

B1 ENGLISH

CHAPTER 2 Lesson 2

Grammar

In this lesson you will learn

<i>Grammar: Modals Part 2 (Unit 32-37)</i>	<i>Completed</i>		<i>Your Score</i>
	<i>Yes</i>	<i>No</i>	
❖ Unit 32: <i>must musn't needn't</i>	☐	☐	/
❖ Unit 33: <i>should</i> 1	☐	☐	/
❖ Unit 34: <i>should</i> 2	☐	☐	/
❖ Unit 35: <i>I'd better ... it's time ...</i>	☐	☐	/
❖ Unit 36: <i>would</i>	☐	☐	/
❖ Unit 37: <i>can/could/would you ...?</i> (requests, offers, permission and invitations)	☐	☐	/

A must and mustn't

You **must** do something = it is necessary that you do it:

- ☐ Don't tell anybody what I said. You **must keep** it a secret.
- ☐ We don't have much time. We **must hurry**.

You **mustn't** do something = don't do it:

- ☐ You **must** keep it a secret. You **mustn't** tell anyone. (= don't tell anyone)
- ☐ We **must** be very quiet. We **mustn't** make any noise.

B needn't and don't need to

You **needn't** do something = it's not necessary to do it (but you can if you want):

- ☐ We have plenty of time. We **needn't hurry**. (= it is not necessary to hurry)
- ☐ Joe can stay here. He **needn't come** with us. (= it is not necessary for him to come)

You can also use **don't/doesn't need to**:

- ☐ We **don't need to** hurry.

Note that we say '**don't need to do**', but '**needn't do**' (*without to*).

Compare **needn't** and **mustn't**:

- ☐ You **needn't** tell Steve. I can tell him myself. (= it is not necessary)
- ☐ You **mustn't** tell Steve. I don't want him to know. (= don't tell him)

C needn't have (done)

Study this example situation:



Paul and Sarah reserved a table at a restaurant.

But when they went to the restaurant, it was almost empty.

They **needn't have reserved** a table.

This means: they reserved a table, but now they know this was not necessary.

Compare **needn't (do)** and **needn't have (done)**:

- ☐ Everything will be OK. You **needn't worry**. (it is not necessary)
- ☐ Everything was OK. You **needn't have worried**. (you worried, but it was not necessary)

D needn't have (done) and didn't need to (do)

He **needn't have done** something = he did it, but now we know that it was not necessary:

- ☐ Why did he get up at 5 o'clock? He **needn't have got** up so early. He could have stayed in bed longer.

He **didn't need to do** something = it was not necessary to do it. It doesn't matter whether he did it or not:

- ☐ He **didn't need to get** up early, so he didn't.
- ☐ He **didn't need to get** up early, but it was a beautiful morning, so he did.

You can also say 'He **didn't have to** get up' in these examples.

Exercises

32.1 Which goes with which? Find the sentences with a similar meaning.

- 1 You must be very quiet.
- 2 You must remember your password.
- 3 You must be brave.
- 4 You must be on time.
- 5 You must leave the furniture as it is.
- 6 You must go away.
- 7 You must forget what happened.

- a You mustn't stay here.
- b You mustn't be afraid.
- c You mustn't think about it.
- d You mustn't forget it.
- e You mustn't be late.
- f ~~You mustn't make any noise.~~
- g You mustn't move anything.

- 1 f
- 2
- 3
- 4
- 5
- 6
- 7

32.2 Which is correct?

- 1 We have plenty of time. We ~~mustn't~~ / needn't hurry. (needn't is correct)
- 2 I have to talk to Gary. I must / mustn't remember to call him.
- 3 I have to talk to Gary. I mustn't / needn't forget to call him.
- 4 There's plenty of time for you to decide. You mustn't / don't need to decide now.
- 5 These are important documents. We mustn't / needn't lose them.
- 6 You mustn't / needn't wait for me. You go on and I'll join you later.
- 7 This is a dangerous situation and we need to be careful. We mustn't / needn't do anything stupid.
- 8 I understand the situation perfectly. You mustn't / don't need to explain further.
- 9 A: What sort of house do you want to buy? Something big?
B: It mustn't / needn't be big – that's not so important. But it must / mustn't have a nice garden.

