1. Tense Forms

Mum, come quickly, I’ve knocked over the ladder in the garden.

I’m reading my book now, dear. Go and tell your father.

He knows. He’s been hanging from the roof for the past five minutes.

Present Forms

1. Identify the tenses, then match them with the correct description.

1. He runs a large travel agency.
2. The thief enters the room and opens the safe.
3. Skill comes with practice.
4. She’s been practising that song for hours.
5. He’s working hard these days.
6. He’s gained a lot of weight recently.
7. Tom’s picking me up at 7 o’clock tonight.
8. She’s staying with a friend in London at present.
9. The ferry arrives at 10.00 am.
10. They’ve been talking on the phone since 9 o’clock this morning.

a. actions taking place at or around the moment of speaking; temporary situations
b. emphasis on duration of an action which began in the past and continues up to the present
c. reviews/sports commentaries/dramatic narratives
d. actions started at a stated time in the past and continuing up to the present
e. fixed arrangements in the near future
f. timetables/programmes (future meaning)
g. permanent situations or states
h. permanent truths or laws of nature
i. personal experiences or changes which have happened

2. Put the verbs in brackets into the correct present forms.

Dear Sir/Madam,

I am writing (write) on behalf of Midfield School. Every year, our students choose (choose) a project on an environmental problem. Then, they work (work) to raise money to help solve this problem. We recently saw (recently/see) your advertisements about protecting dolphins, so, for the last few weeks, we try (try) to learn about the dolphins that live (live) in the sea near here. We are already on two boat trips and persuade (persuade) local fishermen to change their fishing nets because the ones they use (use) at the moment can trap dolphins. Could you please send the children some World Wildlife Fund posters to add to the work that they have (do) so far?

Yours faithfully,
J. Hopkins (Teacher)
3. Ask your partner questions using the following time expressions:

eg. every morning

A: What time do you get up every morning?
B: I get up at 7:30 every morning.

1 for the past ten minutes  4 usually  7 tonight  10 already
2 right now  5 every Sunday  8 yet  11 ever
3 since 11 o'clock  6 twice this week  9 still  12 for four years

4. Identify the tenses, then match them with the correct description.

1 Oh no! Someone's been reading my diary again.
2 You feel dizzy because you've been lying in the sun for too long!
3 He has just cleared out the garage.
4 He's such a boring man, who's always making a fuss about nothing.
5 With the help of a good teacher, Gary's becoming a very good pianist.
6 We've been out four times this week.
7 He has lunch at the Plaza Hotel every day.
8 They have sold their house and gone on a tour of the world.
9 Here comes the train!

1...c... 2... 3... 4... 5... 6... 7... 8... 9....

a actions which happened at an unstated past time and are connected to the present
b changing or developing situations
c expressing anger, irritation, annoyance or criticism
d recently completed actions
e repeated/habitual actions
f past actions of certain duration having visible results/effects in the present
g exclamationary sentences
h emphasis on number; frequency
i frequently repeated actions with "always" expressing the speaker's annoyance or criticism

5. Put the verbs in brackets into the correct present forms.

Dear Sal,

You'll never guess where I am writing... (write) from. I (stay) on a bench on the shore of Lake Windermere! The air (smell) wonderful - so clean and fresh. I (stay) here for nearly a week now and I (expect) I'll stay for one more, as I (begin) to fall in love with the place. Every morning I (get up) at 7 o'clock and I (go) for a swim in the lake before breakfast. The owner of the hotel (tell) me that I can borrow his boat for the afternoon. This holiday (become) better and better as the days go by.

Well, I think I (write) enough. I (sit) here for half an hour and now it's time for my boat trip.

See you,
Mary

6. Which of the present forms in the letter above are used to express:

1 actions happening at or around the time of speaking/writing
2 repeated/habitual actions
3 actions started in the past and continuing up to the present
4 recently completed actions
5 permanent states (stative verbs)
6 changing or developing situations
Stative Verbs

Stative verbs express a permanent state rather than an action and do not have continuous forms. These are: verbs of the senses (to express involuntary actions): feel, hear, see, smell, taste etc. (Can or could are often used with these verbs. Turn the radio down, please. I can't hear you.) Look, watch and listen express deliberate actions and can be used in continuous forms. John is watching a football game on TV. He can't see or hear you. Feel and hurt can be used in either continuous or simple forms. John feels/is feeling worse today.

verbs of feelings and emotions: adore, appreciate (= value), detest, dislike, enjoy, forgive, hate, like, loathe etc. He hates the show they are watching on TV now. (not: He is hating)

verbs of opinion: agree, believe, expect (= think), see (= understand), suppose, understand etc. I believe he is innocent. (not: I am believing)

other verbs: appear (= seem), belong, concern, contain, depend, fit (= be the right shape and size for sth), have (= possess), know, mean, owe, own, possess, need, prefer, require, want, weigh, wish, keep (= continue), seem etc. He wants some more biscuits. (not: He is wanting)

Some stative verbs (be, love, see, smell, taste, think etc) have continuous forms but there is a difference in meaning.

**STATE**
- He thinks he's really clever. (= he believes)
- What does it taste like? (= What is its flavour?)
- He has two houses. (= he owns; he possesses)
- The silk shirt feels soft. (= it has a soft texture)
- Do you see what I mean? (= Do you understand?)
- Your perfume smells of apples. (= it has the smell)
- I love/enjoy good films. (= I like in general)
- It looks as if it's going to rain. (= it appears)
- He appears to be working. (= he seems to be)
- The box is heavy. It weighs a lot. (= its weight is)
- Luciano is naughty. (= His character is bad.)
- These shoes fit me perfectly. (= They are the right size).

**ACTION**
- I'm thinking about his offer. (= I'm considering)
- He's tasting the food to see if it's good. (= he's testing the flavour)
- She's having lunch. (= she's eating)
- Ann is feeling the cat's fur. (= she's touching)
- I'm seeing Paul tonight. (= I'm meeting)
- She is smelling the roses. (= she's trying the smell of)
- I'm loving/enjoying this film. (= I like specifically)
- He is looking at the painting. (= he's viewing it)
- The opera singer is appearing on stage tonight. (= he will make an appearance)
- He is weighing the potatoes on the scales. (= he is finding out the weight of)
- Suzy is being very naughty. (= she is misbehaving)
- We are fitting a new carpet in the hall. (= laying)

Certain adjectives can be used with "be" in the continuous form to express a temporary characteristic. These are: careful, foolish, kind, lazy, nice, patient, (im)polite, rude, silly etc. John is usually careful but today he's being careless. You're being very foolish. (normally used as a warning)

7 Fill in with Present Simple or Continuous.

1 A: I 1) am thinking (think) about visiting Jane this afternoon.
   B: I wouldn't bother. I 2) (think) she's away on holiday.

2 A: Mr Jones 3) (have) a telephone message from his wife.
   B: Can it wait? He 4) (have) a business meeting and I don't want to disturb him.

3 A: The police 5) (still/look) for fingerprints left in the room.
   B: It 6) (look) as if they won't find the criminal.

4 A: I 7) (love) breathing in clean, country air!
   B: So do I. I 8) (love) every minute of this walking trip.

5 A: I 9) (see) my boss about a pay rise this afternoon.
   B: I 10) (see). That's why you're wearing a suit and tie.
**Present Forms**

6 A: Why 11) .......................................................... (you/taste) the soup? Is there anything wrong with it?
B: Yes - it 12) .......................................................... (taste) too sweet. I think I've used sugar instead of salt.

7 A: Why 13) .......................................................... (you/feel) the baby's forehead, Mum?
B: I think she's got a temperature. She 14) .......................................................... (feel) rather hot.

8 A: John 15) .......................................................... (be) a very rude person, you know.
B: I know. Sheila 16) .......................................................... (be) very rude these days too, although she's usually polite.

9 A: It 17) .......................................................... (look) as if it's going to rain this afternoon.
B: I know. I 18) .......................................................... (look) for my umbrella to take out with me.

10 A: Why 19) .......................................................... (you/smell) the inside of your car?
B: Because it 20) .......................................................... (smell) of petrol and I want to check for leaks.

11 A: How much 21) .......................................................... (your new baby/weight)?
B: I don't know yet. The nurse 22) .......................................................... (weigh) him at the moment.

**Underline the correct item.**

1 John is / is being usually rude, but today he is / is being polite to his colleagues.
2 Ann is / is being usually patient, but today she is / is being impatient.
3 Sam is / is being rude to his mother now, but he is / is being normally pleasant to her.
4 John is / is being a kind man, but at the moment he is / is being selfish.
5 Julie is / is being silly at the moment, although I know she is / is being really very sensible.

**Put the verbs in brackets into the Present Simple or Present Continuous.**

Ted: Hello Dad, I am in Birmingham. It 1) .......................................................... pouring... (pour) with rain, and I 2) .......................................................... (not/have got) any money.

Bob: What 3) .......................................................... (you/want) me to do about it?
Ted: Could you come and pick me up?
Bob: Ted, you 4) .......................................................... (always/ask) me to do this! I 5) .......................................................... (get) tired of it.

Ted: Please, Dad. I am tired and hungry. My evening classes 6) .......................................................... (start) at 7:00 and I have to be there on time. Can't Mum come and get me?
Bob: The Smiths 7) .......................................................... (visit) us tonight and she is busy in the kitchen. She 8) .......................................................... (bake) a cake at the moment.

Ted: Please Dad, I 9) .......................................................... (ask) you to do this for me one last time. The success of my presentation tonight 10) .......................................................... (depend) on you.
Bob: OK. I'll be there in half an hour. But this is the last time. I 11) .......................................................... (mean) it!

**Which of the present forms in the dialogue above are used to express:**

1 changing or developing situations 5 actions happening at the moment of speaking
2 states (stative verbs) 6 fixed arrangements in the near future
3 frequently repeated actions with "always" expressing annoyance
Fill in: yet, already, since, for, usually, tonight, how long, ever, at the moment or still.

1. I don't think Frank has ...ever... been to a live concert. Why don't we take him to one for his birthday?
2. I haven't seen Louise ......................... Jeff's wedding. I wonder what's happened to her.
3. I don't know ......................... Jack's been working on that project, but it seems like weeks.
4. Mr Louis hasn't rung me back about the contract .........................
5. We're meeting some friends for a meal .......................... Would you like to come along?
6. Pam has ......................... finished her test and I've only done half of mine.
7. Patrick ......................... gets to school at eight o'clock sharp, but it's half past and he hasn't arrived yet.
8. Is Jill ......................... going out with Mark, or have they split up?
9. I'm trying to finish clearing up .......................... Can you ring back later?
10. My neighbour has lived in that house ......................... nearly 60 years.

Fill in: since or for.

David Jones has been working for the same company 1) ......................... 20 years. He has been a supervisor 2) ......................... 1991 and he quite likes the work, but he has been thinking about changing jobs 3) ......................... he discovered that he has a real talent for garden design. He has been studying garden design part-time 4) ......................... two years and 5) ......................... last month he has been preparing for his final examination. David has been interested in gardening 6) ......................... he was a child and he has known 7) ......................... years that his present job was not the best one for him. He has been much happier 8) ......................... he started the course and 9) ......................... weeks he has been looking forward to the tour that his college has organised. 10) ......................... David started the course, his wife has become interested as well and now they are talking about setting up a business together.

Have gone to / Have been to / Have been in

She has gone to Madrid. (= She's on her way to Madrid or she's there. She hasn't come back yet.)
She has been to Paris once. (= She has visited Paris; she is not there now. She has come back.)
She has been in Berlin for two years. (= She lives in Berlin now.)

Fill in: "has / have been in/to", "has / have gone to" in the correct form.

1. I ...have been to... New York several times, but I ...haven't been to... Atlanta.
2. My boss ......................... Lisbon for a week, so I'm doing some of his work for him.
3. We ......................... Milan for very long, so we don't know it very well yet.
4. Martin isn't here. He ......................... the library to get some books.
5. Martha ......................... the school to pick up the kids. She should be back by 4.00.
6. I ......................... that gallery twice but I haven't seen the painting you mentioned.
Dear Sir,

I am writing to you to apply for the position of Sports Editor at your newspaper. I 1) have been working... (work) as a reporter on "The Morning Globe" for eight years, and 2) write about every major sporting event in England in that time. I 3) (also/make) several important contacts within the sporting world such as football managers and racehorse trainers, who 4) be of great help to me in my career. The editor of "The World" 5) (recently/offer) me the post of Senior Sports Reporter, but as I 6) not really like the newspaper I think I will turn it down. However, I 7) (read) your newspaper since I was a young boy and I 8) admire it. I 9) wait for an opportunity like this to turn up all my working life. My editor 10) agree to give me time off to attend an interview should you wish to meet me.

Yours faithfully,

Gordon Bennett

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**Past Forms**

Johnny, where were you yesterday?
You weren't at school.

I was having a problem with influenza, sir.

Oh, no! I hadn't been trying to spell it for so long that I was too tired to come to school.

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**15 Identify the past forms then underline the correct time expression.**

1. I still/yet/just hadn't done my homework when Mum came home. (Past Perfect - Past Simple)
2. Meg was lying in the sun before/while/as soon as the children were playing in the pool.
3. How long ago/How long/While did you pass your driving test?
4. He continued his journey before/after/for he had changed the tyre.
5. I was walking down the street when/as soon as/while a car stopped next to me.
6. She had been singing for years since/for/before she finally became a star.
7. I went on an excursion to the Lake District last week/since/just.
8. He hadn't eaten turkey since/ever/for the previous Christmas.
9. Our team had scored three goals by the time/until/while we got to the match.
10. The professor didn't start speaking how long/until/yet everyone was quiet.
11. Do you know how long/when/while he had lived in Portugal before he moved to Turkey?
12. They had been sailing for/since/while a month before they reached a port.
13. She took off her coat just/as soon as/already she entered the house.
16 Identify the tenses, then match them with the correct description.

1. She opened the cupboard, took out a dress and put it on.
2. They received the telegram at 10 o'clock that evening.
3. She was upset because she had been waiting to hear from her son for days.
4. They were still discussing the plan at midnight.
5. They were flying over the Andes when the plane crashed.
6. James Dean made one film with Natalie Wood.
7. Tom was reading out the data while Sara was writing it down.
8. She had finished most of the work by the time her boss arrived.
9. She missed the end of the film because she had fallen asleep.
10. He always went to work by train.
11. She was pleased because she had been given the job.
12. We had been living in the same house for twelve years before we decided to move.
13. He left his job because he had been feeling dissatisfied for months.

   a. past action in progress interrupted by another past action
   b. past action which occurred before another action or before a stated past time
   c. two or more simultaneous past actions
   d. action continuing over a period up to a specific time in the past
   e. complete past action which had visible results in the past
   f. past actions which happened immediately one after the other
   g. past action of certain duration which had visible results in the past
   h. past habit or state
   i. Past Perfect as the past equivalent of the Present Perfect
   j. action in the middle of happening at a stated past time
   k. Past Perfect Continuous as the past equivalent of the Present Perfect Continuous
   l. action not connected to the present which happened at a definite past time not mentioned
   m. complete action or event which happened at a stated past time

17 Fill in with an appropriate past form.

In 1894 a steamship 1) ...was sailing... (sail) across the Atlantic Ocean from England to America. The sun 2) ...shone... (shine) and a gentle breeze 3) ....blow. The ship 4) ....sailed... (sail) for three weeks and was halfway to its destination - New York. The passengers 5) ....relaxed... (relax) on deck when suddenly they 6) ....heard... (hear) a loud bang. They all 7) ....jumped... (jump) up, 8) ....ran to the edge of the boat and 9) ....looked... (look) over the side. To their horror they saw that they 10) ....hit... (hit) some hard object which 11) ....teared... (tear) a hole in the side of the ship. Water 12) ....poured... (pour) into the steamship at an alarming speed. Fortunately another ship arrived half an hour later, just in time to save everyone on board.

18 Which of the past forms in the text above are used to express:

1. past action of certain duration continuing up to a specific past time
2. background description to events or longer actions in the story
3. shorter actions which interrupt longer actions
4. longer actions which are interrupted by shorter actions
5. past action which occurred before another past action
6. past actions which happened one immediately after the other
19 Fill in with Past Simple or Continuous.

Simon 1) ...was walking... (walk) home from work the other day when he 2) .................................. (notice) something shining on the pavement on the other side of the road. A car 3) .................................. (come) down the street, so he waited until it had driven past, then he 4) .................................. (cross) over. When he 5) .................................. (get) to the other side he saw that it was a shiny gold coin! He 6) .................................. (look) around to make sure no one 7) .................................. (look), then he 8) .................................. (bend) down to pick it up. Imagine his surprise when he 9) .................................. (not/can) move it! He 10) .................................. (be) just about to give up when he 11) .................................. (hear) a strange sound behind him. Someone 12) .................................. (laugh) at him, but he couldn’t see who it 13) .................................. (be). Two little boys 14) .................................. (hide) behind a hedge, laughing at anyone who tried to pick up the coin they had stuck to the pavement with glue!

Present Perfect

- complete past actions connected to the present with a stated or unstated time reference
  She has gone to Madrid. (unstated time; we don’t know when she went - she’s still there now)
  Jim has seen her in a café this morning. (stated time; it’s still morning - action connected to the present)
  I’ve spoken to Prince. (He’s still alive - action connected to the present)
  He has lived in Spain for two years. (It implies that he is in Spain now - action connected to the present)

- to announce news or give new information
  The Prime Minister has decided to call a general election.

Past Simple

- complete past actions not connected to the present with a stated or implied time reference
  She went to Madrid last year. (stated time - “When?” “Last year.”)
  Jim saw her in a café there. (implied time - “When?” “When Jim was there.”)
  I spoke to James Dean. (action not connected to the present - James Dean is dead.)
  She lived in France for three years. (It implies that she doesn’t live in France now - action not connected to the present)

- to give details of the news
  He announced the decision to Parliament this morning.

20 Fill in with Present Perfect or Past Simple.

1 A: ...Did you see... (you/see) the Bruce Lee film on TV last night?
   B: No. But I .................................. (see) all of his films on video already this year.

   B: I .................................. (live) in Portugal for a time, but I live in Rome now.

   B: That’s nothing! My mum .................................. (meet) Prince Charles.

4 A: Where’s Jane?
   B: She .................................. (go) to America. She .................................. (leave) last week.
   A: Really? Why .................................. (she/go) there?

5 A: My father .................................. (work) in that shop for twelve years. Then he .................................. (get) a job in a bank.
   B: He .................................. (work) at the bank for quite a few years now, hasn’t he?

6 A: How long .................................. (you/learn) Italian?
   B: I .................................. (start) learning the language when I .................................. (be) twelve.
21 Fill in with Past Simple or Past Perfect.

The biggest event in Tom’s life 1) ...happened... (happen) by chance. He 2) .......................... (be) 22 and he 3) .......................... (just/leave) college. He 4) .......................... (get) his degree and he was looking for a job. He 5) .......................... (want) to be a journalist but he 6) .......................... (know) he 7) .......................... (not/have) enough experience. You see, as a student, he 8) .......................... (spend) most of his time in the university theatre. He 9) .......................... (write) to all the newspapers but he 10) .......................... (not/receive) any replies. Then one day, the phone 11) .......................... (ring). It was a woman who 12) .......................... (offer) him a job as an actor. She 13) .......................... (see) him in a play at the university and 14) .......................... (enjoy) the performance. He 15) .......................... (take) the job and since then he’s been very successful. Last night he 16) .......................... (discover) he 17) .......................... (win) an award for his performance in the play.

22 Complete the sentences using any appropriate past forms.

1. She ...went to the market... and bought some vegetables.
2. What ................................................. when the fire started?
3. I could tell she ............................................ because her eyes were red.
4. She ................................................. when she slipped and landed on the ice.
5. My arm ................................................. away.
6. She got on the motorbike and .............................................
7. He ................................................. the road when a flower pot fell on his head.
8. While Sally ............................................., dinner Steve was laying the table.
9. The patient ............................................. in hospital for five weeks before he fully recovered.
10. He was upset because he ........................................... the exam.
11. Nobody knew where Jane ...........................................
12. Tom .............................................. tennis every day for months before entering his first tournament.

Used to - Be used to + ing form / noun / pronoun - Would - Was going to

- **Used to** expresses past habits, regularly repeated actions in the past or past states. (Stative verbs are not used with "would.")
  - She used to tell me stories. (also: would tell me ...)
  - He used to live in the country. (not: would - state)
  - He used to have a beard. (not: would - state)

- **Would** expresses regularly repeated actions and routines in the past. It isn’t used for states.
  - Mum would always make me a big breakfast. (also: Mum used to make ...)

- **Be used to** means "be accustomed to", "be in the habit of".
  - She isn’t used to living in tropical climates. (= she isn’t accustomed to living ...)

- **Was going to** expresses actions one intended to do but didn’t do.
  - She was going to move to London but then she decided to stay in York.

23 Look at the notes below, then write sentences as in the example:

**TEN YEARS AGO**
He was fat.
He had long hair.
He didn’t wear glasses.
He rode a bicycle.
He didn’t wear suits.

**NOW**
He is thin.
He has got short hair.
He wears glasses.
He drives a car.
He wears suits.

He used to be fat but he is thin now.
24 Fill in: used to, be used to, would or was going to.

Although my friend Tom has lived in the city for three years he still 1) ____ isn't used to ____ it. He 2) ................................ live in the country so he 3) ................................... living in a more peaceful environment. His first few days in the city were so unpleasant that he 4) ................................... move straight back home, but he found a job and decided to stay. That's when I met him. He 5) ................................... come into my office with the coffee every morning and he 6) ................................... often stop and talk for a while about what his life 7) ................................... be like in the country. His family 8) ................................... have their own vegetable garden and his mother 9) ................................... prepare wonderful meals. In autumn they 10) ................................... go for long walks and they 11) ................................... collect wild mushrooms and fruit. Tom made it sound so wonderful that, at one point last year, I 12) ................................... quit my job and leave town forever. But I didn't. I 13) ................................... too ................................... the noise and excitement of the city to ever feel at home in the country.

25 Identify the tenses, then match them with the correct description.

1) I think I'll go home now.
2) The bus for Brighton departs in an hour.
3) We'll be sailing around the islands this time next month.
4) By May he will have been living abroad for six years.
5) The men are delivering the furniture tomorrow.
6) Look at the baby! He's going to eat that worm!
7) Perhaps we'll see Nicky at the club tonight.
8) He's going to take a few days off next week.
9) I'm sure you'll have a wonderful holiday.
10) Will Jo be staying with you this Easter?
11) I'll be having lunch with Sam tomorrow as usual.
12) They will have made a decision by Friday.

a) action which may (not) happen in the future
b) action in progress at a stated future time
c) fixed arrangement in the near future
d) action which will be finished before a stated future time
e) timetable/programme
f) decision taken at the moment of speaking
g) action which is the result of a routine
h) duration of an action up to a certain time in the future
i) prediction about the future
j) action intended to be performed in the near future
k) asking politely about people's arrangements
l) evidence that sth will definitely happen
26. Look at Appendix 1 then fill in: will, won’t or shall.

Fred: I hope you 1) ...will... be able to come to my party this weekend, Emma.

Emma: Of course 2) ................................................, Fred. But I’m afraid Sue 3) ................................................ be able to.

Fred: Oh dear! I know a certain boy who 4) ................................................ be very disappointed about that!

Emma: 5) ................................................ I phone her and try to persuade her to come? It probably 6) ................................................ do any good, but it’s worth a try.

Fred: Yes, 7) ................................................ you do that? Gary 8) ................................................ enjoy himself if she doesn’t come.

27. Fill in the correct present or future forms.

Dear Mum,

By the time you receive this letter I 1) ...will have finished... (finish) my final exams and, whether they went well or not, I 2) ................................................ (celebrate). I 3) ................................................ (start) looking for a job at the end of the summer because I 4) ................................................ (go) on holiday around Europe for a month, starting next week. Sue 5) ................................................ (probably/come) with me, although she’s not sure yet. If she does, I’m sure we 6) ................................................ (have) a great time. I 7) ................................................ (see) her this evening, as usual, so I expect she 8) ................................................ (tell) me her decision then. Anyway, my first exam 9) ................................................ (start) at 9 o’clock tomorrow so I 10) ................................................ (drive) down to the library to do some last-minute revision. Even though I 11) ................................................ (study) Russian for four years by the time these exams are over, I feel I’ve still got a lot to learn about the language. Give my love to Sam and Rover.

Yours,

Jason

- We never use future forms after: as soon as, as long as, after, by the time, if (conditional), unless, in case, until/till, when (time conjunction), whenever, while, once, suppose/supposing, on condition that etc. The manager will see you as soon as he comes out of the meeting. I’ll buy a new sofa when I get paid. (not: I’ll buy a new sofa when I’ll get paid.)

- When used as a question word and if meaning “whether” particularly after the expressions, I don’t know, I doubt, I wonder etc can both be used with future forms.

When will John go to Paris?
I don’t know if the teacher will punish Tim for that. (= whether)

28. Fill in the correct present or future forms.

If you 1) ...want... (want) to travel long distances on your bicycle, you must learn how to mend a puncture. As soon as your tyre 2) ................................................ (become) flat, get off the bike or you 3) ................................................ (damage) the wheel. Then turn the bicycle upside down. Once it 4) ................................................ (be) in position, remove the tyre using tyre-levers or, if you 5) ................................................ (have) nothing else, use spoons. When the tyre 6) ................................................ (be) off, pump up the inner-tube. Put it in some water and turn it until you 7) ................................................ (see) bubbles coming from it. This is your puncture. Before you 8) ................................................ (apply) the patch, you must clean and dry the area around the hole. After this you 9) ................................................ (put) glue around the hole and wait until it 10) ................................................ (dry) a little. Then select a suitably sized patch. Stick the patch over the hole and don’t forget to put some chalk over it. Unless you do this, the inner-tube 11) ................................................ (stick) to the inside of the tyre. Replace the tube, pump up the tyre and ride away. I don’t know if you 12) ................................................ (be able to) remember all this, but it’s worth trying because you never know when it 13) ................................................ (be) useful to you.
Underline the correct item.

