1. Grammar

1.1 Verbs

1 There are three classes of verbs in English.

Auxiliary verbs do, be, and have

These are used to form tenses, and to show forms such as questions and negatives.

Modal auxiliary verbs

Must, can, should, might, will, and would are examples of modal auxiliary verbs. They 'help' other verbs, but unlike do, be, and have, they have their own meanings. For example, must expresses obligation; can expresses ability.

Full verbs

These are **all** the other verbs in the language, for example, *play*, *run*, *help*, *think*, *want*, *go*, *see*, *eat*, *enjoy*, *live*, *die*, *swim*, etc.

2 *Do, be,* and *have* can also be used as full verbs with their own meanings.

do

I do my washing on Saturdays. She does a lot of business in Eastern Europe.

be

We are in class at the moment. They were at home yesterday.

have

He **has** a lot of problems. They **have** three children.

3 There are two forms of *have* in the present.

have as a full verb

I have a job.

Do you have a flat?

He doesn't have a car.

have + got I've got a job. Have you got a flat? She hasn't got a car.

1.2 Auxiliary verbs and tenses

1 be and the continuous forms

Be + verb + -ing is used to make continuous verb forms which describe activities in progress and temporary activities.

He's washing his hair. (Present Continuous)

They were going to work. (Past Continuous)

I've been learning English for two years. (Present Perfect Continuous)

I'd like to be lying on the beach right now. (Continuous infinitive)

2 be and the passive voice

Be + past participle is used to form the passive.

Paper is made from wood. (Present Simple passive)

My car was stolen yesterday. (Past Simple passive)

The house has been redecorated. (Present Perfect passive)

This homework needs to be done tonight. (Passive infinitive)

There is an introduction to the passive on p135.

3 have and the perfect forms

Have + past participle is used to make perfect verb forms.

He has worked in seven different countries. (Present Perfect)

She was crying because she had had some bad news. (Past Perfect)

I'd like to have met Napoleon. (Perfect infinitive)

Perfect means 'completed before', so Present Perfect means 'completed before now'. Past Perfect means 'completed before a time in the past'.

2. Listening

Polite and Impolite

seatbelts! Let's go!

from school.	a is collecting her children, Nick and Lily, Listen and complete the conversation. is more polite? In what way?
Ruth So kid	ds, you have a good day at school?
Nick No.	
	We practising for the l concert.
Ruth Oh, lo	ovely you have much homework?
	Yes, I Loads. I've got Geography, h, and Maths! you got a lot Nick?
Nick Yeah.	
Ruth Nick,	you remembered your football kit?
Nick Er	
Lily No, h	e He's forgotten it again.
	lick you know it needs washinglaying football tomorrow?
Nick No.	
Ruth Lily, _	you need <i>your</i> sports kit tomorrow?
	I've got a hockey match after l. We're playing the High School.
Ruth	they beat you last time?
Lily Yes, tl	ney But we'll beat them tomorrow.
Nick No, ye	ou! Your team's rubbish.
Ruth Ok, th	nat's enough children. Do up your

Rewrite Nick's lines in exercise 1 to make him sound more polite.

T1.5 Listen and compare the conversations.

3. Reading And Speaking

The Kamaus from KENYA

PROFILE

FATHER: Boniface Kigotho Kamau, 35

MOTHER: Pauline Wanjiku, approximately 29 (exact age unknown)

DAUGHTER: Joyce Muthoni, 8

DAUGHTER: Sharon Wanjiru, 16 months

Boniface and his wife, Pauline, live in Ongata Rongai, a small town near the capital, Nairobi. They have two daughters: Joyce, who is in her third year of school, and 16-month-old Sharon.

Their home is a two-bedroom apartment, one of 20 in a single-storey block. Boniface works as a taxi driver at the international airport in Nairobi. Each morning he leaves home at 4.30am in his white Toyota – cracked windscreen, 200,000 miles on the clock – and is back by 10pm. On a good day he finds two clients. In a typical month he takes home about £140.

'It's a hard job but I like it,' he says. 'I meet new people, so I get some experience of the world – even though I have never been outside Kenya.'

Pauline is a dressmaker but isn't working at the moment. She stays at home to look after the kids. The weekend is often the only time Boniface sees Joyce and Sharon. Boniface and Pauline met in 1994: 'We liked each other immediately,' says Boniface. 'I didn't want a woman from the city so when I learned that Pauline was from the country, I was pleased.'

They married in 1995 and at first they lived in a slum, and often didn't have a lot to eat, just sukuma wiki (a green vegetable). Then, in 1996, Boniface won £60 in a cycle race. The money helped them move house to a better area and paid for driving lessons so that Boniface could become a taxi driver.

His salary doesn't go far. Rent is £30 a month, and he gives the same amount to his parents, who don't work. Also, as the most successful of six brothers and sisters, Boniface is expected to help their families too. He says, 'I am always so stressed about money.' Joyce's school fees cost another £25 a month

'We are trying to give our children the best education,' says Pauline, who, like her husband, never finished school. 'Joyce wants to be a doctor.'

Next year, Sharon is going to preschool, so Pauline will have more time to start her own dressmaking business. By then, the family might have a new home. 'This apartment is not a good place to raise a family,' says Boniface. 'The toilets are communal – one for every four families.' Boniface plans to build a three-bedroom house in the suburbs of Nairobi.

- a. Someone who makes clothes
- b. With only one floor
- c. An old house in bad condition
- d. Shared by a group of people
- e. Broken
- f. Worried

A.The Grammar

Present Simple

1. Form

The form is the same for *I/we/you/they*.

I work from 9-5 p.m.

They don't work full time.

Where do you work?

He/She/It: add -s or -es, and use does/doesn't in questions and short answers.

He doesn't work at weekends.

Where does she live?

Short answer

Do you live in Bristol? Yes, we do.

Does he have a car? No, he doesn't.

2. Use

The Present Simple is used to express:

- 1 an action that happens again and again (a habit). I go to work by car. She drinks ten cups of coffee a day.
- 2 a fact that is always true. Ronaldo comes from Brazil. My daughter has brown eyes.
- a fact that is true for a long time (a state).
 He works in a bank.
 I live in a flat near the centre of town.

3. Spelling of he/she/it forms

- 1 Most verbs add -s to the base form of the verb. wants eats helps drives
- 2 Add -es to verbs that end in -ss, -sh, -ch, -x, and -o. kisses washes watches fixes goes
- Verbs that end in a consonant + -y change the -y to -ies. carries flies worries tries
 But verbs that end in a vowel + -y only add -s. buys says plays enjoys

4. Adverbs of Frequency

1 We often use adverbs of frequency with the Present Simple.



- 2 They go before the main verb, but after the verb to be.

 I usually start at 9.00. They're usually here by now.

 I rarely see Peter these days. We're rarely at home at weekends.
- 3 Sometimes and usually can also go at the beginning or the end.

 Sometimes we play cards. We play cards sometimes.

 Usually I go shopping with friends. I go shopping with friends usually.

Present Continuous

1. Form

am/is/are + verb + -ing
I'm playing tennis.
He's cooking lunch.
I'm not enjoying my new job.
They aren't working today.
What's he doing?
Where are you living?

2. Use

The Present Continuous is used to express:

- 1 an activity that is happening now.

 Don't turn the TV off. I'm watching it.

 You can't speak to Lisa. She's having a bath.
- 2 an activity that is not necessarily happening at the moment of speaking but is happening around now.
 Don't take that book. Jane's reading it.
 I'm doing a French evening class this year.
- 3 a temporary activity.

 Peter is a student, but he's working as a waiter during the holidays.

 I'm living with friends until I find a place of my own.
- 4 a planned future arrangement.

 I'm having lunch with Glenda tomorrow.

 We're meeting at 1.00 outside the restaurant.

3. State Verbs

1 There are certain groups of verbs that are usually only used in the Present Simple. Their meanings are related to states or conditions that are facts, not activities.

Verbs of thinking and opinions

doubt	know		forget	_
imagine	realize	deserve	guess	

I believe you.

Do you understand what I mean? I know his face, but I forget his name.

Verbs of emotions and feelings

like	love	hate	care	hope	
wish	want	prefer	adore	dislike	

I like black coffee.

Do you want to go out?

I don't care.

Verbs of having and being

belong	own	have	possess	contain	cost	seem	
matter	need	depend	weigh	resemble	fit	involve	

This book **belongs** to Jane.