32.3 Complete the sentences. Use **needn't + verb**. Choose from:

come keep ~~leave~~ walk worry

- 1 We have plenty of time. We needn't leave yet.
- 2 I can manage the shopping alone. You with me.
- 3 We all the way home. We can get a taxi.
- 4 You can delete these emails. You them.
- 5 I'll be all right. You about me.

32.4 Write two sentences for each situation. Use **needn't have** in the first sentence and **could have** in the second (as in the example). For **could have**, see Unit 27.

- 1 Why did you rush? Why didn't you take your time?
You needn't have rushed. You could have taken your time.
- 2 Why did you walk home? Why didn't you take a taxi?
.....
- 3 Why did they stay at a hotel? Why didn't they stay with us?
.....
- 4 Why did she phone me at 3 am? Why didn't she wait until the morning?
.....
- 5 Why did you shout at me? Why weren't you more patient?
.....

32.5 Are these sentences OK? Change them where necessary.

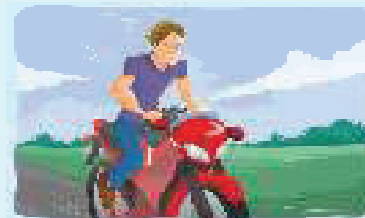
- 1 We have plenty of time. We don't need hurry. We don't need to hurry.
- 2 Keep it a secret. You mustn't tell anybody. OK
- 3 You needn't to shout. I can hear you perfectly.
- 4 I needn't have gone out, so I stayed at home.
- 5 This train is direct. You don't need to change.
- 6 You mustn't lock the door. It's OK to leave it unlocked.
- 7 I needn't have said anything, so I kept quiet.
- 8 I needn't have said anything. I should have kept quiet.

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 improve schools.
- ☐ A: **Should** we **invite** Stephanie to the party?
B: Yes, I think we **should**.
- ☐ The man on the motorbike **should be wearing** a helmet.



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

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

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

- ☐ **I think** the government **should do** more to improve schools.
- ☐ **I don't think** you **should work** so hard.
- ☐ A: **Do you think** I **should apply** for this job?
B: Yes, **I think** you **should**.

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

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

B

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

- ☐ Where's Tina? She **should be** here by now.
(= she isn't here yet, and this is not normal)
- ☐ The price on this packet is wrong. It **should be** £2.50, not £3.50.

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

- ☐ Helen has been studying hard for the exam, so she **should pass**.
(= I expect her to pass)
- ☐ There are plenty of hotels in the town. 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 a good 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 long ago.

You **shouldn't have done** something = you did it, but it wasn't a good thing to do:

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

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** in the sentences on this page.

We say 'ought to do' (with **to**):

- ☐ Do you think I **ought to apply** for this job? (= Do you think I **should apply** ...?)
- ☐ Jack **ought not to go** to bed so late. (= Jack **shouldn't go** ...)
- ☐ It was a great party last night. You **ought to have come**. (= You **should have come**)

Exercises

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

~~go away for a few days~~
put some pictures on the walls

stay up so late
take a picture

look for another job
worry so much

- 1 Anna needs a change. *She should go away for a few days.*
- 2 Your salary is very low. You
- 3 Jack always finds it hard to get up. He
- 4 What a beautiful view! You
- 5 Laura is always anxious. She
- 6 Dan's room isn't very nice.

33.2 Complete the sentences. Choose from:

should solve
should receive

should be working OK
~~should pass the exam~~

shouldn't cost more
should be much warmer

shouldn't take long
should be here soon

- 1 Helen has been studying hard, so she *should pass the exam*.
- 2 Joe hasn't arrived yet, but he
- 3 The TV has been repaired. It now.
- 4 It to get to the hotel. About 20 minutes.
- 5 I sent the documents to you today, so you them tomorrow.
- 6 The weather is unusually cold. It at this time of year.
- 7 The best way to get to the airport is by taxi. It than ten pounds.
- 8 If you have a problem with the computer, try restarting it. That the problem.

