

Need(n't), don't need to and don't have to

A

We can use **need** as an ordinary or a modal verb (followed by a bare infinitive). As a modal verb it doesn't change its tense and doesn't add '-s' for the third person singular. Compare:

Reminder → C25–C28

- ☐ I **needed** to leave early. or ☐ She's thirsty. She **needs** a drink. (= ordinary verb) and
☐ You **needn't** speak so loudly. (= modal verb)

When it is a modal verb **need** is most commonly used in negative sentences:

- ☐ I've already cleaned the car so you **needn't** bother to do it.
☐ I was very nervous before the interview, but I **needn't** have worried – I got the job!

Other verbs often used with need not (needn't): apply, concern, fear, involve, mean, panic

It is sometimes used in questions, but we prefer to use **need** as an ordinary verb or **have to**:

- ☐ **Need** you go so soon? (= modal verb; less common and rather formal)
☐ **Do** you **need to** go so soon? (= ordinary verb) or ☐ **Do** you **have to** go so soon?

It is rarely used in affirmative sentences (that is, not questions or negatives), but is sometimes found in written English, particularly in fiction:

- ☐ We **need** have no fear for Nicole, she can take care of herself.

In other styles of formal written English it is used in this way with negative words such as **hardly**, **never**, **nobody** / **no one**, and **only**:

- ☐ The changes **need** only be small to make the proposals acceptable. (*less formally* The changes only need to be ...)
☐ *Nobody* ever **need** know about the money. (*less formally* Nobody ever needs to know ...)
☐ 'I don't want my parents to know.' 'They **need** never find out.' (*less formally* They never need to find out.)

B

To give permission not to do something we can use either **needn't** or **don't need to**:

- ☐ You **needn't** cut the grass, I'll do it later. (or You **don't need to** cut the grass ...)

To talk about a general necessity, we prefer **don't need to**:

- ☐ You **don't need to** be over 18 to get into a nightclub. (*rather than* You needn't be ...)

C

We can often use either **needn't** or **don't have to** with little difference in meaning to say that it is unnecessary to do something:

- ☐ You **needn't** whisper. Nobody can hear us. (or You **don't have to** ...)

However, some people prefer **needn't** when it is the speaker who decides the lack of necessity, and **don't have to** when somebody else or external rules make something unnecessary. Compare:

- ☐ As you worked late yesterday you **needn't** come in until ten tomorrow morning. (the speaker's decision) and
☐ We've been told that we **don't have to** be at work until ten tomorrow. (reporting someone else's decision.)

D

We can use **needn't** (or **don't have to**) to say that something is not necessarily true. We don't use **mustn't** in this way (see also Unit 18C):

- ☐ Volcanoes **needn't** erupt constantly to be classified as 'active'. (or Volcanoes **don't have to** erupt ...; *not* Volcanoes **mustn't** erupt ...)
☐ Nowadays it **needn't** cost a fortune to own an e-book reader. (or Nowadays it **doesn't have to** cost ...; *not* Nowadays it **mustn't** cost ...)

Exercises

- 19.1** Match the sentence beginnings and ends. Join them with **needn't** and the bare infinitive of one of the verbs from the box. **A**

bother change concern panic worry

- | | |
|---|---------------------------------------|
| 1 I'll give you a lift to the station so you ... | ... the details on the form. |
| 2 The questions are in the book so you ... | ... yourself with viruses. |
| 3 All the windows have screens so you ... | ... to copy them down. |
| 4 Our software provides full computer security so you ... | ... about booking a taxi. |
| 5 The new tax laws don't come into force until next year so you ... | ... about being bitten by mosquitoes. |

- 19.2** Rewrite the following in a formal style using **need**. **A**

- It is hardly necessary for us to remind you that the money is now due.
We need hardly remind you that the money is now due.
- It is only necessary for us to look at the rainfall figures to see the seriousness of the problem.
- With such a lead in the opinion polls it is hardly necessary for the Democrats to bother campaigning before the election.
- It is not necessary for anyone to know who paid the ransom to the kidnappers.
- After such a huge lottery win, it is not necessary for him to work again.

- 19.3** Underline the more likely option. If the options are equally likely, underline them both. **B**

- In most developed countries, people *needn't* / *don't need to* boil water before they drink it.
- You *needn't* / *don't need to* walk. I'll give you a lift.
- I'll email a summary of the lecture so you *needn't* / *don't need to* take notes.
- You *needn't* / *don't need to* have a university degree to become a police officer.
- You *needn't* / *don't need to* buy me a birthday present.
- In most cities you *needn't* / *don't need to* pay to get into the galleries and museums.