1. "I really need a drink." "OK, I'll buy / 'm buying you one. What would you like?"
2. "You look dreadful." "I know, I'm seeing / 'll see the doctor tomorrow at 4 o'clock."
3. "Did you remember to water the plants today?" "Oh no, I forgot; I'll water / water them now."
4. I've already told you why I can't see you tonight. I'm having / 'll have guests.
5. I'm sorry. I promise I'll stay / 'll be staying out of trouble in the future.
6. I'm sure he'll understand / 's going to understand if you explain it to him clearly.
7. I will have finished / will finish my exams by the end of August.
8. "I've burnt the dinner". "Never mind, I'll go / 'm going to the restaurant and get a takeaway pizza."
9. I'll have been working / 'll work here for forty years by the time I retire next week.
10. "I forgot to invite Fergus to the party." "That's OK. I see / will be seeing him this afternoon."
11. If I have / will have enough money, I'll buy a new bicycle.
12. I don't think I'll have finished / will finish these exercises by 3 o'clock.
13. Excuse me, Colin. Will you be going / Will you go to the library this morning?
14. I'm not sure when I go / 'll go on holiday this year.
15. If we go / will go to Greece in the summer, we will visit the islands.
16. We can't get into the office until Jane arrives / will arrive with the key.
17. I doubt if they are / will be on time.

Look at Appendix 1, then fill in: will or be going to.

1. A: Have you decided where to go for your holidays?
   B: Yes, I... 'm going to... tour Spain.
2. A: We've almost run out of petrol.
   B: Don't worry. I'd better get some on the way home.
3. A: Does your tooth really hurt?
   B: Yes, I have to see the dentist tomorrow.
4. A: Did you buy any stamps?
   B: I forgot to, but I'll probably get some now if you like.
5. A: Have you heard about Sharon?
   B: Yes. She's going to have a baby.
6. A: When did you last speak to Susan?
   B: Oh weeks ago, but I'm going to meet her tonight.
7. A: Your car is very dirty.
   B: I know. My son,'m going to... wash it this afternoon.
8. A: Have you found your bracelet yet?
   B: No, but I think I saw it when I tidied my room.
9. A: Do you know what the weather forecast is for tomorrow?
   B: No, but I think it'll be warmer than today.
10. A: Shall we go out tonight?
    B: Sorry! I'm going to the Chinese restaurant with Paul.
11. A: What do you want to eat?
    B: I'm going to have a hamburger and some chips, please.
12. A: Are you watching TV tonight?
    B: Yes, I'm going to... watch the interview with the Queen.

Look at Appendix 1, then fill in the correct present or future forms.

We 1) ... 're going... (go) on holiday next Friday. The plane 2) .... (leave) at 5.00 am, so we 3) .... (probably/be) quite nervous. I 4) .... (have) to sit by her and hold her hand all the time. By the time we get there, we 5) .... (fly) for quite a long time and so we 6) .... (be) quite tired. However, I hope we 7) .... (recover) by 8 o'clock, in time to go to the welcoming party!
Time Words

- **Ago:** back in time from now (used with Past Simple). Jane moved to Canada two weeks ago. (two weeks back in time from now)
- **Before:** back in time from then. Last week I met Paul and he told me that Jane had moved to Canada two weeks before. (two weeks back in time from last week). It can also be used with present or past forms to show that one action preceded another. I'll leave before he comes. (not: before he will come). He (had) finished his homework before he had dinner.
- **Since** is usually used with Perfect tenses to express a starting point. The Perfect tense is used in the main clause. He has been here since July. I've known him since we were at school.
- **For** is used to express the duration of an action. She has been in Lisbon for ten days. She had been working there for two years before she applied for a new post.
- **Already** is used with Perfect tenses in mid or end position in statements or questions. She had already dressed when Tim arrived. Have they cooked dinner already?
- **Yet** is used with Perfect tenses in negative sentences after a contracted auxiliary or at the end of the sentence. She hasn't yet passed her exams. She hasn't passed her exams yet. In questions yet comes only at the end. Has he come yet?
- **Still** is used in statements and questions after the auxiliary or before the main verb. I can still walk long distances. Can she still play the piano well? Are you still doing your exercises? He still plays in the same band. In negative sentences, still comes before the auxiliary. She still can't walk very well. She still hasn't got married.

32 Underline the correct item.

1. Brad has been studying Japanese **for** / **since** three months.
2. I'm afraid I haven't posted your application form **still** / **yet**.
3. She met her husband ten years **ago** / **since**.
4. They have lived in the same house **for** / **since** they came here.
5. I'm sure I've **yet** / **already** seen this film.
6. She has been to Belgium once **before** / **ago**.
7. I **still** / **yet** haven't read this book.
8. He hasn't driven a car **for** / **since** he had the accident.
9. He can **still** / **already** dance quite well even though he's 90.
10. Have you **already** / **yet** done the cleaning?

In Other Words

- He's never driven a Porsche before. It's the first time he's ever driven a Porsche.
- They have never heard such a funny joke. It's the funniest joke they've ever heard.
- She hasn't phoned yet. She still hasn't phoned.
- It's a week since she visited me. She hasn't visited me for a week.
- The last time I called her was two days ago. I haven't called her for two days.
- When did you last meet him?
  When was the last time you met him?
  When did she buy the car?
  How long ago did she buy the car?
  How long is it since she bought the car?

33 Complete the second sentence so that it has a similar meaning to the first sentence.

Use the word given and other words to complete each sentence. You can use between two and five words. Don't change the word given.

1. The last time I went to Brussels was two years ago. **been**
   - I ... **haven't been to Brussels**... for two years.
2. I've never heard such a silly story. **silliest**
   - It's ................................................ ever heard.
3. He hasn't been to work for a week. **since**
   - It's a ................................................ to work.
1 Tense Forms

4 How long ago did they move into their house?
  moved How long ......................... into their house?

5 She's the cleverest person I've ever met.
  never I've ................................. person.

6 It's a month since I saw him.
  for I ...................................... a month.

7 When did you buy that suit?
  bought How long ........................ that suit?

8 I haven't written to them for a month.
  is It ...................................... I wrote to them.

9 How long is it since you tidied your room?
  ago How long ........................ your room?

10 When did you last go to London?
  time When .............................. went to London?

11 I haven't finished my homework yet.
  still I ................................. homework.

Oral Activity 1

Look at the four prisoners below. Work in pairs and make up each prisoner’s story. Say what they usually do in prison, what they're doing now, what they had been doing before going to prison, why they’re in prison, what they were doing when the police caught them, how many years they will stay in prison, and what they will do when they come out of prison.

Bob: thief
John: robber
Ben: kidnapper
Tom: murderer

eg. Bob is a thief. He is reading a book at the moment. Before he went to prison he ...

Writing Activity 1

It's 10 o'clock on Sunday night. The Miltons are at home making a statement to the police. Look at the pictures and write their statement about the burglary. Use a variety of tenses.

eg. "Well, my wife and I had been to the cinema ..."
34 Choose the item which best explains the idioms, then make sentences using them.

1 a big hand  A friendly slap on the back
2 a big mouth  A over-talkative person
3 a big noise  A powerful and influential person
4 a big head  A knowledgeable person
5 a bitter pill  A upsetting fact difficult to accept
6 a blessing in disguise  A sth advantageous initially but later unpleasant
7 a bright spark  A clever and lively person
8 a close shave  A unforeseen disaster

B enthusiastic round of applause
B a liar
B insignificant and ineffectual person
B over-confident and conceited person
B harmful fact difficult to accept
B sth unpleasant initially but later advantageous
B devious and unfriendly person
B narrow escape

35 Complete the sentences using the words in bold as in the example:

1 I started working there two years ago.
   have
   I have been working there for... two years.
2 Kate hasn’t been to the dentist’s for six years.
   last
   The... to the dentist’s was six years ago.
3 I can’t tolerate his bad behaviour any more.
   put
   I can’t... behaviour any more.
4 Terry and June haven’t sent out invitations to their wedding yet.
   still
   Terry and June... invitations to their wedding.
5 I can’t remember when I last laughed so much.
   time
   I can’t remember... so much.
6 When did you hear from him?
   since
   How long... from him?
7 It’s been over a month since she phoned me.
   for
   She... over a month.
8 She’s never seen such a terrifying film.
   ever
   It’s the... seen.
9 We’ve never been on an aeroplane before.
   first
   It’s the... on an aeroplane.
10 They haven’t won a competition for years.
   since
   It’s... a competition.

36 Look at Appendix 2, then fill in the correct particle(s).

1 If you are seen stealing that car the police will be...after... you.
2 What are the children...? They are very quiet.
3 We are... bad weather this week.
4 I hope nobody disturbs me; my favourite television programme will be... in five minutes.
5 I have broken my leg skiing, so I will be... work for two months.
6 If he is late for our date again, I will be... with him.
7 If you press the wrong buttons, the machine will break... for Easter on 2nd April.
8 School breaks... the bank.
9 The robbers used iron bars to break... the bank.
10 When she was told her mum was in hospital she broke... her engagement last week.

Phrasal Verbs
1 after, back, for, through
2 up, up to, up against, over
3 away, on at, in for, over
4 out, off, after, on
5 over, at, back, off
6 over, through, out of, off
7 down, in, off, through
8 out, up, down, off
9 in, into, through, away
10 down, off, through, in
11 off, down, through, over
12 in, up, out, off
37. Look at Appendix 3, then fill in the correct preposition.

1. The president was accompanied ...by... his wife on his recent tour.
2. He could not account ............... £5,000 missing from the company’s books.
3. You must be acquainted ............... all the facts before stating your opinion.
4. The police will advise you ............... how to discourage burglars.
5. Jane did not agree ............... John’s interpretation of the situation.
6. She’ll never agree ............... marry you.
7. He aimed ............... the target and fired his gun.
8. The money that the children collected amounted ............... £590.
9. The government appealed ............... the public to stay calm during the crisis.
10. My parents do not approve ............... my new boyfriend.
11. Henry is very ashamed ............... his behaviour at last night’s party.
12. She’s extremely attached ............... her parents.
13. Thomas is always aware ............... his mother’s over-protective attitude.
14. There has been another military attack ............... the bases in southern Spain.

38. Think of the word which best fits each space. Write only one word in each space.

BIN YOUR RUBBISH

When was the (0) last time you walked down a litter-free street? Although millions of pounds (1) .......... year are spent (2) .......... clearing rubbish, this alone cannot solve the problem. The solution lies (3) .......... our hands.

Dropping litter is, in (4) .......... against the law in Britain. You can be fined up (5) .......... £1,000.

Not (6) .......... is litter ugly, but it can also be dangerous. Litter encourages vermin (7) .......... as rats.

Why is there so (8) .......... litter? Most consumer products are over-packaged; a single item (9) .......... be wrapped in plastic, put in a box, wrapped in cellophane and then put in a plastic carrier bag.

What can we do about this growing problem? If every citizen (10) .......... his or her job, together we can clean up the streets. Try recycling paper and plastic bottles. Never drop litter; (11) .......... the smallest piece of paper contributes (12) .......... the problem. Avoid buying over-packaged items from supermarkets, and take your (13) .......... carrier bags. You could also organise day-trips to the local countryside and beaches in (14) .......... to pick up rubbish. If everyone makes (15) .......... responsible for maintaining high standards of cleanliness in their area, the problem may be solved.

39. Use the words in capitals to form a word that fits in the space in the same line.

STRESS

In today’s world people seem to be very (0) anxious and suffer from stress. This stress is often (1) harmful and some people need to seek medical (2) treatment in order to recover. However, a more (3) effective solution is for people to learn to relax. This can be achieved through a (4) variety of leisure (5) such as sport, reading, music or even gardening.

(6) is placed on people spending time doing things that they enjoy, the ultimate aim being (7) relaxation.

Unfortunately, some people find this (8) tranquil and therefore need to take drugs prescribed by their doctor. These drugs are called (9) tranquilizers. They calm people down, but can be dangerous if taken for long periods of time. Alternative methods are much (10) beneficial and have no side effects.
2 The Infinitive /-ing form/ Participles

We believe in making our guests feel welcome. The best way to do this is to call them by their names. You can find out their names by reading their luggage labels. Ah, good afternoon Mr & Mrs Cow's Leather.

Very well, sir. I'll remember to do that.

Forms of the Infinitive
- **Active Voice**
  - Present: (to) repair
  - Pres. Cont.: (to) be repairing
  - Perfect: (to) have repaired
  - Perf. Cont.: (to) have been repairing

- **Passive Voice**
  - Present: (to) be repaired
  - Pres. Cont.: (to) be repairing
  - Perfect: (to) have been repaired
  - Perf. Cont.: (to) have been repairing

*Passive Present Continuous and Perfect Continuous infinitives are rarely used.*

Forms of the -ing form
- **Active Voice**
  - Present: repairing
  - Pres. Cont.: being repaired
  - Perfect: having repaired

- **Passive Voice**
  - Present: being repaired
  - Pres. Cont.: being repaired
  - Perfect: having been repaired

40 Write the appropriate form of the infinitive.

1. I went
2. She has been playing
3. He had worked
4. It was read
5. They have been informed

...to have gone...
6. He is writing
7. It is fixed
8. He will type
9. He was cleaning
10. She will be sleeping

- **The Present Infinitive** refers to the present or future. *I hope to meet her tonight.* The **Present Continuous Infinitive** expresses an action happening now. *He must be sleeping now.* The **Perfect Infinitive** is used to show that the action of the infinitive happened before the action of the verb. *He claims to have worked here before.* (First he worked here, then he claimed he had worked here.) The **Perfect Continuous Infinitive** is used to emphasise the duration of the action of the infinitive, which happened before the action of the main verb. *He looks tired. He seems to have been studying for the test all night.* The Present Cont., the Perfect and the Perfect Cont. infinitives are used with the verbs: appear, claim, happen, pretend, seem etc and with modal verbs. (see p. 40)

- **The Present Gerund** (-ing form) refers to the present or future. *Ann enjoys walking in the woods.* The **Perfect Gerund** (-ing form) shows that the action of the -ing form has happened before the action of the main verb. We can use the Present Gerund instead of the Perfect Gerund without a difference in meaning. *He denied having killed James.* OR *He denied killing James.*
41 Fill in the correct form of the infinitives.

1. My boss expects me... to work... (work) overtime.
2. The suspect claimed... (watch) TV at the time of the robbery.
3. Jill's teacher is worried about her as she seems... (have) difficulty coping with her studies.
4. Young children often ask... (take) to the zoo.
5. The burglars must have come in through the window as the lock seems... (force).
6. "I happen... (pass) my driving test two years ago, you know," he said.
7. Robert is expecting... (inherit) a large house when his grandfather dies.
8. "Mark appears... (overtake) John on the last lap. Yes, he's passed him!"
9. Leslie seems... (enjoy) her new job.
10. I'd like... (book) a return ticket to Denver, please.
11. Stop pretending... (eat) your food - just finish it up, please.
12. The manager seems... (get) impatient with the interviewee.

42 Fill in with the appropriate preposition or particle and -ing forms.

Dear Sir/Madam,

As I dine out regularly in good quality restaurants I am accustomed 1)... to receiving... (receive) service of the highest standard. The staff at your establishment could certainly not be accused 2)... (provide) this! In addition 3)... (be) extremely rude, the waitress who served us was also guilty 4)... (get) our order wrong twice. My wife was also very upset 5)... (be) told that she shouldn't be so impatient. The chef too, seemed incapable 6)... (do) anything right. As well 7)... (forget) to heat up our soup, he burnt my steak and overcooked my wife's vegetables. All I can say is that he is obviously used 8)... (cook) for very uncritical diners. To make matters worse, the waitress tried to prevent us 9)... (leave) the restaurant because we hadn't left a tip! I'm not interested 10)... (get) my money back but I am looking forward 11)... (hear) from you in the near future with a full apology to my wife and myself 12)... (spoil) our 25th wedding anniversary.

Yours faithfully,
Michael Crawford

Subject of the Infinitive / -ing form

When the subject of the infinitive or of the -ing form is different from the subject of the verb, then an object pronoun (me, you, him, her, it, us, you, them) or a noun is placed before the infinitive or the -ing form. I want him/John to help me. (= He should help me.) but: I want to help. (= I should help.) The subject of the -ing form can also be a possessive adjective (my, your etc) or the possessive form of the noun. I remember his/him/Tim's/Tim talking about that island.

43 Rephrase the following using the infinitive or the - ing form as in the example:

1. You have to eat your carrots.
   I want...you to eat your carrots.
2. I must exercise more often.
   I want...to exercise more often.
3. She has to take her medicine every day.
   The doctor wants...her to take her medicine every day.
4. I saw him give you the letter.
   I remember...him giving you the letter.
5. He has to talk to me politely.
   I want...him to talk to me politely.
6. They mustn't go to bed late.
   I don't want...them to go to bed late.
7. We visited Sue before Christmas.
   I remember...Sue's being visited before Christmas.
The to-infinitive is used

- to express purpose. He went to university to become a lawyer. (in order to become)
- after certain verbs (agree, appear, decide, expect, hope, plan, promise, refuse etc). He refused to pay the bill.
- after certain adjectives (happy, glad, sorry etc). She was happy to win the prize.
- after I would like/would love/would prefer to express specific preference. I’d like to see the manager.
- after certain nouns. What a surprise to see him there!
- after too/often constructions. He’s too young to have his own car. He’s clever enough to do the crossword. He’s got enough money to live on.
- with: it + be + adjective (+ of + noun/pronoun). It was generous of him to offer £1,000.
- with: so + adjective + as. Would you be so kind as to help me move the sofa?
- with “only” to express an unsatisfactory result. She came in only to find Bob had left.
- after: be + the first/second etc/next/last/best etc. He was the last to come to work.
- in the expression: for + noun/pronoun + to-inf. For him to be so rude was unforgivable.
- in expressions such as: to tell you the truth, to begin with, to be honest etc. To be honest, I don’t like him.

Note: If two infinitives are joined by “and” or “or”, the “to” of the second infinitive can be omitted. I want to call Mr Jones and fax or post him a letter.

The -ing form is used

- as a noun. Walking is good exercise.
- after certain verbs (admit, anticipate, appreciate, avoid, consider, continue, delay, deny, discuss, enjoy, escape, excuse, fancy, finish, forgive, go (physical activities), imagine, involve, keep (= continue), mention, mind, miss, object to, postpone, practise, prevent, quit, recall, recollect, report, resent, resist, risk, save, stand, suggest, tolerate, understand etc). They discussed selling the company. “Let’s go jogging!” “No, I’d rather go sailing.”
- after: dislike, enjoy, hate, like, love, prefer to express general preference. She likes painting. (in general)
  * Note: like + to-inf = it’s a good idea I like to wash my hair every day.
- after: I’m busy, it’s no use, it’s (no) good, it’s (not) worth, what’s the use of, can’t help, there’s no point (in), can’t stand, have difficulty (in), in addition to, as well as, have trouble, have a hard/difficult time. He can’t stand being treated like a slave. He had difficulty finding his way back.
- after: spend/waste (time, money etc). He spends his free time (in) digging the garden.
- after prepositions. He left the shop without paying so he was accused of stealing.
- after: look forward to, be/get used to, be/get accustomed to, object to, admit (to) etc I’m looking forward to hearing from you soon.
- after: hear, listen, notice, see, watch to express an incomplete action, an action in progress or a long action. I saw Tim doing his homework. (I saw part of the action in progress. I didn’t wait until he had finished.)
  BUT: hear, listen, see, watch + infinitive without “to” express a complete action, something that one saw or heard from beginning to end. I saw Tim do his homework. It took him an hour. (I saw the whole action from beginning to end.)
The infinitive without to is used

- after: most modal verbs (can, must, will etc). You can leave now if you want.
- after: had better / would rather. I'd rather not go out tonight. I'd better stay at home.
- after: make / let / see / hear / feel + object. They made him pay for the damage. But: in the passive:
  be made / be heard / be seen + to - infinitive. He was made to pay for the damage.
- "know" and "help" are followed by a to-infinitive or an infinitive without to. I've never known him (to) be so mean. Could you help me (to) fix the car? But: in the passive: be known, be helped + to-infinitive. She was known to have worked as a teacher.

44 Write what each word is followed by: F.I. (full inf.), B.I. (bare inf.) or -ing form.

1. enjoy +ing form. 2. promise + 3. be made + 4. object to + 5. it's no use + 6. can't stand + 7. can't help + 8. had better + 9. resist + 10. agree + 11. can + 12. would like + 13. would + 14. refuse + 15. spend time + 16. avoid +

45 Put the verbs in brackets into the -ing form or the infinitive.

The Jackal is known 1) ...to be... (be) one of the most dangerous criminals in the world. 2) (rob) banks is his speciality, although he also enjoys 3) (kidnap) every now and again. So far, the police have failed 4) (catch) him, and they would be very happy 5) (receive) any information that could lead to his arrest. The public have been warned 6) (not/approach) the Jackal if they see him, as he has a gun and he doesn't mind 7) (use) it. The last person 8) (try) to arrest him was shot in the foot. Fortunately, we are unlikely 9) (come across) the Jackal in this country in the near future. He was last seen 10) (sunbathe) on a beach in Brazil.

46 Complete the sentences using an infinitive or an -ing form.

1. City life is too busy for me; I really miss ...living... in the country.
2. We had to postpone .................................. tennis because of the bad weather.
3. She goes .................................. at the disco every weekend.
4. If you will keep .................................. so much, you're bound to get fat.
5. She's been training so hard recently that she deserves .................................. the race.
6. He couldn't sleep, so I suggested his .................................. some warm milk.
7. Because of his fear of jellyfish, he doesn't like .................................. in the sea.
8. I'd really like .................................. my uncle in Chicago one day.
9. That man seems to be having trouble .................................. his car. Why don't you give him a push?
10. Mr Roberts is much too old .................................. climbing like he used to.
11. Before the interview, I was required .................................. an application form.
12. The dog seems .................................. hungry - you'd better feed him.
13. Becoming an Olympic athlete involves .................................. for years.
14. Would you ever consider .................................. married to someone twice your age?
15. I much prefer .................................. letters to .................................. on the telephone.
16. Let me be the first .................................. you on your remarkable success.
17. I'm sorry .................................. that I'll be unable to attend the meeting tomorrow.
18. He said he would prefer .................................. the train to London rather than .................................. his mother's old car.
19. It's no use .................................. to university if you don't intend to study.
20. I think you should give up .................................. because you have a very poor voice.
47 Complete the sentences by using an infinitive or an -ing form.

1. He heard the phone ...ringing... but it stopped before he could answer it.
2. When I entered his room I saw him .......................... his homework.
3. Then I saw him ................................ the house, ................................ into his car and ................................ away.
4. As they were walking past the house, they saw it ................................ into flames.
5. I saw Freddie Ljunberg .................................. the winning goal for Arsenal in the FA Cup Final.

48 Put the verbs in brackets into the -ing form or the infinitive.

The best way 1) ...to explore... (explore) China is by land. Anyone who has been there, will 2) ................................ (tell) you what a great experience it is. 3) ................................ (travel) round China involves 4) ................................ (cover) great distances as the country is enormous. As a result, some tourists would rather 5) ................................ (fly), as it is quicker and they consider 6) ................................ (sit) on a bus or train a waste of time. For those who don’t mind 7) ................................ (take) a bit longer, there is so much 8) ................................ (see) which is not visible from a plane. From a bus you can 9) ................................ (see) people 10) ................................ (work) in the rice fields. You can even spend some time 11) ................................ (learn) a few Chinese phrases. Few can resist 12) ................................ (taste) the local delicacy - bird’s nest soup, though you may 13) ................................ (have) difficulty in 14) ................................ (acquire) a taste for one-hundred-year-old eggs!!

49 Fill in "too" or "enough" with the adjectives from the list. Add an object where necessary.

small, tall, warm, early, busy, strong, difficult, tired

1. The exercise is ........................................ too difficult for me ........................................ to do.
2. The shoes are ........................................ (wear).
3. We didn’t go to the beach last weekend because it wasn’t ........................................ (swim).
4. She isn’t ........................................ (lift) the weights.
5. I’m ........................................ (do) the ironing now.
6. We weren’t ........................................ (get) good seats for the concert.
7. She can’t go out tonight. She’s ........................................ with her homework ........................................ (go) out tonight.
8. He isn’t ........................................ (be) in the basketball team.

Verbs taking to-infinitive or -ing form without a change in meaning

- begin, continue, intend, start + to-inf or -ing form. However, we don’t normally have two -ing forms together. She began crying / to cry. The days are beginning to get shorter.
- advise, allow, encourage, permit, recommend, require when followed by an object or in passive forms take a to-infinitive. They take the -ing form when they are not followed by an object. The teacher doesn’t allow us to eat in class. We aren’t allowed to eat in class. They don’t allow eating in class.
- need, require, want are followed by to-inf, the -ing form or the passive infinitive. You need to polish your shoes. Your shoes need polishing. Your shoes need to be polished.

50 Put the verbs in brackets into the -ing form or the infinitive.

There has been a gas leak in central London. The police advise everybody 1) ...to stay... (stay) clear of the area. You are recommended not 2) ........................................ (travel) by tube as the service has been suspended. We’d recommend 3) ........................................ (take) the bus, but only if your journey is essential. The police require any members of the public with any information relating to this incident 4) ........................................ (come forward).
Verbs taking to-infinitive or -ing form with a change in meaning

1. **forget** + to-inf (be forget to do sth)
   I'm sorry, I forgot to lock the car.
   *forget* + -ing form (be forget a past event)
   We'll never forget visiting Paris.

2. **remember** + to-inf (be remember to do sth)
   Remember to read the instructions.
   remember + -ing form (be recall a past event)
   I don't remember meeting Al before.

3. **mean** + to-inf (be intend to)
   He means to move to Newcastle.
   mean + -ing form (be involve)
   Working harder means getting more money.

4. **go on** + to-inf (be finish doing sth and start doing sth else)
   After finishing her BA, she went on to get a master's degree.
   go on + -ing form (be continue)
   She went on watching TV.