33.3 Complete the sentences. Use **should ...** or **should have ...** + the verb in brackets.

- 1 You look tired. You *should go* to bed. (go)
- 2 You missed a great party last night. *You should have come* (come)
- 3 I'm in a difficult position. What do you think I now? (do)
- 4 I'm sorry that I didn't take your advice. I what you said. (do)
- 5 We lost the game, but we were the better team. We (win)
- 6 We don't see you enough. You and see us more often. (come)
- 7 We went the wrong way and got lost. We right, not left. (turn)
- 8 My exam results weren't good. I better. (do)

33.4 Read the situations and write sentences with **should** / **should have** / **shouldn't** / **shouldn't have**.

- 1 I'm feeling sick. I ate too much.
I shouldn't have eaten so much.
- 2 When we got to the restaurant, there were no free tables. We hadn't reserved one.
We
- 3 Laura told me her address, but I didn't write it down. Now I can't remember the house number.
I
- 4 The shop is open every day from 8.30. It is 9 o'clock now, but the shop isn't open yet.
.....
- 5 I was looking at my phone. I wasn't looking where I was going. I walked into a wall.
.....
- 6 Kate is driving. The speed limit is 30 miles an hour, but Kate is doing 50.
She
- 7 I wasn't feeling well yesterday, but I went to work. That was a mistake. Now I feel worse.
.....
- 8 Tomorrow there is a football match between Team A and Team B. Team A are much better.
.....
- 9 I was driving. The car in front stopped suddenly and I drove into it. It wasn't my fault.
The driver in front

A You can use **should** after:

insist demand recommend suggest propose

- ☐ I **insisted** that he **should apologise**.
- ☐ Doctors **recommend** that everyone **should eat** plenty of fruit.
- ☐ What do you **suggest** we **should do**?
- ☐ Many people are **demanding** that something **should be done** about the problem.

also

It's important/vital/necessary/essential that ... **should** ...:

- ☐ **It's essential** that everyone **should be** here on time.

B You can also leave out **should** in the sentences in section A. So you can say:

- ☐ **It's essential** that everyone **be** here on time. (= ... that everyone **should be** here ...)
- ☐ I **insisted** that he **apologise**. (= ... that he **should apologise**)
- ☐ What do you **suggest** we **do**?
- ☐ Many people are **demanding** that something **be done** about the problem.

This form (**be/do/apologise** etc.) is called the *subjunctive*. It is the same as the *infinitive* (without **to**).

You can also use normal present and past forms:

- ☐ It's **essential** that everyone **is** here on time.
- ☐ I **insisted** that he **apologised**.

C We do not use **to** ... with **suggest**. You can say:

- ☐ What do you **suggest we should do**?
- or What do you **suggest we do**? (*but not* What do you suggest us to do?)
- ☐ Jane won the lottery.
- I **suggested** that she **should buy** a car with the money she won.
- or I **suggested** that she **buy** a car.
- or I **suggested** that she **bought** a car. (*but not* I suggested her to buy)

You can also use **-ing** after **suggest** (What do you **suggest doing**?). See Unit 53.

D You can use **should** after some adjectives, especially:

strange odd funny typical natural interesting surprised surprising

- ☐ It's **strange** that he **should be** late. He's usually on time.
- ☐ I was **surprised** that he **should say** such a thing.

E You can say '**if** something **should** happen ...'. For example:

- ☐ We have no jobs at present, but **if** the situation **should change**, we will contact you.

You can also begin with **should** (**Should** something happen ...):

- ☐ **Should** the situation **change**, we will contact you.

This means the same as '**if** the situation **changes**, ...'. With **should**, the speaker feels that the possibility is smaller.

F You can use **I should** ... / **I shouldn't** ... to give advice. For example:

- ☐ 'Shall I leave now?' 'No, **I should wait** a bit.' (= I advise you to wait)

Here, **I should** ... = 'I would ... if I were you', 'I advise you to ...'. Two more examples:

- ☐ 'I'm going out now. Is it cold outside?' 'Yes, **I should wear** a coat.'
- ☐ **I shouldn't stay** up too late. You have to be up early tomorrow.

Exercises

34.1 Complete the second sentence so that it means the same as the first.

- 'It would be a good idea to eat more fruit,' the doctor said to me.
The doctor recommended that I should eat more fruit.
- 'You really must stay a little longer,' she said to me.
She insisted that I
- 'Why don't you visit the museum after lunch?' I said to them.
I suggested that
- 'You must pay the rent by Friday,' the landlord said to us.
The landlord demanded that
- 'Let's go to the cinema,' Chris said to me.
Chris suggested that

34.2 Two of these sentences are not correct. Change the two that are not correct.

- Tom suggested that I look for another job. OK
- I called Tina and suggested that we meet for coffee.
- What do you suggest me to do?
- What sort of car do you suggest I should buy?
- I suggest you to read this book.
- I suggested that Anna learn to drive.

