

step [step] krok  
 giant ['dʒaɪənt] olbrzymi  
 mankind [mæn'kaɪnd] ludzkość  
 leap [li:p] skok

Where and by whom were the following words said: 'It's one small step for (a)\* man but one giant leap for mankind'?

The words 'It's one small step for (a) man but one giant leap for mankind' were said by Neil Armstrong when Apollo 11 landed on the moon in 1969 and he made his first step on the moon's surface.

Are a child's first steps important to the parents?

Yes, a child's first steps are important to the parents.

What giant animals became extinct some 60 million years ago?

Dinosaurs became extinct some 60 million years ago.

Has mankind made a giant leap in technological development since the 19<sup>th</sup> century?

Yes, mankind has made a giant leap in technological development since the 19<sup>th</sup> century.

When do people say that they take one step forward but two steps back?

People say they take one step forward but two steps back when the situation gets worse instead of getting better.

\*Some people claim Neil Armstrong didn't use the indefinite article 'a' although he should have.



# Grammar Lesson 6

## have something done

We use *have something done* when somebody does something for us because we don't want to do it or can't do it ourselves.  
 e.g. *I am having my car repaired at the garage.*  
 (= I can't repair the car myself, the mechanic is doing it for me)

### Exercise 1

Olivia became the new CEO of the company. She had most things done for her by her employees Oscar and Norton. Write sentences. Use 'have something done' and the information in brackets. Add all the necessary words.

- (Norton; analyse; sales; prepare; annual report)  
 Olivia ... *had the sales analysed and the annual report prepared* ... for her by Norton.
- (Oscar; send; company car; mechanic)  
 Olivia ..... mechanic by Oscar.
- (Oscar; find; hotel room; Rome)  
 Olivia ..... by Oscar.
- (Norton; update; company website)  
 Olivia ..... by Norton.
- (Norton; write; speech; conference)  
 Olivia .....
- (Norton; change; operating system)  
 Olivia .....
- (Oscar; book; holiday; Hawaii)  
 Olivia .....
- (Norton; antivirus software; install)  
 Olivia .....
- (Oscar; make; reservation; table; favourite restaurant)  
 Olivia .....
- (Norton; trademark; register)  
 Olivia .....



## Exercise 2

Write what someone is / was / etc. about to do. Use the verbs in brackets.

### be about + infinitive

Look! That man is just about to jump out!

– He's already standing in the window.

- Jacob has taken his smartphone out of his pocket. He *is about to make a call*.
- Tyson came to the cash dispenser and he (draw) ..... money from his account when he was suddenly assaulted by an unknown attacker.
- The train arrived at the platform. Mia (get on) ..... when she heard the announcement.
- They (be served) ..... the appetizers when Chloe discovered a fly in her glass.
- The burglar broke the glass in the door and entered the house. He (steal) ..... the jewellery when he heard the police siren.
- Truman is a bit nervous. He (explain) ..... the misunderstanding.
- The judge asked him to stand up. She (decide) ..... if he was guilty.
- Waldo has asked for a lighter. He (light) ..... a cigarette.
- Ulysses pressed the green button. He (answer) ..... the call.
- Vivian released the brake and she (start) ..... the engine when she realized she had run out of petrol.



## Exercise 3

Complete the sentences with 'must' or 'should'. Choose one that suits best.

- You ... *must* ... remember to put the brake on if you leave the car on a hill.
- I have no doubt that you ..... drink less if you don't want to suffer from a hangover.
- The doctor says you ..... take the antibiotic if you want to recover quickly.
- I truly believe that people of all races ..... have equal rights.
- We ..... give them our reply. Otherwise they won't sign the contract.

- 'Manuel, you ..... go on a diet if you really care about your weight,' said Micky.
- You ..... switch off the engine when fuelling up the car.
- I ..... avoid potato crisps and any junk food. I had liver surgery two weeks ago.
- The Prime Minister ..... stand down. He is too incompetent to govern the country.
- When you arrive in the UK, you ..... get used to driving on the left.

## Exercise 4

Use 'should + perfect infinitive' to complete the sentences.

### I should have bought it.

*I shouldn't have told her about it* means that I told her about something but it was wrong of me to do it.

- Dakota forgot to bring her tablet. Her friend *should have reminded* her to take it.
- Omar almost killed a woman and her child at a crossing. He (stop) ..... when he saw the other car slowing down.
- Customers didn't buy their new ebook reader. They (lower) ..... the price to encourage them.
- Corrie is sick. She (not eat) ..... this gross pudding.
- Debra misunderstood his reply. She (read) ..... the email more carefully.
- Parker still hasn't recovered from the illness. He (follow) ..... the doctor's advice and (take) ..... the antibiotic.
- River can't afford to pay for the trip. He (not spend) ..... so much money for the games.
- Sue got a parking ticket. She (not leave) ..... the car in the place for the disabled.
- Ron had to pay quite a lot for the hotel room. He (book) ..... earlier to receive a discount.
- He was dismissed from work. He (not treat) ..... his employees without respect.





### Exercise 5

Complete the sentences with 'mustn't' or 'don't / doesn't have to'.

*Needn't / don't have to* - an action isn't necessary.  
You *don't have to / needn't* drive so fast because we've got a lot of time.

*Mustn't* - shows it's wrong to do something = can't  
You *mustn't* drive so fast because you may cause an accident.

1. You ... *mustn't* ... use this copy for longer than 30 days. It's a trial version.
2. Nash ..... pay for the hotel room. It's free of charge.
3. Clair ..... eat so much if she doesn't want to put on weight.
4. You ..... print more copies. I have already printed out enough.
5. Oliver ..... charge the battery in his notebook more than once a day. It's very efficient.
6. Charles ..... ride his motorbike without a helmet. If he had an accident, he might get seriously hurt.
7. You ..... drive so fast if you don't want to get a ticket for speeding.
8. Ron ..... to visit his bank in person. He can settle most things online.
9. The students ..... open their notebooks during the exam.
10. You ..... take a map. I have brought my GPS.



### Exercise 6

Choose the most suitable modal verb.

1. Schoolchildren *don't need to / mustn't* be bullied at school.
2. People *mustn't be / don't need to* be prejudiced against race or religion.
3. You *don't have to / mustn't* recommend anything. We have already chosen a hotel.
4. Drivers *mustn't / don't have to / needn't* get violent while driving.
5. Dalton *doesn't have to / mustn't* apologize. I have already forgiven him.
6. In my opinion, the government *mustn't / shouldn't* raise the VAT tax.
7. You *mustn't / don't have to* press the button. It's pointless. The battery isn't charged.
8. Sal *doesn't need to / mustn't* put the brake on in his car. Leaving it in gear will do.
9. They *don't have to / mustn't* serve the dessert. I'm full.
10. The road sign says that you *mustn't / don't have to* turn right.



### Exercise 7

Complete the sentences describing what should / shouldn't have been done.



1. Nanny has injured her neck. She (not go skiing) ... *shouldn't have gone skiing yesterday* ... .



2. The children have made a lot of mess in the kitchen. They (not be left) ..... alone.



3. Cedric is having a sudden heart attack. He (visit) ..... his doctor much earlier.



4. Danielle is angry with Noah. He (tell) ..... her he was leaving.



5. Jacob and Judy are having an argument. Jacob (not spend) ..... all their money on gambling.



6. Jared needs advice. He invested some money in a company selling gold. He (ask) ..... his aunt first.

## Exercise 8

Match a beginning of a sentence (1-12) with an ending (a-l).

- |  |   |
|--|---|
| 1. You mustn't smoke (1-c)                   | a) you should have had the memory upgraded.                 |
| 2. The pilot should have informed            | b) you shouldn't have lain in the sun for so long.          |
| 3. They should have chosen                   | c) in her presence because she is pregnant.                 |
| 4. If you needed the notebook to work faster | d) for his job interview.                                   |
| 5. Alisha doesn't need to book the table     | e) extra meals as some guests have cancelled their booking. |
| 6. Cameron must wear formal clothes          | f) as I was only joking.                                    |
| 7. Baldwin doesn't have to be so touchy      | g) and she would have bought the skirt much cheaper.        |
| 8. Destiny should have been more patient     | h) your work if you don't want to lose data                 |
| 9. You mustn't forget to backup              | i) the flight attendant about the coming turbulence.        |
| 10. If you didn't want to get sunburnt       | j) as customers know its products are top quality.          |
| 11. Benson doesn't need to prepare           | k) a different road if they wanted to arrive on time.       |
| 12. The shop doesn't have to advertise       | l) as I have already called the restaurant.                 |

## Exercise 9

Decide whether the sentences below are correct (C) or incorrect (I). Underline the mistakes and write the appropriate sentences.

- You mustn't buy any juice. I have already done the shopping. (I)  
You don't have to buy any juice. I have already done the shopping.
- You don't need to bring the console. I'll let you use mine. ( )  
.....
- Callaghan shouldn't start the price war with his competition. He has lost and the company had to go bankrupt. ( )  
.....
- Dean has had painted his flat. The total cost was lower than he had expected. ( )  
.....
- You shouldn't had left your car here. You wouldn't have get a parking ticket. ( )  
.....
- You mustn't lock the door. It locks automatically. ( )  
.....
- Benson is delivering a speech. He had it written by a journalist. ( )  
.....
- You don't need to download the file. It's illegal. ( )  
.....
- Ashley shouldn't have mentioned their affair. It has caused a lot of misunderstanding. ( )  
.....
- Candy mustn't be so jealous. Clive will never cheat on her. ( )  
.....
- My apartment has been broken into. I will need to had the lock changed. ( )  
.....
- Bishop should have seen the play. It would help him with his essay. ( )  
.....

## Exercise 10

Complete each sentence using the word(s) in bold.

- Destiny has failed to arrive on time. She ... *should have woken up* ... earlier.  
**should / wake**
- Alisha is calling her mechanic. She .....  
..... **have / repair / car**
- Tye has gone shopping. His wife is calling him to tell him he .....  
..... as she bought some yesterday.  
**need / buy / sparkling water**
- Eden booked two rooms. He .....  
..... as his assistant had booked them the day before.  
**should / not / reservation**
- Vivian couldn't install the application update. Perhaps she .....  
..... **should / read / manual**
- You ..... so fast here. The road sign limits the  
speed to 40 km / h. **must / drive**
- The notice says passengers ..... on the bus.  
**must / smoke**
- People ..... all the natural resources if they want  
to survive. **must / use up**
- Tucker doesn't print his documents. He .....  
..... by a professional company. **have / print**
- Elijah wasn't able to reinstall the operating system on his ultrabook. He .....  
..... by his friend Edison, a computer genius.  
**have / reinstall**
- They got completely lost on the motorway. Delmar .....  
..... **should / not / forget / GPS**
- Edmund couldn't pay for the fuel at the petrol station. He .....  
..... **remember / take / card**
- Delmar tried to explain that if I had wanted to keep them interested I .....  
.....  
**prepare / chart presentation**
- The bank manager insists that I ..... in person to sign  
the papers. I can send them by post. **not / have / come**

## Exercise 11

Write the missing adjectives.



1. Viola is very a \_ \_ \_ y.



2. The kids are quite  
c h \_ \_ \_ \_ l.



3. Edgar is j \_ \_ \_ \_ s of  
Barbara.



4. The man is very  
d \_ \_ \_ \_ \_ d to  
explain everything.



5. Virgil is really very  
d \_ \_ \_ \_ \_ d that  
he has been dismissed.



6. Dilbert is e \_ \_ \_ \_ \_ d  
after working all day.



7. Gill is e \_ \_ \_ \_ \_ d  
that everyone has seen  
these photos on the  
Internet.



8. The dog is s \_ \_ \_ \_ \_ n.  
It doesn't want to  
move.



9. Max is a very c \_ \_ \_ \_ r  
boy. He can read and  
write although he's 4.



10. He is p \_ \_ \_ \_ \_ d  
against old people.



11. Valerie is very  
s \_ \_ \_ \_ \_ h. She has  
bought most of the  
things for herself.



12. Donny is a very  
v \_ \_ \_ \_ \_ t person.  
He easily gets mad.



## Exercise 12

Underline the most suitable word.

1. He warned the boy not to touch / hit it as it was hot.
2. She had to return home in order to take the phone she had *forbidden* / forgotten.
3. Why are *flies* / moths attracted to light?
4. Do you know why Peter is so *jealous* / touchy about his looks?  
He's pretty handsome, I think.
5. She left the car on the hill and forgot to put the *radiator* / brake on.  
When she returned, she found her Toyota down at the car park wall.
6. It took her a year to *recover* / achieve from the death of her beloved uncle.
7. Susan and Steve were very happy to see their daughter take her first *leap* / steps at the age of nine months.
8. It's unfortunate that women still have to fight so many *disgusts* / prejudices at work in the 21st century.
9. Some local *delicacies* / delicious are found too gross to be eaten by foreigners.
10. I really don't understand why it always takes them so long to *display* / reply to my emails.
11. They were *avoiding* / escaping making the necessary decisions for as long as possible.
12. The company wanted to increase the profit at the *payment* / expense of their employees' wages.



## Exercise 13

Guess the word

- |  |  |
|--|--|
| 1. of the sun - <u>s o l a r</u>           | 7. very attractive - _ _ _ g e _ _ s     |
| 2. good-looking - _ a n d _ _ _ _          | 8. often - _ _ _ q u e _ _ _ y           |
| 3. two - _ o _ p _ _                       | 9. small element - _ _ _ m               |
| 4. used to doing sth - a _ _ u s _ _ _ e _ | 10. succeed in doing sth - a c _ _ _ v _ |
| 5. monthly wage - _ _ l _ r _              | 11. go down - d e _ _ _ _ e              |
| 6. almost a hotel - _ _ _ t e l            | 12. happy - c h e _ _ f _ _              |



7  
module

## pronunciation – practise the following group of words

### Sounds:

- [e] [æ] pen-pan; bed-bad; bet-bat
- [æ] [ɜ:] Jack-jerk;
- [e] [ei] bet-bait; wet-wait

### In Module 7 you will learn to:

- talk about politics
- talk about actions which were done although they weren't necessary
- respond to situations which you think are not important
  - give orders
- talk about official arrangements
  - speculate about the past
  - describe people

### Grammar in Module 7

*needn't have done / didn't have to do* 131, GL 67, GL 70

*be + infinitive* 138, 142, GL 68

*must / may / might have done* 146, GL 69

<b>wire</b> [waɪə] <b>socket</b> ['sɒkɪt] <b>plug</b> [plʌg]	drut, przewód gniazdo elektryczne 1. wtyczka 2. podłączyć wtyczkę
<b>What carries electricity?</b>	<i>Wires carry electricity.</i>
<b>Where do we usually find sockets?</b>	<i>We usually find sockets on the wall a little bit above the floor.</i>
<b>What do we use sockets for?</b>	<i>We use sockets to put a plug into in order to connect an electrical device to the electricity.</i>
<b>What do you have to make sure to do before you start repairing anything electrical?</b>	<i>You have to make sure to take the plug out of the socket before you start repairing anything electrical.</i>
<b>How long can you use your mobile phone before you have to put the plug into the socket to charge the batteries?</b>	<i>I can use my mobile phone for about two days before I have to put the plug into the socket to charge the batteries.</i>
<b>rely on</b> [ri'laɪ ɒn] <b>trust</b> [trʌst]	polegać, liczyć na 1. mieć zaufanie 2. powierzyć 3. zaufanie
<b>How much do you trust:</b> a) what you read in newspapers b) the government in your country c) people who have let you down d) teachers of English?	<i>I don't always trust what I read in newspapers.</i>