- 19.4** Correct any mistakes in the extracts from a speech made by the managing director of a company to her employees. **A-D**



- 1 You needn't to worry about losing your jobs.
- 2 Need we make any changes in company policy?
- 3 Changes in technology mustn't be a problem, but in fact provide opportunities.
- 4 I don't have to remind you that we are competing with two other companies.
- 5 I need hardly to tell you how important it is that we get this order.
- 6 You don't have to cancel your holiday plans.
- 7 We mustn't allow our rate of production to drop.
- 8 The present financial difficulties mustn't mean that people will lose their jobs.

Should, ought to and had better

A

We can often use either **should** or **ought to** to talk about obligations and recommendations (e.g. You **should** / **ought to** finish your homework before you go out) and probability (e.g. It **should** / **ought to** be ready by now) although in general **should** is used more frequently. **Ought to** is used particularly in speech and most often to talk about obligation rather than probability.

Reminder → C29– C32

When we conclude, on the basis of some evidence we have, that something is certain or very likely we can use **must** (see Unit 18) but not **should** / **ought to**:

- ☐ It's the third time she's been skating this week. She **must** really enjoy it.

Note also the following details –

- ☆ we prefer **should** when we say what an outside authority recommends:
 - ☐ The manual says that the computer **should** be disconnected from the power supply before the cover is removed. (*rather than ... ought to be disconnected ...*)
- ☆ we use **should** (or **would**), not **ought to**, when we give advice with **I ...**:
 - ☐ I **should** leave early tomorrow, if I were you. (*or I would leave ...; or I'd leave ...*)
- ☆ we prefer **should** in questions, particularly **wh-questions**:
 - ☐ What **should** I do if I have any problems?
 - ☐ **Should** I ring you at home?

B

We use **should** / **ought to** + **have** + **past participle** to talk about something that didn't happen in the past and we are sorry that it didn't:

- ☐ We **should** / **ought to have waited** for the rain to stop. (I'm sorry we didn't)

We often use this pattern to indicate some regret or criticism and the negative forms **shouldn't** / **oughtn't to have** are almost always used in this way.

We also use **should** / **ought to** + **have** + **past participle** to talk about an expectation that something happened, has happened, or will happen:

- ☐ If the flight was on time, he **should** / **ought to have arrived** in Jakarta early this morning.

C

We can use **should** in questions that are offers or that request confirmation or advice:

- ☐ **Should** I phone for a taxi for you?
- ☐ Who **should** I pass the message to?

Note that in sentences like these we can also use **shall** with a very similar meaning.

Compare the use of **shall** and **should** in sentences such as the following, where 'I shall' means 'I intend to' and 'I should' means 'I ought to':

- ☐ I **shall** read the script on the train tomorrow. (*or I'll read ...*) *and*
- ☐ I **should** read the script on the train tomorrow but I know that I'll be too tired.

D

We can use **had better** instead of **should** / **ought to**, especially in spoken English, to say that we think it is a good idea to do something:

- ☐ If you're not well, you'd **better** ask Clare to go instead. (*or ... you should / ought to ...*)

although we don't use it to talk about the past or to make general comments:

- ☐ You **should** / **ought to** have caught a later train. (*not* You had better have caught ...)
- ☐ I don't think parents **should** / **ought to** give children sweets. (*not* ... parents had better give ...)

We prefer **had better** if we want to express particular urgency or in demands and threats:

- ☐ There's someone moving about downstairs. We'd **better** call the police, quickly.

Note that the negative form is **had better not**, and in questions the subject comes after **had**:

- ☐ He'd **better not** be late again or he'll be in trouble.
- ☐ **Had** we **better** get a taxi? (*or Should we get ...?*)

Exercises

- 20.1** Complete these sentences with **should / ought to + infinitive (active)**, **should / ought to be + past participle (passive)**, or **should / ought to have + past participle** using each of the verbs from the box once only. **A & B**

answer arrive be go put remove resign send wear win

- Thomas is running so well at the moment that he _____ the 800 metres easily.
- Where _____ the cheese? In the fridge?
- The tickets _____ a couple of weeks before we go on holiday.
- Payment for the full amount _____ with this application form.
- All packaging _____ before switching on the printer for the first time.
- It's important to look smart at the interview. You _____ a suit.
- There are many people who think the President _____ years ago.
- _____ we _____ the questions in English or in French?
- If you want my advice, I _____ by train rather than car.
- I can't imagine what's happened to Nadia. She _____ here by now.