34.3 Complete the sentences using **should + verb. Choose from:**ask ~~be~~ be done leave say vote worry

- It's strange that he should be late. He's usually on time.
- It's funny that you that. I was thinking the same thing.
- It's only natural that parents about their children.
- Isn't it typical of Joe that he without saying goodbye to anybody?
- I was surprised that they me for advice. What advice could I give them?
- This is a democratic election, and it's important that you
- The bridge needs to be repaired. It's essential that the work as soon as possible.

34.4 Complete the sentences using **If ... should Choose from:**anyone / ask ~~the situation / change~~ it / rain there / any problems

- We have no jobs at present. If the situation should change, we'll let you know.
- I've hung out the washing to dry on the balcony. If, can you bring it inside?
- I think everything will be OK., I'm sure we'll be able to solve them.
- I don't want anyone to know where I'm going., say you don't know.

Now complete the same sentences beginning with **Should**

- Should the situation change, we'll let you know.
-, can you bring the washing inside?
-, I'm sure we'll be able to solve them.
- where I'm going, say you don't know.

34.5 Complete the sentences using **I should. Choose from:**call get keep ~~wait~~

- 'Shall I leave now?' 'No, I should wait a bit.'
- 'Shall I throw these things away?' 'No, them. You may need them.'
- 'Shall I go and see Paul?' 'Yes, but him first.'
- 'Is it worth getting this computer repaired?' 'No, a new one.'

I'd 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 do it, there will be a problem or a danger:

- ☐ I have to meet Amy in ten minutes. **I'd better go** now or I'll be late.
- ☐ 'Shall I take an umbrella?' 'Yes, **you'd better**. It might rain.'
- ☐ **We'd better stop** for petrol soon. The tank is almost empty.

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

- ☐ A: That jacket looks good on you. Are you going to buy it?
B: **I'd better not**. It's very expensive.
- ☐ You don't look very well. **You'd better not go** out tonight.

Remember that:

I'd better = I **had** better, **you'd better** = you **had** better etc.

- ☐ **I'd better** phone Chris, **hadn't** I?
- ☐ We **had better** go now.

Had is normally past, but we use **had better** for the present or future, *not* past.

- ☐ I'd better go **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 late. **You'd better go**. or You **should go**. (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** means only 'it is a good thing to do'. Compare:

- ☐ It's a great film. You **should** go and see it. (but no problem if you don't)
- ☐ The film starts at 8.30. **You'd better** go now or you'll miss the beginning.

C

it's time ...You can say **It's time** (for somebody) **to** ...:

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

But you can also say:

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

When we use **it's time** + past ('it's time we **went**' etc.), the meaning is present, *not* past:

- ☐ **It's time** they **were** here. Why are they so late? (*not* It's time they are here)

It's time somebody **did** something = they should have already done it or started it.

We often use this structure to criticise or to complain:

- ☐ This situation can't continue. **It's time** you **did** something about it.
- ☐ He's very selfish. **It's time** he **realised** that he isn't the most important person in the world.

You can also say **It's about time** ...:

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

Exercises

35.1 Read the situations and write sentences with **'d better** or **'d better not**. Choose a verb from:

check disturb go put reserve ~~take~~

- You're going out for a walk with a friend. It looks as if it might rain.
You say: We'd better take an umbrella.
- You and Kate plan to go to a restaurant tonight. It will be busy.
You say to Kate: We a table.
- Oliver has just cut himself. It's bleeding and he'll need a plaster on it.
You say to him: You on it.
- Rebecca doesn't look well this morning – not well enough to go to work.
You say to her: this morning.
- You're going to the cinema, but you're not sure what time the film starts.
You say: the film starts.
- You need to talk to your boss, but she's very busy right now.
You say to a colleague: right now.

35.2 Is **had better** OK in these sentences? Change to **should** where necessary.

- I have an appointment in ten minutes. I'd better go now or I'll be late. OK
- You'd better set your alarm. You have to get up early tomorrow.
- I'm glad you came to see us. You'd better come more often.
- She'll be sad if we don't invite her to the party, so we'd better invite her.
- It's nearly time to go out. I'd better get ready.
- I think everybody had better learn a foreign language.
- We've just missed the last bus. We'd better get a taxi.

