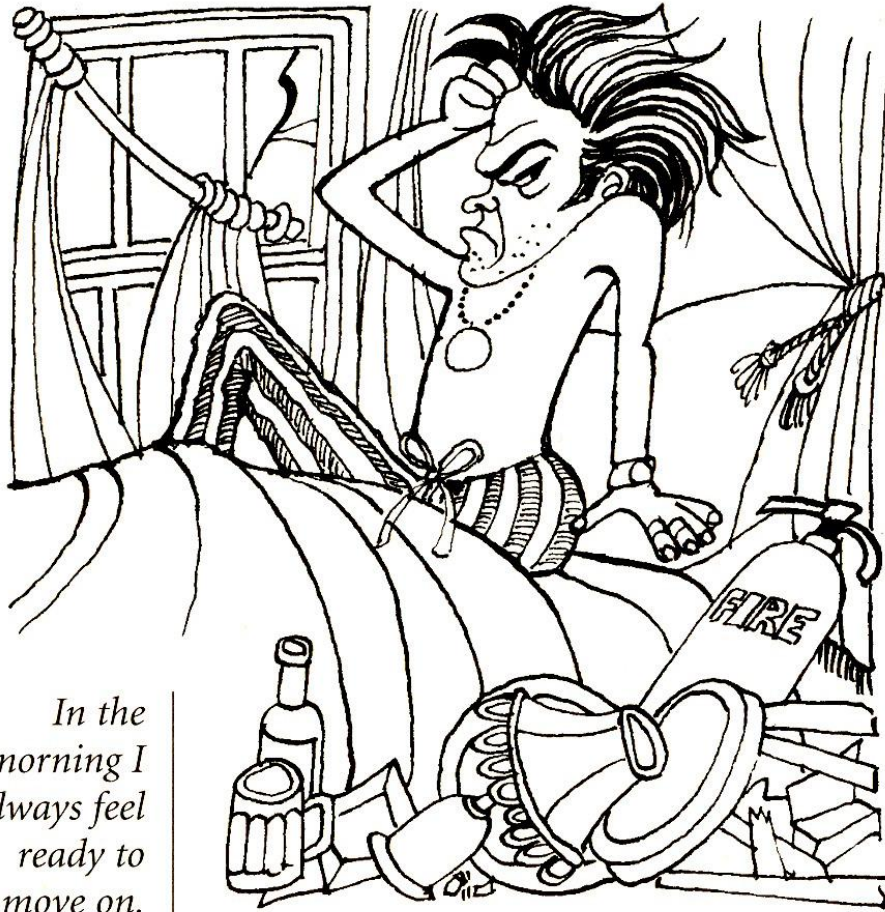
design

rise

reveal

enter

Pop star



In the morning I always feel ready to move on.

I **loved** every minute of our six-month world tour. We **recorded** several concerts live, and I **know** we'll sell millions of the discs to all the fans who couldn't get to the concerts. And I know it sounds strange, but I actually **like** staying in a different hotel every night. But more than one night's a bit boring ... in the morning I always **feel** ready to move on.

love

record

know

like

feel

Interview



So your
book is
based on
reality?

HOST: Welcome to the show, Barbara Hughes. Now you've just **published** your tenth novel. I think it's wonderful that all your writing is so honest – and always **based on** reality. I get tired of reading those strange books where you have to **imagine** situations – situations that are, let's **face** it, quite impossible. Now ... tell us about your book.

BARBARA: Er ... you have read it, haven't you?

publish
base on
imagine
face

Review 9

A Complete the text with these verbs.

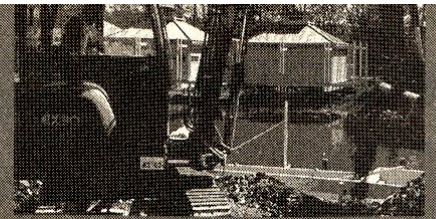
end make discover imagine die

I ¹.... a scenario about the year 2050. Scientists
².... the secret of eternal life. Nobody ³.... any
more. The story ⁴.... when there are so many
people on the planet, nobody can move. But
nobody wants to ⁵.... the film.

B Replace the words in italics with a verb.

recognise enter star award act

- 1 They *gave* him an Oscar.
- 2 The actor *came onto the stage* from the left.
- 3 She *plays the part* in a very dramatic way.
- 4 I *knew it was* Sarah immediately.
- 5 He *has the main part* in the film.