- 20.2** In which sentences can you use **should** or **must** and in which can you only use **must**? Where both are possible, consider the difference between **should** and **must**. **A**

- A timetable _____ be set for withdrawing the army.
- Lev isn't home yet. He _____ have been held up at work.
- A: I wonder how old Louis is?
B: Well, he went to school with my mother, so he _____ be well over 50.
- If you smell gas, you _____ phone the emergency number.
- You _____ try to visit Nepal – it's a beautiful country.
- A: I know I'm always complaining that my house is small, but it's very convenient for work.
B: Yes, it _____ be handy living so close to your office.

- 20.3** If necessary correct these conversations using **should / ought to, must, shall, or had better**, or write ✓. **A, C & D**

- A: There's something wrong with David's computer yet again.
B: He should wish he'd never bought it.
- A: The next meeting's on 3rd April.
B: I'd better make a note of that, or I'll forget.
- A: Have you put on weight recently?
B: Yes. I shall do more exercise, but I never seem to have time.
- A: The children from next door have been throwing stones at our windows.
B: Well, they shouldn't do it again, otherwise I'll call the police.
- A: I'm freezing.
B: You'd better have worn a thicker coat.
- A: Businesses had better not be allowed to give money to political parties.
B: I totally agree.
- A: When have we got to be in Bristol?
B: By four. I think we'd better get started.
- A: Do you want to go out for lunch?
B: Well, I should be revising for my maths exam ... but okay.
- A: I've looked all over the house and can't find the keys.
B: Well, if they're not here, they must still be in the car.
- A: It's so expensive to park here.
B: Yes, I don't think people had better pay to park at work at all.



Adjectives and adverbs

A

Some adverbs of manner (saying how something is done) are formed from an **adjective + -ly**: **sudden** → **suddenly**, **happy** → **happily**, etc. When an adjective already ends in **-ly** (e.g. **cowardly**, **elderly**, **friendly**, **kindly**, **lively**, **lonely**, **lovely**) we don't add **-ly** to it to make an adverb. Instead we can use a prepositional phrase with **fashion**, **manner**, or **way**:

Reminder → L5–L6

- ☐ He smiled at me in a **friendly way**.
- ☐ She waved her hands around in a **lively fashion**.

Most participle adjectives ending in **-ed** (see Unit 69) don't have an adverb form and so we use a prepositional phrase instead:

- ☐ They rose to greet me in a **subdued manner**. (*not ... subduedly*.)

or we use a preposition and a related noun if there is one:

- ☐ She looked at me **in amazement**. (*not ... amazedly*.)

However, some do have an adverb form with **-ly**. Compare:

- ☐ The storm was **unexpected**. *and*
- ☐ The weather turned **unexpectedly** stormy.

Also: agitatedly, allegedly, deservedly, determinedly, disappointedly, excitedly, hurriedly, pointedly, repeatedly, reportedly, reputedly, supposedly, worriedly

B

Some adverbs have two forms, one ending in **-ly** and the other not. We can sometimes use either form without changing the meaning, although the form ending in **-ly** is grammatically correct and more formal:

- ☐ She ran **quick** / **quickly** towards the door.

and must be used if the adverb comes immediately before the verb:

- ☐ She **quickly** *ran* towards the door. (*not* She quick ran ...)

Also: cheap(ly), clean(ly), clear(ly), fine(ly), loud(ly), thin(ly), slow(ly)

C

Some adverbs have different meanings with and without **-ly**. Compare:

- ☐ She gave her time **free**. (= for no money) *and* She gave her time **freely**. (= willingly)
- ☐ I arrived **late** for the concert. (= not on time) *and* I haven't seen Amy **lately**. (= recently)

Compare also:

<input type="checkbox"/> He wandered deep into the forest and got lost. (= a long way)	<input type="checkbox"/> He felt deeply hurt by her criticisms. (= very)
<input type="checkbox"/> You don't have to change trains. You can go direct . (= without stopping)	<input type="checkbox"/> They loved each other deeply . (= very much)
<input type="checkbox"/> It sounded awful – one of the choir members was singing flat .	<input type="checkbox"/> I'll be with you directly . (= very soon)
<input type="checkbox"/> He kicked the ball high over the goal.	<input type="checkbox"/> He saw Hassan directly ahead. (= straight)
<input type="checkbox"/> 'Is Emil here yet?' 'He's just arrived.'	<input type="checkbox"/> This time I flatly refused to lend him any money. (= definitely; completely)
<input type="checkbox"/> She looks just like her mother.	<input type="checkbox"/> Everyone thinks highly of her teaching. (= they think her teaching is very good)
<input type="checkbox"/> Which of these cheeses do you like most ?	<input type="checkbox"/> You can be justly proud of your musical achievements. (= rightly; justifiably)
<input type="checkbox"/> They cut short their holiday when Lina fell ill. (= went home early)	<input type="checkbox"/> Her novels are now mostly out of print. (= most of them)
<input type="checkbox"/> The door was wide open so I just went straight in. (= completely)	<input type="checkbox"/> We mostly go on holiday to France. (= usually)
	<input type="checkbox"/> The speaker will be arriving shortly (= soon). Please take your seats.
	<input type="checkbox"/> You won't have any problems getting the book. It's widely available. (= in many places)

Exercises

- 71.1** Rewrite the italicised words using a **-ly** form of the participles in the box. If a **-ly** form isn't possible, use a prepositional phrase or a preposition + related noun. **A**

agitated anticipated despaired determined disappointed
organised relaxed repeated reputed satisfied

- 1 I warned him *again and again* of the dangers on the mountain, but he insisted on going on.
- 2 The class was out of control and he put his head in his hands *feeling that he could do nothing*.
- 3 As his mother took the roast chicken out of the oven, Rod licked his lips *because he was looking forward to eating it*.
- 4 It is *said to be*, *although no one knows for certain*, the smallest post office in the country.
- 5 'Still no news from Paul,' she said *in a sad way*.
- 6 He ran the company *in a calm way* and rarely let anything annoy him.
- 7 She shook her head *as if she had made a firm decision*.
- 8 When he had finished the painting, he looked at it *in a way that showed he was happy*.
- 9 Vicky runs the office *carefully and tidily*, so I don't think we should change things now.
- 10 Sofia paced about *in an anxious way* as she waited to go into the interview.

- 71.2** Complete the sentences with suitable pairs of adverbs from C. Use the form with **-ly** in one sentence and the form without **-ly** in the other. **C**

- 1 a What she hated was having to get up at 5:30 every morning.
b We don't go out much in the evening. We watch television.
- 2 a The firm paid compensation, but stopped of admitting they were to blame.
b The book is due to be published
- 3 a I'm not in my office at the moment, but if you leave your name and number I'll get back to you [Message on a telephone answering machine]
b I used to have to change in Amsterdam to get to Moscow, but now I can fly
- 4 a I got very little sleep on the flight, but I felt awake when I arrived in Tokyo.
b French is spoken in North Africa.
- 5 a She is one of the most regarded researchers in the university.
b We could just see the plane flying overhead.

- 71.3** Correct any mistakes in these sentences. If there are no mistakes, write ✓. **A-C**

- 1 The rise in car crime in the area is deeply worrying.



- 2 She waved *friendly* to me.
- 3 Cut the onions up *fine* and fry them with garlic.
- 4 I asked the boys to move their bicycles off the football pitch but they *flat* refused.
- 5 I couldn't understand what he was saying. He didn't speak very *clear*.
- 6 He was accused of behaving *cowardly* in the battle.
- 7 Pierre Evenne manufactured the glass for which the town became just renowned.
- 8 I called Elena and she *slow* turned to face me.
- 9 Spread some butter on the bread as thin as possible.
- 10 The prime minister was *loud* applauded by her audience.

A Comparatives: **-er** vs **more / less ... than**

Reminder → L7-L8

We usually add **-er** to one-syllable adjectives and adverbs to make their comparative form.

However, we use **more + adjective** –

☆ with one-syllable past participle adjectives (see Unit 69) such as **bored**, **creased**, **pleased**, **worn**:

☐ After I'd ironed my shirt it looked **more creased** than before. (*not ... creaseder ...*)

☆ with **fun**, **real**, **right** and **wrong**:

☐ I expected the film to be rather dull, but I couldn't have been **more wrong**. (*not ... wronger.*)

☆ when we are comparing two qualities:

☐ 'Wasn't he brave to swim across?' 'I think he was **more mad** than **brave**.'

☐ Although the paint was called 'Sky Blue', I thought it was **more green** than **blue**.

We can also use '**... he wasn't so much brave as mad**' and '**... it was blue rather than green**'.

We can sometimes use **more** as an alternative to the **-er** form to emphasise the comparison:

☐ You might think it's dark here but it's **more dark** in the cellar. (*or ... darker ...*)

Also: **clear**, **cold**, **deep**, **fair**, **rough**, **soft**, **true**.

B Some adjectives with two syllables are most commonly used with **more / less**, particularly:

- ☐ **participle adjectives** (e.g. **worried**, **boring**)
- ☐ **adjectives ending in -ful** and **-less** (e.g. **careful**, **careless**)
- ☐ **afraid**, **alert**, **alike**, **alone**, **ashamed**, **aware**
- ☐ some other adjectives, including **active**, **cautious**, **certain**, **complex**, **direct**, **eager**, **exact**, **formal**, **frequent**, **modern**, **special**, **recent**

Most two-syllable adjectives ending **-y**, **-ow**, **-er** and **-ure** can take either an **-er** or the **more + adjective** form, although the **-er** form is more frequently used.

Some adjectives (e.g. **complete**, **equal**, **favourite**, **ideal**, **perfect**, **unique**) have a comparative or superlative meaning so are not often used with **-er / more / less** or **-est / most / least**. However, we can use comparative or superlative forms for special emphasis:

☐ The weather today was good, but **less perfect** than yesterday.

C Superlatives

We usually use **the**, a possessive form (with **-s**), or a possessive pronoun before a superlative adjective or adverb. In informal contexts we sometimes leave out **the** before an **-est** or **most + adjective** superlative after a linking verb, particularly at the end of a sentence:

☐ 'Why did you go by bus?' 'It was **(the) cheapest**.'

☐ Which was **(the) most expensive**?

However, we can't leave out **the** when we go on to say what group of things is being compared:

☐ 'Why did you buy these oranges?' 'They were **the cheapest ones I could find**.' (*not They were cheapest ones ...*)

When **most + adjective / adverb** is used without **the**, **most** means something like 'very':

☐ I checked the form **most carefully** (= very carefully) but didn't notice the mistake.

D After a superlative we use **of + a plural noun phrase** to name the objects being compared:

☐ Adam's **the oldest of my three brothers**.

Note that we can put the **of-phrase** at the beginning to emphasise it:

☐ **Of my three brothers**, Adam's **the oldest**.

When we give the location or context within which the comparison is made we usually use **in + a singular noun phrase**:

☐ It was **the tallest tree in the forest**. (*not ... the tallest tree of the forest.*)

Exercises

72.1 Complete the sentences with a comparative adjective from the box, using an **-er** or **more** + adjective form. Use both if possible. **A**

deep hard long naughty pretty scared strong true

- 1 It was almost as if the wolf was of us than we were of it.
- 2 The river was than I expected so I decided to turn back.
- 3 I think I'd describe her as than beautiful.
- 4 I bought this tennis racket because it's
- 5 Sam isn't a bad boy really. He's than dishonest.
- 6 The exam was than I thought it would be.
- 7 We need to take responsibility for elderly neighbours, and in a cold winter like this it is than ever.
- 8 We took the path up the hill as the other one was very steep.



72.2 If necessary, correct or improve the comparative adjectives. **B**

- 1 I may not be much of a cook, but Nina is even ~~uselesser~~ in the kitchen than I am.
more useless
- 2 When I took the washing out of the machine it looked *dirtier* than when it went in.
- 3 A: The painting is from the 17th century.
B: Really? It looks *recenter* than that.
- 4 The film starts slowly, but gets *excitinger* after the first half hour.
- 5 Louis is already rich, but his aim in life seems to be to become even *more wealthy*.
- 6 All of us are unique, but some of us are *more unique* than others.
- 7 Most research in this area uses simple interviews, but we used a *complexer* methodology.
- 8 I didn't do well at school, and my fellow students all seemed *cleverer* than me.
- 9 For an extra \$500 you could buy a much *powerfuler* motorbike.
- 10 Curiously, many people say they feel mentally *alerter* if they eat very little for a day.

72.3 Put brackets around **the** if it can be omitted in these sentences. **C**

- 1 It was the sweetest orange I'd eaten for ages.
- 2 Anna, Beth and Clara were all excellent musicians, but Clara was the most creative.
- 3 He's the fastest runner in his class.
- 4 We get lots of birds in our garden, but blackbirds are the most common.
- 5 A: Shall we go by train, bus or car?
B: Well, going by bus is actually the easiest.

72.4 Complete the sentences with **in** or **of**. **D**

- 1 The building is said to be the highest Europe.
- 2 The Democrats are the smallest the four main political parties.
- 3 Parmesan is perhaps the most famous all Italian cheeses.
- 4 For many people, it is the most important day the whole year.
- 5 She's without doubt the best swimmer my school.