5. **regret** + to-inf (be sorry to)
   I regret to tell you that you have failed.
   regret + -ing form (be have second thoughts about sth already done)
   I regret telling lies.

6. **would prefer** + to-inf (specific preference)
   I'd prefer to have an early night tonight.
   prefer + -ing form (in general)
   I prefer reading a book to watching TV.
   prefer + to-inf + (rather) than + inf without to
   I prefer to read a book (rather) than watch TV.

7. **try** + to-inf (be do one's best; attempt)
   She tried hard to cope with her new job.
   try + -ing form (be do sth as an experiment)
   Try adding some more sauce to your pasta.

8. **want** + to-inf (be wish)
   I want to find a better job.
   want + -ing form (be sth needs to be done)
   Your dress wants cleaning.

9. **stop** + to-inf (be pause temporarily)
   He stopped to buy some milk on his way home.
   stop + -ing form (be finish; cease)
   Stop talking to each other, please!

10. **be sorry** + to-inf (be regret)
    I'm sorry to hear he has been injured.
    be sorry for + -ing form (be apologise)
    I'm sorry for misunderstanding/having misunderstood what you said.

11. **hate** + to-inf (be hate what one is about to do)
    I hate to interrupt, but I must talk to you.
    hate + -ing form (be feel sorry for what one is doing)
    I hate making you feel uncomfortable.

12. **be afraid** + to-inf (be too frightened to do sth)
    I'm afraid to drive over the old bridge.
    be afraid of + -ing form (be afraid that what is referred to by the -ing form may happen)
    She is afraid of breaking her leg if she jumps over the wall.

Put the verbs in brackets into the -ing form or the infinitive.

1. Tom stopped **...to pick up...** (pick up) his washing on the way home.
2. If you don't stop **...to smoke...** (smoke), you'll make yourself ill.
3. Try **...to phone John at the office...** (phone) if he's not at home.
4. I tried my best **...to finish...** (finish), but there just wasn't enough time.
5. He was promoted in 1990 and went on **...to become a company director.**
6. The band went on **...to play...** (play) even after the lights had gone out.
7. "Why is the baby crying?" "I think he wants **...to feed..." (feed)."
8. Sharon wants **...to talk to you.**
9. Jane was afraid **...to show her school report to her parents.**
10. I'm afraid of **...to lose my way in the forest.**
11. What do you mean **...to do with all that money?**
12. Playing a musical instrument well means **...to practise for years.**
13. I regret **...to inform you that your husband has been arrested.**
14. She regrets **...to spend so much money on her new dress.**
15. Do you remember **...to ride a bicycle for the first time?**
16. Remember **...to post the letters on your way home.**
17. I'd prefer **...to pretend I didn't hear what you just said.**
18. I prefer **...to borrow books from the library to...** (buy) them.
19. Don't forget **...to bring some cash in case they don't accept credit cards.**
20 I was sorry (hear) about you failing the exam.
21 He said he was sorry for (speak) to you so rudely.
22 Oh no! I totally forgot (turn off) the cooker.
23 I'll never forget (sail) through that storm in the Atlantic.

52 Put the verbs in brackets into the -ing form or the infinitive.

Kim: I'll never forget 1) ...going... (go) to America for the first time. I was incredibly excited although I was trying 2) ................................ (act) cool and casual.
Tom: I know. I remember 3) ................................ (be) quite envious because I wanted 4) ................................ (go) there too.
Kim: Yes, I know. I was a bit over the top, I wasn't I? I'm sorry for 5) ................................ (behave) so badly.
Tom: Yes, you were! You just went on 6) ................................ (talk) about America constantly. It was quite funny though when I think back. You hardly let me 7) ................................ (say) a word.
Kim: I'm sorry, but you know that in my excitement I nearly left a lot of things behind like my camera and my money.
Tom: I didn't know you had such a bad memory.
Kim: I'm not usually so forgetful. I had a lot on my mind. Anyway, I don't remember actually 8) ................................ (leave) anything behind in the end.
Tom: How did you feel when you first arrived there?
Kim: I remember 9) ................................ (worry) about what to do and where to go. I wanted 10) ................................ (see) everything but I didn't know where 11) ................................ (begin).
Tom: So where did you go first?
Kim: Well, we started in New York. At first, the traffic was so bad that I was afraid 12) ................................ (cross) the road. But it got easier. I saw the Empire State Building and the Statue of Liberty and lots of other things. It was incredible! I love New York!

53 Put the verbs in brackets into the infinitive or the -ing form.

I hate 1) ................................ (sit) in this awful cell day after day. I must admit that I regret 2) ................................ (rob) that bank but I regret 3) ................................ (be) caught even more! I tried so hard 4) ................................ (become) a successful criminal because I've never really wanted 5) ................................ (work). My parents meant 6) ................................ (bring me up) properly, but they failed. I remember 7) ................................ (lie) and 8) ................................ (steal) when I was a teenager and I stopped 9) ................................ (go) to school when I was 15. I'll never forget the police 10) ................................ (arrest) me for the first time. I still went on 11) ................................ (break) the law when I got out of prison. Being a criminal means 12) ................................ (spend) most of your life in prison. When I get out of here, I'm going to try very hard 13) ................................ (stay) out of trouble.

54 Put the verbs in brackets into the correct passive infinitive or -ing form.

1 We are waiting for his first novel ...to be published... (publish) in England.
2 His music seems ................................ (influence) by the rock culture of the seventies.
3 ................................ (hurt) badly in the past, she found it very difficult to trust anyone again.
4 Don't tease him any more. He doesn't enjoy ................................ (laugh at).
5 Many film stars now hire bodyguards because they want ................................ (protect).
6 ................................ (award) an Oscar was the most memorable event in the actor's life.
7 Ann claimed ................................ (invite) to Tom Cruise's wedding while she was in America.
8 I was very upset when I failed the audition, so you can imagine how delighted I was ................................ (give) a second chance.
9 I'm not used to ................................ (approach) by complete strangers asking for my autograph.
10 Listen carefully because I don't want ................................ (misunderstand).
11 I wouldn't phone her after midnight. She won't like ........................................ (wake up).
12 I don't remember .................................. (tell) the news before. Are you sure you mentioned it yesterday?
13 Ten more people have asked ................................................ (include) in the conference.
14 He always wears such outrageous clothes because he wants ........................................ (notice).
15 I see that ......................................................... (send) to prison for five years has taught you nothing.
16 Actors consider .......................................................... (see) on television as the first step to fame.

**Participles**

**Present participles** (verb + ing) describe what somebody or something is.
The exhibition was fascinating.
(What was the exhibition like? Fascinating.)

**Past participles** (verb + ed) describe how someone feels.
The students were fascinated by the exhibition.
(How did the students feel about the exhibition? Fascinated.)

55 Underline the correct participle.

A: I didn't know you were 1) interesting / interested in gardening.
B: I'm not. I think it's really 2) boring / bored but my mum's hurt her back and she was 3) concerning / concerned that the garden would become a mess.
A: Oh, I understand now. I was really 4) surprising / surprised to see you with a spade in your hand!
B: Don't laugh! This is really 5) tiring / tired, I feel 6) exhausted / exhausting already.

56 Fill in the blanks with the appropriate participle.

Carla has been 1) interested... (interest) in dancing since she was a little girl. When she put on her own "performances" at home for her relatives, they were all 2) entertaining... (entertaining) by the sight of the young girl twirling around in her home-made costumes. No one guessed, however, that by the age of eighteen she would be an 3) entertaining... (entertaining) spectacle for a much larger audience. Carla's family were 4) thrilling... (thrilling) to attend a Royal Performance and to witness their little girl's 5) exciting... (exciting) début. Carla herself was more 6) exciting... (exciting) and 7) frightening... (frightening) than she'd ever been in her life. Her climb to fame had been extremely 8) rewarding... (rewarding). And now, here she was, dancing for the Queen. How 9) exciting... (exciting) she felt! But the 10) amazing... (amazing) reviews she received the next day were even more 11) thrilling... (thrilling).

57 Put the verbs in brackets in the -ing form or the to-infinitive.

I've been trying 1) to get... (get) fit for years but it has been impossible 2) . (find) a method that has not ended in disaster. Two years ago I started 3) going to karate classes. On the second day I broke my arm. When I had recovered from that, I took up 4) swimming. At first I really enjoyed 5) racing my friend up and down the pool. But I regret 6) saying that it wasn't long before I slipped over on the pool side and cracked my head on the tiles. I needed 7) going to hospital to make my head stop 8) bleeding. A few months later a friend advised me 9) trying aerobics. That didn't last long either, because I hate 10) listening to loud disco music. Then last month I bought a bicycle. I had always loved 11) cycling... (cycle) ever since I was a child. I really regret 12) buying that bike, though. At this very moment, I am lying in hospital with two broken legs. I have decided 13) giving up trying... (give up) trying 14) getting fit. From now on, I'm going to concentrate on 15) staying alive.
In Other Words

- Driving fast is dangerous.
  It is dangerous to drive fast.
- They made him admit (to) his guilt.
  He was made to admit (to) his guilt.
- I prefer driving to flying.
  I prefer to drive (rather) than fly.
- She was too inexperienced to get the job.
  She wasn't experienced enough to get the job.
- It was difficult for him to do the crossword.
  He had difficulty (in) doing the crossword.
  He found it difficult to do the crossword.
  He could hardly do the crossword.
- He's too ill to go to work.
  He isn't well enough to go to work.
- We were interested in the lecture.
  The lecture was interesting to us.
- They allowed him to enter the building.
  They let him enter the building.
- Could you clean up the room?
  Do/Would you mind cleaning up the room?
  Would you be so kind as to clean up the room?
- It took him an hour to prepare the meal.
  He took an hour to prepare the meal.
  Preparing the meal took him an hour.
  He spent an hour preparing the meal.

58 Complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Do not change the word given.

1  He wasn't tall enough to be a policeman.
   short  He was ...too short... to be a policeman.

2  They made her scrub the bathroom floor.
   was  She ...the bathroom floor.

3  We were shocked by the news.
   shocking  The news ...to us.

4  Would you mind moving over a little?
   kind  Would you be ...over a little?

5  She was so tired she couldn't keep her eyes open.
   too  She was ...her eyes open.

6  The horror film was terrifying.
   were  We ...the horror film.

7  It was difficult for her to cope with city life.
   found  She ...with city life.

8  He spent hours wall-papering the sitting room.
   took  It ...the sitting room.

9  Sarah prefers skiing to ice-skating.
   ski  Sarah ...ice-skate.

10 Dad didn't allow me to drive his car.
    let  Dad ...his car.

Oral Activity 2

Make sentences using the following verb combinations:
be used to/discuss, encourage me/buy, remind me/wear, avoid/answer, enjoy/sail, suggest/visit, warn me/not go, allow me/leave, offer/lend, look forward to/go, continue/talk, hope/recover

Writing Activity 2

Write a letter to a friend about a frightening experience you had using words followed by the -ing form or the infinitive.

Dear Al,
I had the most frightening experience of my life yesterday. Ann had suggested going out ...
59 Complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Don't change the word given.

1 They thought the way he jumped the fence was amazing.
   amazed They ...were amazed at the way... he jumped the fence.

2 It's not my decision - it's yours.
   up It's...decide.

3 These tests have to be corrected.
   need These...corrected.

4 He complained about his noisy neighbours.
   complaint He...his noisy neighbours.

5 Mr Smith is the owner of this house.
   belongs This...Mr Smith.

6 He was too scared to enter the haunted house.
   bold He...to enter the haunted house.

7 They made him admit to his guilt.
   was He...his guilt.

8 She paid £5,000 for her new car.
   cost Her...her £5,000.

9 He finds it difficult to address large audiences.
   has He...large audiences.

10 The station clock showed midnight.
    according It...the station clock.

11 The Whites arrived here two hours ago.
    been The Whites...two hours.

12 Barry finished his homework before the film started.
    had By the time the film...his homework.

13 She hadn't expected to get so many presents.
    such She hadn't expected to get...presents.

14 His decision to marry did not meet with his father's approval.
    approve His father...his decision to marry.

15 It's too cold for us to go swimming.
    warm It...for us to go swimming.

60 Look at Appendix 2, then fill in the correct particle.

1 By stealing, Mark brought...about...his dismissal from work.

2 This music brings...happy memories.

3 The author will bring...his new novel soon.

4 We managed to bring him...by splashing his face with water.

5 The meeting has been brought...to tomorrow evening.

6 She was eventually brought...to my point of view.

7 They had to call...the football match because of the weather.

8 My boss is calling...us tonight at 8 o'clock.

9 All men over 18 will be called...to fight in the war.

10 This situation calls...immediate action.

Phrasal Verbs

1 down, about, off, over
2 to, back, out, along
3 in, about, to, out
4 about, round, together, on
5 in, forward, out, to
6 round, off, on, back
7 back, in, off, out
8 on, to, back, up
9 in, back, up, over
10 over, for, out, in
Look at Appendix 3, then fill in the correct preposition.

1. Dave was very bad ... at ... maths and always failed the tests.
2. Sally was very bad ... her brother.
3. Dad can't come to the phone. He's busy ... the cooking.
4. This film is based ... a true story.
5. You can't blame me ... the accident; I wasn't even there.
6. She always puts the blame ... me for things that I haven't done.
7. There will be an extra charge ... delivering the goods to your home.
8. The suspect has been arrested and charged ... robbery.
9. It's very important nowadays to care ... our environment.
10. Sarah was fond of Peter and cared ... him very much.
11. You should take care ... your teeth.
12. Jane was clever ... history and always received the highest marks.
13. It was very clever ... you to find the answer.
14. The patient was complaining ... a pain in his chest.
15. The secretary was always complaining ... having too much work.
16. I would like to congratulate ... passing your exams.

For questions 1 - 15, read the text below and choose the word which best fits each space. There is an example at the beginning (0).

THE LATE, LATE FLIGHT TO LONDON

Passengers (0) ... traversing ... (travelling / going / waiting / wanting) on a flight from Washington to London were in 1) ... (for / at / on / with) a very long wait. They had 2) ... (still / already / however / yet) been waiting eight uncomfortable hours for takeoff, only to be 3) ... (said / told / mentioned / announced) that the flight was 4) ... (late / retarded / delayed / behind) even further. The cabin crew advised passengers to take pillows and blankets from the overhead lockers in 5) ... (case / order / time / turn) to sleep inside the airport terminal. Many passengers 6) ... (misplaced / wasted / missed / lost) their tempiers and fights broke 7) ... (up / off / out / down). People shouted and 8) ... (asked / applied / demanded / took) information. A member of the staff panicked and called airport security guards. A 9) ... (few / number / couple / little) lucky passengers were put on alternative flights, 10) ... (although / even / in spite / despite) about 100 others spent the next day in the airport. Many people missed connecting flights and 11) ... (should / would / could / had) be delayed for several days. First-class passengers were 12) ... (still / many / more / much) fortunate. They were put 13) ... (up / off / out / about) in luxury hotels and provided with food and drink. Other passengers had to be content with vouchers for a meal, as the airline staff were not able to find hotels with 14) ... (much / enough / too / a lot) free rooms to accommodate them. One woman carried a silver horseshoe for 15) ... (fortune / chance / luck / probability). As she said, "It didn't work this time!"
63 Use the words in capitals to form a word that fits in the space in the same line.

**LONDON BOMB BLAST**

An (0) ... bomb attack in west London has injured 18 people. The victims were mostly (1) ... to the area's popular market which was (2) ... as usual. The police expressed their (3) ... about the bombing because they had received a (4) ... call earlier, but the caller had suggested that the bomb was in a (5) ... different place. The (6) ... shocked the residents of the area and several shops had (7) ... windows. Only three people suffered serious (8) ... . The bombing was probably a (9) ... to the arrest of three men suspected of (10) ... in the bombing of a pub in Sheffield.

64 Read the text carefully. Some of the lines are correct and some have a word which should not be there. If a line is correct, put a tick (✓) in the space provided. If a line has a word which should not be there, write it in the space provided.

**LEARNING A FOREIGN LANGUAGE**

0 When one learning a foreign language, the selection of a system of teaching becomes a calculation of time, money and need.
00 French learnt at school may be very enough to book a hotel room or shop in a supermarket but will not must be enough to understand and contribute on to a social conversation.
1 Even the ability to mix socially leaves one far away from having a full understanding of a language and its usage. What are the more best ways of learning a language? A book alone gives a limited guide to pronunciation, which it is essential to understanding and being understood. Students keen on to learn should read newspapers, listen to the radio and to watch programmes in the target language. Of course, this is easier in the case of a European language than an obscure language such as the Thai or Armenian. Ideally, students should attend a class. Needless is to say, the establishment must be chosen carefully - language teaching attracts some dishonest people who they want to get rich quick.

65 Choose the item which best explains the idioms, then make sentences using them.

1 a hair's breadth  2 a dead end  3 a drop in the ocean  4 a false alarm  5 a feather in one's cap  6 a matter of opinion  7 a night owl  8 a hard nut to crack

A very short distance  A sth leading to death  A hint  A unnecessary warning  A achievement one is proud of  A one-sided argument  A sb who stays up late  A sb/sth difficult to deal with

B short person  B sth leading nowhere  B insignificant amount  B incomplete message  B burden one is fed up with  B issue for discussion  B sb who looks tired  B sb/sth annoying and silly
The bat may (0) _______ an ordinary creature, but in fact it is an amazing animal. The bat has wings and is the only mammal (1) _______ of true flight. There are many (2) _______ species of bat; in Britain (3) _______ there are fourteen types of bat, which range in size from a few inches to (4) _______ feet in wingspan.

Bats are nocturnal animals (5) _______ become active only at dusk. Many species (6) _______ on a "radar" system to find their way around. The bat emits squeaks and then measures the echoes to "see" how far away any (7) _______ is.

The (8) _______ of bats survive on a diet of insects while others eat fruit. There are two species which eat fish and there are (9) _______ some bats which eat meat! Some vampire bats take blood (10) _______ their sleeping victims. These bats may (11) _______ the deadly disease rabies.

Bats are sociable creatures and (12) _______ large colonies. Most bats hibernate (13) _______ the winter months. Many people are (14) _______ of bats without ever having seen one. Perhaps if we learn (15) _______ about these wonderful creatures, we will no longer fear them.
A stay in a hotel is (0) always a pleasant experience. There are many things (16) can ruin an otherwise enjoyable visit. Many problems occur in the bathroom. Instructions for using the shower are not only complicated, (17) are often written in an obscure language as (18). Many travellers have (19) scalded, frozen or soaked while still dressed. Over-enthusiastic staff (20) another source of irritation. Cleaners appear at inconvenient times, ignoring the “Do Not Disturb” sign, in (21) to check the linen. Porters surround guests and grab their luggage, hoping (22) a tip. “Free” samples of soap and shampoo (23) rise to mixed reactions. (24) some visitors love these “gifts” and eagerly take them home. (25) consider such things a waste (26) money and resent paying high room prices to cover the cost of these useless items. What (27) a hotel guest happy? (28) people agree that large, comfortable beds are an important factor. Business travellers value facilities such (29) fax machines and direct-dial telephones. However, courteous, efficient service comes at the (30) of everyone’s list.
PART 3

For questions 31 - 40, complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Do not change the word given.
Write your answers in the answer boxes provided.

0) I finished the book in two days.
   took
   It ........................................ to finish the book.
   0

31) Someone stole my car last night.
    had
    I ........................................ last night.
    31

32) I thought that woman was your mother.
    mistook
    I ........................................ your mother.
    32

33) He locked the doors in case burglars broke in.
    fear
    He locked the doors ................................... break in.
    33

34) It's possible she hasn't received your message yet.
    might
    She ........................................ message yet.
    34

35) The doctors won't allow him to leave the hospital.
    let
    The doctors .................................... the hospital.
    35

36) It's very difficult to raise a child nowadays.
    bring
    It's .................................... a child nowadays.
    36

37) I don't feel like going out tonight.
    mood
    I'm not ..................................... out tonight.
    37

38) I have never met such a kind person.
    kindest
    He is ..................................... ever met.
    38

39) Shall I carry your luggage?
    want
    Do ...................................... your luggage?
    39

40) It took him all afternoon to clear out the attic.
    spent
    He ....................................... out the attic.
PART 4

For questions 41 - 55, read the text below and look carefully at each line. Some of the lines are correct and some have a word which should not be there. If a line is correct, put a tick (√) by the number in the answer boxes provided. If a line has a word which should not be there, write the word in the answer boxes provided.

BEING AN AIR-HOSTESS

0   Ever since I was at school, I've wanted to be
00  an air-hostess. It sounded so many glamorous and
41  exciting, flying all over the world to exotic places
42  and meeting the interesting people from different
43  countries. At school I studied French and Italian in order
44  that to achieve my ambition. Finally, when I was 18, I
45  have had an interview with Air France, who accepted me.
46  I had to attend a three-month training course, which it
47  included waiting, swimming and first-aid. We also
48  had to learn how to put on a make-up and do our hair
49  so that as to be smart at all times. Learning mouth-to-mouth
50  resuscitation it was the most difficult thing - we
51  practised on plastic dolls and then on each other one.
52  Eventually, the day I had been looking forward to for
53  so much long arrived. Before the plane took off I showed
54  the whole passengers the emergency exits. One hour later
55  than we landed in Paris. A perfect start to my dream job!

PART 5

For questions 56 - 65, read the text below. Use the word given in capitals at the end of each line to form a word that fits in the space in the same line. Write your word in the answer boxes provided.

LONDON

London is the capital city and main (0) .... centre of the United Kingdom. Its (56) .... began with the Roman invasion in 45 AD.
It is now popular with (57) ...., who visit the city in order to see many of its (58) .... buildings and tourist (59) .... It is also popular for its shops in the (60) .... part of the city.
Apart from (61) .... and business, London is known for being the United Kingdom's (62) .... heart. It is also home to one of the country's most important (63) ...., the Queen.
Although London is a big city, it would be (64) .... to say that it's an unhealthy place to live, since attempts to reduce (65) .... levels have been quite successful.
3 Modal Verbs

The modal verbs are: can, could, may, might, must, ought to, will, would, shall, should. They take no -s in the third person singular. He can ride fast. They come before the subject in questions and are followed by “not” in negations. “Could I leave now?” “I’m afraid you can’t leave.” The modal verbs are followed by an infinitive without to except for “ought to”. She could leave early but I really ought to stay till the end. Each modal verb normally has more than one use. Shall I help you with the dishes? (offer) Shall we go out tonight? (suggestion)

Certain verbs or expressions have virtually the same meaning as some modals. These are: need (= must), had better (= should), have to/have got to (= must), be able to (= can), used to (= would) etc. I have got to hurry to catch the bus. (= I must hurry.)

We use modal verbs to express: ability, advice, criticism, logical assumptions, necessity, offers, obligation/duty, permission, possibility, probability, prohibition, requests or suggestions.