Power verbs

10

Power Verb 1

Have

- HAVE can be a main verb. See the table opposite.
- HAVE can also be an auxiliary verb. It is usually used in perfect tenses.

I haven't seen Bill today.

He had never been to Nepal.



British/US differences

I have (got) a car. (Br)

I have a car. (US)

I haven't seen him yet. (Br)

I didn't see him yet. (US)

Use/meaning	Example
ACTIONS	<i>She had a shower.</i>
EXPERIENCE	<i>We're having a nice time.</i>
RECEIVE/OBTAIN	<i>We had a letter today.</i>
POSSESSION	<i>They have a big house.</i>
CHARACTER	<i>She has a good memory.</i>
STATES	<i>I have a headache.</i>
RELATIONS	<i>She has six brothers.</i>
OBLIGATION	<i>I have (got) to go.</i>
CAUSE	<i>She had her hair cut.</i>
IDIOMS	<i>I had better go. I've had it!</i>

Power Verb 2

Do

- DO can be a main verb. See table opposite.
- DO is very often an auxiliary verb.
Do you like coffee? No, I don't.
- DO often replaces another verb.
I like pasta. So do I.
- DO is often used for emphasis.
I do love you. Really!



DO and MAKE

MAKE usually means to create something. *She made a table. He made a cake.*

Apart from the meanings on this page, MAKE is usually the right choice. *Make ... an offer, an excuse, an arrangement, a plan, a mistake, a noise, money ...*

Use/meaning	Example
UNSPECIFIED ACTIVITY	<i>What are you doing?</i>
WORK	<i>He does all the housework.</i>
PROGRESS PERFORMANCE	<i>She did very well in her exams.</i>
BE ENOUGH	<i>I can't stay long. Will an hour do?</i>
BE SUITABLE	<i>This restaurant will do.</i>
REPLACE ANOTHER VERB	<i>Go and do (clean) your teeth.</i> <i>Have you done (brushed) your hair?</i>
IDIOMS	<i>Can you do me a favour?</i> <i>It won't do any good.</i>

Power Verb 3

Be

- BE as main verb is generally used to describe states of affairs – how things are now or generally. See the table opposite.

- BE is also an auxiliary verb, used for progressive verb forms.

I am working. She has been reading.

- BE is also used to indicate passive forms.

Smoking is forbidden. The grass has been cut.

It was damaged.

Use/meaning	Examples
NOUNS REFER TO SAME THING [NOUN+BE+NOUN]	<i>Sarah is my boss.</i>
QUALITY [BE+ADJ]	<i>He's happy.</i>
POSITION TIME [BE+ADV]	<i>He's upstairs. They're late.</i>
EXISTENCE [THERE+BE]	<i>There's a knife on the table.</i>
RULE/ORDER ARRANGEMENTS	<i>Visitors are to leave by ten o'clock. We are to be married soon.</i>

Power Verb 4

Get

- GET has a number of 'basic' meanings. See the table opposite.
- GET can often be used in place of BE in passive constructions – though usually in colloquial language. *I got sent home from school.*

GET is often used in a reflexive way to talk about things we do to ourselves.

We got married.

- In British English, *have got* is often used in spoken English in place of *have*, when talking about possession, or in place of *must*.

They've got a new house. I've got to go now.

Use/meaning	Examples
RECEIVE/OBTAIN	<i>I've got a new job.</i>
FETCH	<i>I'll get the paper.</i>
BECOME	<i>We couldn't get warm.</i>
MOVEMENT	<i>Get out! Get up!</i>
START	<i>Let's get moving!</i>
CAUSE	<i>I got her a new job.</i> <i>We got him out of prison.</i> <i>We got the car serviced.</i>
PASSIVE MEANING	<i>I got invited to the party.</i>
REFLEXIVE	<i>I got dressed.</i>

Power Verb 5

GO

- GO has many different uses in English. See the table opposite.
- A common modern colloquial use of GO is to replace *say* when reporting what someone else said. It is not recommended that you use this.

'What do you want?' I said. And she goes, 'It's nothing to do with you!'

