Explanations

Ability

Could and was able to

To talk about general past ability we use could.

When I was young, I could run very fast.

To talk about one specific past action we use was able to.

Luckily, Mary was able to help us.

Certainty and uncertainty

• Must have and can't have

These are used to make logical deductions about past actions.

I must have left my wallet in the car. (I am sure I did)

Jim can't have noticed you. (I am sure he didn't)

• May have, might have and could have

These express possibility or uncertainty about past actions.

Jean might have missed the train. (perhaps she did)

He may not have received the letter. (perhaps he didn't)

You could have been killed! (it was a possibility)

• Was/Were to have

This describes something which was supposed to happen, but didn't. It is formal in use.

He was to have left yesterday. (He was supposed to leave, but he didn't)

Obligation

Had to

Must has no past form, so we use had to.

Sorry I'm late, I had to take the children to school.

The question form is *Did you have to?*

Did you have to work late yesterday?

- Should have and ought to have

These express the feeling that a mistake was made. There is a criticism.

I should have posted this letter yesterday.

(I didn't do the right thing)

You shouldn't have told me the answer.

(You were wrong to do so)

• Needn't have and didn't need to

There is a slight difference between these two forms. Compare:

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I needn't have arrived at seven.

(I arrived at seven, but it wasn't necessary)

I didn't need to arrive at seven.

(We don't know when I arrived - maybe seven or later) But in everyday speech we often use *didn't need to* for both cases.

Pronunciation and writing

In speech, *have* is often contracted in the forms in this unit.

I must've left my wallet in the car.

Indirect speech

Must and shall

In indirect speech (see Grammar 6) *must* is reported as *must* or *had to*. *Shall* is reported as *should*.

'You must go.' He told me I must go.

He told me I had to go.

'Shall I help?' He asked if he should help.