How much does it cost?

He has a lot of money.

Verbs of the senses

look hear taste smell feel sound

The food smells good.

My hair feels soft.

We often use *can* when the subject is a person.

I can hear someone crying.

Can you smell something burning?

2 Some of these verbs can be used in the Present Continuous, but with a change of meaning. In the continuous, the verb expresses an activity, not a state. Compare:

I think you're right. We're thinking of going to the cinema.

(opinion) (mental activity)

He has a lot of money. She's having a bad day.

(possession) (activity)

I see what you mean. Are you seeing Nigel tomorrow?

(= understand) (activity)

The soup tastes awful. I'm tasting the soup to see if it needs salt.

(state) (activity)

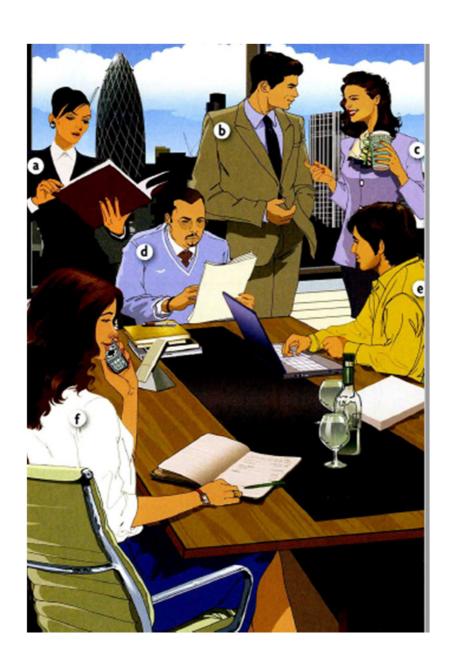
B.Listening

1. Listen to T2.2 and complete the sentences.

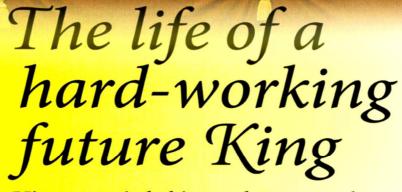
1	I with my parents during term-time.
2	I day today.
3	it work at all. Time
	by.
4	The restaurant redecorated at
	the moment
5	I because it's challenging, but I
	surfing.
6	The boards in South Africa.
7	We rarely at the weekend or
	Christmas Day
8	Now we're lambing, so we, either.

2. Listen to (T2.5) to two people talking about who's who in the office. What are their names? What are their jobs?

d Simon	Accountant
Edward \	Human Resources (HR) Manager
Anna `	Managing Director (MD)
Jenny	Personal Assistant (PA)
☐ Matthew	Information Technology (IT) Manager
Christina	Sales Director



C. Reading And Speaking



His eccentric habits are known to the world, but the Prince of Wales has every reason to feel content. A man with wide interests and deep passions, he is finally happily married. DANIELLA KENT reports.

1 PRINCE CHARLES is often portrayed as bad-tempered and spoilt. There are stories that every day seven eggs are boiled for his breakfast so that he can find one that is cooked just the way he likes it. His toothpaste is squeezed onto his toothbrush for him. And his bath towel is folded over a chair in a particular way for when he gets out of his royal bath.

He has an enormous private staff secretaries, deputy secretaries, press officers, four valets, two butlers, housekeepers, two chefs, two chauffeurs, ten gardeners, an army of porters, handymen, cleaners and maids. They are expected to get everything right. When HRH (His Royal Highness) feels they have performed their duties well. they are praised in a royal memo. But if they have made mistakes, they are called into his study and told off. The Prince can get so angry that he has been known to have tantrums, throwing things and screaming with rage.

A.Grammar

Past Simple

1. Form

The form of the Past Simple is the same for all persons.

He left at three o'clock.

They arrived three weeks ago.

She **didn't finish** on time yesterday. I **didn't visit** my parents last weekend.

When **did** he **finish** the report? What time **did** his train **leave**?

Short answer

Did you enjoy the meal?

Yes, we did./No, we didn't.

2. Use

The Past Simple is used to express:

1 a finished action in the past.

We met in 2000.

I went to Manchester last week.

John **left** two minutes ago.

2 actions that follow each other in a story.

Mary walked into the room and stopped. She listened carefully. She heard a noise coming from behind the curtain. She threw the curtain open, and then she saw ...

3 a past situation or habit.

When I was a child, we lived in a small house by the sea. Every day I walked for miles on the beach with my dog.

This use is often expressed with used to. See 3.5 on p136.

We used to live in a small house ... I used to walk for miles ...

3. Time Expressions

Look at the time expressions that are common with the Past Simple.

last night.

two days ago.

I met her yesterday morning.

in 2001.

when I was young.

Past Continuous

1. Form

was/were + verb + -ing

I was learning French. They were driving to Paris.

We weren't waiting for a long time.

What were they doing? Where was he studying?

Short answer

Were you looking for me? Were they waiting outside?

Yes, I was./No, I wasn't. Yes, they were./No, they weren't.

2. Use

The Past Continuous is used:

1 to express activities in progress before, and probably after, a particular time in the past.

At seven o'clock this morning I was having my breakfast. You made a lot of noise last night. What were you doing?

2 for descriptions.

Jan looked beautiful. She was wearing a green cotton dress. Her eyes were shining in the light of the candles that were burning nearby.

3 to express an interrupted past activity.

When the phone rang, I was having a shower. While we were playing tennis, it started to rain.

4 to express an incomplete activity.

I was reading a book during the flight. (I didn't finish it.) I watched a film during the flight. (the whole film)

3. Past Simple or Past Continuous

- 1 Sometimes both tenses are possible. The Past Simple focuses on past actions as complete facts. The Past Continuous focuses on the duration of past activities. Compare:
 - **A** I didn't see you at the party last night.
 - B No. I stayed at home and watched the football.
 - A I didn't see you at the party last night.
 - **B** No, I was watching the football at home.
- 2 Questions in the Past Simple and Past Continuous refer to different time periods. The Past Continuous asks about activities before; the Past Simple asks about what happened after.
 - A What were you doing when the accident happened?
 - B I was shopping.
 - A What did you do when you saw the accident?
 - B I phoned the police.

B. Listening

en (T3.5) to four people saying what they did last Who said these lines? Write a number 1-4.
I went for a drink with a couple of friends. We talked for a bit. I didn't do much. I got home about nine. I had an early night. I didn't get home till about midnight. I did some stuff on the computer. Quite a late night for me! C. Reading and Speaking
SPOKEN ENGLISH Making an opinion stronger
SPOKEN ENGLISH Making an opinion stronger 1 Adverbs like very, really, just, and absolutely help make an opinion stronger.
1 Adverbs like very, really, just, and absolutely help make an opinion stronger. It's good. → It's very good. → It's really good.
1 Adverbs like very, really, just, and absolutely help make an opinion stronger. It's good. → It's very good. → It's really good. It's bad! → It's just awful! → It's absolutely awful!
 Adverbs like very, really, just, and absolutely help make an opinion stronger. It's good. → It's very good. → It's really good. It's bad! → It's just awful! → It's absolutely awful! We can use an adverb to qualify an adjective or a verb.
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 Adverbs like very, really, just, and absolutely help make an opinion stronger. It's good. → It's very good. → It's really good. It's bad! → It's just awful! → It's absolutely awful! We can use an adverb to qualify an adjective or a verb.

Exercise 1

Make these opinions stronger. Use a wide voice range to sound enthusiastic.

- 1 She's quite nice. She's absolutely wonderful!
- 2 The film was good. just brilliant
- 3 The hotel's all right. really fabulous
- 4 I like dark chocolate. absolutely adore
- 5 I quite like Peter. really love
- 6 The book wasn't very good. absolutely awful
- 7 I don't like noisy bars. just can't stand

T 3.18 Listen and repeat.

The Grammar

Has / have to

1. Form

has/have + to + infinitive

You have to go to school. She has to study hard.

He **doesn't have to wear** uniform. We **don't have to** take exams.

Does she have to study maths? Do they have to leave now?

2. Use

Have to expresses strong obligation.
 You have to work hard if you want to succeed.

2 *Have to* expresses a general obligation based on a law or rule, or based on the authority of another person.

Children **have to** go to school until they are 16. Mum says you **have to** clean your room before you go out.

3 *Have to* is impersonal. It doesn't necessarily express the opinion of the speaker.

The doctor says I **have to** lose weight. People all over the world **have to** learn English.

4 Have to has all verb forms. Must doesn't.

I had to work last night. (Past)
You'll have to study hard. (Future)
She's rich. She's never had to do any work. (Present Perfect)
I hate having to get up on winter mornings. (-ing form)

3. have got to

1 *Have got to* is common in British English but it is more informal than *have to*. It is more spoken that written.

I've got to go now. See you! We've got to get up early tomorrow. I'm in trouble! You've got to help me!

2 Have got to expresses an obligation now, or on a particular occasion soon.

I've got to stop eating ice-cream! It's too yummy!

I usually start work at 9.00, but tomorrow I've got to start at 8.00.

Now he's 21, he's got to learn to be responsible.

You've got to pay me back tomorrow.

3 Have to expresses a general repeated obligation. I always have to tell my parents where I'm going. Teachers have to prepare lessons and correct homework.

Modal and Related Verbs

These are the modal verbs:

can, could, may, might, will, would, shall, should, must, ought to. They are used before other verbs and add meanings, such as certainty, possibility, obligation, ability, and permission.

You must be exhausted.

I can swim.

It might rain.

Form

1 There is no -s in the third person singular. She can ski. He must be tired. It might rain.

2 There is no *do/does/don't/doesn't* in the question or negative.

What **should** I do? **Can** I help you? You **mustn't** steal! He **can't** dance. I **won't** be a minute.

3 Modal auxiliary verbs are followed by the infinitive without *to*. The exception is *ought to*.

You must go. I'll help you. You ought to see a doctor.

4 They have no infinitives and no -ing forms. Other expressions are used instead.

I'd love to be able to ski.

I hate having to get up on cold winter mornings.

5 They don't usually have past forms. Instead, we use them with Perfect infinitives.

You should have told me that you can't swim. You might have drowned!

Or we use other expressions.

I had to work hard in school.

6 Could is used with a past meaning to talk about a general ability. I could swim when I was six. (= general ability)

To talk about ability on one specific occasion, we use was able to/managed to.

The prisoner was able to/managed to escape by climbing onto the roof of the prison.

Use

1 Modal verbs express our attitudes, opinions, and judgements of events. Compare:

'Who's that knocking on the door?'

'It's John.' (This is a fact.)

'Who's that knocking on the door?'

'It could/may/might/must/should/can't/'ll be John.' (These all express our attitude or opinion.)

2 Each modal verb has at least two meanings. One use of all of them is to express possibility or probability. (See Units 5 and 11.)

I must post this letter! (= obligation)

You **must** be tired! (= deduction, probability)

Could you help me? (= request)

We could go to Spain for our holiday. (= possibility)

You may go home now. (= permission)

'Where's Anna?' 'I'm not sure. She may be at work.' (= possibility)

Permission: can and be allowed to

Can is a model verb

1. Use

The main use of *can* is to express ability.

I can swim.

Can and be allowed to express permission. Can is more informal and usually spoken.

You can borrow my bike, but you can't have the car. I need it. They can't come in here with those muddy shoes!

You're allowed to get married when you're 16. Are we allowed to use a dictionary for this test?

B. Listening

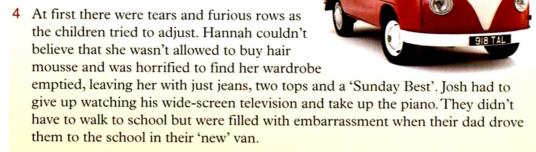
- 1. Choose the correct verb to complete the sentences. After that listen to T4.1 and check.
 - 1 I don't get on with my boss. Do you think I should / must look for another job?
 - We're giving Tom a surprise birthday party. You *shouldn't / mustn't* tell him about it.
 - 3 Please Dad, can / must I go to Tom's party? It'll be great.
 - 4 You *should / have to* drive on the left in Britain.
 - 5 Do you *must / have to* wear a uniform in your job?
 - 6 Are you *can / allowed to* take mobile phones to school?
 - 7 I must / had to go to bed early when I was a child.
 - 8 You *mustn't / don't have to* go to England to learn English, but it's a good idea.

C. Reading and Speaking

Back to the 1970s

- 1 The TV company, Channel 4, transported a typical 21st century family back in time to the 1970s. The Gregory family live in a large house in Milton Keynes. Fifteen years ago the father, Jon, set up his own business and made a fortune. The children, Hannah, 12, and Josh, 10, have huge bedrooms full of expensive hi-tech toys and clothes. They don't have to help at all with the running of the house.
- 2 This is all very different from Jon's childhood in the 70s. He grew up in a small council house in Leeds, one of five children brought up by their father after his mother died. Discipline, order and thrift ruled his life. "We ate what we were given. We walked to school and we had to share all the household chores. We had to do what we were told. Dad was very strict."
- The TV company transformed the Gregorys' house and their lives. For two weeks the family had to go back to the 70s and live Jon's childhood. The house was stripped of all modern gadgets and equipment.

Hannah and Josh had to wash and iron their own clothes, do all the washing-up, and help dig the vegetable garden. The family car was exchanged for a battered, old VW van and they had to live on just £39 a week.



5 However, gradually Hannah and Josh learnt to appreciate small treats. They enjoyed eating the vegetables they'd dug up from the garden. They made some extra money by selling cookies they'd baked to their neighbours. They started to save rather than spend and understand the value of a £,90 pair of trainers.

What should today's parents do?

It's difficult to get things right as a parent. Jon says: "We shouldn't give in to our kids' demands. There's no feeling like getting something you've worked really hard for." Hannah now has £30 in the bank, all earned by doing extra jobs round the house. She has learnt some valuable lessons about life and she doesn't buy hair mousse any more!

A.The Grammar will/going to and the Present Continuous

1. Form

Positive and negative

I'll see you later.
I won't be late.
We're going to stay in a hotel.
We aren't going to rent a cottage.
I'm meeting Jan for lunch.
I'm not seeing her till 2.00.

Question

When will you be back? Where are you going to stay? What time are you seeing Jan?

2. Fact and predictions

will

1 The most common use of *will* is as an auxiliary verb to show future time. It expresses a future fact or prediction. It is called the pure future or the Future Simple.

We'll be away for two weeks.

Those flowers won't grow under the tree. It's too dark.

Our love will last forever.

You'll be sick if you eat all those sweets!

Will for a prediction can be based more on an opinion than a fact. I don't think Laura will do very well in her exam. She doesn't do any work.

I am convinced that inflation will fall to three per cent next year.

going to

1 *Going to* can also express a prediction, especially when it is based on a present fact. There is evidence now that something is certain to happen.

She's going to have a baby.

(We can see she's pregnant.)

Our team is going to win the match.

(It's four-nil, and there are only five minutes left to play.)

It isn't going to rain today.

(Look at that beautiful blue sky.)

2 Sometimes there is no difference between *will* and *going to*.

This government will ruin the country.

This government **is going to ruin** the country.

3. Plans, decisions, intentions, and arrangements

will

Will is used to express a decision, intention, or offer made at the moment of speaking.

I'll have the steak, please. NOT Have the steak ...

Give me a call. We'll go out for coffee. NOT We go ...
There's the phone! I'll get it. NOT I get ...

going to

Going to is used to express a future plan, decision, or intention made before the moment of speaking.

When I grow up, I'm going to be a doctor.

Jane and Peter are going to get married after they graduate.

We're going to paint this room blue.

4. Arrangements

1 The Present Continuous can be used to express a future arrangement between people. It usually refers to the near future.

We're going out with Jeremy tonight.

I'm having my hair cut tomorrow.

What are we having for lunch?

2 Think of the things you put in your diary to remind you of what you are doing over the next few days and weeks. These are the kinds of events that are expressed by the Present Continuous for the future. There is often movement or activity.

I'm meeting Peter tonight.

The Taylors **are coming** for dinner.

I'm seeing the doctor in the morning.

3 You can't use the Present Simple for this use.

We're going to a party on Saturday night. NOT We go ...
I'm having lunch with Sarah. NOT Have ...

What are you doing this evening? NOT What do you do ...

4 Sometimes there is no difference between an arrangement and an intention.

We're going to get married in the spring.

We're getting married in the spring.