Use/meaning	Examples
LEAVE	<i>I must go now.</i>
MOVEMENT	<i>We went by plane.</i>
DIRECTION	<i>The road goes west.</i>
FINISH	<i>Has the wine all gone?</i>
BECOME/CHANGE	<i>His hair is going grey.</i>
ACTIVITY	<i>He went shopping.</i>
IDIOM	<i>Things are going well. Money doesn't go far these days.</i>

Review 10

A Replace the verb in italics with *have* or *got*.

- 1 He *took* a bath.
- 2 She *fetches* the document from the other room.
- 3 He *possesses* a wonderful memory.
- 4 We *have been experiencing* terrible storms.

B Do or make?

- 1 Who's the cooking tonight?
- 2 He most of his money in banking.
- 3 I'm sorry, I a mistake.
- 4 Can I help? I'm not anything at the moment.

C Which auxiliary: *have*, *be* or *do*?

- 1 She never been to Africa.
- 2 He talking to his father.
- 3 you go to Brazil last year?
- 4 The project never completed.

Irregular verbs

Present	Past	Past participle
be	was	been
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bite	bit	bitten
blow	blew	blown
break	broke	broken
bring	brought	brought
build	built	built
buy	bought	bought
catch	caught	caught
choose	chose	chosen
come	came	come
cost	cost	cost
cut	cut	cut
dig	dug	dug
do	did	done
draw	drew	drawn

Present

drink
drive
eat
fall
feed
feel
fight
find
fly
forget
forgive
freeze
get
give
go
grow
hang
have
hear
hide
hit
hold
hurt

Past

drank
drove
ate
fell
fed
felt
fought
found
flew
forgot
forgave
froze
got
gave
went
grew
hung
had
heard
hid
hit
held
hurt

Past participle

drunk
driven
eaten
fallen
fed
felt
fought
found
flown
forgotten
forgiven
frozen
got
given
gone
grown
hung
had
heard
hidden
hit
held
hurt

Present

keep
know
lay
lead
leave
lend
let
lie
lose
make
mean
meet
pay
put
read
run
say
see
sell
send
set
shake
shine

Past

kept
knew
laid
led
left
lent
let
lay
lost
made
meant
met
paid
put
read
ran
said
saw
sold
sent
set
shook
shone

Past participle

kept
known
laid
led
left
lent
let
lain
lost
made
meant
met
paid
put
read
run
said
seen
sold
sent
set
shaken
shone

Present

shoot
show
shut
sing
sit
sleep
speak
spend
split
spread
stand
steal
stick
strike
swim
take
teach
tear
tell
think
throw
wear
win

Past

shot
showed
shut
sang
sat
slept
spoke
spent
split
spread
stood
stole
stuck
struck
swam
took
taught
tore
told
thought
threw
wore
won

Past participle

shot
shown
shut
sung
sat
slept
spoken
spent
split
spread
stood
stolen
stuck
struck
swum
taken
taught
torn
told
thought
thrown
worn
won

Index

Your language

accuse /əkjuːz/*She accused him of stealing the money.***achieve** /ətʃiːv/*She achieved her objective.***act** /ækt/*Olivier acted in many great plays.***add** /æd/*If you add two plus two, you get four.***admit** /ədmit/*I never admit that I'm wrong.***adopt** /ədɒpt/*The company adopted a new logo.***agree** /əɡriː/*We agreed on a deal.***aim** /eɪm/*He aimed for promotion.***announce** /ənaʊns/*The newspapers announced the news.***answer** /ɑːnsə/*Let me answer that question.*

Your language

appear /əpiə/*She appeared in a Hollywood film.***apply** /əplai/*He applied for a new job.***argue** /ɑːɡjuː/*They argue about everything.***arrive** /əraɪv/*He was the first to arrive at the party.***ask** /ɑːsk/*Can I ask a question?***attend** /ətend/*I attended the meeting and gave views.***avoid** /əvɔɪd/*The bypass avoids the city centre.***award** /əwɔːd/*He was awarded an Oscar.***base on** /beɪs ɒn/*The film is based on the novel.***be** /biː/*Sally is my boss.*

Your language

beat /bi:t/*You must play better to beat the others.***become** /bɪkʌm/*She became managing director.***begin** /bɪɡɪn/*The match began at 4 pm.***believe** /bɪli:v/*I believe everything you say.***break** /breɪk/*Records are broken at the Olympics.***bring** /brɪŋ/*Bring a friend with you to the party.***build** /bɪld/*Our success is built on Internet sales.***buy** /baɪ/*They bought a larger house.***call** /kɔ:l/*The line's engaged. Can you call later?***can** /kæn/*He can swim very well.*

Your language

care /keə/*The company cares about its staff.***carry** /kæri/*I carried the shopping home.***catch** /kætʃ/*The police rarely catch burglars.***cause** /kɔ:z/*Bad driving caused the accident.***change** /tʃeɪndʒ/*He changed his job last year.***cheat** /tʃi:t/*She cheated in the exam.***check** /tʃek/*I'll just check the figures.***choose** /tʃu:z/*He chose to become a doctor.***claim** /kleɪm/*I claimed for it on my insurance.***close** /kləʊz/*Pubs usually close at 11 pm.*

collect /kəlekt/*Collect my suit from the shop, please.***commit** /kəmit/*Everybody has committed some crime.***compare** /kəmpeə/*You can't compare London with Paris.***complain** /kəmpleɪn/*She complained about the poor service.***complete** /kəmplɪt/*Complete the form with your details.***continue** /kəntɪnjuː/*Let's continue this discussion tomorrow.***control** /kəntroʊl/*The teacher couldn't control his class.***cost** /kɒst/*This sofa cost a lot of money.***create** /kriːt/*The new project will create more jobs.***cross** /krɒs/*He crossed the road to post my letter.***cut** /kʌt/*We can cut costs by half.***deal** /diːl/*We deal with all sorts of people.***decide** /dɪsaɪd/*I decided to buy a new car.***demand** /dɪmɑːnd/*He demanded a rise in his salary.***deliver** /dɪlɪvə/*Will you deliver it to my house?***deny** /dɪnaɪ/*He denied he had done wrong.***depend** /dɪpend/*It depends on where you live.***design** /dɪzaɪn/*This furniture was designed by Chloe.***develop** /dɪveləp/*We're developing new products.***die** /daɪ/*She died of a heart attack.*

Your language

discover /dɪskʌvə/*I have discovered his secret.***discuss** /dɪskʌs/*Let's discuss the plans.***do** /du:/*He does all the housework.***draw** /drɔ:/*Let me draw you a map.***drive** /draɪv/*I learnt to drive at 18.***drop** /drɒp/*She dropped the glass and it broke.***earn** /ɜ:n/*He earned £80,000 last year.***employ** /ɪmplɔɪ/*The company employs many people.***enable** /ɪneɪbəl/*His computer enables him to write.***encourage** /ɪnklʌrɪdʒ/*Father encouraged me to work hard.*

Your language

end /end/*The show must end this week.***enjoy** /ɪndʒɔɪ/*Enjoy yourself!***ensure** /ɪnʃʊə/*Please ensure the doors are locked.***enter** /entə/*She knocked and entered the room.***examine** /ɪgzæmɪn/*The police examined her bag.***expect** /ɪkspekt/*She's away. I expect she's on holiday.***explain** /ɪkspleɪn/*He explained how to use the video.***express** /ɪkspres/*You can express your opinion openly.***face** /feɪs/*We must face the facts.***fail** /feɪl/*I never failed an exam.*

Your language

fall /fɔ:l/*Prices are falling.***feel** /fi:l/*I feel sick.***find** /faɪnd/*He couldn't find his keys.***finish** /fɪnɪʃ/*I've finished the job.***fit** /fɪt/*These trousers don't fit me any more.***fly** /flaɪ/*I flew to New York in an executive jet.***follow** /fɒləʊ/*They followed the signs.***forget** /fəget/*I never forget a face.***gain** /geɪn/*The baby gained weight regularly.***get** /get/*Get out!*

Your language

give /gɪv/*I gave her a watch for her birthday.***go** /gəʊ/*I'm going home.***grab** /græb/*He grabbed the bag and ran.***happen** /hæpən/*Something must have happened.***hate** /heit/*She hates violence.***have** /hæv/*We are having a nice time.***hear** /hɪə/*I can hear a baby crying.***hold** /həʊld/*Hold the line. I'll put you through.***hope** /həʊp/*I hope the new project will succeed.***identify** /aɪdentəfaɪ/*Nobody could identify the victim.*

Your language

imagine /ɪmədʒɪn/*I can't imagine living on a desert island.* _____**improve** /ɪmˈpruːv/*The financial situation has improved.* _____**include** /ɪnklʊd/*Is service included in the bill?* _____**increase** /ɪnkrɪːs/*Profits have increased by 20% this year.* _____**introduce** /ɪntrəˈdjuːs/*We introduced a new system.* _____**invite** /ɪnvait/*I wasn't invited to the party.* _____**join** /dʒɔɪn/*They've joined the tennis club.* _____**keep** /kiːp/*I've kept all your letters.* _____**know** /nəʊ/*I know everything about you.* _____**laugh** /lɑːf/*Charlie Chaplin makes me laugh.* _____

Your language

lead /liːd/*She leads a very interesting life.* _____**learn** /lɜːn/*I'm learning Japanese.* _____**leave** /liːv/*The plane left on time.* _____**lie** /laɪ/*I could lie on a beach all day!* _____**lift** /lɪft/*Don't lift that – it's far too heavy.* _____**like** /laɪk/*I don't like coffee.* _____**listen** /lɪsən/*I'm listening to the radio.* _____**look** /lʊk/*We looked at his holiday photos.* _____**lose** /luːz/*I went on a diet and lost five kilos.* _____**love** /lʌv/*I love popcorn.* _____

Your language

make /meɪk/*He made his debut as Macbeth.***manage** /mænɪdʒ/*She manages a large team of employees.***marry** /mæri/*We were married in church.***matter** /mætə/*Oh I've broken it! – It doesn't matter.***mean** /mi:n/*What does this word mean?***meet** /mi:t/*I met Bob for the first time last week.***mention** /menʃən/*I was happy to help. Don't mention it.***mind** /maɪnd/*I don't mind if we go out or stay in.***miss** /mɪs/*She missed the bus.***move** /mu:v/*Someone has moved my keys!*

Your language

name /neɪm/*They named their son John.***need** /ni:d/*This pasta needs more salt.***notice** /nəʊtɪs/*I noticed she was upset.***observe** /əbzɜ:v/*They observed the situation closely.***obtain** /əbteɪn/*She obtained an MBA from Harvard.***offer** /ɒfə/*They offered him a much bigger salary.***open** /əʊpən/*I opened the letter.***order** /ɔ:də/*It wasn't in stock so I ordered it.***pass** /pa:s/*I passed my driving test the first time.***pay** /peɪ/*I'll pay by credit card.*

Your language

place /pleɪs/*She placed the vase on the coffee table.***prefer** /prɪfɜː/*I prefer golf to tennis.***prepare** /prɪpeə/*She's preparing for the party.***present** /prɪzɪnt/*She presented the new products.***prevent** /prɪvɪnt/*Careful driving prevents accidents.***produce** /prədʒuːs/*The company produces luxury cars.***protect** /prətekt/*Rare birds are protected by law.***prove** /pruːv/*You must prove the results scientifically.***provide** /prəvaɪd/*We provide computer services.***publish** /pʌblɪʃ/*We publish fifty books a year.*

Your language

push /pʊʃ/*Push the button for service.***put** /pʊt/*I put my keys on the kitchen table.***reach** /riːtʃ/*We reached our target easily.***read** /riːd/*I read the newspaper every day.***realise** /rɪəlaɪz/*I realised I would never be 30 again.***receive** /rɪsɪv/*I received three letters this morning.***recognise** /rekəɡnaɪz/*He's changed – I didn't recognise him.***record** /rɪkɔːd/*They always record in the same studios.***reduce** /rɪdʒuːs/*We should reduce the work force.***reflect** /rɪflekt/*The weak Euro reflects the economy.*

Your language

refuse /rɪfjuːz/*She refused my offer of help.***regard** /rɪɡɑːd/*The professor was highly regarded.***release** /rɪliːs/*Now release the handbrake.***remember** /rɪməmbə/*Remember to post that letter!***remove** /rɪmuːv/*She removed the mud from her shoes.***replace** /rɪpleɪs/*We must replace the broken vase.***report** /rɪpɔːt/*I wish to report a burglary.***require** /rɪkwaɪə/*MDF requires dynamic receptionists.***return¹** /rɪtʃɪn/*I've never returned to India.***return²** /rɪtʃɪn/*He returned his library book late.*

Your language

reveal /rɪviːl/*She revealed herself at last.***ride** /raɪd/*I learnt to ride a bicycle when I was six.***rise** /raɪz/*The sun rises every morning.***run** /rʌn/*He runs three miles every day.***save** /seɪv/*I saved enough to buy a new car.***say** /seɪ/*They said that they were coming.***see** /siː/*He can't see much without his glasses.***seem** /siːm/*She seems very nice.***sell** /sel/*Shops don't always sell fresh fruit.***send** /send/*She sent me a birthday present.*

Your language

share /ʃeə/*We shared expenses equally.***show** /ʃəʊ/*Show me an example.***sign** /saɪn/*I forgot to sign the cheque.***smile** /smaɪl/*She smiles all the time.***sound** /saʊnd/*Your trip sounds exciting.***speak** /spi:k/*I spoke to the manager about it.***spend** /spend/*How much did you spend?***stand** /stænd/*There were no seats, so we had to stand.***star** /stɑː/*He starred in many Hollywood films.***start** /stɑːt/*Start at the beginning.*

Your language

stay /steɪ/*I stayed with some friends.***stick** /stɪk/*He stuck to his position obstinately.***stop** /stop/*The car stopped at the traffic lights.***strike** /straɪk/*Workers usually strike for more money.***suffer** /sʌfə/*After the operation, he suffered pain.***suggest** /sədʒest/*I suggest we begin the meeting.***suit** /suɪt/*That colour doesn't suit you.***supply** /səplai/*We supply customers all over the world.***suppose** /səpəʊs/*I suppose he's away.***survive** /səvaɪv/*He survived a terrible accident.*

Your language

talk /tɔ:k/*We talked about the project.***teach** /ti:tʃ/*She taught French in a primary school.***thank** /θæŋk/*Thank you for the lovely flowers!***train** /treɪn/*An athlete trains several hours a day.***travel** /trævəl/*They've travelled round the world.***try** /traɪ/*We tried some new Californian wine.***turn** /tɜ:n/*Turn left at the corner.***understand** /ʌndəstænd/*I don't understand spoken French.***use** /ju:z/*I don't know how to use this computer.***visit** /vɪzɪt/*Have you visited Egypt?*

Your language

wait /weɪt/*We waited half an hour for a bus.***walk** /wɔ:k/*I walked home.***want** /wɒnt/*What do you want to do?***warn** /wɔ:n/*I warned you not to walk on the ice.***wear** /weə/*She was wearing jeans and a T-shirt.***welcome** /welkəm/*We welcomed the newcomers warmly.***win** /wɪn/*We won the race easily.***wish** /wɪʃ/*I wish to make a complaint.***wonder** /wʌndə/*I wonder where they are.***work** /wɜ:k/*We work eight hours a day.*

worry /wʌri/

Everything will be fine. Don't worry!

write /raɪt/

I never write letters anymore.

Your language

Answers

Review 1

A 1 forgot 2 agree 3 gained 4 suffer 5 believe

B 1 wish 2 decide 3 improved 4 fallen 5 met

Review 2

A 1d; 2a; 3e; 4b; 5c

B 1 lie 2 keep 3 travelled

C 1 I don't mind. 2 I prefer the Brasserie.

3 I suggest the Bistro.

Review 3

A 1 doesn't fit 2 cost 3 tried 4 refuse

B 1 complained 2 spent 3 pay 4 save

Review 4

A 1 check 2 expect 3 invited 4 understand

5 obtained

B 1b; 2d; 3a; 4e; 5c

Review 5

A 1 employs 2 produced 3 increased 4 aim

5 reach

B 1 say 2 expresses 3 ask 4 answer 5 discuss

W

Ev

W

I r

Review 6

- A 1 stop 2 wonder
 B 1 has/'s happened 2 wonder 3 depends 4 miss
 5 replace

Review 7

- A 1 lost 2 dropped 3 prevented 4 laughed
 5 started
 B 1 Smile 2 add 3 included 4 encouraged
 5 run

**Review 8**

- A 1 admitted 2 denied 3 attended 4 signed 5 worried
 B 1 warned 2 caught 3 won 4 hear

Review 9

- A 1 imagined/have imagined 2 have discovered 3 dies
 4 ends 5 make
 B 1 awarded 2 entered 3 acts 4 recognised 5 stars

Review 10

- A 1 had 2 got 3 has 4 get
 B 1 doing 2 makes/made 3 made 4 doing
 C 1 has 2 is 3 Did 4 was

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