66 Identify the use of the verbs in bold, then write a synonymous expression.

1 Can I park my car in your garage? ...
   permission...
2 You should book a hotel room.
3 He has got to go and see the headmaster.
4 She must be home.
5 You needn’t wear a tie to the interview.
6 Shall I cook spaghetti for dinner?
7 Gary may come round tonight.
8 You should go on a diet.
9 Would you mind moving your car, sir?
10 She can’t still be at work; it’s already 6 pm.
11 You ought to be more patient.
12 Can I give you a hand with that bag?
13 Children must not play football in the streets.
14 I have to see the dentist.
15 The car needs filling up with petrol.
## Functions of Modal Verbs and Synonymous Expressions

<table>
<thead>
<tr>
<th>USE</th>
<th>PRESENT/FUTURE</th>
<th>PAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ability</td>
<td>He can read Arabic.</td>
<td>He could/was able to read Arabic when he was four. (repeated action - ability in the past)</td>
</tr>
<tr>
<td></td>
<td>She's able to run a marathon.</td>
<td>He was able to escape. (single action)</td>
</tr>
<tr>
<td>possibility</td>
<td>He can win the race. (90% certain)</td>
<td>She could have been killed in the car crash. (Luckily, she wasn't killed.)</td>
</tr>
<tr>
<td></td>
<td>They could still be at school. (50% certain; it's possible they are still at school.)</td>
<td>He may have spoken to Jenny yesterday. (Perhaps he spoke to Jenny.)</td>
</tr>
<tr>
<td></td>
<td>Tom may be studying in his room. (perhaps; 50% certain; it's possible that he's studying.)</td>
<td>He might have forgotten. (Perhaps he has forgotten.)</td>
</tr>
<tr>
<td></td>
<td>He might want some more food. (40% certain; perhaps he wants some more food.)</td>
<td>It was likely that he had arrived the day before. He was likely to have arrived the day before.</td>
</tr>
<tr>
<td></td>
<td>It is likely that he will arrive tonight.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>He is likely to arrive tonight.</td>
<td></td>
</tr>
<tr>
<td>probability</td>
<td>They will be home soon. (100% certain; prediction)</td>
<td>He should have received his prize by now. (He has probably received it by now.)</td>
</tr>
<tr>
<td></td>
<td>Greg should win easily. (90% certain; future only; he'll win easily.)</td>
<td>They ought to have arrived an hour ago. (They have probably arrived.)</td>
</tr>
<tr>
<td></td>
<td>They ought to be home by now. (90% certain; they will probably be home.)</td>
<td>She must have been working. (positive; I'm sure she was working.)</td>
</tr>
<tr>
<td>logical assumptions</td>
<td>She must be working. (90% certain - positive; I'm sure she's working.)</td>
<td>She can't have stolen the money. (negative; I'm sure she didn't steal the money.)</td>
</tr>
<tr>
<td></td>
<td>She can't be over forty. (negative; I'm sure she isn't over forty.)</td>
<td>He couldn't have been at work yesterday. (negative; I don't think he was at work yesterday.)</td>
</tr>
<tr>
<td></td>
<td>He couldn't be at work (negative; I don't think he's at work.)</td>
<td>He wasn't allowed to/couldn't cross the border. He was allowed to enter the country. (not: could)</td>
</tr>
<tr>
<td>permission</td>
<td>You can/can't borrow my car. (giving or refusing permission; informal)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Could I use your phone? (more polite; asking for permission)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>You may use the phone. (formal; giving permission)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Might I speak to Mr Jones, please? (more formal; asking permission)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I'm afraid you can't/mustn't see the patient. (informal; refusing permission)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Children may not be left unaccompanied. (formal; refusing permission - written notice)</td>
<td></td>
</tr>
<tr>
<td>necessity</td>
<td>I must buy a new jacket. (I say so.)</td>
<td>I had to buy a new jacket. (I was obliged to.) Since his car was being repaired he had to go to York by train.</td>
</tr>
<tr>
<td></td>
<td>He has to put some petrol in the car. (necessity coming from outside the speaker)</td>
<td>I had to go to the bank yesterday. My car needed repairing. or</td>
</tr>
<tr>
<td></td>
<td>I've got to go to the bank now. (informal)</td>
<td>My car needed to be repaired. (It was necessary) She didn't have to go. (It wasn't necessary - absence of necessity)</td>
</tr>
<tr>
<td></td>
<td>My car needs repairing. or</td>
<td>He needn't have worn such heavy clothes. (It wasn't necessary for him to wear such heavy clothes but he did.) She didn't need to/didn't have to buy any apples. (It wasn't necessary for her to buy any apples and she didn't.)</td>
</tr>
<tr>
<td></td>
<td>They don't have to/don't need to/needn't come if they don't want to. (it isn't necessary - absence of necessity)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I ought to get my hair cut. (it's necessary)</td>
<td></td>
</tr>
</tbody>
</table>
### Functions of Modal Verbs and Synonymous Expressions

<table>
<thead>
<tr>
<th>USE</th>
<th>PRESENT/FUTURE</th>
<th>PAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>advice</td>
<td>You should drink more water. (general advice; I advise you)</td>
<td>You should have gone to bed earlier last night. (but you didn’t)</td>
</tr>
<tr>
<td></td>
<td>You ought to respect the elderly. (I advise you; most people believe this)</td>
<td>He ought to have seen a doctor earlier. (but he didn’t)</td>
</tr>
<tr>
<td></td>
<td>You had better finish it. (it’s a good idea; advice on a specific situation)</td>
<td>It would have been better if you had finished it yesterday. (but you didn’t)</td>
</tr>
<tr>
<td></td>
<td>Shall I buy that car? (asking for advice)</td>
<td></td>
</tr>
<tr>
<td>criticism</td>
<td>You could at least help me.</td>
<td>You could have at least helped me last night. They should have tried harder. (but they didn’t)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>You ought to have behaved yourself yesterday. (It was the right thing to do but you didn’t do it.)</td>
</tr>
<tr>
<td>obligation</td>
<td>I must go on a diet. (I’m obliged to; I say so.)</td>
<td>I had to go on a diet a month ago.</td>
</tr>
<tr>
<td></td>
<td>I have to go on a diet. (I’m obliged to; the doctor says so.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>We ought to help the poor. (It’s the right thing to do, but people don’t always do it.)</td>
<td></td>
</tr>
<tr>
<td>requests</td>
<td>Can I borrow your book? (informal)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Could I borrow your book? (polite)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May I have a cup of coffee, please? (formal)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Might I use your phone? (very formal)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Will you phone Jane tonight? (very friendly)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Would you mind sending this fax? (polite)</td>
<td></td>
</tr>
<tr>
<td>offers</td>
<td>Can I/we do anything for you? (informal)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shall I/we do it for you? (informal)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Would you like me to help you?</td>
<td></td>
</tr>
<tr>
<td>suggestions</td>
<td>Shall we dance?</td>
<td>He could have consulted a lawyer.</td>
</tr>
<tr>
<td></td>
<td>I/We can go now if you like.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>We could leave if you want.</td>
<td></td>
</tr>
<tr>
<td>prohibition</td>
<td>You can’t smoke there. (you aren’t allowed to)</td>
<td>They couldn’t smoke there. (they weren’t allowed)</td>
</tr>
<tr>
<td></td>
<td>You mustn’t smoke there. (it’s forbidden)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>You may not smoke there. (formal)</td>
<td></td>
</tr>
<tr>
<td>duty</td>
<td>Everyone must obey the law.</td>
<td>All the villagers had to obey the law.</td>
</tr>
<tr>
<td></td>
<td>People ought to be more tolerant. (It’s the right thing to do but they do not always do it.)</td>
<td>He ought to have been more tolerant. (It was the right thing to do but he didn’t do it.)</td>
</tr>
</tbody>
</table>

### 67 Rephrase the following in as many ways as possible.

1. She may be late. 2. It’s likely that he’ll approve our plan. 3. I’m sure they’re planning to come. 4. I don’t think he’ll remember me. 5. They may have told him already. 6. You ought to return that book.

### 68 Fill in: May I ...? (= Will you allow it?) or Am I allowed to ...? (= What is the rule?)

1. ...May I... ask you the time? 2. ...see what you’re reading? 3. ...feed the animals in the zoo? 4. ...help you with that suitcase? 5. ...keep pets in my apartment? 6. ...make personal phone calls?
Can - Could - Was able to (ability)

- Can expresses ability in the present and future. Could expresses ability in the past. The verb can is used only in the present or future and could in the past. Can borrows the rest of its tenses from be able to. could climb up mountains before he had an accident. He can't climb mountains now but he had been able to do so before his accident.
- Was able to (= managed to) is used to express ability in the past for either single or repeated actions. He was able to reach Brighton before midnight. (single action) (not: could)
- Could is used in statements to express general ability in the past for repeated actions. She could/was able to read when she was four. (could/was able to are both correct) However with "feel", "hear", "see", "smell", "understand" etc we normally use could for single actions. I could hear a noise coming from the dining room. (single action) (not: was able to)
- Could/Was able to are both used in negations and questions for either single or repeated actions. They weren't able to/couldn't win the race. (single action) Could you/Were you able to drive a car when you were fifteen? (repeated action - general ability in the past)

69 Fill in: was/were able to, could(n't), had been able to, should be able to or can.

1. You ... could/were able to... run much faster when you were younger.
2. On entering the house I ............................................ smell something burning in the kitchen.
3. If you work quickly, you ............................................ finish on time.
4. Ann ................................................................. read by now; she's already six.
5. When we lived on the coast, we ............................................ swim in the sea every day.
6. If Gordon ............................................................. find his way out of the jungle, he would have survived.
7. Last week he .......................................................... arrange a meeting with the Prime Minister.
8. I'm not usually very good at tennis, but yesterday I .......................................................... beat my brother.
9. Tom ................................................................. finish this today, shouldn't he?
10. He ................................................................. fix the tap so he called a plumber.

Must - Have to - Have got to

- Must is used when the speaker decides what it is necessary to do. I must buy some new clothes. (I say so. I decide what to do.)
- Have to is used when the necessity comes from outside the speaker or when others decide for the speaker what it is necessary to do. He has to be at work at 9.00. (The boss says so.)
- Have got to has the same meaning as have to but it is used in spoken English. "Mum, I've got to go to the library."
- Must is stronger than have to and indicates urgency and importance. I must meet Jane tonight. (It's very urgent that I meet her.) I have to meet Jane tonight. (I need to meet her.)
- Must is used only in the present or future. I must go to the meeting tomorrow. It borrows the rest of its tenses from have to. She had to be present at the lecture last Monday.

70 Fill in: must or have to.

"Welcome on behalf of Newton Industries. I’d like to explain a few of the factory rules. Mr Newton has said we 1) ............................................ have to... wear overalls at all times. He wants us to arrive at 8 am and we 2) ............................................ clock in. There is a possibility of working overtime but you 3) ............................................ decide whether you want to work extra hours. Mr Newton insists that we 4) ............................................ have fifteen-minute breaks every three or four hours but we 5) ............................................ choose when we would like those breaks. There is a problem with parking. The city insists we 6) ............................................ use the public garage. They believe parking on the grass is too damaging to public property and I 7) ............................................ say I agree. Finally, as far as health insurance is concerned, you 8) ............................................ register as soon as possible. Are there any questions?"
**Mustn’t - Needn’t**
- *mustn’t* (it's forbidden) You *mustn’t* get off the bus before it stops.
- *needn’t/don’t have to* (it isn’t necessary) Today is a holiday - you *needn’t/don’t have to* go to work.

**71 Fill in: mustn’t or needn’t.**

Tom,

Thanks for offering to chair tomorrow’s meeting for me. Apart from Sally and Dave, the sales staff
1) … *needn’t* … attend, but the Personnel people 2) ………………………… miss it, as several matters
concern them. You 3) ……………………… mention the new offices - we can deal with that later and you
4) ……………………… discuss the changes in the computer course timetables since they’re not urgent.
Don’t forget that you 5) ……………………… mention the visit by the inspectors - we don’t want people
panicking. You 6) ……………………… forget to bring up the matter of the Smithson contract, and you
also 7) ……………………… leave out the new manager’s appointment. You 8) ……………………… go into
details unless people have questions. But remember you 9) ……………………… give anyone the idea that their
job is at risk because of this. Make it clear that employees 10) ……………………… speak unless they want to.
Last but not least, you 11) ……………………… mention the staff party - Mr Jones wants to announce
that himself. By the way, you 12) ……………………… take notes, as my secretary will be there to do that.

Thanks,
Laura

**Needn’t - Didn’t need to - Needn’t have**
- *don’t have to/don’t need to/needn’t + present infinitive* (it is not necessary in the present or future)
  You *don’t have to/don’t need to* needn’t worry about it any more. I’ll take care of that. (It is not necessary to worry …)
- *didn’t need to/didn’t have to* (It was not necessary in the past and we may not know if the action
  happened or not.) She *didn’t need to/didn’t have to* buy a dress for the party. (It wasn’t necessary for
  her to buy a dress, and we don’t know if she bought one.)
- *needn’t + bare perfect infinitive* (We know that something happened in the past although it was
  not necessary.) You *needn’t have* said that. She was very upset by your remarks. (You said it, although
  it was not necessary.)

**72 Fill in: needn’t have or didn’t need/have to, don’t need/have to/needn’t and the
  correct form of the verbs in brackets.**

“Have you seen Modern Families yet?” Paul asked Mary as he was
checking through the cinema listings. “I saw it last night,” she replied.
“1) … *needn’t have gone* … (go) though - I already knew what it
would be like.” “Didn’t you like it?” “Not really. The director 2) …………
……………………, (spend) so much money presenting such a weak story.
It’s a good thing I 3) ………………………, (pay) to get in.” “How did you
manage that?” asked Paul. “I went with Tom,” she answered. “Critics
4) ……………………………, (pay) to see films you know.” “How was
the acting?” “Well, the director 5) ……………………………, (hire)
such good actors for a film like that,” said Mary. “I mean you 6) …………,
…………………………, (have) much talent to sit around talking about nothing
for hours.” “Did Tom review it?” “He 7) ……………………………, (write)
about it. Somebody else had already done it for his paper. We just
went out of curiosity, but really we 8) ……………………………, (go).
Continuous and Simple Forms with Modal Verbs

- Modal + be + -ing expresses an action in progress now. *She may be sleeping.*
- Modal + have been + -ing expresses an action in progress in the past. *He may have been sleeping then.*
- Modal + have + past participle expresses a complete action in the past. *He might have met them before.*

Fill in: must, can't, should, may, might, could and the appropriate form of the verbs.

Fred: I've been trying to phone Rupert all day, but there's no answer. He 1) ...must be working... (work).
Jill: No. He 2) .............................. (work). He never works on Sunday.
Fred: Oh! Then I suppose he 3) ........................................ (go) away somewhere for the day.
Jill: Possibly. But I'll be upset with him if he has. He 4) .............................. (tell) me, so that I 5) ........................................ (go) with him.
Fred: I hope he's OK. He 6) .............................. (have) an accident, you know.
Jill: Don't worry. He 7) ........................................ (still/sleep). You know he has a lot of work on at the moment. He 8) .............................. (work) until late last night.
Fred: I suppose so, or he 9) ........................................ (go) to Ted's party.
Jill: That's it! He 10) ........................................ (go) there and stayed out till really late.

Expressions similar to Modal Verbs

- Be supposed to + infinitive means "should" but it expresses the idea that someone else expects something to be done. *I'm supposed to attend the seminar. (The manager expects me to do so. I should attend the seminar. It's a good idea because I might get some useful information.)*
- Be to + infinitive means "must" but it expresses the idea that someone else demands something. *I am to be at the airport at 9:00. (My boss has told me to go there, so I can't avoid it.) I must be at the airport at 9:00. (If I don't go there, there will be no one to meet Mr Jones who is coming tonight.) Be supposed to and be to are used to express what someone expects about a previously arranged event. The conference is supposed to/is to start tomorrow. (It is scheduled.)*
- Be likely to means "may" (possibility). To express possibility in questions we don't use "may". We use: Is he likely to ...?, Is it likely that he ...?, Can he ...?, Could he ...?, Might he ...?
- Is he likely to win the race? Is it likely that he will win the race? Could he win the race? etc
- Would you mind is used to express polite, formal requests. Would you mind lending me a hand?
- Let's.../How about...?/Why don't we...?/What about...? are used to make suggestions. Let's go for a ride. How about going for a ride? Why don't we go for a ride? What about going for a ride?
- Would you like to/Would you like me to...? (= Shall I...?) are used when we offer to do something. Would you like me to pick up your laundry? (Shall I pick up your laundry?)
- Be allowed to is used to express permission, to say what the rule is. He was allowed to cross the border. (not: He could cross) Was he allowed to enter the building?

How else can you express the following?

1. Can I have the last cake, please? *May/Could/Might I have the last cake, please?*
2. Let's go for a bike ride.
3. She might be on holiday.
4. Could you hold this for me, please?
5. She couldn't drive until last year.
6. You can't take photos in here.
7. I've been scheduled to take you to the airport.
8. Shall we go to the basketball match?
75 Fill in a modal or a synonymous expression and the appropriate form of the verbs in brackets.

1 I'm getting fat. I really... **have to try...** (try) to lose some weight, like the doctor said.
2 What a lovely day! .............................................. (we/go) for a walk?
3 I'm not sure where Gary is. He .............................................. (be) at the library.
4 That .............................................. (not/be) Bill's car. He doesn't own one.
5 Tom .............................................. (sleep) but I'm not sure. Why don't you go and see?
6 Don't worry. You .............................................. (not/dress) formally for the party.
7 If you wanted to borrow my car, you .............................................. (ask) me.
8 This dog .............................................. (belong) to Harry. It's got his address on its collar.
9 Only authorised personnel .............................................. (enter) this area.
10 You .............................................. (not/smoke) in some public places.
11 I saw John in the town centre this morning. He .............................................. (go) to Spain yet.
12 Fortunately he .............................................. (convince) the police that he was innocent.
13 Tom drives really well now. He .............................................. (pass) his driving test easily.
14 She .............................................. (be) at the party last night. She was ill.
15 They .............................................. (announce) the winners on March 16th. It's scheduled.
16 She .............................................. (start) working on Monday. The manager has told her to.
17 I missed the film last night because I .............................................. (work) late.
18 Everyone in the world .............................................. (have) food and shelter.
19 You .............................................. (comply) with the regulations. We expect you to do so.
20 People .............................................. (treat) animals in a better way but they don't always do so.

76 Fill in the blanks as in the example:

<table>
<thead>
<tr>
<th>MODAL</th>
<th>USE</th>
<th>SYNONYMOUS EXPRESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ...<strong>Shall</strong>... I help you?</td>
<td><strong>offer</strong></td>
<td><strong>Would you like me to help you?</strong> It would have been a better idea if you had seen a doctor.</td>
</tr>
<tr>
<td>2 You .............................................. <strong>have</strong> seen a doctor.</td>
<td><strong>polite request</strong></td>
<td><strong>polite request.</strong></td>
</tr>
<tr>
<td>3 You mustn't talk in class.</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>4 .............................................. I use the phone, please?</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>5 You .............................................. <strong>eat</strong> your lunch.</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>6 We .............................................. <strong>be</strong> formally dressed.</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>7 Tom .............................................. <strong>be</strong> on holiday.</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>8 You may ask questions now.</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>9 He .............................................. <strong>call</strong> any minute.</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>10 .............................................. <strong>working</strong> overtime?</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>11 I .............................................. <strong>clean</strong> my bedroom.</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>12 Shall we go to the cinema?</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>13 She .............................................. <strong>read</strong> at the age of five.</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>14 I .............................................. <strong>lose</strong> some weight.</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
<tr>
<td>15 You .............................................. <strong>work</strong> from 9 to 5.</td>
<td>..............................................</td>
<td>..............................................</td>
</tr>
</tbody>
</table>
Look at the pictures, then guess what the people are saying using modal verbs.

eg. Picture 1: May I speak to Mr Brown, please? Could you put me through to Mr Brown, please? etc

In Other Words

- Perhaps she moved to Rome. She may have moved to Rome.
- I’m sure she is sleeping. She must be sleeping.
- I’m sure he hasn’t left. He can’t have left.
- It’s forbidden to smoke in hospitals. You mustn’t smoke in hospitals.
- He is likely to win the race. It is likely that he’ll win the race. He’ll probably win the race.
- Let’s go for a walk. Shall we go for a walk?
- It wasn’t necessary for you to finish it today. You needn’t have finished it today.
- Was it necessary for Ann to leave the party that early? Did Ann need to/have to leave the party that early?
- You’d better ask for some advice. You should ask for some advice.
- Shall I help you with the dishes? Would you like me to help you with the dishes?
- It isn’t necessary to do the ironing today. You don’t have to/don’t need to/needn’t do the ironing today.
- Would you mind if I used your phone? May/Might I use your phone?

Complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Do not change the word given.

1. It wasn’t necessary for you to bring me flowers as I already had a lot. needn’t You ...needn’t have brought me ...flowers.
2. Perhaps he left the car unlocked. may He ...the car unlocked.
3. I’ll carry that bag for you. like Would ...that bag for you?
4. I advise you to drive more slowly. should You ...slowly.
5 It would be a good idea for you to leave early.
   better You ................................................. early.
6 Driving without headlights is forbidden.
   drive You .................................................. headlights.
7 Let's go shopping in town.
   about What ............................................ in town?
8 I'm sure he lied to you.
   have He .................................................... to you.
9 I don't think he has been feeling well lately.
   have He .................................................. well lately.
10 It's possible that Ann is looking for a new job.
   may Ann .................................................. a new job.
11 He will probably pass his driving test.
   likely He .................................................. his driving test.
12 It was not necessary for him to pay for the damage, although he did.
   needn't He ............................................... for the damage.
13 You are not allowed to leave until the exam has finished.
   mustn't You ............................................ the exam has finished.
14 I'd better start saving for my summer holiday.
   should I ................................................ for my summer holiday.
15 We'll probably stop and get something to eat on the way home.
   likely It ................................................ stop and get something to eat on the way home.
16 It's possible that you forgot to pick up your change.
   have You ................................................ up your change.
17 You mustn't take photos in the cathedral.
   allowed You ............................................. photos in the cathedral.
18 It wasn't necessary for them to pay for our meal, but they did.
   paid They ................................................ for our meal.
19 Is it possible that hats are coming back into fashion?
   be Could ................................................ back into fashion?
20 It wasn't necessary to get dressed up, so we didn't.
   need We ................................................ get dressed up.

Write what each person would say in each situation using modals, then identify their use. Sometimes more than one answer is possible.

1 A student has just come into the class and left the door open. It is noisy outside. You say to him:
   Will/Would/Can/Could you close the door please? (request)
2 You have opened the kitchen window to let in some fresh air. Your sister, who is recovering from a bad cold, comes in. You say to her:
3 Your friend wants to pay for your dinner. You tell her it's not necessary.
4 Your mother wants to know where your sister is. You think she is helping your father in the garden.
   You say to her:
5 A friend from Portugal phones to tell you she will be coming to England for two weeks next summer. You want her to stay with you. You say to her:
6 You're going on holiday. Your sister wants to take so many pairs of shoes that her suitcase won't fasten. You ask if it is necessary.
7 Your friend is sure your father goes to a gym every morning before work as he always looks so healthy. He says to you:
8 Tom was driving fast when he accidentally went off the road. Fortunately no one was killed or injured. You say to him:
9 Your friend failed his exam. He hadn't revised at all. You say to him:
10 John is taking part in a horse race. You don't know if John will win. You ask your friends if it's possible.
79 Write sentences with should (have) or ought to (have).

1. Sophie didn’t turn off the oven before she went to bed. ...Sophie ought to/should have turned it off.
2. James smokes in the office.
3. The students left the light on in the classroom.
4. People don’t keep the beaches clean.
5. My brother didn’t send our grandmother a birthday card.
6. They destroyed parts of the rainforest.

80 Answer the questions using may or might.

1. What time does the plane leave? ...It might/may leave at 7.00 pm.
2. What time did the plane leave?
3. Where’s Laura?
4. Where was Laura last week?
5. Where will Laura be next week?
6. What is he doing?
7. What did Sam do yesterday?
8. How much do you think that dress costs?

81 Fill in: can, can’t, couldn’t, have to, haven’t been able to, should, need to, must or must have.

Dear Mum and Dad,

Here I am in my new flat. Sorry! I ...haven't been able to/couldn’t... write earlier, but, of course, I was busy moving in and unpacking. Now, I just 1) ...buy curtains and a few rugs to make the flat really homely. When I unpacked, I 2) ...find my toaster anywhere. I 3) ...left it behind in the old flat! I’ll come to see you on Sunday 14th. 4) ...I bring my flatmate? If we set off early, we 5) ...arrive in time for lunch. 6) ...wait to eat your delicious apple pie! Anyway, 7) ...go now. There’s someone at the door. It 8) ...be the plumber; he is going to install the washing machine. See you on Sunday.

Love,
Judy

82 Fill in: could, shall or would.

Jill: It’s such a beautiful day. 1) ...Shall... we go to the beach?
Mike: Yes, let’s go. We 2) ...all do with a break from studying.
Sue: 3) ...you mind if Simon came as well?
Mike: Of course not! We 4) ...ask Patty too.
Sue: Good idea. 5) ...you like to invite anyone, Jill?
Jill: Well, I 6) ...see if Rachael’s free.
Sue: 7) ...I phone them all up and ask?
Mike: Yes, that’s a good idea.

83 Rewrite the sentences using must, can’t or may.

1. I’m sure she is studying.
2. I’m sure she studied.
3. I don’t think she was studying.
4. I don’t think she met him.
5. Perhaps she wants some help.
6. Perhaps he has been working in the garden.
7. Perhaps he is working in the garden.

She must be studying.
Oral Activity 4

Make comments and speculations about each picture using modals.

eg. Pic. 1: He should have been more careful. He must be in terrible pain. He'd better see a doctor. etc

Writing Activity 3

Read the letter and fill in a correct modal verb or expression. Then look at Clare's notes and write what Clare wrote to Ann. Try to use as many different modals as possible.

Dear Clare,

I'm writing to ask if you could give me some advice. I'm a 20-year-old student who survive on the money my parents send me. My parents live in a small village. When I succeed in my exams, I move to Leeds to attend university. My parents are over 60 and no longer work. I feel like be giving them money to help them instead of getting money from them. On top of that, my sister leaves school next year and she wants to go to university, too. I feel do something for her as well. There be a way. I think try to get a job but think of what do. It be a good idea to work nights so that I can study during the day. You see, I attend all my lectures or fail my course. Of course I leave university but I don't want to. do something soon but what? Please advise me. What do?

Regards,
Ann Wood

Clare's Notes: don't feel guilty about your situation/find a job as a waitress, baby-sitter etc/do not stop attending university/save money (eg cook your own meals, walk instead of using public transport etc)/apply for money from the Students' Support Fund/think of the future/be able to repay your parents when you've got a permanent job

Dear Ann,

I'm sorry to hear about your problem, but really there are so many things you can do to make your life better. ...
84 Fill in a correct modal verb.

"I simply 1) ...must... have a holiday," said Jean. "I 2) ................................................ have taken one last year but we were too busy." "I thought you said you 3) ......................... afford one this year," Robert said. "I 4) .................. have said that at the time, but I 5) ...................... go on like this. I 6) ................................................ have a nervous breakdown," Jean said. "I agree. I 7) ...................... work the hours that you do, no matter how interesting the job 8) ........................................... be. If I 9) ........................................ lend you some money, I 10) ........................................, but you know I 11) ........................................ hardly manage on my salary myself. I 12) ........................................ ask for a rise."

85 Complete the sentences using the words in bold as in the example:

1 I’m sure Jenny didn’t crash your car.
   have Jenny ......................................... can’t have crashed ........................................ your car.
2 I’d rather stay in tonight.
   prefer I’d ........................................... tonight.
3 Tom does not play football as well as he used to.
   used Tom ........................................... than he does now.
4 It’s ages since I last went abroad.
   been I ........................................... for ages.
5 "You stole my purse, Jill!" said Paula.
   accused Paula .................................. her purse.
6 When do schools close for the Easter holidays?
   break When ........................................... for the Easter holidays?
7 It’s your job to look after the cat.
   responsible You ........................................... after the cat.
8 Ann moved to Madrid after getting her diploma and she’s still there.
   been Ann ........................................... she got her diploma.
9 He said he was sorry he was late.
   apologised He ........................................... late.
10 Anna’s birthday is on 24th November.
   was Anna ........................................... 24th November.
11 He probably left early last night.
   have He ........................................... last night.

86 Look at Appendix 2, then fill in the correct particle(s).

1 I didn’t mean to buy so much but I got carried ...away....... 
2 The police are carrying ................. an investigation into the cause of Andrew’s death.
3 I don’t feel well but I’ll carry .............. working anyway.
4 Despite the difficulties, we managed to carry .............. the project.
5 I came ................. my old photo album while tidying up.
6 Good jobs are hard to come .............. these days.
7 I feel terrible! I must be coming .............. the flu.
8 When Sally’s uncle died, she came .............. a small fortune.
9 The details of the corruption scandal eventually came .............. 
10 He eventually managed to come .............. a solution.

Phrasal Verbs

1 off, on, away, out
2 over, out, off, through
3 on, off, away, over
4 over, away, off, on
5 at, by, down, across
6 by, into, off, on
7 up, down with, out, through
8 by, up with, to, into
9 in, off, out, round
10 up to, through, in, up with
87 Look at Appendix 3, then fill in the correct preposition.

1. His failure...in...the exam meant he couldn’t apply for the job in London.
2. She looks familiar...me. Maybe she’s an actress.
3. As he was familiar...Japanese culture, he wrote an article on it.
4. I’m so fond...skiing that I go for a week every winter.
5. London is famous...its black taxis and red buses.
6. He was very fortunate...finding a publisher for his book.
7. Tony was furious...Jane for spending their savings on clothes.
8. Kevin’s not very good...football. He’d rather play squash.
9. My grandfather was always good...my grandmother.
10. Paul is a genius...mathematics.
11. I haven’t heard...Sarah yet. I hope she will write soon.
12. Everybody has heard...tea. You can buy it everywhere.
13. The police say that there is no hope...finding the stolen painting.
14. We’re having a picnic on Sunday so we’re all hoping...fine weather.

88 Think of the word which best fits each space. Use only one word in each space.

TEACHING GOOD MANNERS

Today in Britain there is disagreement over how children...should...be taught to be polite. Should parents force their children to (1)..."please" and "thank you", for instance? Or are there alternative methods they could use?

Most parents still (2)...that teaching good manners to their children is essential. However, it does seem ironic that the methods (3)...often include bullying, pleading and threats.

On the (4)...hand, there are some schools which have a completely different attitude. Their philosophy is (5)...on the idea that a small child will copy adults. In other (6)...adults should set a good (7)...and the children will follow. In addition, adults should (8)...more tolerant. Children should not be expected, for instance, to sit perfectly still (9)...they are waiting for food in a restaurant.

The good manners of Britain today date (10)...to the last century when children were considered to be animals (11)...needed to be trained before they could be accepted into adult society. Yet in countries (12)...as Brazil, children can be seen everywhere with adults and their behaviour is nothing to be ashamed (13)...So, perhaps if children in Britain (14)...allowed to be seen more in public, they would be (15)...better behaved.

89 Use the word given in capitals to form a word that fits in the space provided.

WEATHER PREDICTION

Predicting the weather has always been (0)...to our lives since (1)...changes can seriously affect crops and therefore the (2)...of food. Today, forecasters use modern technology in order to increase their (3)...Knowing what the weather will be like is not only interesting to farmers, it is also relevant to sports enthusiasts such as (4)...and people who live in (5)...areas. Despite improvements in forecasting, the weather often remains (6)...and this has given forecasters a bad reputation. However, the climate is often so (7)...that even experts with the latest (8)...find it impossible to make accurate forecasts. Until further (9)...are made in this field, it is likely that forecasters will be (10)...to be 100% certain of tomorrow’s weather.
90 Read the text carefully. Some of the lines are correct and some have a word which should not be there. If a line is correct, put a tick (✓) in the space provided. If a line has a word which should not be there, write it in the space provided.

MY HOBBIES

0 I was never very good at knitting as a girl. It seemed the
00 most boring thing in the world. Despite of my prejudices,
1 I went on to an evening class with my friend Ruby, who
2 she was looking for practical ways of expressing her creativity.
3 To having her for inspiration really helped me. Now I love
4 making clothes for my husband and grandchildren.
5 Sometimes I design my own patterns, but if I will see a good
6 one in a shop or magazine, I usually use it. Ruby, on the
7 other hand, always designs her own and has even had won
8 awards. She tells to me her success is thanks to me. Knitting
9 is great fun, but golf it is better. Many people seem to
10 think it is a sport for the rich, but the equipment
11 isn’t really all that so expensive and the clubs can last a
12 lifetime. Golf combines with fresh air, skill, relaxation and walking
13 in beautiful countryside. Although it is traditionally a man’s
14 hobby, I’ve become very much good at it. In fact, I’m as good as
15 the most best of the men at the country club.

91 Choose the item which best explains the idioms, then make sentences using them.

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<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>a storm in a teacup</td>
<td>thick-skinned</td>
<td>a thorn in one’s side</td>
<td>a pet hate</td>
<td>all in</td>
<td>a wild goose chase</td>
<td>above one’s head</td>
<td>all ears</td>
<td>all fingers and thumbs</td>
<td>in</td>
</tr>
</tbody>
</table>

A a lot of fuss about nothing
B not easily hurt physically
C sth that helps back problems
D sth one particularly hates
E extremely tired
F search for sth with no result
G too high to reach
H listening eagerly
I working with one’s hands
J exhausted

92 Put the verbs in brackets into the correct tense.

A Oh no! I 1) [lost] (lose) my wallet. 2) [see] (you/see) it anywhere? I’m sure I
3) [have] (have) it in my pocket when I 4) [leave] (leave) home today. I can’t
believe it. It’s the third time I 5) [lost] (lose) my wallet this month.

B George asked me to go to a party with him on Saturday but I 1) [can’t/can]
2) [wear] (fit) into the dress that I wanted to wear. So, I 2) [decide] (decide)
to go on a diet. Tomorrow it 3) [be] (be) three days since I 4) [start] (start)
and I 5) [starve] (starve).

C I 1) [walk] (walk) down the street the other day when I 2) [bump] (bump)
into an old friend of mine. We 3) [be friends] (be friends) at university but we
4) [lose] (lose) touch. We 5) [talk] (talk) for a few minutes when he told me that he 6)
[work] (work) in computers for the past two years. I could hardly believe it; he 7)
[do] (do) a drama degree at university and 8) [act] (act) in several films when he was younger. It 9) 
[be funny] (be funny) how things turn out sometimes.
Adjectives describe nouns. They had a nasty experience. (What kind of experience? A nasty one.) They can be factual (big, square, red etc) or opinion ones (beautiful, nice etc). Adjectives are the same in singular and plural. The little girl/the little girls They normally precede nouns. He is a good boy. After linking verbs: appear, be, become, get, feel, look, seem, smell, sound, stay, taste we use adjectives, not adverbs. The soup tastes delicious. (not: deliciously)

Many common adjectives (pretty, sad etc) do not have particular endings. There are some common endings, however, for adjectives formed from nouns and verbs. These are:

- **-able** comfortable - **-ent** dependent - **-ical** historical - **-like** businesslike
- **-al** accidental - **-esque** picturesque - **-ious** victorious - **-ly** friendly
- **-ant** reluctant - **-ful** careful - **-ish** childish - **-ory** compulsory
- **-ar** popular - **-ian** Italian - **-ist** racist - **-ous** dangerous
- **-ary** imaginary - **-ible** horrible - **-ive** attractive - **-some** wholesome
- **-ate** passionate - **-ic** historic - **-less** careless - **-y** lucky

There are also compound adjectives which are formed with:
1. present participles. a time-consuming task, a never-ending story
2. past participles. worn-out shoes, a broken-down car
3. cardinal numbers + nouns. a two-day seminar (not: a two days seminar), a three-week holiday
4. prefixes and suffixes. tax-free goods, a top secret file, an air-conditioned room
5. well, badly, ill, poorly + past participle. a well-paid job, a poorly-paid worker, an ill-chosen remark

Certain adjectives are used with the as nouns to talk about groups of people in general. These are: Age: the elderly, the middle aged, the old, the young etc, Physical/Health: the blind, the deaf, the def, the disabled, the living, the sick etc, Social/Economic: the homeless, the hungry, the poor, the rich, the strong, the unemployed, the weak etc. Old people usually walk slowly. The old usually walk slowly. (= old people in general) but: The old people in the building are annoyed with the landlord. The old means a group of old people in general. The old people means a specific group of old people. When we talk about one person we say An/The old man, A/The blind man etc. The rich man pays a lot of income tax. The rich pay a lot of income tax. (rich people in general - all of them) The rich people of our town have a banquet every Christmas. (a specific group of rich people - not all of them)
93 Fill in an appropriate adjective derived from the words in brackets.

Kingsley Manor is a 1) ...luxurious... (luxury) residence, situated in the 2) ........................................ (picture) Kent countryside. It is also of 3) ........................................... (consider) 4) ........................................... (history) interest, as it was built in the 17th century. The 5) ........................................... (beauty) gardens and 6) ........................................... (style) interior make it a highly 7) ........................................... (desire) home for a 8) ........................................... (wealth) businessperson. The 9) ........................................... (finance) burden of running a place like this is 10) ........................................... (astronomy), so only those with an enormous bank balance should ask for further information.

94 Fill in: the + adjective or the + adjective + people.

1 The government is cutting back on benefits for ...the unemployed ... (unemployed)
2 The minister's speech offended many of ........................................... in the audience. (unemployed)
3 There are not enough hospital beds to accommodate ........................................... . (sick)
4 Some of ........................................... in the hotel remember when it was bombed during the war. (old)
5 A new hostel is to be opened for ........................................... . (homeless)
6 ........................................... (rich) threw a party for all ........................................... in the town. (disabled)
7 Mother Theresa worked to help ........................................... of Calcutta. (poor)
8 The survey showed that ........................................... control 90% of the country's wealth. (rich)
9 There is a shortage of guide dogs for ........................................... . (blind)
10 Sign language is usually taught to ........................................... to enable them to communicate. (deaf)

Order of Adjectives

- Opinion adjectives (bad, pretty etc) go before fact adjectives (red, ancient etc).
  She's a pretty Italian girl.
- When there are two or more adjectives of the same category, the more general adjective goes before the more specific one. a nice friendly dog
- We say the first three months (not: the three first months), the last two hours etc.
- When there are two or more fact adjectives, they normally go in the following order:

<table>
<thead>
<tr>
<th>Opinion</th>
<th>size</th>
<th>age</th>
<th>shape</th>
<th>colour</th>
<th>origin</th>
<th>material</th>
<th>used for/be about</th>
<th>noun</th>
</tr>
</thead>
<tbody>
<tr>
<td>It's a</td>
<td>nice</td>
<td>small, old</td>
<td>square</td>
<td>white</td>
<td>Italian</td>
<td>wooden</td>
<td>dinner</td>
<td>table</td>
</tr>
</tbody>
</table>

- The adjectives afraid, alike, alive, alone, ashamed, asleep, content, glad, ill etc are never followed by a noun. The girl was left alone. (not: the alone girl)
- The adjectives chief, elder, eldest, former, indoor, inner, main, only, outdoor, outer, principal, upper can only be used before nouns. This is the main entrance. (not: This entrance is main.)
- We can use nouns as adjectives before other nouns. In this case the nouns have no plural form. I attend evening classes. I had a three-week holiday in Spain. (not: a three-weeks holiday)
- Nouns which express purpose, material or substance (shopping, cotton, gold, silver, etc) can be used as adjectives before other nouns. He bought a new cotton shirt. I can't find my shopping bag. They're having a stone wall built. But we say: wooden table (not: wood-table), woollen scarf (not: wool-scarf). Note: golden hair (hair like gold) but gold watch (watch made of gold), silk dress (dress made of silk) but silky hair (hair which feels like silk), stone wall (wall made of stone) but stony look (cold look - like stone), feather pillow (pillow stuffed with feathers) but feathery leaves (leaves which look like feathers)
- Present and past participles can be used as adjectives. Present participles describe what something is like. The match was exciting. Past participles describe how someone feels. We felt excited at the match.
95 Underline the opinion adjectives, circle the fact ones, then put them in order.

1. a(n) adventure / exciting / action-packed / book  .........an exciting action-packed adventure book.........
2. a(n) Italian / sweet / fresh fruit / dessert  
3. a delicious / cheese / fresh / sandwich  
4. a(n) Australian / thin / rugby / tall / player  
5. a fanatical / old / Liverpool / supporter  
6. a(n) old-fashioned / lovely / marble / French / fireplace  
7. a pair of / grey / old / woollen / football / socks  
8. a talented / jazz / black / musician  
9. a colourful / cinema / huge / poster  
10. a(n) old / well-designed / flower / English / garden  

96 Underline the correct item.

When Laura got married she had a 1) silk / silky dress made by one of the best designers and the 2) gold / golden rings she and her fiancé had bought were extremely expensive. The church had beautifully-carved 3) wood / wooden statues, and they had the 4) stone / stony floors covered in expensive red 5) wool / woollen carpets. On the big day she had had a 6) silk / silky blond hair styled and she wore a long 7) gold / golden cape over her dress. She rode to the church in a fantastic old 8) metal / metallic blue limousine. When she entered the church, her mother gave her a 9) stone / stony look. Laura looked down and saw that she wasn't carrying her flowers, but a large white 10) feather / feathery duster.

97 Make compound adjectives to describe the following:

1. An announcement which has been awaited for a long time. ..........a long-awaited announcement.........
2. A book which is written badly.  
3. A city that has no pollution.  
4. A course that lasts three years.  
5. A woman who works hard.  
6. A bus journey that takes two hours.  
7. A room that has good ventilation.  
8. A hotel with five stars.  

98 Put the adjectives in the correct order.

Dear Suzie,

It's a shame you couldn't make it to the wedding, but thank you for the 1) lovely crystal... dessert... (dessert/crystal/lovely) glasses which you sent us. The wedding was unforgettable and everyone looked beautiful, especially the bridesmaids in their 2) (silk/long/cream) dresses. At the reception we had a 3) (three-course/home-made/delicious) meal and the best man gave a(n) 4) (amusing/nice/short) speech. In the evening, more guests arrived and the hotel provided 5) (Irish/live/excellent) music. Before we left, we cut the 6) (wedding/white/iced) cake. Hope to see you soon.

Love,
Amanda & Tim
Adverbs normally describe verbs, adjectives, other adverbs or whole sentences. She walks slowly. (How does she walk? Slowly.) extremely good, incredibly quickly
- They say how (adverbs of manner - carefully), where (adverbs of place - here), when (adverbs of time - yesterday), how much/to what extent (adverbs of degree - extremely) or how often (adverbs of frequency - usually) something happens. There are also sentence adverbs (probably, surely etc) and relative adverbs (where, why, when).

**Formation of Adverbs from Adjectives**
- Adverbs are formed from adjectives + -ly. careful - carefully, serious - seriously
- Adjectives ending in consonant + -y. careful - carefully, happy - happily, angry - angrily
- Adjectives ending in -ic add -ally. drastic - drastically, frantic - frantically
- Adjectives ending in -le drop -ie and add -ly. horrible - horribly, terrible - terribly
- Adjectives ending in -e add -ly. scarce - scarcely but: whole - wholly, true - truly
- Adjectives ending in -ly (elderly, fatherly, friendly, lively, lonely, lovely, motherly, silly, ugly etc) form their adverbs with in a(n) ... way/manner. in a silly manner, in a friendly way etc.

**Adjectives and Adverbs which have the same form**
best, better, big, cheap*, clean*, clear*, close*, cold, daily, dead, dear*, deep, direct, dirty, early, easy, extra, far, fast, fine*, free, further, hard, high, hourly, inside, kindly, last, late, long, loud*, low, monthly, past, quick*, quiet*, right, slow*, straight, sure, thin*, thick, tight, weekly, well, wide, wrong, yearly etc
Ann was our last guest. She came in last. Those adverbs with an asterisk (*) can be found with -ly ending without a difference in meaning, but then they are more formal. Walk slow! (informal) ALSO Walk slowly! (formal)

**Adverbs with two forms and differences in meaning**
depth = a long way down
depthly = greatly
direct = by the shortest route
directly = immediately
easy = gently and slowly
easily = without difficulty
free = without cost
freely = willingly
full = exactly, very
fully = completely
hard = intently; with effort
hardly = scarcely
high = at / to a high level
highly = very much
last = after all others
lastly = finally
late = not early
lately = recently
near = close
nearly = almost
pretty = fairly
prettily = in a pretty way
short = suddenly; off target
shortly = soon
sure = certainly
surely = without doubt
wide = fully; off target
widely = to a large extent
wrong = incorrectly
wrongly = incorrectly; unjustly
Most of the -ly forms can come before an adjective, a past participle or a verb. I’m highly aware of the situation. (not: high) He is fully trained. (not: full) He easily found his way. (not: easy)

- Hardly means “almost not”. I could hardly see in the dark. Hardly can be used with any / anyone / anything / anywhere / ever. There was hardly any food left. (= almost no food left). She hardly ever goes out of the house. (= She almost never goes out of the house.)

- Wrongly usually goes before verbs or past participles. You wrongly accused him. He was wrongly accused. (not: wrong)

Wrong goes after verbs but wrongly is also possible. You have measured the room wrong / wrongly.

Fill in: hard, hardly, hardly ever / anyone / anything.

All that day, I’d been thinking 1) ...hard... to myself about whether or not to go to Jane’s party. I 2) ................. go to parties, but this time I thought I’d make an effort. I worked 3) ................. all day so that I could leave early and get ready. When I got home, I looked for something nice to wear, and eventually decided on a red dress that I had 4) ........................................... worn and 5) ........................................... had seen me in before. Unfortunately, I got caught in the rain and when I eventually arrived there was 6) ........................................... left, just a couple of Jane’s friends. I had 7) ........................................... talked to them before so making conversation was very 8) ........................................... As I had eaten 9) ........................................... all day, I spent the rest of the party in the kitchen alone!

Form adverbs from the following adjectives.

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<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>dreadful</td>
<td>easy</td>
<td>dramatic</td>
<td>terrible</td>
<td>wonderful</td>
<td>comfortable</td>
<td>delicate</td>
<td>rare</td>
<td>cowardly</td>
<td>rude</td>
<td>fantastic</td>
<td>free</td>
<td>scarce</td>
<td>logical</td>
<td>happy</td>
<td>lonely</td>
</tr>
</tbody>
</table>

How to form opposites

dis-, un-, in-, il- (before i), im- (before m or p), ir- (before r), mai- are negative prefixes which are used to make opposites of certain adjectives or adverbs. attractive - unattractive

Write the opposites of the following words.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>honest</td>
<td>legally</td>
<td>possible</td>
<td>tolerant</td>
<td>regularly</td>
<td>logically</td>
<td>successful</td>
<td>polite</td>
<td>responsibly</td>
<td>satisfied</td>
<td>true</td>
<td>capably</td>
<td>agreeable</td>
<td>moral</td>
<td>gratefully</td>
</tr>
</tbody>
</table>

Underline the correct item, then explain the difference in meaning.

1 The soldier near / nearly died as a result of being hit full / fully in the chest by a bullet, which penetrated deep / deeply inside him.

2 Simon told everyone he would pass the exam easy / easily, so he was deep / deeply embarrassed when he came last / lastly in the class, with 20%.

3 “I sure / surely am happy to meet you,” said the reporter to the high / highly respected singer. “You’re pretty / prettily famous around here, you know.”

4 When he was almost full / fully recovered from his illness the doctor told him to take it easy / easily and said that he would be able to return to work short / shortly.

5 As he was found near / nearly the scene of the murder with a knife in his hand, it is hard / hardly surprising that he was wrong / wrongly accused.

6 Sure / Surely you can’t have answered every question wrong / wrongly.

7 Rob was a very poor archer. His first arrow fell short / shortly of the target, his second flew about 10 metres wide / widely and the third flew high / highly into the air and landed behind him.
Adjectives / Adverbs / Comparisons

Although he arrived an hour late / lately, he started work direct / directly and tried hard / hardly to make up for lost time.

Lately / Late she has been getting all her clothes freely / free from the fashion company, so I can’t understand why she doesn’t dress more prettily / pretty.

It is wide / widely believed that there is a bus that goes direct / directly from here to the airport, but it’s not true.

Last / Lastly, I would like to say that I would free / freely give my life for the cause of world peace.

Word Order of Adverbs

- Adverbs can be used in front, mid or end position in a sentence. Front position is at the beginning of the sentence. Mid position is normally before the main verb or after the auxiliary. End position is at the end of the sentence.

<table>
<thead>
<tr>
<th>Front</th>
<th>Mid</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obviously they will never see her again.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Adverbs of manner can come in front, mid or end position. He answered the questions in the test easily. He easily answered the questions in the test. Easily, he answered the questions in the test. (only to give emphasis)

- When there is more than one adverb in the sentence, their usual order is manner - place - time.

  He watched TV quietly in his room until 6.00.

- When there is a verb of movement in the sentence the order is place - manner - time.

  Ann was rushed to hospital suddenly an hour ago.

- Time adverbs go in end position. They also go in front position to emphasise the time.

  She goes to the gym on foot every day. Every day she goes to the gym on foot.

- When there is more than one time adverb, we usually put the more specific before the more general ones (time - day - date - year). He died at 22.15 on Tuesday March 17th, 1958.

- Adverbs of frequency (often, seldom, never, ever, usually, normally, scarcely, rarely, always etc) come after the auxiliary verb but before the main verb. In short answers, we put them before the auxiliary, though. “She never comes to work on time. She’s often late.” “Yes, she always is.”

- Adverbs of degree (absolutely, completely, just, totally, extremely, quite, seriously, very etc) go before the adjective or the adverb they describe. He’s absolutely hopeless at Maths. When these adverbs describe verbs, they go before a main verb or after an auxiliary verb. We quite enjoyed the film. I’m quite finished.

- Absolutely, completely and totally can go in mid or end position. He completely forgot our appointment. or He forgot our appointment completely. A lot, much, a little, a bit, awfully, terribly can go in mid position (before adjectives) or end position (when they describe verbs). I’m terribly sorry. My tooth hurts terribly.

- Already, no longer, hardly, nearly, almost, still go in mid position. He nearly knocked the old lady down, as he could hardly see her in the dark.

- Sentence adverbs (probably, certainly, possibly, perhaps, maybe, clearly, luckily etc) go in any position: front, mid or end; the front position is the most usual, though. Luckily, he didn’t crash into the tree. He luckily didn’t crash into the tree. He didn’t crash into the tree, luckily. In negations certainly, possibly and probably usually go before the auxiliary or between two auxiliaries. He certainly didn’t do it. He couldn’t possibly have done it.

- We use adverbs after action verbs and adjectives after linking verbs: appear, be, become, get, feel, look, seem, smell, stay, taste. It tastes bad. (not: badly). She looked happy at the party. (Looked means “appeared” here and is a linking verb.) She looked happily at the children. (Looked is an action verb here, not a linking verb, and “happily” describes the action.)
103 Put the adverbs in the right position.

1 She has lived in England. (in a small village / luxuriously / all her life / in a large house) ...She has lived luxuriously all her life in a large house in a small village in England.

2 Train services have been affected. (already / by the heavy snow / seriously)

3 Susan can predict what will happen. (in the future / often / accurately)

4 John read my essay and changed everything I had written. (incorrectly / kindly / virtually / carefully / very)

5 The wind is blowing. (hard / still / today / extremely / outside)

6 We will be travelling. (around Australia / this summer / definitely)

7 Ted is polite, but he was rude to Jenny. (extremely / surprisingly / normally / last night)

8 I'm certain you'll be happy with the service. (in this hotel / very / absolutely)

9 Prices of produced vegetables have risen. (dramatically / freshly / recently)

10 The injured victims of the bus crash were taken to hospital. (quickly / seriously / fortunately)

104 Rewrite the text putting the adverbs in brackets into their correct place in each sentence.

When Paul opened his restaurant, he was inexperienced and found it was much more complicated than he had expected (two years ago / totally / soon). Although the restaurant was situated in a good area, he had forgotten an important thing: advertising (conveniently / completely / vitally). It was three months before he realised his mistake and he had run out of money by then (unfortunately / finally / nearly). He sent a letter to his brother asking him to send some money (quickly / by first class post / as soon as possible). The money arrived and Paul put an advert in the local paper (the next day / immediately / on the front page). His restaurant became one of the most popular and he is planning to open another (within weeks / in town / in the near future).

105 Make positive adjectives and adverbs from the following words:

| 1 base | basic-basically | 8 fun | 15 fool |
| 2 beauty | 9 luck | 16 day |
| 3 accident | 10 care | 17 critic |
| 4 brother | 11 remark | 18 society |
| 5 hesitate | 12 anger | 19 progress |
| 6 produce | 13 romance | 20 rely |
| 7 curiosity | 14 courage | 21 forget |

106 Say what type of adverb each word in bold is.

I will 1) never forget my first job teaching at this university. The students were 2) very noisy and they refused to listen to me. So, on the first day I shouted 3) angrily at them. I could 4) hardly believe that they were over 18 years old. I 5) soon began to dread going into the class. I was 6) once ill with fear. 7) Then they 8) completely changed. I couldn't believe it. They told me that they were 9) really sorry for behaving 10) so badly. I began to enjoy teaching them and I will 12) certainly be staying 13) here for a few more years.
107  Rewrite the text correcting the mistakes.

Last June my friend and I were looking forward to a three-weeks holiday. We had chosen carefully our holiday and had spent hours looking through the travel brochures. Eventually we had decided on a modern luxurious four-star hotel nearly a golden long beach. From the brochure it looked like a hotel for the rich people and famous. Then, before we knew it, it was time to leave. The journey went smooth, but as soon as we arrived at the hotel, I sensed that something was wrongly. The entrance looked dark and old-fashioned and there were hardly no other guests to be seen. High disappointed, we decided to go to the beach to relax. After a two-hours walk, we finally found a horrible small stone beach. There was not hardly anyone there - just an old man sitting on a rock. We were afraid to lie down because the beach was dirty extreme, so we went back to the hotel to prepare for dinner. Yet again, we were disappointed. The food tasted awfully, we were waited on by unsmiled, stone-faced waiters and we ate hardly nothing. For the next three weeks, all we could think about was going home. Well, we are back home now and still are waiting for an apology from the travel company. We yet haven’t decided whether we will ever go abroad again, but one thing I can say for certain - we won’t be visiting probably that place again.

108  Put the word in brackets into its adjectival or adverbial form.

Win the holiday of a lifetime with Skytours Travel! A two-month world tour of the most 1) expensive... (expense), 2) ................. (luxury) hotels on earth could be yours. Relax in the 3) ................ (comfort) surroundings of the Paris Ritz, enjoy the glamour of the 4) ................ (style) furnished Sheraton of Bangkok and mix with the 5) ................ (fashion) guests of The Chelsea in New York. You will be flown from city to city, accommodated 6) ................ (space) in Executive Class and waited upon 7) ................ (elegance) by 8) ................ (help) flight attendants. How can you win this 9) ................. (thrill) prize? Simply complete the following sentence: "Skytours is best because ... ". The prize will be awarded for the most 10) ................ (origin) idea. Feeling 11) ................ (inspire)?