35.3 Complete the sentences. Choose from the box.

- It might rain. We'd better take an umbrella.
- Ben needs to know what happened. Somebody better tell him.
- We'd better park the car here. The road is too narrow.
- You brush your teeth at least twice a day.
- What are we going to do? It's time decide.
- better not be late. It's an important meeting.
- It's time they here. They promised they wouldn't be late.
- The window is open. You'd close it before you go out.
- We'd better leave as soon as possible, we?
- The government should something about the problem.
- It's time the government something about the problem.
- It's time something done about the problem.

better
do
did
had
hadn't
I'd
not
to
~~**take**~~
should
was
were

35.4 Read the situations and write sentences with **It's time** (somebody **did** something).

- You're at a friend's house. You planned to go home at 11 o'clock. It's already 11 o'clock now.
(I / go) It's time I went home.
- You haven't had a holiday for a very long time. You need one now.
(I / holiday) It's time
- It's 10 o'clock. It's after the children's bedtime. You think they should be in bed.
(children / bed)
- You didn't realise it was so late. You need to start cooking dinner.
(start / cook) dinner.
- Kate is always complaining about everything. You think she complains too much.
(stop / complaining) about everything.
- The company you work for has been badly managed for a long time. You think some changes should be made.
(changes / make) in the way the company is run.

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 sea.
- ☐ A: Shall 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 something that didn't happen in the past:

- ☐ They helped us a lot. I don't know what we'd **have done** without their help.
(we'd have done = we **would** have done)
- ☐ It's a shame you didn't see the film. You **would have liked** it.
- ☐ I didn't tell Sam what happened. He **wouldn't have been** pleased.

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

- ☐ I **would call** Lisa, but I don't have her number. (*now*)
I **would have called** Lisa, 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 38–40):

- ☐ I **would call** Lisa **if** I had her number.
- ☐ I **would have called** Lisa **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** Lisa. I have her number.
I'd **call** Lisa, 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:

<i>present</i>		<i>past</i>
☐ TOM: I'll call you on Sunday.	→	Tom said he'd call me on Sunday.
☐ AMY: I promise I won't be late.	→	Amy promised that she wouldn't be late.
☐ LISA: Oh, no! The car won't start .	→	Lisa was annoyed because her car wouldn't start .

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)

C

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

- ☐ When we were children, we lived by the sea. In summer, if the weather was fine, 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 18):

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

Exercises

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

- 1 (a place you'd love to live) *I'd love to live by the sea.*
- 2 (a job you wouldn't like to do)
- 3 (something you would love to do)
- 4 (something that would be nice to have)
- 5 (a place you'd like to go to)

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

be be do do enjoy enjoy have stop

- 1 They helped us a lot. I don't know what we *would have done* without their help.
- 2 You should go and see the film. I think you it.
- 3 It's a pity you couldn't come to the party last night. You it.
- 4 Shall I apply for the job or not? What you in my position?
- 5 I was in a hurry when I saw you. Otherwise I to talk.
- 6 We took a taxi home last night, but got stuck in the traffic. It quicker to walk.
- 7 Why don't you go and see Clare? She very pleased to see you.
- 8 In an ideal world, everybody enough to eat.

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

- 1 I'd like to go to Australia one day.
- 2 I wouldn't like to live on a busy road.
- 3 I'm sorry your trip was cancelled.
- 4 I'm looking forward to going out tonight.
- 5 I'm glad we didn't go out in the rain.
- 6 I'm not looking forward to the trip.

- a It wouldn't have been very nice.
- b It would have been fun.
- c ~~It would be nice.~~
- d It won't be much fun.
- e It wouldn't be very nice.
- f It will be fun.

- 1 *c*
- 2
- 3
- 4
- 5
- 6

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

- 1 I wonder why Laura is late. *She promised she wouldn't be late.*
- 2 I wonder why Steve hasn't called me. He promised
- 3 Why did you tell Amy what I said? You
- 4 I'm surprised they didn't wait for us. They

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

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

36.6 Complete the sentences using *would* (section C). Choose from these verbs:

forget shake share smile stay ~~walk~~

- 1 Whenever Richard was angry, he *would walk* out of the room.
- 2 We used to live next to a railway line. Every time a train went past, the house
- 3 Katherine was always very generous. She didn't have much, but she what she had with everyone else.
- 4 You could never rely on Joe. It didn't matter how many times you reminded him to do something, he always
- 5 When we were children, we used to go to the beach a lot. We there all day playing in the sand and swimming in the sea.
- 6 Lucy was always friendly. Whenever I saw her, she always and say hello.

