

## Mixed tenses: letters

Put the verbs in brackets into the correct tense. (A variety of tenses will be needed, as well as some conditionals and imperative for **be able** use **can/could** where possible.)

### Part 1

Dear Hilda

1 I just (hear) that my mother isn't very well, and I (like) to go and see her. The trouble is I can't take my dog Tim with me. 2 You (think) you (be able) possibly look after him for a week? 3 You (have) him for a week last year, you (remember), and you (say) he (be) no trouble, and (get) on well with your dog.

4 If you (be able) have him, I (be able) bring him along any time that (suit) you. 5 He (have) his own bed and bowl, and I (bring) enough tinned dog food to last him a week.

6 But if it (not be) convenient, (not hesitate) to say so. 7 There (be) quite good kennels near here, and they (take) him if I (ask). 8 He (be) there once before and (seem) to get on all right.

Love

Sarah

### Part 2

Dear Sarah

9 I (be) very sorry to hear about your mother's illness, and (be) glad that you (go) to Scotland to see how she is. 10 It (be) nice for her see you.

11 Of course I (look) after Tim. 12 We thoroughly (enjoy) having him last year and my dog (miss) him when he (leave) and (look) for him everywhere. 13 I'm sure he (be) delighted to see him again.

14 You (bring) him on Tuesday afternoon? Or, if that (not suit), any time on Wednesday. 15 (not bother) to bring dog food; I (have) plenty. 16 I hope you (have) time to have tea with me when you (bring) Tim, and that by then you (have) better news of your mother.

Love

Hilda

### Part 3

Dear Peter

17 You by any chance (know) where Bob is? 18 I (like) to find out because I just (hear) of a job that exactly (suit) him, but if he (not apply) fairly soon of course he (not get) it.

19 I last (see) him about a month ago, when he just (leave) his job with the film company. 20 He (say) he (go) to France *{had decided to go to France}* for a holiday and (promise) to send me a postcard with his French address as soon as he (find) a place to stay. 21 But I (hear) nothing since then and (not know) even whether he (go) to France or not.

22 If you (know) his address I (be) very grateful if you (phone) me. 23 I (try) »:o phone you several times but your phone (not seem) to be working.

Yours

Jack

### Part 4

Dear Sir

24 I (be) interested in the furnished cottage near Dedham which you (advertise) in yesterday's *Telegraph*, for my husband and I (come) to England in June and (require) accommodation for

three months. 25 You please (tell) me exactly where it (be) and give me details of bus and train services in the area. 26 I also (like) to know about the local shops. 27 I (be able) to shop without a car? 28 My husband (hope) to hire a car, but I (not drive) and he (not be) free very often to take me shopping, so we (need) a cottage on a bus route. 29 The local shops still (deliver)? I (know) they (do) ten years ago.

30 I (be) grateful also if you (tell) me whether you supply sheets etc. and whether a laundry (call) at the house. 31 The rent you (ask) (sound) reasonable for the size of the cottage. How you (like) it paid? Weekly, monthly or in advance?

32 My husband and I (be) abroad for ten years, but before that we (live) near Dedham, which is why we (want) to spend our holidays there. 33 My husband also (write) a book about Constable and (like) to finish it in the area where he, Constable, (paint) most of his

pictures.

34 Mr Jones, the bank manager, (know) us since we (live) in the area and I (be) sure he (recommend) us as suitable tenants. 35 I of course (be willing) to send a deposit.

36 I (be) grateful for an early reply and (enclose) a stamped addressed envelope.

Yours faithfully  
Pamela Smith

Put the verbs in brackets into the correct tense (some present participles will be required).

### Part 1

Dear Sir

1 I (write) to you three weeks ago, (ask) about conditions of entry into your college.

2 You (reply), (enclose) an enrolment form, which I (fill up) and (return) without delay.

3 Since then, however, I (hear) nothing and I (begin) to wonder if my application (go) astray.

4 You please (check) that you (receive) it and if you haven't, please send me another enrolment form. 5 If, on the other hand, you (receive) my application but (not decide) whether to accept me as a student or not, I (be) very grateful if you (tell) me when I may expect to hear your decision.

6 Finally, if my application already (be) refused, I (like) to be informed as soon as possible because if I do not get into your college I (have) to apply to another and the sooner I (do) this, the better chance I (have) of being accepted.

Yours faithfully  
P. Smith

### Part 2

Dear Mr Jones

7 My family and I (suffer) a good deal lately from the noise made by your guests when they (leave) your house on Saturday nights. 8 They (stand) in the street, (laugh) loudly and (call) goodbye to you and to each other. 9 Then they (get) into their cars, (bang) the doors loudly, and finally they (reverse) their cars on to the road. 10 This (sound) a fairly simple manoeuvre, but there is always at least one of your guests who (find) it almost beyond him—whether because he (have) too much to drink or still (learn) to drive I (not know)—but I (know) that it (take) him ages to get out, and all the time we hear his engine (roar) and his friends (shout) advice.

11 By the time all your guests (go) and the road is quiet again, my family all (be) wakened up, and the children often (find) it very hard to get to sleep again.

12 I (be) very grateful if you (ask) your guests to leave more quietly, and perhaps you (be able)

persuade any learner drivers to come by taxi.

Yours sincerely  
Andrew Brown

### Part 3

Dear Ann

13 You (be) free to come to dinner here on Saturday next at 8.00? 14 My brother Paul (come) and (bring) a friend of his called Tom Edwards. 15 You (not meet) Tom but I (think) you (like) him. 16 He is an assistant stage manager at the Gate Theatre and (be able) to tell you about the actors. 17 Paul says Tom (receive) hardly any salary and often (not get) enough to eat, so he (ask) me to have roast beef and Yorkshire pudding for dinner, with apple dumpling to follow. 18 He probably (ring) up between now and Saturday, to say that it (be) a good idea to start with a substantial soup, such as ox-tail!

19 I (know) you not usually (eat) heavy three-course meals of this type, but I (hope) the conversation (not be) so heavy. Anyway, come if you (be able).

Love  
Mary

20 PS. The 14 bus (pass) the door as you probably (remember), and Paul (give) you a lift home.

### ОТВЕТЫ:

**1 упражнение: Part 1** 1 have just heard, would/should like 2 Do you think, could *or* would be able to 3 had, remember, said, was *or* had been, (had) got 4 can/could, can/could, suits/would suit 5 has, will/would bring 6 isn't, do not hesitate 7 are, will take him if I ask/would take him if I asked 8 has been/was, seemed  
**Part 2** 9 am/was, am, are going 10 will be II will look 12 enjoyed, missed, left/had left, looked 13 will be 14 Will you/Would you/Could you bring, doesn't suit 15 Don't bother, have 16 you'll have, bring, you'll have/you'll have had

**Part 3** 17 Do you by any chance know 18 should/would like, have just heard, would exactly suit, doesn't apply, won't get 19 saw, was just leaving/had just left 20 said, was going, promised, (had) found 21 have heard, don't even know, went 22 know, should/would be, would phone 23 have tried, doesn't seem

**Part 4** 24 am, advertised, are coming/shall be coming, (shall) require 25 Would you please/Could you please tell me 26 should/would like 27 Would I be able/Could I  
28 hopes/is hoping, don't drive, won't be/wouldn't be, need/shall need/should need 29 Do the local shops still deliver; know, did 30 should/would be, would tell, calls 31 ask/are asking, sounds; would you like/do you like 32 have been, lived, want 33 is also writing, would like, painted 34 has known, lived, am, would/will recommend 35 should/would of course be *or* am of course willing 36 should/would be, enclose

**2 упражнение: Part 1** 1 wrote, asking *or* to ask *or* and asked 2 replied, enclosing, filled up, returned 3 have heard, am beginning/begin, has gone 4 Would/Could you please check, have received 5 have received/did receive/received, haven't decided, should/would be, would tell 6 has already been, should/would like, don't get, shall/will have to, do, shall/will have *or* have

**Part 2** 7 have suffered/have been suffering, leave/are leaving 8 stand, laughing, calling  
9 get, bang/banging, reverse 10 sounds, finds, has had, is still learning, don't know, (do) know, takes, roaring, shouting 11 have gone, have all been, find 12 should/would be, would ask, could

**Part 3** 13 Are you/Would you be 14 is coming, is bringing *or* is coming and bringing, *or* will be coming and bringing 15 haven't met, think, would/will like 16 will be able  
17 receives, doesn't get, has asked 18 will probably ring, would be 19 know, don't usually eat, hope, won't be; can 20 passes, remember/will probably remember, will give