109  Rewrite the letter and put the adverbs below in the correct position.

for a long time, extremely, frequently, nowadays, too long, often, soon, very hard, at the office, probably, for three months, terribly, quickly, quite

Dear Kate,

I know I haven't written to you. I was sorry to hear about your accident. Accidents like that happen. I hope you won't have to stay in hospital and that your friends are able to visit you. I'm going to send you a present. I've been working lately. Paul will be working in France. I know I'll miss him. I hope you get better as I'd like to come and stay with you.

All my love,
Betty

Dear Kate,

I know I haven't written to you for a long time ...
Regular Comparative and Superlative Forms

Adjectives -

<table>
<thead>
<tr>
<th>Positive</th>
<th>Comparative</th>
<th>Superlative</th>
</tr>
</thead>
<tbody>
<tr>
<td>of one syllable add -(e)r/-e(st) to form their comparative and superlative forms</td>
<td>cold</td>
<td>colder (than)</td>
</tr>
<tr>
<td></td>
<td>big</td>
<td>bigger (than)</td>
</tr>
<tr>
<td></td>
<td>safe</td>
<td>safer (than)</td>
</tr>
<tr>
<td>of two syllables ending in -ly, -y, -w also add -er/-est</td>
<td>busy</td>
<td>busier (than)</td>
</tr>
<tr>
<td></td>
<td>shallow</td>
<td>shallower (than)</td>
</tr>
<tr>
<td>of two or more syllables take more/most</td>
<td>famous</td>
<td>more famous (than)</td>
</tr>
<tr>
<td></td>
<td>incredible</td>
<td>more incredible (than)</td>
</tr>
</tbody>
</table>

- We use the comparative to compare one person or thing with another. Sally is prettier than Pam. This house is more expensive than the others. (We consider the others as a group.)
- We use the superlative to compare one person or thing with more than one of the same group. She’s the fastest typist of all.
- We often use than after a comparative. He’s shorter than you. We normally use the before a superlative. We often use of or in after a superlative. We use in with places. I’m the tallest of all. He’s the shortest in his class. Note: old - older - oldest. He’s older than me. (not: elder; elder isn’t used with than) old - elder - eldest. My eldest sister is a lawyer. (We use elder - eldest to talk about relatives only.)
- We can use the before a comparative when we compare only two things of the same kind. Of the two cars this is (the) faster. (formal). However, it is possible to use the superlative instead of the comparative when we compare two persons or things. Which is the fastest, a Jaguar or a Fiat? (more usual)
- Certain adjectives form their comparative and superlative in both ways, either by adding -er/-est to the positive form or by taking more/most. Some of these are: clever, common, cruel, friendly, gentle, narrow, pleasant, polite, shallow, simple, stupid, quiet, simple - simpler - simplest ALSO simple - more simple - the most simple

Fill in the blanks as in the example:

The 1) ...most interesting of... (interesting) all the cities I have ever visited was New York. It was 2) ............ (good) place I have ever been to. The buildings are 3) ............ (tall) those in any other city and the streets are 4) ............ (busy) streets ............ the world, full of traffic and people all day. 5) ............ (exciting) thing ......... all was the sightseeing. I saw some of 6) ............ (amazing) places. The only thing that spoilt my stay was the weather. While I was in New York, the city had one of 7) ............ (cold) winters on record and 8) ............ (bad) snowstorm in years.
Adverbs

- Adverbs having the same forms as their adjectives add -er/-est
  - long: longer (the) longest
  - early: earlier (the) earliest

- "Early" drops -y and adds -ier/-iest
  - often: more often (the) most often
  - quietly: more quietly (the) most quietly
  - patiently: more patiently (the) most patiently

For further details on spelling rules see page 238.

Irregular Forms

<table>
<thead>
<tr>
<th>Positive</th>
<th>Comparative</th>
<th>Superlative</th>
</tr>
</thead>
<tbody>
<tr>
<td>good / well</td>
<td>better</td>
<td>best</td>
</tr>
<tr>
<td>bad / badly</td>
<td>worse</td>
<td>worst</td>
</tr>
<tr>
<td>much</td>
<td>more</td>
<td>most</td>
</tr>
<tr>
<td>many / a lot</td>
<td>more</td>
<td>most</td>
</tr>
<tr>
<td>little</td>
<td>less</td>
<td>least</td>
</tr>
<tr>
<td>far</td>
<td>farther</td>
<td>farthest</td>
</tr>
<tr>
<td>Well</td>
<td>is the adverb of good. She is a good driver. She drives well.</td>
<td></td>
</tr>
</tbody>
</table>

111 Underline the correct item.

It is very/far more expensive to live in London than any other city in Britain. Rents are much/very higher and it is most/far difficult to find accommodation of any kind. Trying to find a flat in a convenient location is even/very more frustrating. You can live in the suburbs, but it will take you much/any longer to get to work and the fares are very/far high. Wages are normally a bit/very higher in London, but that doesn’t mean you will have many/much more money to spend, since the cost of living there is most/even higher than you would expect.

112 Fill in with adverbs in their comparative or superlative forms.

When Mary arrived home that evening, two hours 1) later than... (late) usual, she found the children playing much 2) (quiet) normally. She was used to her kids behaving much 3) (noisy) this. Dennis, the youngest, and the one who usually acted 4) (naughty), was behaving 5) (good) she had ever seen him do before. Susan, the eldest, who usually stayed up 6) (late) all her brothers and sisters, had gone to bed 7) (early) usual and the rest of the children were peacefully watching the TV. It is true that her children are quite strange, but this was 8) (odd) she had ever seen them acting. It was when she entered the kitchen that she realised why.
113 Fill in the blanks as in the example:

Two weeks ago, I went into town to buy a birthday present for my 1) **eldest** (old) sister. You couldn’t meet a 2) **wonderful** person. She is one of 3) **charming** and 4) **funny** women I know. She is also 5) **generous**-hearted person I’ve ever met. 6) **bad** thing is that she has a 7) **quick** temper. Mother says she could also be a bit 8) **tidy**. Anyway, the present I wanted to buy her had to be 9) **good** I could afford. Eventually, I came across 10) **beautiful** scarf I had ever seen. It was 11) **long** the one she already had and much 12) **colourful**. Imagine my disappointment when I discovered the next day that Mother had bought her exactly the same scarf.

114 Fill in the blanks as in the example:

What was life like when I was a boy? Well, I think it was 1) **better** (good) than life now. It was 2) **good** time my life. When I was 3) **young** people were 4) **happy** and 5) **polite** they are now. Also, things were 6) **cheap** and money lasted a lot 7) **long** nowadays. Some say that life is 8) **exciting** nowadays. It’s true that you can travel 9) **far** and 10) **fast** (when I was a boy and there is a lot 11) **much** choice of entertainment. But, on the whole, I think life is much 12) **bad** nowadays.

115 Fill in the blanks as in the example:

New Cross Memorial is 1) **busiest** (busy) hospital 2) **in** New York. It has 3) **new** medical equipment and 4) **fast** ambulances 5) **in** the city. Its waiting lists are 6) **short** other hospitals’ and many people say the medical staff are 7) **caring** America. Dr Moss works in the children’s ward. Her work is 8) **hard** some of her colleagues’ because she is 9) **qualified** doctor on the ward. Despite this, she thinks she has 10) **good** job the hospital. Her hours are 11) **bad** her friends’ but the rewards are 12) **great**

116 Put the comparative or superlative form of the adjectives in brackets.

The sinking of the Titanic is one of 1) **most famous** (famous) shipwreck stories 2) **safe** ocean liner 3) **expensive** to 4) **cheap** ones on the lower deck. Some of 5) **rich** people 6) **world** set sail for America on one of 7) **dangerous** crossings attempted by such a liner. The captain was one of 8) **good**, but he made a big mistake which caused hundreds of deaths. As they sailed on, the going became 9) **difficult**. Suddenly the captain saw an iceberg ahead but, by then, it was too late to do anything. They sailed 10) **close** until finally they hit it. Everyone rushed to the lifeboats. Some survived but many died. The survivors said it was 11) **frightening** experience 12) **lucky** people on earth to have survived.
119 Fill in one of the degree adverbs from the table on page 60.

I'm 1) ...extremely... (+++) sorry sir, but the manager is 2) ........................................... (+++) busy at the moment. He has 3) ........................................... (+++) of customers to attend to. I would 4) ........................................... (+++) appreciate it if you could just sit here and wait 5) ........................................... (+). I'm 6) ........................................... (+) sure he'll be available soon. Don't worry, you won't have to wait 7) ........................................... (+) longer.

Types of Comparisons

- as ... (positive degree) ... as not so/as ... (positive degree) ... as such a(n)/so ... as
- twice/three times etc/half as ... (positive degree) ... as
- the same as
- look, sound, smell, taste + like
- less ... (positive degree) ... than the least ... (positive degree) ... of/in
- the + comparative ..., the + comparative
- comparative + and + comparative
- prefer + -ing form or noun + to + -ing form or noun (general preference)
- would prefer + to-inf + rather than + inf without to (specific preference)
- would rather/sooner + inf without to + than + inf without to
- clause + whereas/while + clause (comparison by contrast)

His hands were as cold as ice.
It is not so/as cold as it was yesterday.
This is not such an interesting book as his last one.

Their house is twice as big as ours.
His car cost half as much as mine.

Your jacket is the same as the one I bought last month.

She looks like an angel.

The green sofa is less expensive than the black one, but the blue one is the least expensive of all.

The sooner you start, the sooner you'll finish.
The richer you are, the more "friends" you have.

Life is getting harder and harder.

I prefer watching TV to going out.
I prefer lemonade to cola.

I would prefer to eat in rather than go to a restaurant.
He would prefer to leave rather than accept a pay cut.

I'd rather look for a new flat than stay in this house any longer.

Tom likes living in the country whereas his sister likes living in the city.

120 Fill in the blanks as in the example:

Three of my 1) ...best... (good) friends - Catherine, Beatrice and Anne - are triplets, although if you met them, you would not even think they were related. Beatrice, who is 2) ...................... (old) looks nothing 3) ...................... her sisters. She is 4) ...................... (tall) 5) ...................... both Anne and Catherine and slightly 6) ...................... (thin). Her hair is 7) ...................... black 8) ...................... coal whereas her sisters have much 9) ...................... (light) hair. They also have very different personalities. Catherine is probably 10) ...................... (loud) 11) ...................... (funny), Anne and Beatrice are 12) ...................... (quiet) and 13) ...................... (sensitive) 14) ...................... their sister, but they are all equally friendly. I think they are 15) ...................... (nice) triplets 16) ...................... the world.
121 Fill in: as, so...as, different from, whereas, more, than, like or same.

This year the Jones family decided not to go to the 1) ...same... holiday destination 2) ............................... last year. Their hotel, the Hotel Astoria, was 3) ........................................ expensive 4) ........................................ the last one, the Pueblo, but they didn't mind because the Astoria was exactly 5) ........................................ the brochure said; luxurious, with a breathtaking view. It was completely 6) ........................................ the Pueblo. It looked just 7) ........................................ a palace, 8) ........................................ the Pueblo resembled a prison. Furthermore, the owners of the Pueblo were not 9) ........................................ hospitable 10) ........................................ those of the Astoria.

122 Fill in: not as...as, the more...the more, would rather, prefer...to, as...as, the least...of, whereas, such...as, the same...as, more...than, the most...of, faster and faster or twice as much...as.

Dear Customer,

I'd like to tell you about three different cars: the BMW (£20,000), the Volvo (£15,000) and the Mini (£11,000). Cars today are getting 1) ............................... faster and faster... and the new BMW can reach speeds of up to 200 mph. The BMW is 2) ............................... expensive ............................... the three, but as you know, 3) ............................... you pay, ............................... you get. It comes with a fitted car stereo and air-conditioning. However, using almost twice 4) ............................... petrol ............................... the Mini, it is 5) ............................... economical ............................... the three. The Mini offers value for money, 6) ............................... the BMW offers speed and comfort. If you are looking for a small, economical car, the Mini is 7) ............................... a good bargain ............................... you will find anywhere. Because of its small size it is not 8) ............................... a comfortable car ............................... the BMW, but it is the best car available for those who 9) ............................... simplicity ............................... luxury. Finally, the Volvo is the best value for those who 10) ............................... buy a family car. Seating up to six passengers comfortably, it is much 11) ............................... spacious ............................... the other two cars and it is 12) ............................... expensive ............................... the BMW. It is quite fast too, reaching speeds of up to 190 mph - nearly 13) ............................... speed ............................... the BMW! Why don't you come down to the showroom and have a look for yourself?

Yours faithfully,
John Scarles

123 Fill in with: the sooner...the sooner, like, less...than, would prefer...rather than, three times as...as, such a.

When Trevor saw his neighbours' new car, he decided that he had to have one just 1) ...like... theirs. He had never seen 2) ............................... beautiful machine. "3) ............................... I get down to the car showroom, ............................... I'll have a car like theirs," he thought. But when he got there, it turned out the car was 4) ............................... expensive ............................... he had expected. "Haven't you got anything a little 5) ............................... expensive ............................... that?" he asked the salesman. "Perhaps sir, you 6) ............................... to invest in a small motorcycle 7) ............................... such an...erm...exclusive vehicle," he replied.

124 Fill in: further, furthest, better, best, worse and worst.

A: We've been driving for hours! The weather is getting 1) ...worse... How much 2) ............................... is it?
B: I'm not sure, but according to the map, this is the 3) ............................... route to take.
A: Give me the map, please. I'll find a 4) ............................... way to get there. Why did Dave choose the 5) ............................... restaurant out of town to go to on such a rainy night?
B: I don't know. I think it's also one of the 6) ............................... places to eat.
A: Well, at this rate we're never going to get there!!

62
125 Fill in the blanks as in the example:
1 At the disco, the music got ...louder and louder... as the night went on. (loud)
2 Clothes seem to be getting ........................................ all the time. (expensive)
3 The plane flew ...................................................... into the sky. (high)
4 Pets are very popular now and ........................................... people enjoy looking after animals. (many)

126 Fill in the blanks as in the example:
1 ...The longer... (long) I had to queue at the bank, ...the more impatient ... (impatient) I became.
2 .................................................. (much) the child cried, ........................................... (angry) the mother became.
3 .................................................. (small) a flat is, .............................. (low) the rent is.
4 .................................................. (fast) you drive, ...................................... (quick) we'll get there.

127 Fill in: more, most, less and least.
A: This new energy-saving washing machine is the 1) ...most... economical model on the market.
B: Is that because it uses 2) ........................................... electricity than the others?
A: Yes. It uses the 3) ........................................... energy and saves you money.
B: That's great. It also seems to have 4) ........................................... functions than my old one. I'll take it!

128 Look at the pictures then make comparisons using the adjectives given.

eg. A miner's job is more dangerous than a fireman's job. etc.

129 Read the following information about the two applicants, then make comparisons using: young, old, heavy, tall, short, well-qualified, experienced, few.

Ted Rogers
Date of Birth: 23/11/67
Height: 187 cm
Weight: 75 kilos
Children: 3
Teaching experience: 4 years
Qualifications: 4 'A' levels, BA English, MA Computer Science

Simon Baker
Date of Birth: 17/2/64
Height: 167 cm
Weight: 83 kilos
Children: 2
Teaching experience: 2 years
Qualifications: 2 'A' levels, BSc Computer Science

eg. Ted Rogers is younger than Simon Baker. Simon Baker isn't as old as Ted Rogers. etc
Like is used

- for similarities. She’s just like a big baby. (She is not a baby though.)
- after: feel, look, smell, sound + noun.  
  It sounds like jazz.
  He looks like Charles.
- with nouns, pronouns or -ing form to express similarity.  
  This tastes like coffee.
  Is that your Dad? You look like him.  
  (not: You look as him.)
  It was like flying in a balloon.

As is used

- to say what sb or sth really is (jobs or roles).  
  She works as a pilot. (She’s a pilot.)
  Liz Taylor was brilliant as Cleopatra.
- in certain expressions: as usual, as…as, as much, such as, the same as.  
  He came late as usual.
- after: accept, be known, class, describe, refer to, regard, use. He’s regarded as the best jazz singer of all time.
- in clauses of manner to mean “in the way that”. Do it as I showed you.

130 Fill in: as or like.

Mary: What do you want to do when you grow up, Fred?
Fred: I’d like to work 1) ...as... a chef in a big hotel.
Mary: Oh no! I’ve worked in a kitchen before. It’s 2) .................................. working in an oven.
Fred: At least it wouldn’t be 3) .................................. boring 4) .................................. working in a bank.
Mary: Don’t you want to be something more interesting, such 5) .................................. a lawyer, or a doctor?
Fred: No, I’d prefer to do something creative 6) .................................. cooking. I could never see myself 7) .................................. a lawyer or a doctor.
Mary: You’re just 8) .................................. my brother. He’s always saying things 9) .................................. that.

131 Fill in: as or like.

Mr Brown works 1) ...as... a gardener. Although he regards his job 2) .................................. interesting, he works 3) .................................. a slave and gets so dirty that he looks more 4) .................................. a miner at the end of the day. He doesn’t earn 5) .................................. much money 6) .................................. his wife, because she works 7) .................................. a teacher. Her job sounds 8) .................................. fun, but, although she doesn’t work 9) .................................. hard 10) .................................. her husband, she has just 11) .................................. many problems. Sometimes she feels 12) .................................. screaming because the children are naughty.
In Other Words

- I've never seen such a boring film. It's the most boring film I've ever seen.
- If you work more, you'll be paid more. The more you work, the more you'll be paid.
- She is taller than her brother. Her brother isn't as tall as her/she is.
- That table is similar to this one. That table and this table are alike.
- She's the quickest typist of all. No other typist is as quick as she is/her. She's quicker than any other typist.
- He's a terrible driver. He drives terribly.
- Tim has got the same number of books as Tom. Tim has as many books as Tim.
- This car is much more expensive than that one. This car is far/a lot more expensive than that one. That car is much/far less expensive than this one.
- Ann is very friendly to everyone. Ann behaves in a friendly way to everyone.
- He hasn't made as many mistakes as last time. He has made fewer mistakes than last time.

132 Using the word given and other words complete the sentences so that the second sentence has a similar meaning to the first sentence. You must use between two and five words. Make sure you don’t change the word given.

1. No other gymnast is as graceful as she is. **most** The most graceful gymnast of all.
2. I've never heard such a ridiculous statement. **the** That is I've ever heard.
3. "She cooks well," Ann said. **good** She * Ann said.
4. If you try harder, you'll do better. **the** The **way** you’ll do.
5. She is always respectful toward her parents. **way** She always **towards** her parents.
6. Our house and theirs are alike. **similar** Our house **theirs.**
7. She is the best singer of all. **good** No other singer **is.**
8. Don’t buy as much cheese as the last time. **less** Buy **the last time.**
9. He is noisier than his brothers. **noisy** His brothers are **is.**
10. This ring is much more valuable than that one. **far** That ring is **this one.**
11. He is the best teacher in the school. **good** No one else in the school is **he is.**
12. My car is not so fast as his. **much** His car **mine.**
13. Bob isn’t such a nuisance as Ted. **more** Ted is **Bob.**
14. Ann is the best singer of all. **better** Ann **else.**
15. French isn’t such a difficult language as Chinese. **more** Chinese is **French.**
16. Sue is more patient than Emily. **as** Emily isn’t **is.**
17. Sally dresses more smartly than Pam. **less** Pam dresses **Sally.**
18. They arrived later than we expected. **as** They didn’t arrive **expected.**
19 Paul thinks in a more profound way than Steve.
   than Steve thinks .................................................... Paul.
20 He is less aggressive than Jim.
   as He is ................................................................. Jim.

Oral Activity 5

Bert Hard has fired his secretary Molly Bloomer and hired another one, Ann Stevens. Using the following adjectives and adverbs and their opposites say a) why he sacked Molly and b) why he hired Ann: patient/badly, lazy/carelessly, miserable/untidily, rude/too much, late/responsibly, bad-tempered/slowly

eg. He fired Molly because she's impatient and behaves badly. etc
   He hired Ann because she's patient and behaves well. etc

Oral Activity 6

Look at the following advertisements and make comparisons using adjectives and adverbs from the list:
few, effective, noisy, easy, durable, many, good, cheap, light, powerful, adaptable, big, heavy

Premium Super Vacuum
- £140 - best price on the market!
- can use it even when the baby is asleep
- small enough to store anywhere
- a set of six accessories
- tough metal casing
- weighs 15 kg
- 80 watts
- sweeps up everything, even broken glass

Conqueror 2000S
- £100 - unbeatable price!
- distinctive sound - warning you it's on
- can fit into most cupboards
- a set of ten accessories
- light-weight plastic casing
- weighs 12 kg
- 60 watts
- sweeps up dust and litter

Wonder - Vac GH
- £80 - can't miss out on this one!
- special noise-reduction button to minimize noise
- can be kept in your toolshed
- a set of eight accessories
- fibreglass casing
- weighs 14 kg
- 40 watts
- sweeps up dust in seconds

eg. The Premium Super Vacuum has fewer accessories than the other two models. etc

Writing Activity 4

Your friend Sarah wants to buy a vacuum cleaner. Look at the three advertisements above, then write a letter advising her which vacuum cleaner to buy using comparisons.

Dear Sarah,

I've just come back from the shops. I was able to find some brochures about vacuum cleaners and I have picked out three of them for you to choose from. To begin with, the Premium Super Vacuum is the most powerful model but it is also the most expensive of the three ......
133  Complete the sentences using the words in bold.

1  Can't you come up with a more original idea?  
most  Is ... **this the most original idea...** you can come up with?

2  It wasn't necessary for the watchman to leave all the lights on, but he did.
left  The watchman ... **left** all the lights on.

3  It is too cold for us to have an outdoor party.
enough  It ... **enough** for us to have an outdoor party.

4  It's possible we'll stay another night.
might  We ... **might** another night.

5  He made a promise never to betray his friends.
word  He ... **word** to betray his friends.

6  It seems they have finished the report.
have  They ... **have** the report.

7  Fiona wishes she hadn't lent him all her savings.
lending  Fiona ... **lending** all her savings.

8  She attended a course which lasted three years.
year  She attended ... **year** course.

9  They began organising the advertising company six months ago.
been  They ... **been** advertising company for six months.

10  He is on friendly terms with his neighbours.
gets  He ... **gets** his neighbours.

134  Look at Appendix 3, then fill in the correct preposition.

1  My grandmother takes great delight ...**in**... telling stories.

2  David was delighted ...**by**... the tape he bought.

3  My grandfather ...**died**... cancer.

4  Gary was driving too fast and ...**died**... a car accident.

5  This holiday was different ...**from**... all the others.

6  There is a big difference ...**between**... English and Greek food.

7  Last night I dreamt ...**of**... my favourite pop star.

8  I can only dream ...**about**... owning a larger car.

9  He is an expert ...**at**... repairing cars and knows everything about them.

10  Mr Parrs is an expert ...**on**... physics and has written many books.

11  The teacher put emphasis ...**in**... completing the whole test.

12  Peter took exception ...**to**... having to smoke outside.

13  The children exclaimed ...**at**... the beauty of the scenery.

14  The school secretary was experienced ...**in**... first aid.

135  Match column A with column B, then explain the similes.

1 as black as  A snow  1  **E (very black)**
2 as blind as  B a post
3 as cool as  C gold
4 as deaf as  D a hatter
5 as white as  E coal
6 as fit as  F lead
7 as good as  G a mouse
8 as heavy as  H a cucumber
9 as mad as  I a fiddle
10 as quiet as  J a bat
136 Look at Appendix 2, then fill in the correct particle(s).

1. If you don’t pay your water bill, your water supply will be cut... off...
2. I’m not cut... working in an office.
3. You must cut... the amount of sugar you consume.
4. I wanted to overtake the lorry but a car from behind cut... between us.
5. He cut... the conversation to ask to go out.
6. The village was cut... for days because of the snow.
7. The Prime Minister’s decided to cut... government spending.
8. Most countries have done... the death penalty.
9. You shouldn’t do... your parents... They care about you.
10. I’m really thirsty. I could do... a drink.

137 Use the words in capitals to form a word that fits in the space in the same line.

TESTS

All students throughout the world sit for (0) tests at some point in their lives. If students are (1) examined, they get a formal (2) examination that enables them to get a job or continue with further (3) education.

Most formal testing involves a (4) test of techniques, but the most common form requires students to show that they have a detailed (5) test of the subject area. Students who do not pass, are not considered as (6) examined, they simply need more time to study. Some of them are simply (7) failed. The (8) fails, who pass, do so because they have made a good (9) impression on the examiner and have also succeeded in showing their (10) intelligence.

138 Put the verbs in brackets into the correct tense.

A. If George (1) hadn’t been caught... (not/catch) driving through a red light, he (2) would... (not/be) in the trouble he is in now. The truth is, he (3) should... (not/pay) much attention when the policeman (4) saw... (step) into the middle of the road and (5) was... (not/notice) him in time, the policeman (6) had... (probably/kill). Anyway, he (8) had... (arrest) and (9) had... (take) to court, where he (10) had... (charge) with speeding, careless driving and failure to stop at a red light. It (11) had... (also/discover) that he had many parking fines which he (12) had... (not/pay). The judge told him that he (13) had... (fine) £500 and his driving licence (14) had... (take) away for one year. "I know I (15) had... (do) all these things," he (16) said... (say) George, "and I (17) had... (pay) the fine. But you can’t take my driving licence away." "Why not?" (18) asked... (ask) the judge. "Because," he (19) said... (reply), "I (20) had... (never/have) one in my life."

B. Sally (1) had... missed... (miss) the last bus home because she (2) had... (work) late at the office, so she (3) decided... (decide) to get a taxi. She got into the first one that came along, but immediately regretted (4) it... (seem) a bit crazy. After he (6) had... (go) through the third red light at top speed Sally said, "You (7) had... (drive) a bit too fast. Please slow down. I (8) had... (be) in two car accidents already in my life." "That’s nothing," (9) replied... (reply) the driver. "I (10) had... (be) in over a hundred!"
Choose the word which best fits each space.

GARDEN PARADISE

In the spring of 1976, the late George Rushton began (0) ........................................ (creating / doing / fixing / creating / inventing) a flower garden for his recently disabled wife, Mary. The area next to the family home had been (1) ........................................ (overgrown / overcrowded / overdone / overbooked) for years. All the trees and plants had grown (2) ........................................ (short / straight / wild / green) and the area had been used as a place where people (3) ........................................ (bought / sold / picked / threw) their rubbish. When George started (4) ........................................ (making / cleaning / washing / setting) up the garden, he found lots of things, including an old bicycle and several kitchen sinks! Then, (5) ........................................ (while / before / after / during) the rubbish had been removed, he (6) ........................................ (worked / hired / followed / recorded) machinery to cut down the unwanted plants and trees. This (7) ........................................ (spent / was / gave / took) five months. George spent a (8) ........................................ (further / couple / little / few) three months tidying up the garden and cutting the grass, which had (9) ........................................ (arrived / been / found / reached) an incredible height. (10) ........................................ (Just / Only / After / Since) then could he actually start moving plants around and (11) ........................................ (making / planting / putting / fixing) new ones. On the lawn, he dug a small pond, and in the front garden he put down flower (12) ........................................ (beds / carpets / bottoms / tops). A year (13) ........................................ (after / while / then / later), the whole place was (14) ........................................ (living / lively / alive / lovely) with colour. George also had concrete paths (15) ........................................ (put / laid / prepared / developed) so Mary could enjoy every corner of the garden in her wheelchair.

Read the text. Some of the lines are correct and some have a word which should not be there. If a line is correct, put a tick (√) in the space provided.
If a line has a word which should not be there, write it in the space provided.

SAFETY FIRST

0 Every year, one out in five children in Britain is injured in an 
00 accident serious enough to need hospital treatment.
1 Falls are the commonest cause of injury, other dangers are cuts, burns 
2 and poisoning. Of course, children also get hurt outside of 
3 the home, especially while they playing near or walking across 
4 the road. Children will always be prone to bumps and 
5 bruises, but most injuries are preventable if the simple, 
6 sensible safety measures are followed. For an example, 
7 a safety gate be fitted at the top of the stairs will help prevent 
8 falls. To avoid the possibility of children get poisoning 
9 themselves, all tablets should be locked up out of 
10 the reach. It should also be remembered that many house 
11 plants are poisonous. Children are naturally curious for 
12 and unaware of danger, so that never leave children in the 
13 kitchen being alone, and keep hot irons away from them until they 
14 will cool properly. Follow these guidelines and your home will 
15 be a more safer place for your kids to grow up.
**Practice test 2**

**PART 1**

For questions 1 - 15, read the text below and decide which word A, B, C or D best fits each space. Mark your answers in the answer boxes provided.

**STARTING A BUSINESS**

Running your own business can **(0)**, really high job satisfaction - the satisfaction of being in **(1)** of your own life and making your own **(2)** about how things should be done.

If you are ambitious, you may want to achieve **(3)** on a large scale and eventually to become rich. Or it may be **(4)**, for you simply to enjoy work more and to achieve a modest increase **(5)** living standards at the same time.

It's important to take into **(6)** the less desirable aspects of the job as **(7)**. For instance, if problems **(8)**, it will be up to you to sort them **(9)**. You'll probably have to work harder and longer hours, especially in the **(10)** stages. You'll probably see less of your family and friends too. And, of course, you won't enjoy the security of a **(11)** pay packet.

If you see all this as a challenge **(12)**, than a disadvantage, you have at **(13)**, one of the qualities needed for success. Other qualities **(14)**: the ability to work on one's own, a refusal to **(15)** up, and a willingness to take on responsibility.

Do you have what it takes?

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PART 2
For questions 16 - 30, read the text below and think of the word which best fits each space. Use only one word in each space. Write your answers in the answer boxes provided.

A TRIAL FLIGHT
It was a beautiful sunny day - perfect \(0\) \ldots\ what I had planned. I left home with my parents and we drove \(16\) \ldots\ the local airport, where we \(17\) \ldots\ booked a trial flight. It \(18\) \ldots\ £20 for half an hour. \(19\) \ldots\ we turned into the entrance, I felt a mixture of emotions. On the \(20\) \ldots\ hand, I felt confident and excited but, on the other, I felt a \(21\) \ldots\ scared.

The pilot greeted me \(22\) \ldots\ a friendly smile and led me to a small aeroplane. I got in, and was at once reminded \(23\) \ldots\ the time when I had had driving lessons. The plane had dual controls. The pilot briefly \(24\) \ldots\ the function of the \(25\) \ldots\ important instruments, and then we moved on to the runway. At this point, the instructor was \(26\) \ldots\ complete control. We sped down the runway and \(27\) \ldots\ off. We hit a little turbulence and my immediate reaction was to reach \(28\) \ldots\ the door handle! Then we settled down. We flew along the south coast, over land and sea, and gradually I took \(29\) \ldots\ of the plane, changing direction and altering the speed. \(30\) \ldots\ the pilot’s guidance, I managed to land the plane. It was an unbelievably exciting experience!
For questions 31 - 40, complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Do not change the word given. Write your answers in the answer boxes provided.

0 I finished the book in two days.
   It ........................................ to finish the book.
   took
   took me two days
   0

31 You ought to do something about this tap.
   time
   It's ...................................... about this tap.
   31

32 He tries hard to keep up with the class.
   best
   He ....................................... up with the class.
   32

33 Although he is rich, he is mean.
   wealth
   In .......................................... he is mean.
   33

34 I'm sure she was lying about her age.
   must
   She ........................................ her age.
   34

35 Please check this document for misprints.
   sure
   Please .................................... misprints in this document.
   35

36 It takes two hours to fly from Athens to Rome.
   flight
   It's ...................................... Athens to Rome.
   36

37 As you feel weak, you should cancel your trip.
   suggest
   I .......................................... your trip as you feel weak.
   37

38 This is such bad news that I daren't tell anybody.
   so
   This ...................................... that I daren't tell anybody.
   38

39 Can I speak to you in private?
   word
   Can I .................................... in private?
   39

40 Dogs are more of a responsibility than cats.
   such
   Cats ........................................ as dogs.
   40
PART 4

For questions 41 - 55, read the text below and look carefully at each line. Some of the
lines are correct and some have a word which should not be there. If a line is correct,
put a tick (✓) by the number in the answer boxes provided. If a line has a word which
should not be there, write the word in the answer boxes provided.

CHRISTMAS SHOPPING IN BRITAIN

0 There is usually a lot of rain in the streets of
00 London, but as that does not stop British people from
41 going to shopping, and no time is as busy as Christmas
42 and January. January is that when the sales take
43 place, and in London, which this is the most expensive
44 city in Britain, the bargains are the best one. This means
45 there are even more people than usual in the streets. Huge
46 numbers of shoppers, be loaded with bags, push their
47 way through the crowds. All British politeness is been
48 forgotten. In January, the whole shops are trying to get
49 rid of extra Christmas stock and the most shops
50 offer huge discounts. From designer clothes
51 up to household goods, the savings can be as high
52 as 50%. British people love the sales and
53 fight their way through the streets despite of
54 the crowds and bad weather. There's nothing as
55 like the thought of a bargain to send the British wild!

PART 5

For questions 56 - 65, read the text below. Use the word given in capitals at the end
of each line to form a word that fits in the space in the same line. Write your word
in the answer boxes provided.

TENNESSEE WILLIAMS

Tennessee Williams was born in 1914 and spent his (0) .... in (56) .... Mississippi. His real name was Thomas Lanier
Williams, but like many people in the (57) .... of fame, he
adopted a pen-name. During his (58) .... he worked in various
(59) .... including a period as a shoe salesman.
However, it was of course as a (60) .... that he became famous.
His best work was based on the (61) .... of southern American
society with its pretence of well-mannered and (62) .... behaviour.
His most famous (63) .... include "A Street Car Named Desire"
and "Cat on a Hot Tin Roof". Both display a (64) .... of social
awareness and emotional tension. Many (65) .... films have been
made, based on his plays.
A Choose the correct item.

1. He is a taxi driver, so he is accustomed to ........... in the busy town centre.
   A drive       B have driven
   C be driven   D driving

2. He was offered the job because he was ........... candidate.
   A the best       B good
   C better         D best

3. My doctor recommended me ........... a week off work to recover from my illness.
   A takes          B take
   C to take        D took

4. He's ........... helpful policeman I've met.
   A least         B the least
   C less          D little

5. I saw him ........... the window and run away.
   A breaking      B broke
   C to break      D break

6. The sooner she moves out, ........... it will be for all of us.
   A the better     B the best
   C better         D good

7. He means ........... you for the damage he caused.
   A to pay        B to have paid
   C pay           D paying

8. He bought a(n) ........... cottage in the country.
   A stone, old, small   B old, small, stone
   C small, old, stone   D stone, small, old

9. I've never heard such a loud voice ........... his.
   A than          B to
   C as            D rather than

10. Jane would prefer to work as a doctor ........... work as a nurse.
    A to           B rather
    C from         D rather than

11. Can she really be so stupid as ........... his lies?
    A to believe   B believe
    C to believing D believing

12. Jane finished her maths homework and went on ........... her English essay.
    A doing        B to do
    C to be done   D do

13. I saw him ........... the cat.
    A to chase       B chasing
    C be chased      D to have chased

14. Please stop ........... and give me your test papers.
    A to writing     B to have written
    C to write       D writing

15. She prefers buying clothes ........... ironing them.
    A to          B than
    C rather      D from

16. It is very rude of him ........... the teacher when she is speaking.
    A interrupting  B to interrupting
    C to interrupt  D interrupt

17. She's ........... older than I thought.
    A rather        B fairly
    C quite          D pretty

18. He is known ........... a lot of money to charity in the past.
    A to donate     B donating
    C to have donated D donate

19. As well as ........... at a school, she is a fashion model.
    A to teach      B teach
    C to have taught D teaching

20. I ........... to stay in tonight rather than go to the party.
    A would rather  B would prefer
    C prefer        D would

21. I wouldn't advise ........... on the plane because you might feel sick.
    A to smoke      B to have smoked
    C smoke         D smoking

22. He is ........... at football than his brother.
    A best         B the best
    C good         D better

23. She objects ........... her younger sister so her parents can go out.
    A to have looked after  B to looking after
    C to look after        D looking after

24. She is looking for a ........... suit.
    A blue, dark, smart   B smart, dark, blue
    C blue, smart, dark   D dark, smart, blue
Put the verbs in brackets into the correct tense.

The Red Balloon Nursery School 1) .................................. (open) last year, in an old building which 2) .................................. (be) empty for years. I 3) .................................. (work) here for the last six months now. My day usually 4) .................................. (start) at 8 o'clock. This week I 5) .................................. (look after) twenty-five toddlers whose parents 6) .................................. (want) some time to themselves during the day. By next year I hope the numbers 7) .................................. (rise) to nearly forty. Then maybe we 8) .................................. (employ) another child-minder to help us.

Put the verbs in brackets into the correct tense.

Mr McDermott 1) .................................. (work) as a doctor. When he first 2) .................................. (begin) his career in 1990, he 3) .................................. (just/leave) medical school. He 4) .................................. (open) his own doctor's surgery in 1992 and since then he 5) .................................. (work) as a doctor. He 6) .................................. (enjoy) his job and, at the moment, he 7) .................................. (teach) young medical students in his spare time. He hopes that in the future he 8) .................................. (continue) to help sick people and his fellow physicians.

Using the word given complete the sentences so that the second sentence has a similar meaning to the first sentence.

1 Smoking on trains is not allowed.
   mustn't You .................................. on trains.

2 Shall we go to the party tonight?
   about What .................................. the party tonight?

3 I'm sure they were covering something up.
   must They .................................. something up.

4 He made the children tidy their room.
   were The children .................................. their room.

5 She regrets leaving her job.
   wishes She .................................. her job.

6 I need to buy a smart suit for the interview.
   ought I .................................. a smart suit for the interview.

7 Take an umbrella; it might rain later.
   case Take an umbrella .................................. later.

8 It's possible that they will be delayed in the traffic.
   may They .................................. in the traffic.

9 They started restoring the old church a year ago.
   been They .................................. the old church for a year.

10 You had better get some legal advice.
   were If .................................. get some legal advice.

11 It wasn't necessary for you to be so rude.
   needn't You .................................. so rude.

12 He said he was sorry he forgot their appointment.
   apologised He .................................. their appointment.

13 You ought to go to bed.
   time It .................................. to bed.

14 I advise you to take more exercise.
   should You .................................. exercise.

15 Jane hasn't contacted me since she got married.
   heard I .................................. Jane since she got married.

16 I'm sure it wasn't Susan that broke the vase.
   can't It .................................. that broke the vase.

17 He paid £900 for his holiday abroad.
   cost His .................................. £900.

18 The hospital in which I was born is being extended.
   where The hospital .................................. is being extended.
19 She'll probably get the job.
likely It is .......................................................... the job.
20 Sarah doesn't have as much free time as when she was single.
used Sarah ....................................................... free time when she was single.

**E** Fill in the blanks with the correct particle(s).

1 When does school break ............... for Easter?
2 She tried to cut ................. smoking by only buying a packet of cigarettes a week.
3 They're carrying ............... an experiment in the lab.
4 The situation called ............... immediate action.
5 People believe this law should be done ............... .
6 Mum doesn't want to let me go to the party but I'll bring her ............... .
7 While she was tidying, she came ............... an old photo of herself.
8 When she was told about Tim's accident, she broke ............... in tears.

**F** Fill in the blanks with the correct preposition.

1 Anyone acquainted ............... the music of Bach will appreciate that he was a genius.
2 That name sounds familiar ............... me.
3 You can't put the blame ............... me.
4 She's experienced ............... handling money.
5 He is very attached ............... his pet rabbit.
6 He died ............... kidney failure.
7 He was charged ............... speeding.
8 She was furious ............... Sally for spending all her money.

**G** Correct the following sentences by taking out the inappropriate word.

I enjoy going to shopping.
2 Despite of her severe disability, she fulfilled her goals in life.
3 John is at the work.
4 He spends money as like if there was no tomorrow.
5 He works hard so that as to be promoted.
6 His latest novel, which is 500 pages long, it is a best-seller.
7 Being unemployed it is the worst thing that can happen to someone.
8 Susan used to be the happier than she is now.
9 He was caught shoplifting; needless is to say, he now has a criminal record.
10 He explained to us the more best ways of self-defence.
11 When one trying hard, people are more likely to succeed in life.
12 One hour later than she was enjoying a cup of tea in front of the TV.

**H** Fill in the correct word derived from the words in bold.

Detroit is renowned for the (1)... of cars.
If you make a good (2)... at the interview, you will get the job.
Teaching and medicine are more than (3)..., they're professions.
My history teacher has a vast (4)... of past events.
You are never too old to go to college and gain some (5)....
My greatest (6)... was graduating from university.
Henry Ford was a very (7)... businessman.
In Britain, most students spend about thirteen years in (8)....
The weatherman said there is a strong (9)... of rain today.
He was really (10)... at the casino; he lost all his money.
Some old laws are no longer (11)....
Athens is (12)... for its ancient buildings.
5 Clauses / Linking Words

Time Clauses
- Time clauses are introduced by: after, as, as long as, as soon as, for, just as, once, since, before, by the time (= before, not later than), when, while, until/till (= up to the time when), the moment (that), whenever, every time, immediately, the first time, the last time, the next time etc.
  - George had to wait for half an hour before the doctor came.

- Time clauses follow the rule of the sequence of tenses; that is, when the verb of the main clause is in a present or future form, the verb of the time clause is in a present form and when the verb of the main clause is in a past form, the verb of the time clause is in a past form too.
  - I'll stay in the office until I finish the project. (not: until I will finish the project)
  - She arrived before the clock struck nine. (not: before the clock strikes nine)

- When the time clause precedes the main clause, a comma is used. When the time clause follows, no comma is used. When he was in Washington, he met the President. He met the President when he was in Washington.

- Will is never used in time clauses; we use a present form instead.
  - I'll cook dinner after I tidy the house. (not: after I will tidy)

- when (time conjunction) + present tense
  - I'll see it when I have time.
  - Do you know when they will leave?

Underline the appropriate time phrase and put the verbs into the correct tense.

1. I'm not leaving until / by the time I ... finish / have finished (finish) this job.
2. He promised to phone while / the moment he ...(arrive) in Orlando.
3. He had tidied the room as soon as / by the time his mother ... (get) home.
4. We'll have a party when / while the exams ...(be) over.
5. You can go home whenever / before you ...(want) to.
6. They were talking as soon as / while we ...(watch) the film.
7. Tom came home just as / till June ...(leave).
8. We went to sleep after / until we ...(eat) our meal.
9. By the time / Until I ...(arrive) home, George had already left.
10. Tell Jane I'll call her by the time / as soon as I ...(have) some news.
11. Ann didn't buy a car until / since she ...(save) enough money.
12. We had been waiting for six hours until / by the time the train ...(get) into the station.
5 Clauses / Linking Words

- If is used for things which may happen. Don’t worry if I’m a little late.
- When is used for things which are sure to happen. I’ll give you a ring when I reach London.

142 Fill in: if or when.

Dear Mr Wong,

We would like to congratulate you once again on winning our first prize of a week’s holiday in England. 1) ...When... you arrive at Heathrow airport, a limo will be waiting for you to take you straight to your hotel. You will probably want to go to bed 2) ................. you get there as you will have had a long day. 3) ................. you wake up the next day, you will be served a full English breakfast in bed. Then, you will have the rest of the week to explore London at your leisure or 4) ............................................. you prefer, you can travel to one of the nearby towns. 5) ............................................. you want to hire a car, remember to drive on the left and be especially careful 6) ............................................. approaching or leaving roundabouts. Anyway, I’m sure you will find the English very helpful 7) ............................................. you need any advice. 8) ............................................. you have any questions before you leave, please do not hesitate to contact me.

Yours sincerely,
Mike Baldwin

- By is followed by time adverbs and means “before”, “not later than”. You must finish this report by 8.00 tomorrow.
- By the time is followed by a clause and means “before”, “not later than”. He had watered the plants by the time she got back.
- Until is followed by either a clause or a time adverb and means “up to the time when”. “Can you wait until I return?” “I can only wait until 10.30.”
- When the main clause is negative, we normally use until. We didn’t leave until Mary arrived.

(not: by the time Mary arrived)

143 Fill in: by the time, until or by.

1  ...By the time... the last marathon runner crossed the finishing line, nearly everyone had gone home.
2  Don’t try to show anyone this trick ............................................. you have practised it a lot in front of a mirror.
3  If he carries on making investments like that, he’ll be a millionaire ............................................. he’s 25.
4  We waited ............................................. our parents had gone to bed, then we turned on the television.
5  The police station had burnt to the ground ............................................. the fire brigade arrived.
6  The meeting had already finished ............................................. 5.30.
7  They don’t want to announce their engagement ............................................. they have written to their parents.
8  Her father warned her to be home ............................................. midnight.

144 Fill in: after, as soon as, since, before, by the time, while, until or whenever.

“So, Mrs Trumpton, welcome to your first driving lesson. I’d like to say a few words 1) ...before... we begin. The most important thing to remember is that the pedal in the middle is the brake - 2) ............................................. you need to stop, you press it. Never start the engine 3) ............................................. you get in the car, because it might be in gear and never drive off 4) ............................................. you make sure the road is clear. You must continually check your mirror 5) ............................................. you are driving, because it’s important to know what is behind you. I will only take you out on the road 6) ............................................. we have practised the basics in the car park for a couple of lessons. Don’t worry Mrs Trumpton, I’ve been teaching people how to drive 7) ............................................. 1982, so you’re in good hands. I assure you that 8) ............................................. you have finished this course, you will have become a safe and confident driver.”
145 Underline the appropriate time phrase and put the verbs into the correct tense.

Gary didn’t see the lorry stop in front of him 1) until/when it …was…(be) too late. He had been listening to music 2) while/since he ………….. (drive) home from work, hoping that his wife would have dinner ready for him 3) whenever/by the time he ………….. (get) there. His wife is such an excellent cook that 4) whenever/as he ………….. (think) about her food, he can’t concentrate on anything else. 5) “I ………….. (be) home until/by 6 o’clock,” he thought happily. So, 6) when/while the lorry screeched to a halt in front of him he ………….. (not/notice) it. In fact, he didn’t realise anything was wrong 7) until/since his car ………….. (be) halfway underneath it. Gary 8) ………….. (lie) in hospital since/for that day. The doctors aren’t sure 9) for/when he ………….. (be able) to go home.

146 Correct the sentences.

1) We waited for you by it got dark.
2) When the Queen will arrive, we must all stand up.
3) As soon as I’ll get home, I’ll have something to eat.
4) They didn’t call by the time they had found the solution.
5) Can you phone me when you will be ready?
6) Every time I will go shopping, I spend too much money.
7) I’ll phone you if there will be a problem.
8) The children cleared the table by the time they had finished eating.
9) Until we went to bed, it was nearly morning.
10) I’ll call you immediately as I reach my hotel.

Oral Activity 7

Look at the pictures and make up sentences using the time words given. Work in teams or individually.

eg. A dog ran across the road as he was driving home / to the office. etc
Expressing purpose - Clauses of Purpose

Purpose is expressed with

- to-infinitive (informal)/in order to/so as to (formal). She wrote to tell him the news. (informal) She wrote in order to tell him the news. (formal) He studied hard so as to be the first. ("so as to" is normally used when the verb "to be" follows)
- so that + can/may (present or future reference). I'll help him so (that) he can finish early.
- so that + could/might (past reference). I helped him so that he could finish early.
The word "that" can be omitted in spoken English. I left early so I could be there on time.
- for + noun/ing form. Let's go out for a meal. A kettle is used for boiling water.
- with a view to + ing form. We are gathered here with a view to reaching a decision.
- with the aim of + ing form. He opened an account with the aim of saving money to buy a car.
- in case + present (present or future reference) / in case + past (past reference). Will/Would are never used with "in case". I'll take some sandwiches in case I get hungry. (not: in case I'll get hungry)
I took some water in case I got thirsty. (not: in case I would get thirsty)

Negative Purpose is normally expressed with

- so as not/in order not + to-infinitive. He left early so as not to miss the train. (not: He left early not to miss the train.)
- She put on her raincoat in order not to get wet. (not: She put on her raincoat not to get wet.)
- so that + won't/can't (present/future reference). I'll pick you up from the station so that you won't need to take a taxi.
- so that + wouldn't/couldn't (past reference). He got a taxi so that he wouldn't be late.
- for fear + might. He locked all the windows for fear that he might be burgled.
- for fear of sth/doing sth. We don't go out at night for fear of being attacked.
- prevent + noun/pronoun + (from) + ing form. He chained the dog up to prevent it (from) biting the children.
- avoid + ing form. Ann got up early to avoid being late for work.

- Clauses of purpose follow the rule of the sequence of tenses. I'll bring a ball in case they want to play a game.
- She ran home so that she could watch the 6 o'clock news.
147 Purpose can be expressed in various ways. Look at the examples, then rewrite the sentences in as many ways as possible.

1 He left early. He wanted to catch the train.
   *He left early so that he would/could catch the train. He left early to avoid missing the train. He left early to catch the train. He left early in order not to miss the train. He left early with the aim of catching the train. He left early so that he wouldn't miss the train. He left early with a view to catching the train. He left early in case he missed the train. He left early for fear he might miss the train. etc.*

2 She set her alarm clock. She wanted to get up early.

3 I won't leave the flat. John may call.

4 He revised hard for the test. He wanted to succeed.

148 Using the word in bold fill in the missing part of the second sentence so that it has a similar meaning to the sentences given. Do not change the word given.

1 She locked the money in the safe. Someone might steal it.
   *prevent* She locked the money in the safe *to prevent it (from) being* stolen.

2 She made out a list of people to invite. She didn't want to leave anyone out.
   *that* She made out a list of people to invite *to leave anyone out.*

3 The doctor took his medicine bag. Someone might have been hurt.
   *case* The doctor took his medicine bag *to hurt.*

4 Jim didn't climb the tree. He didn't want to fall out of it.
   *might* Jim didn't climb the tree *to fall out of it.*

5 Alan bought some Cola. He wanted to have something to drink.
   *to* Alan bought some Cola *to have something to drink.*

6 She put on suntan oil. She didn't want to get burnt.
   *avoid* She put on suntan oil *to avoid getting burnt.*

7 They bought an old cinema. They intended to turn it into a nightclub.
   *view* They bought an old cinema *to turn it into a nightclub.*

149 Join the sentences using the purpose words given.

1 The bank contacted me. They informed me that I was overdrawn. *(in order to)*
   *...The bank contacted me *in order to inform me that I was overdrawn.* *

2 The burglar wiped the gun. He didn't want to leave his fingerprints. *(so that)*

3 He doesn't carry a lot of cash. He might get robbed. *(avoid)*

4 She saved money. She intended to buy a house. *(with a view to)*

5 I ran. I wanted to catch the bus. *(to)*

6 Jane gave Bob her phone number. Then Bob could ring her. *(so that)*

7 Let's buy some Cola. We may have guests. *(in case)*

8 This is a tin opener. You use it to open tins. *(for)*

9 The little boy hid. He thought he would be punished. *(for fear that)*

10 She locked the diamond in the safe. Someone might steal it. *(for fear of)*
5 Clauses / Linking Words

150 Underline the correct word.

It was midnight on Sunday 9th March and I was on duty. I had 
my walkie-talkie with me 1) for / so that I could contact my 
partner if I needed him. I noticed that the door of number 14 
Lime Avenue was open, I approached the house quietly 2) in 
order to / for fear investigate. I entered cautiously 3) not to / so 
as not to alert the intruder. He had a large sack 4) for / to carry 
the stolen goods. I caught him by surprise and arrested him. I 
took him to the station 5) to / for questioning. He admitted 
everything, but we recorded his statement 6) for fear that / so 
that he might change his story later.