B. Listening

1	_	Hannan and Dan are expecting their first
		aby. They're looking at the photos in the newspaper.
		sten to their conversation. Answer the questions.
		What is Hannah worried about?
		Why is Dan surprised?
	3	What do the scientists say about the future?
	4	What examples of global warming does Hannah
		mention?
	5	How does Dan try to reassure Hannah? What
		does he say?
7	i,	sten again and complete the lines with the <i>exact</i>
200		ords from the conversation.
	402	
		What the world like when he or she grows up?
	2	Don't they make you worry about what
	4	happen in the future?
	3	Of course, things change a lot in the
	J	next hundred years,
	4	No one says it get warmer or it
		get warmer any more.
	5	Scientists say that it definitely warmer.
		They say temperatures rise by up
		to 4°C.
	7	You a baby soon.
		Wedo our bit.
		OK, but maybe it help. It
		too late already.

C. Reading and Speaking

1 Life expectancy

Within 50 years, living to a 100 while still enjoying active, healthy lives will be the norm. Professor Richard Miller of the University of Michigan says:

'We will be able to do the same for humans.' So with regular injections, centenarians will be as vigorous as today's sixty-year-olds. Women will be able to give birth well into old age; their biological clocks could be extended by ten years.

2 Growing body parts

Professor Ellen Heber-Katz says: 'People will take for granted that injured or diseased organs can be repaired in much the same way as we fix a car.

Damaged parts will be replaced.

Within 50 years whole-body replacement will be routine.' But doctors will need huge supplies of organs for transplant. Where will they come from? Scientists say these could be grown inside animals from human cells.

3 Understanding the brain

We don't yet know how the brain gives us our awareness of being alive. 'But,' says Professor Susan Greenfield of Oxford University, 'in 50 years' time we may have a clearer idea of how the brain generates consciousness.' Studies of the brain and the nature of consciousness will bring much greater understanding of disorders such as schizophrenia and depression.

Other scientists go further than

Professor Greenfield. They believe that by 2060 computers will develop their own consciousness and emotions. Human beings may eventually be replaced by computers in some areas of life.

D.Writing An Informal Letter

An informal letter is a non-official letter that we usually use to write to our friends, family, or relatives. These letters are personal letters that are not used for official purposes. There could be many reasons for which we write these letters to our family and friends. We write them a letter to spread our news.

1. The Topics

There could be many topics to write informal letters. Let us see here some of them:

- Inviting a friend for a ceremony, say for a birthday
- Calling a friend for a trip or holiday
- Asking sorry or apologizing to someone for mistakes you have done
- Congratulating a friend for his success or achievement
- Writing to ask for the wellbeing of a person
- Invitation for a marriage
- Asking for help from someone
- Informing about someone's demise in family or friends

2. Format of Informal Letter

The format of an informal letter should include the following things:

- Address of the sender
- Date of writing a letter
- Address of receiver
- Salutation/Greeting
- Body of the letter
- Conclusion
- Signature of the sender

[Address of the Sender]
Date:
Dear (name of person)
Body of the letter:
Paragraph 1: Ask for the wellbeing of the person
Paragraph 2: The main reason to write the letter
Paragraph 3: Conclusion and end of the letter
Yours lovingly,
Name of sender

Birthday Party Invitation Letter

33, Fifth Avenue, 4th cross road Mumbai - 89 Maharashtra

Date: 18th June 2020

Dear Preeti,

How are you? How are your family members? How is the weather there? Hope you are doing well. I am also fine here.

I am writing this letter to invite you for my birthday party which will be celebrated on 30th June 2020. The party will be conducted in my Lonavala's farmhouse. It will begin at 6 PM in the evening. The complete address of the venue is (____). If you have any confusion regarding the address you can directly call me on my phone number.

It's been a long time since we have seen each other. And I will be really very happy if you can attend my birthday party. Waiting to meet you soon.

Take care.

With Love,

Pooja

Letter to Father

33, Fifth Avenue, 4th cross road Mumbai - 89 Maharashtra

Date: 18th June 2020

Dear Dad (or how you address your father)

How are you? How are your family members? How is the weather there? Hope you are doing well. I am also fine here.

I am writing this letter to inform you that I have ranked first in my university for the last semester exam. I am sure you will be happy to hear this news. Please inform Mother also for the same.

It's been a long time since we have seen each other. I am planning to come home in the coming vacation. We will celebrate this achievement together. Waiting to meet you soon.

Take care until then.

Take care.

With Love,

Pooja