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 moment, please?
- or ☐ **Could you** wait a moment, please?
- ☐ Helen, **can you** do me a favour?
- ☐ Excuse me, **could you** tell me how to get to the bus station?

You can say **Do you think you could** ... ? :

- ☐ **Do you think you could** take me to the airport?
(not Do you think you can)

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 shop) **Can I have** these postcards, please? or **Can I get** these postcards, please?
- ☐ (in a restaurant) **Could we have** the menu, please? or **Can we have** the menu, please?

May I have ... ? is also possible:

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

C

Asking to do things

We use **can I** or **could I** to ask to do something:

- ☐ (on the phone) Hello, **can I** speak to Steve, please?
- ☐ **'Could I** use your phone charger?' 'Sure.'
- ☐ **Do you think I could** borrow your bike?

May is also possible:

- ☐ **May I ask you a question?**

May is more formal than **can** or **could**.

You can also say:

- Do you mind if I ... ?**
- Is it all right if I ... ? / Is it OK if I ... ?**
- ☐ **Do you mind if I** use your phone charger?
- ☐ **'Is it all right if I** sit here?' 'Yes, of course.'

Could I use your phone charger?



D

Offering and inviting

You can use **Can I ... ?** to offer to do something:

- ☐ **'Can I** help you?' 'No, it's OK. I can manage, thanks.'
- ☐ **'Can I** get you some coffee?' 'That would be nice.'

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

- ☐ **'Would you like** some coffee?' 'No, thanks.'
- ☐ **'Would you like** to eat with us tonight?' 'That would be great.'

I'd like ... (= I would like) is a polite way to say what you want:

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

Exercises

37.1 Which goes with which?

- 1 Could you pass the sugar?
- 2 Would you like to go to the cinema?
- 3 Can I use your toilet?
- 4 Do you mind if I leave work early?
- 5 Can you do me a favour?
- 6 Would you like something to eat?
- 7 Can I give you a hand?
- 8 I'd like some fresh air.

- a It depends what you want me to do.
- b No, that's fine.
- c Me too. Let's go out for a walk.
- d Sure. It's the door on the left.
- e ~~Yes, here you are.~~
- f No, it's all right. I can manage, thanks.
- g Maybe. What's on?
- h No, thanks. I'm not hungry.

- 1 e
- 2
- 3
- 4
- 5
- 6
- 7
- 8

37.2 Complete the sentences. Choose from:

I'd like
~~Can I give~~

Would you like to try
Would you like to come

Do you mind
Would you like

Can I take
I'd like to

- 1 You're driving and you see a friend walking along the road. You stop and say:
Hi Joe. Can I give you a lift?
- 2 You're making a cold drink for your friend. Perhaps he wants ice. You ask:
..... ice in your drink?
- 3 You're ordering something to eat in a cafe. You say:
..... a chicken salad, please.
- 4 You have an extra ticket for a concert. Maybe your friend will come. You ask:
..... to a concert tomorrow night?
- 5 You answer the phone. The caller wants to speak to Lisa. You say:
Lisa's not here. a message?
- 6 You need to see a dentist. You phone for an appointment. You say:
Hello. make an appointment, please.
- 7 You work in a shoe shop. A customer asks you about some shoes. You ask:
..... them on?
- 8 You go into a cafe and see some people you know. You ask:
..... if I join you?

37.3 What would you say in these situations?

- 1 You're carrying a lot of things. You can't open the door yourself. There's a man near the door.
You say to him: Could you open the door, please?
- 2 You've finished your meal in a restaurant and now you want the bill.
You ask the waiter:
- 3 You've filled in some forms in English. You want your friend to check them for you.
You ask your friend:
- 4 The woman in the next room is playing music. It's very loud. You want her to turn it down.
You say to her:
- 5 You're on a train. The window is open and you're cold. You'd like to close it.
You ask the man next to you:
- 6 You're on a bus. You have a seat, but an elderly man is standing. You offer him your seat.
You say to him:
- 7 You're a tourist. You want to go to the station, but you don't know how to get there.
You ask at your hotel:
- 8 You are in a clothes shop. You see some trousers you like and you want to try them on.
You say to the shop assistant:
- 9 You meet a very famous person. You want to get his/her autograph.
You ask: