Chapter 3

Direct and Indirect Questions (p.55)

We can use either direct or indirect questions when making requests. Indirect questions seem
more polite and a little more formal. We use phrases such as: could you tell me; would you mind
telling me; please tell me; I’d like to know to introduce indirect questions. We do not use
interrogative word order in indirect questions. If the direct question does not have a question
word such as where or when, we use if or whether in the indirect question.

Examples

<table>
<thead>
<tr>
<th>Direct Questions</th>
<th>Indirect Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>What time is it?</td>
<td>Please tell me what time it is.</td>
</tr>
<tr>
<td>Do you like living in Toronto?</td>
<td>I’d like to know if you like living in Toronto.</td>
</tr>
<tr>
<td>What does aggressive mean?</td>
<td>Could you tell me what aggressive means?</td>
</tr>
<tr>
<td>What do children learn from friendships?</td>
<td>Would you mind telling me what children learn from friendships?</td>
</tr>
<tr>
<td>Why did you move to this city?</td>
<td>Please explain why you moved to this city.</td>
</tr>
<tr>
<td>What were we arguing about?</td>
<td>I don’t know what we were arguing about.</td>
</tr>
<tr>
<td>When did you last make friends with someone new?</td>
<td>Can you tell me when you last made friends with someone new?</td>
</tr>
<tr>
<td>Are you happy here?</td>
<td>I’d like to know whether you are happy here.</td>
</tr>
</tbody>
</table>

Exercise 1
Stephanie, an ESL student, has some questions for her teacher. Rewrite them as indirect
questions.

1. What time do ESL classes end on Fridays?
   Please tell me what time ESL classes end on Fridays.
2. Do we have any tests this semester?
   Can you tell me____________________________________________________________
3. Is it all right to use an electronic dictionary in class?
   Could you tell me___________________________________________________________
4. Will we have a break this afternoon?
   Would you mind telling me__________________________________________________
5. Can I have an extension for my assignment?
   I wonder ___________________________________________________________________
6. Can you speak a little louder?
   I’d like to know ___________________________________________________________
7. Could you put the answers on the board?
   I wonder ________________________________________________________________

8. Could we close the door?
   I'd like to know _________________________________________________________

9. Can I move closer to the front of the class?
   Is it all right ____________________________________________________________

10. How long will it take me to learn English?
    Could you tell me ________________________________________________________

Exercise 2
Francis is opening a bank account. These are some questions he has for the bank manager. Rewrite them as indirect questions.

1. What kind of account should I open?
   Would you please explain what kind of account I should open?

2. How many different kinds of accounts are there?
   Could you tell me _________________________________________________________

3. Will the bank send me a monthly statement?
   Would you mind telling me ________________________________________________

4. Do I need to use a special bank card?
   Please explain ____________________________________________________________

5. Is it possible to pay bills using the bank machine?
   I'd like to know _________________________________________________________

6. How can I do my banking online?
   I wonder ________________________________________________________________

7. What are the monthly service charges?
   Do you know _____________________________________________________________

8. What special services does the bank offer?
   Could you tell me _______________________________________________________ 

9. Can I write cheques?
   Would you please tell me ________________________________________________

10. What kind of account do students usually have?
    Do you know __________________________________________________________

11. Do I need to have an account to apply for a loan?
    Would you mind telling me ______________________________________________

12. How will I get my pin number?
    Would you please explain ________________________________________________
Exercise 3
Robin has just moved to Toronto and she has a million questions about the city. Here are some things she’d like to know. Write out the direct questions.

1. I wonder what the population of this city is.
   **What is the population of this city?**

2. I’d like to know how old this city is.

3. I’d like to know when the first settlers came to Toronto.

4. I wonder where the biggest shopping centre is.

5. I need to find out how late the subways run.

6. I’d like to know where the best and the cheapest restaurants are.

7. I need to know what the temperature is like in the winter.

8. I wonder where I can buy books and music from my country.

9. I don’t know how long it will take for me to find a job.

10. I’d like to know how long it will take for me to fit in with other Torontonians.

Present Perfect Progressive (Continuous) Tense (p.60)

We use the present perfect progressive tense to indicate that an action that started in the past and is still going on at the moment of speaking. The present perfect progressive is used to talk about how long an action has been going on. We form the present perfect progressive by using *have been/has been* + verb + *ing*.

**Examples**
Diane has been teaching French since 2008.
(Diane started teaching French in 2008. She still teaches French)
Sam has been living in Barcelona for many years.
(He moved to Barcelona many years ago. He still lives in Barcelona.)
Erica and Linda have been taking English courses since they were little.
(They started taking English courses when they were little. They are still taking English courses.)
The present perfect progressive tense is formed in this way:

<table>
<thead>
<tr>
<th>Affirmative</th>
<th>Negative</th>
<th>Interrogative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have been sleeping.</td>
<td>I haven’t been sleeping.</td>
<td>Have I been sleeping?</td>
</tr>
<tr>
<td>You have been working.</td>
<td>You haven’t been working.</td>
<td>Have you been working?</td>
</tr>
<tr>
<td>He has been driving.</td>
<td>He hasn’t been driving.</td>
<td>Has he been driving?</td>
</tr>
<tr>
<td>She has been trying.</td>
<td>She hasn’t been trying.</td>
<td>Has she been trying?</td>
</tr>
<tr>
<td>It has been raining.</td>
<td>It hasn’t been raining.</td>
<td>Has it been raining?</td>
</tr>
<tr>
<td>We have been studying.</td>
<td>We haven’t been studying.</td>
<td>Have we been studying?</td>
</tr>
<tr>
<td>They have been relaxing.</td>
<td>They haven’t been relaxing.</td>
<td>Have they been relaxing?</td>
</tr>
</tbody>
</table>

**Exercise 4**

Read the story and underline all the verbs in the present perfect continuous tense. Then answer the questions.

**How I Became a Househusband**

I was running a factory and I wasn't enjoying it. Manufacturing is a hard industry. I was working eighty hours a week. I was missing out on seeing my wife and my children. I spent weekends going to meetings and returning phone calls. Things needed to change.

My wife and I decided on a lifestyle change. Two years ago she got a nursing job in a small town and I became a househusband. We have been living in a smaller house and I couldn’t be happier. Oh sure. I have been doing all the cooking. And I have been washing dishes. I’ve been doing laundry and ironing clothes. I have also been doing all the gardening. As if that isn’t enough, I have been driving our three children to school and then picking them up after school. I have been making lunches. I have been doing the grocery shopping. After school is out, I have been running around every day, taking the kids to sports activities and lessons. Most of my male friends seem puzzled. A few are amused. But I wouldn’t go back to my previous life because I have also been enjoying my life for the first time in years. I have been reading more books. I have been writing and I have been painting. I have been looking at life in a whole new way and my life is exciting and beautiful. I have made a change for the better.

1. What does the writer do for a living?

2. How long has he been doing this?

3. Where have he and his family been living?

4. What does he say about his life?
5. What two artistic activities has he been doing?

___________________________________________________________________________

6. What two activities related to food has he been doing?

___________________________________________________________________________

7. What are three household chores he has been doing?

___________________________________________________________________________

8. What three activities related to his children has he been doing?

___________________________________________________________________________

9. What has his wife been doing?

___________________________________________________________________________

10. Why does he say his life is exciting and beautiful?

___________________________________________________________________________

**Using *Since* or *For* with the Present Perfect Progressive**

We use *since* or *for* when talking about how long an action has been continuing. *For* tells us how long the action has continued. *Since* indicates when the action began.

**Examples**

- For 10 years… Since 2009…
- For 3 years… Since the end of the war…

**Exercise 5**

Complete the following sentences using *since* or *for*.

1. Mary Ann has been dancing the tango for many years.
2. My boss has been talking ______ over three hours.
3. Al has been living in New York ______ the 1990s
4. Jennifer has been playing chess ______ she was ten years old.
5. My family has been vacationing in North Bay ______ three summers.
6. The doctor has been examining a patient ______ 2:00 PM.
7. I have been trying to learn to drive ______ a very long time.
8. We have been having problems with this computer ______ we bought it.
Exercise 6
Look at the time line. Then make sentences about what Martha has been doing.

<table>
<thead>
<tr>
<th>born</th>
<th>moved to Vancouver</th>
<th>got driver’s licence</th>
<th>learned to ski</th>
<th>started business</th>
<th>bought house</th>
<th>became Canadian citizen</th>
<th>present</th>
</tr>
</thead>
</table>

1. How long has Martha been living in Vancouver?
___________________________________________________________________________

2. How long has Martha been living in her own house?
___________________________________________________________________________

3. How long has Martha been voting in Canadian elections?
___________________________________________________________________________

4. How long has Martha been running her own business?
___________________________________________________________________________

5. How long has Martha been driving a car?
___________________________________________________________________________

6. How long has Martha been skiing?
___________________________________________________________________________

7. How long has Martha been married?
___________________________________________________________________________

Exercise 7
Use these words and phrases to write sentences with the present perfect progressive tense.

   Anthony has been living in Rome since 2004.

2. Sarah and Sam / plan / buy house / two years
   _______________________________________________________________________

3. Your children / go skiing / they were five years old?
   _______________________________________________________________________

4. Abbas / not speak / English / all his life
   _______________________________________________________________________

5. Andrea / go out / Martin / they met last year
   _______________________________________________________________________

6. Julie and Sheila / share / apartment / three years?
   _______________________________________________________________________

7. How long / Canadian government / collect / statistics?
   _______________________________________________________________________
8. Catherine and Maria / write / blogs / several years

9. Canadians / pay / income tax / the end of the Second World War

10. Canadians and Americans / live / next door to each other / over 300 years.

Expressing Necessity in the Present and the Future (p.68)

We use must to express necessity in the present or in the future. Must is followed by the base form of the verb. The modal must is generally used in formal situations or to indicate urgency. In less formal situations we use have to/have got to in order to express necessity. Have to and have got to are also followed by the base form of the verb.

Examples
Ellen must take the bus to school because it’s too far to walk.
Ellen has to take the bus to school because it’s too far to walk.
Ellen has got to take the bus to school because it’s too far to walk.

Usage
Have to is used in the affirmative, as well as in the negative and in questions
Have got to is only used in the affirmative.
Although the form must not exists, it has a completely different meaning and is not the negative of must: “You must not go.” does not mean “It is not necessary that you go.”
When must is used in questions it seems to imply anger: “Must you make so much noise when you eat?” We don’t usually use must in questions.

<table>
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<tr>
<th>Affirmative</th>
<th>Negative</th>
<th>Interrogative</th>
</tr>
</thead>
<tbody>
<tr>
<td>The patient must have surgery.</td>
<td>------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>The patient has to have surgery.</td>
<td>The patient doesn’t have to have surgery.</td>
<td>Does the patient have to have surgery?</td>
</tr>
<tr>
<td>The patient has got to have surgery.</td>
<td>------------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>
Exercise 8
In the box below there is a list of actions that human beings engage in. Write statements about only those actions that humans must do in order to live. Use *must*.

<table>
<thead>
<tr>
<th>breathe</th>
<th>sleep</th>
<th>eat</th>
<th>wear clothes in winter</th>
<th>read</th>
<th>drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>study</td>
<td>work</td>
<td>play</td>
<td>exercise</td>
<td>drink</td>
<td>relax</td>
</tr>
</tbody>
</table>

1. **People must breathe in order to live.**
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________
5. ____________________________________________

Exercise 9
The following are some rules for City College. Restate the rules using *have to* or *have got to*.

1. Students must pay their fees before the courses begin.
   **Students have to pay (or have got to pay) their fees before the courses begin.**
2. It’s not necessary for a student to register in person.
3. All students must sign up for three elective courses.
4. A student must pay for and get a student ID card.
5. Is it necessary for students to apply for library cards?
6. Students must return library materials or pay fines.
7. Some students must take a special English proficiency test.
8. Is it necessary for students to pay for parking?
9. It isn’t necessary for students to pay to use the athletic facilities.
10. Is it necessary for students to sign a learning contract?
11. Students must show a piece of ID when they take tests.
Exercise 10
Complete the following sentences with negative statements.

1. People must eat but **they don’t have to eat fattening foods**.
2. People must drink but ______________________________________________________
3. People must wear clothing but________________________________________________
4. People must sleep but_______________________________________________________
5. People must work but_______________________________________________________
6. A teacher must answer questions but_________________________________________
7. Students must come to classes but____________________________________________
8. The police must enforce the laws but_________________________________________
9. A teacher must give the students their marks but_____________________________

Exercise 11
Read the ads and answer the questions.

1. Accounts Payable Clerk
   The primary responsibility of this position is to ensure accurate and timely payment to all vendors and to maintain all files and records pertaining to Accounts Payable in an orderly fashion.
   A minimum of two years’ experience in Accounts Payable in the hotel industry is required, as is a College Diploma or University Degree in a relevant field.

2. Servers (Chinese Buffet)
   Now accepting applications for servers’ positions. Requirements: positive, friendly, efficient, energetic, fast learner, team player. Must be 18 yrs old or over. Must have excellent oral English skills.

3. B2B Sales Reps
   We are looking for full-time Sales Consultants to join our team. You must be a self-starter, self-motivated individual, with entrepreneurial spirit and the ability to work independently.
   Job Responsibilities Include:
   Signing new accounts
   Preparing quotes and proposals for clients
   Requirements:
   Face-to-face customer service experience
   Able to work within the GTA borders

1. For job #1 what main responsibilities must the employee carry out?
2. What two qualifications does the applicant have to have?

___________________________________________________________________________

3. What personality characteristics does the applicant need for position #2?

___________________________________________________________________________

4. What other two requirements are there for applicants for job #2?

___________________________________________________________________________

5. What two personality characteristics are required for job #3?

___________________________________________________________________________

6. For job #3 what job responsibilities does the employee have to carry out?

__________________________________________________________________________

7. For job #3 what other requirements are there?

___________________________________________________________________________

**Expressing Necessity in the Past (p.68)**

We use *had to* + the base form of the verb to express necessity in the past. *Had to* has the meaning of both past necessity and accomplishment.

**Examples**

Allan was speeding and he had to pay a fine.

Janet passed the test and didn’t have to rewrite it.

Did you have to get a visa to travel to China?

<table>
<thead>
<tr>
<th>Affirmative</th>
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<th>Interrogative</th>
</tr>
</thead>
<tbody>
<tr>
<td>I had to work.</td>
<td>I didn’t have to work.</td>
<td>Did I have to work?</td>
</tr>
<tr>
<td>You had to work.</td>
<td>You didn’t have to work.</td>
<td>Did you have to work?</td>
</tr>
<tr>
<td>He had to work.</td>
<td>He didn’t have to work.</td>
<td>Did he have to work?</td>
</tr>
<tr>
<td>She had to work.</td>
<td>She didn’t have to work.</td>
<td>Did she have to work?</td>
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<tr>
<td>It had to work.</td>
<td>It didn’t have to work.</td>
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<td>We had to work.</td>
<td>We didn’t have to work.</td>
<td>Did we have to work?</td>
</tr>
<tr>
<td>They had to work.</td>
<td>They didn’t have to work.</td>
<td>Did they have to work?</td>
</tr>
</tbody>
</table>

**Exercise 12**

There are some things people have to do before they can come to Canada. Rewrite these sentences using *had to*.

1. It was necessary for Helen to get a medical checkup before she came to Canada.
   
   **Helen had to get a medical checkup before she came to Canada.**
2. It was necessary for Helen’s husband to have an interview at the Canadian consulate.

3. It was necessary for everyone in Helen’s family to get a visa.

4. It was necessary for Helen and her husband to show their bank statements before they came to Canada.

5. It wasn’t necessary for Helen to have a police check.

6. It wasn’t necessary for Helen and her husband to have their fingerprints taken.

7. Was it necessary for Helen and her husband to show letters of reference?

8. Was it necessary for Helen and her husband to take an English test?

9. Was it necessary for Helen and her husband to find jobs before they came to Canada?

10. It wasn’t necessary for them to sell all their property.

11. How much money was it necessary for them to bring with them?

Exercise 13
Use had to or didn’t have to with one of the verbs in the list below in each of the blanks in the passage below. You may use a verb only once.

A year ago Dan and Emma visited Russia. They had to get visas before they left. They _______ sure that their passports were in order. They also _______ the doctor and they _______ some shots. They _______ a travel agent about their trip and their plans. They _______ their flights and they _______ hotel reservations. They _______ some Russian money, but they _______ all their money in Canada, because it’s possible to do that in Russia. They _______ Russian because many people speak English in Russia. They also _______ about how to spend their time because there are so many wonderful places to see and exciting things to do in Russia.