151 Fill in the appropriate purpose word and put the verbs into the correct form.

Dear Sir,

I am writing 1) to apologise... (apologise) for the damage I caused to your shop 
window last Saturday. I am terribly sorry but it wasn't completely my fault. I was driving rather fast 
because I was on my way to the hospital. My wife was pregnant and I needed to get to the hospital 
quickly 2) ....................................... she ....................................... (give) birth. As I was approaching your shop, a little 
boy suddenly stepped out in front of my car and I had to swerve 3) ....................................... (not/hit) him. So 
you see, 4) ....................................... (avoid) hitting the boy I crashed into your window. I have, however, written 
to my insurance company 5) ....................................... the matter ....................................... (be dealt) with promptly. I 
have also included details of the accident and your name and address 6) ....................................... they 
 ....................................... (need) to contact you. I have been assured that you will receive a payment 7) ....................................... 
(compensate) for the damage.

Yours faithfully,
John Miles

Oral Activity 8

There was a terrible storm at sea and a group of people were shipwrecked. Below are some 
pictures of objects they took with them in their lifeboat. In turn, students make a sentence 
stating the reason for taking the object of their choice. Each correct sentence gets one point.

a pair of binoculars  a box of matches  some tins of food  a compass  a radio  some blankets

an axe  some hats  a bucket  some fishing rods  a pack of cards  some rope

S1: They took a pair of binoculars in order to look / so that they could look for ships.
Clauses of Result

Clauses of result are introduced by: that (after such/so...), (and) as a result, (and) as a consequence, consequently, so etc. There were so many people at the party that I didn't have time to talk to everyone.

- such a(n) + (adjective) + singular countable. It was such a bad flight that we'll never forget it.
  Such is also used with a lot of. There is such a lot of noise that I can't work.
- such + (adjective) + uncountable/plural noun. It was such nice weather that we went to the park.
  (not: such a nice weather) They were such cheap books that I bought them all.
- So and such can be used without that. He's so rude nobody speaks to him.
  So + adjective/adverb. I'm so hungry that I could eat a horse. He ran so fast that he won the race.
  So is also used with much, many, few or little. He's got so little patience with children that he can't be a teacher. She's got so many dresses that she can't decide which one to put on.
- so + adjective + a(n) + noun. It was so nice a day that we went to the beach. (not usual)
- as a result/therefore/consequently + clause. I had forgotten my passport and as a result/therefore I couldn't cross the border. He didn't work hard. Consequently/Therefore he lost his job. He didn't work hard. He, therefore, lost his job.

Clauses of result follow the rule of the sequence of tenses. When the verb of the main clause is in a present or future form, the verb of the clause of result is in a present form too, and when the verb of the main clause is in a past form, the verb of the clause of result is in a past form too.
It's such strong coffee that I can't drink it. She was so tired that she couldn't concentrate.

Clauses of Reason

Clauses of reason are introduced by: as, since (= because), because, for (= because), as long as (= because), the reason for, the reason (why), on the grounds that. Because usually answers a why-question. "Why did you come back early?" "Because there were no seas left." The clause of reason introduced by for never precedes the main clause. For always comes after a comma in written speech or a pause in oral speech. She didn't come on time because she was held up in a traffic jam. She didn't come on time, for she was held up in a traffic jam.

- When the clause of reason precedes the main clause, we separate the two clauses with a comma. Since she isn't at home, we'll go out without her.
- Reason can also be expressed with: Because of/Due to + noun/-ing form. Because of/Due to the fog all train departures were cancelled. Due to the fact/Because of the fact + that-clause. Due to the fact/Because of the fact that there was fog, all train departures were cancelled.
152 Underline the correct item.

1 For / Since the children are staying at their grandmother's, let's go out for the evening.
2 Ben's so / such a charming that it's very difficult to refuse him anything.
3 The road is closed as a result / because there's been an accident.
4 Carla's such / so busy that she hasn't got time to see anyone.
5 For / As it's raining outside, let's take a taxi.
6 The hotel was fully booked. Therefore / On the grounds that we stayed at a guest house.
7 It's so / such a popular restaurant, you need to make a reservation.
8 For / Since I don't know the Becks very well, I've decided not to go to their party.
9 There were so / such few people around, the streets were almost deserted.
10 Because / Due to the traffic, I arrived at the office late.

153 Fill in: so, such or such a(n).

We were all 1) ....so... excited about going on holiday that we had talked about little else for weeks. However, it was 2) .... long since we had been abroad that I had forgotten all about the problems of travelling. Finally, our day of departure arrived. It was 3) .... long journey that we all had to get up at 2 o'clock that morning. When we arrived at the airport, our youngest son Tony was being 4) ........ naughty that, I'm sorry to say, I had to smack him. He screamed 5) ........ loudly that lots of people came running to see what the matter was. Fortunately, he had quietened down by the time we boarded the plane. My husband ate 6) ...... a lot of food that he gave himself terrible stomach-ache. The flight attendants thought he was having a heart attack and rushed to help him with oxygen. At that point he became 7) ........ upset that he knocked his meal all over my new dress. By this stage I was in 8) ....... bad mood that I burst into tears. Once my husband had recovered, he apologised 9) .......... sincerely to everyone that we all forgave him.

154 Look at the examples, then rephrase the following sentences in every possible way.

1 The shoes were so cheap that I bought three pairs.
   ...They were such cheap shoes (that) I bought three pairs. They were very cheap shoes. Therefore I bought three pairs. Because of/Due to the fact that the shoes were so cheap, I bought three pairs. I bought three pairs of shoes because they were so cheap.

2 It was such a long train journey that I fell asleep.

3 Due to the fact that the meal was so bad, we never went back to that restaurant.

4 The soup was so hot that she burnt her mouth.
5 Because the house is so big, it takes days to clean.

155 Join the sentences with the words in brackets, then identify the clause they introduce.

1 I missed the bus. I was late for work. (and as a result) ...
   I missed the bus and as a result I was late for work. (clause of result).
2 The police didn’t catch the thief. They were fooled by his disguise. (as)
3 Darren has a meeting. He can’t baby-sit. (since)
4 Sharon doesn’t listen. She makes mistakes. (consequently)
5 There were many people at the reception. They had to wait in line. (so...that)
6 The Raiders lost the game. Their best player was hurt. (as)
7 I don’t like Roger. He is selfish. (The reason why...because)
8 It was a beautiful gesture. She nearly cried. (such...that)
9 It was cold. I couldn’t feel my fingers. (so...that)
10 The weather is stormy. The plane is delayed. (such...that)

156 Rewrite the underlined parts of the text using so or such.

Many young musicians dream of fame without ever considering how long and painful the road to success can be. There are many things involved in being successful and if a young musician isn’t aware of them all, failure is certain. Perhaps it is most important to remember the time and work needed to gain popularity. Most up-and-coming musicians spend a long time travelling, which means it is difficult for them to have a family life. In addition, new groups make very little money and musicians are often forced to live in poor conditions. Once the group is established, the next stage is to try and get a contract with a record company. However, this is difficult to obtain and only one group in thousands will actually receive a contract. Even that doesn’t guarantee success and a record company will soon drop a group if it doesn’t sell many records. To a great extent, sales are dependent on the musicians being seen on TV. If MTV doesn’t show their video, very few records will be sold. Most successful musicians admit that fame came as a surprise to them. They were always more concerned about producing good music. They say you must have a love for the music you are playing and success will automatically follow.
Rephrase the following sentences using the words in bold.

1. The cat is so fat that it can’t walk.
   such It is ...such a fat cat that... it can’t walk.

2. He’s such a lazy man that he seldom gets out of bed.
   so He’s ...he seldom gets out of bed.

3. The match was cancelled because it was raining.
   due The match was cancelled ...it was raining.

4. It was so smoky in the disco that we could hardly breathe.
   consequently The disco was ...we could hardly breathe.

5. It was such a noisy dog that I gave it away.
   therefore The dog ...I gave it away.

6. He was always late so he lost his job.
   because He lost his job ...always being late.

7. He placed an advertisement. He wanted to employ a cleaner.
   view He placed an advertisement ...a cleaner.

8. She doesn’t have many friends because she’s rude and unpleasant.
   reason The ...have many friends is that she’s rude and unpleasant.

9. Nicole can’t join the police force because she’s very short.
   too Nicole is ...the police force.

10. He got a promotion because he worked extremely hard.
    therefore He worked extremely hard ...a promotion.

Oral Activity 9

The Miltons went on holiday abroad. They had some good experiences and some bad ones.
They went sightseeing every day. They did lots of shopping. They swam in the sea every day. They made lots of friends. They danced every night. They got bitten by mosquitoes. They got sunburnt. They couldn’t eat the food, it was spicy. They couldn’t sleep at night. They had a lot of luggage.

Now look at the pictures and make sentences using so, such, because, as a result etc to give reasons for the Miltons’ good or bad experiences.

eg. There were so many interesting places to see that they went sightseeing every day.
or As there were a lot of interesting places to see, they went sightseeing every day.
or Because there were a lot of interesting places to see, they went sightseeing every day. etc
Expressing concession - Clauses of Concession

Concession is expressed with

- Although/Even though/Though (informal) + clause. (“Though” can also be put at the end of the sentence.) Although she spent all afternoon on the project, she didn’t finish it. She spent all afternoon on the project. She didn’t finish it, though.
- Despite/In spite of + noun/ing form. Despite/in spite of their wealth, they aren’t happy. Despite/in spite of being rich they aren’t happy. Despite/in spite of the fact + that-clause. Despite the fact/in spite of the fact that they are rich, they aren’t happy.
- While/Whereas/but/on the other hand/yet + clause
  He’s tall while/whereas/on the other hand/but she is short. But/yet always come between the two clauses. Tom studied hard, but he failed the exam. Tom studied hard, yet he failed the exam.
- Nevertheless/However + clause. John’s flat was on fire. Nevertheless, he didn’t panic. John’s flat was on fire. However, he didn’t panic.
- However/No matter how + adjective/adverb + subject + (may) + verb. No matter how slowly he speaks, he can’t make himself understood. No matter how slowly he may speak, he can’t make ...
- Whatever/No matter what + clause. Whatever he said, she wasn’t convinced. No matter what he said, she wasn’t convinced.
- Adjective/Adverb + though + subject + verb/may + infinitive without to. Well-qualified though he is/he may be, he can’t find a job. Early though he left/he may have left, he didn’t arrive on time.
- Adjective/Adverb + as + subject + verb. Careful as she is, she had an accident. Clauses of concession express opposition or unexpected results. Even though she is a careful driver, she had a terrible accident. (unexpected result) In spite of the rain, the game wasn’t put off. (opposition)

A comma is used either when the concessive clause precedes or follows the main clause.
Even though she was tired, she worked overtime. She worked overtime, even though she was tired.

Underline the correct item.

1. However / Although hard he studies, he doesn’t get good marks.
2. My sister is dark, whereas / despite I am blonde.
3. Despite / While going on a diet, she put on five kilos.
4. Clever whereas / as he is, he failed the test.
5. Even though / Despite he had little money, he insisted on paying for the meal.
6. In spite of / Whatever you say, I won’t believe you.
7. I invited Sue. She didn’t come, although / though.
8 My mother is French whereas/even though my father is Polish.
9 Persuasive though/but he may be, I won’t change my mind.
10 Even though/Despite we’re good friends, we don’t meet very often.

159 Fill in: although/though/even though, despite, while/whereas, but, however/no matter how, whatever/no matter what or as.

Rodney is 30 and single. 1) **Despite** having a good job and lots of friends, he is still lonely. He can’t find a girlfriend, 2) **although** hard he tries, 3) **however** his friend Bill has plenty of girlfriends. Handsome 4) **while** Rodney is, he is very shy. Last week, Rodney joined *Datemat*, a computer dating agency. They arranged for him to meet a girl named Sally. She wasn’t very attractive, 5) **no matter** she was very interesting. 6) **despite** she said, Rodney was fascinated. 7) **though** Rodney liked Sally, the feeling was not mutual, Hard 8) **however** he tried, Sally never smiled or laughed. Rodney went home feeling very upset.

160 Join the sentences using although, whereas, despite, but, while or in spite of.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fiona is a company director.</td>
<td>a Fiona works long hours.</td>
</tr>
<tr>
<td>2 Fiona enjoys her job.</td>
<td>b Fiona’s boyfriend likes rock music.</td>
</tr>
<tr>
<td>3 Fiona loves classical music.</td>
<td>c Fiona’s mother is short with blonde hair.</td>
</tr>
<tr>
<td>4 Fiona owns a new Jaguar.</td>
<td>d Fiona’s only 26.</td>
</tr>
<tr>
<td>5 Fiona is tall with dark hair.</td>
<td>e Fiona never drives to work.</td>
</tr>
</tbody>
</table>

1 **Fiona’s a company director despite/in spite of being only 26...**
2
3
4
5

161 Look at the example, then rewrite the sentences in as many ways as possible.

1 The weather was bad. The ship departed.
   *Although/Even though the weather was bad, the ship departed. In spite of/Despite the bad weather, the ship departed. Bad though the weather was, the ship departed. Bad as the weather was, the ship departed. In spite of the fact that the weather was bad, the ship departed. The weather was bad. Nevertheless, the ship departed. etc...*

2 She had enough money for the dress. She didn’t buy it.

3 She is sixty years old. She still goes jogging.

4 Tom arrived early. He didn’t find a ticket for the concert.

5 The programme was boring. He continued to watch it.
162 Complete the missing parts of the sentences.

1. ...Hard as she tried..., she couldn't open the bottle.
2. ........................................................................ you believe, I am innocent.
3. She loves animals while her younger sister ..........................................................
4. Despite going on a diet, ..........................................................
5. Even though she was only 7, ..........................................................
6. ........................................................................, you offer me, I will never sell you my car.
7. Happy though he ..........................................................
8. I enjoy eating meat, whereas my wife ..........................................................
9. She didn't take the job, ..........................................................
10. ........................................................................, he was still half an hour late.

163 Rephrase the sentences using the words in bold.

1. Although my mother is from Paris, I've never been there.
   fact Despite ...the fact that my mother... is from Paris, I've never been there.
2. It sounds easy but it's really rather difficult.
   though Easy ..........................................................
3. In spite of having travelled the world, he is narrow-minded.
   travelled Although ..........................................................
4. However loudly you shout, Grandad won't hear.
   how No ..........................................................
5. Say what you like; I won't believe you.
   say Whatever ..........................................................
6. He is a sailor but he can't swim.
   being In ..........................................................
7. In spite of the restaurant being expensive, the food tasted terrible.
   though Even ..........................................................
8. Emma spent a year in Bonn but she can't speak German.
   fact In spite ..........................................................
9. He tried hard but he couldn't unlock the door.
   as Hard ..........................................................
10. He did his best. He came last.
    yet He ..........................................................

Oral Activity 10

Look at the pictures, then compare the two sisters using various words expressing concession.

eg. Sandra has dark hair, whereas Evelyn has fair hair. In spite of the fact they ...

eg. Sandra has dark hair, whereas Evelyn has fair hair. In spite of the fact they ...
Clauses of Manner

- Clauses of manner are introduced by as if / as though. They come after the verbs: act, appear, be, behave, feel, look, seem, smell, sound, taste. She looks as if she is sick. It seems as though there will be war soon. Clauses of manner are also introduced by: as, how, (in) the way, (in) the way that, the way in which, (in) the same way, (in) the same way as. Do it as I've told you to.
- Were can be used instead of was in formal English in all persons in clauses introduced with as if/as though. He speaks as if he were the boss. (Formal English)
- We can use like instead of as if/as though only in spoken English. It looks as if it is going to snow. (written and spoken English). It looks like it is going to snow. (only in spoken English).

The verb usage following as if/as though is normally similar to that in conditionals (see p. 142) and depends on whether the ideas are true or untrue.

Note the following examples:

<table>
<thead>
<tr>
<th>Expressing similarity/probability (how sb/sth seemed)</th>
<th>as if / as though + any tense form</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>She behaves as if she is rich. (She may be rich, she may not - she seems to be rich anyway.)</td>
</tr>
<tr>
<td></td>
<td>She felt as if she had a high temperature. (We don't know but she seemed to have a high temperature.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unreal in the present</th>
<th>as if / as though + Past Simple/Past Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>She's not from Spain but she speaks Spanish as if she were / was from Spain. (not true - she is not from Spain.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unreal in the past</th>
<th>as if / as though + Past Perfect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>He looked as if he had seen a ghost. (not true - he didn't see a ghost.)</td>
</tr>
</tbody>
</table>

Put the verbs in brackets into the correct tense.

1. He is very fit. He looks as if he ...trains... (train) every day; I wonder how he finds the time.
2. She looks as if his remark ......................... (hurt) her. He shouldn't have made it.
3. Try to live each day as if it ....................... (be) your last.
4. The tea was not made with sour milk, but it tasted as if it ......................... (be/made) with sour milk.
5. Tony knew nothing, but he acted as if he ......................... (know) something.
6. She isn't the Queen of England, but she talks as if she ......................... (be) the Queen of England.
7. The girl was staring at the car as if she ......................... (never/see) one before.
8. He behaves as if he ......................... (be) the boss of this company, but I'm glad to say he's not.
9 I don't think I'll bother taking a coat. It looks as if it __________________________. (be) warm.
10 Do you know if Amanda is expecting a baby? She looks as if she __________________________ (be) pregnant.
11 When he saw my haircut, he looked at me as if I __________________________ (just/step off) a spaceship.
12 It was so hot after the aerobics class I felt as though my face __________________________ (be) on fire.
13 Bob hadn't received any news but he seemed really happy as if he __________________________ (just/receive) news of his promotion.
14 My father is so strict, he acts as if he __________________________ (be) a general in the army.
15 His employees are not slaves but he treats them as if they __________________________ (be).

165 Rephrase the following sentences using the words in bold.

1 She was tired. She felt like she had run a mile, but she hadn't actually.
   as She was so tired she felt __________________________ as if / as though she had run ____________ a mile.
2 I think it is going to be a nice day.
   as It looks __________________________ to be a nice day.
3 We have met before. She behaved coldly towards me.
   never She behaved coldly towards me __________________________ met me before.
4 She is much thinner than when I last saw her.
   as She looks __________________________ weight since I last saw her.
5 He isn't a millionaire. He spends lots of money, though.
   if He spends money __________________________ millionaire.
6 I can smell dinner. I think we're having curry.
   though It smells __________________________ curry for dinner.
7 There were clouds in the sky. It would probably rain.
   looked It __________________________ going to rain.

166 Fill in: how, as though, the way that, as if, as or the same way as.

1 Stop arguing and just do ...as you've been told.
2 She explained to us __________________________ the machine worked.
3 I feel __________________________ I've been waiting here all my life.
4 I wish you wouldn't treat me __________________________ I were your slave.
5 I really hate __________________________ Sylvia's decorated her flat.
6 Could you do my hair __________________________ you did Sue's?

167 Find the mistake and correct it.

1 I'll go round to Pam's when I have time. ...I'll go round to Pam's when I have time.
2 I'm not going out until this film will be over. __________________________
3 Give me your number in case I will want to call you. __________________________
4 He set his alarm clock for 8.00 so not to oversleep. __________________________
5 I've got such much work to do I don't think I can finish it. __________________________
6 Mary was so upset that she can't stop crying. __________________________
7 For she was so good-looking she became a model. __________________________
8 Despite he was wearing a helmet, he was still badly injured. __________________________
9 Strict nevertheless he may appear, he's actually quite soft. __________________________
10 It was such a delicious food he asked for more. __________________________
11 Let's wait by the time it stops snowing. __________________________
12 In spite of she didn't feel like it, she went to the party. __________________________
13 He locked the door for fear someone broke into his house. __________________________
14 She worked hard with a view to get a promotion soon. __________________________
15 We arrived at the cinema early in case we would miss the start of the film. __________________________
16 We'll show our tickets when the inspector will come round. __________________________
17 He was so exhausted he felt as if he hasn't slept for weeks. __________________________
Exclamations

- Exclamations are used to express anger, fear, shock, surprise etc. They always take an exclamation mark (!). Some exclamations are: Oh dear!, Ah!, Good gracious! etc. We can also use what (a/an), how, such, so or a negative question to form exclamatory sentences. What a tall man he is! How tall he is! He is so tall! Isn’t he tall? Exclamatory sentences can also be formed with here or there. Here comes the bus! Here it comes. (Note in these two examples that the noun subject follows the verb while the pronoun subject precedes the verb.)

- What + a(n) + (adjective) + singular countable noun. What a sweet girl! (also: How sweet a girl! - not commonly used)
- What + (adjective) + uncountable/plural noun. What horrible news! What lovely earrings!
- How + adjective/adverb. How polite he is! How fast she types!
- You + (adjective) + noun. You lucky man! (also: Lucky you! Lucky him!)
- such (a/an) + (adjective) + noun. It is such a nice day! (also: It is so nice a day! - not commonly used)
- so + adjective/adverb. He is so rude! He speaks so rudely!
- adverb/adverbial particle + subject + verb of movement. Away they marched! Off you go!

168 Rephrase the following exclamations in all possible ways as in the example:

What a brilliant student you are! ...You are such a brilliant student! Aren't you a brilliant student! You are so brilliant a student! How brilliant a student you are! You brilliant student!...

1  What awful weather!
2  This box is so heavy!
3  What a clumsy girl!
4  Doesn't she look smart!
5  They have such bad manners!
6  How difficult the test was!
7  We're so close a family!
8  It's been such a tiring day!
9  You're such a lazy boy!

169 Fill in: what (a/an), how, so or such.

1  What an ... odd man he is!
2  He's ... tired!
3  ... splendid idea!
4  ... gracefully she dances!
5  This is ... terrible news!
6  ................. sad he looks!
7  ................. wonderful view!
8  It's ................. a long journey!
9  ................. heavy rain!
10  He dresses ................. smartly!
Find the mistake and correct it.

1. What wonderful she looks!
2. What an exciting news!
3. How incredible story!
4. They sail off!
5. Tim is such good-looking!
6. The bus comes here!
7. How boring lecture!
8. What a slippery road is it!
9. It's so difficult exercise!
10. Goes there the last train!
11. She's so a liar!

...How wonderful she looks!

Oral Activity 11

Divide the class into two teams. Teams in turn choose a box from the table below and make an exclamatory sentence. The first team to complete a line of three correctly in any direction wins.

<table>
<thead>
<tr>
<th>what</th>
<th>how</th>
<th>such</th>
</tr>
</thead>
<tbody>
<tr>
<td>what</td>
<td>so</td>
<td>what a</td>
</tr>
<tr>
<td>so</td>
<td>such a</td>
<td>how</td>
</tr>
</tbody>
</table>

eg. What bad news!
How kind of you!
It's such bad weather! etc

Rephrase the following sentences using the words in bold.

1. When Ann left she started cooking.
   until He waited ...until Ann had left... before he started cooking.
2. Eleven o'clock is the latest you can come home.
   by You must ...eleven o'clock.
3. They wanted to avoid being seen, so they travelled at night.
   order They travelled at night ...seen.
4. I failed the driving test because I panicked.
   result I panicked during the driving test ...failed.
5. They wouldn't let us in, even though we had tickets.
   despite They wouldn't let us in ...had tickets.
6. She behaves like a crazy woman, but she isn't.
   if She behaves ...crazy.
7. When Cynthia gets home, I'll tell you immediately.
   soon I'll tell you ...home.
8. It's possible they'll be hungry, so I'll cook something.
   case I'll cook something ...hungry.
9. The reason we're having this meeting is to appoint a new chairman.
   view We're having this meeting ...a new chairman.
10. He is too tired to go on working.
    so He is ...go on working.
Relative Clauses

Relative clauses are introduced by: a) relative pronouns i.e. who, whom, whose, which or that and b) relative adverbs i.e. when, where or why as follows:

Relative Pronouns

<table>
<thead>
<tr>
<th>Subject of the verb of the relative clause (cannot be omitted)</th>
<th>Object of the verb of the relative clause (can be omitted)</th>
<th>Possession (cannot be omitted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>who / that</td>
<td>who / whom / that</td>
<td>whose</td>
</tr>
<tr>
<td>That's the man who/that owns the place.</td>
<td>He's the man (who/that/wom) I met at the party.</td>
<td>This is Mr Brown, whose son has moved to Paris.</td>
</tr>
<tr>
<td>which / that</td>
<td>which / that</td>
<td>whose / of which</td>
</tr>
<tr>
<td>Give me the book which/that is behind you.</td>
<td>Have a look at the stamps (which/that) I bought yesterday.</td>
<td>That's the palace whose interior/the interior of which is being redecorated.</td>
</tr>
</tbody>
</table>

- **Who, whom, which** or that can be omitted when they are the object of the relative clause, that is, when there is a noun or personal pronoun between the relative pronoun and the verb. When "who", "which" etc are subjects of the relative clause, they cannot be omitted.
  - The house (which/that) they bought is beautiful. ("which/that" is the object and can be omitted.)

- **Whom, which** or whose can be used in expressions of quantity with of (some of, many of, most of, none of, half of etc). She bought a lot of dresses. Only a few of them were nice. She bought a lot of dresses, only a few of which were nice. She has a lot of money. Most of it was inherited from her aunt. She has a lot of money, most of which was inherited from her aunt.

- **What** can be used as a subject or an object or to emphasise a word or phrase. He did what I asked him. What we need is a holiday. What matters most in a relationship is honesty.

- **That** can be used instead of who, whom or which but is never used after commas or prepositions. He's the athlete who/that came first. That blue car, which is brand new, is my brother's. (not: that is)

  That usually follows superlatives and words such as: something, nothing, anything, all, none, many and few. There's something that I don't understand. That's all that I have done.
Relative Adverbs

Time when (= in/on/at which)
Place where (= in/at/on/to which)
Reason why (= for which)

I'll never forget the day (when) I first saw the Alps from a plane.
The house where he lives is a Victorian one.
That's the reason (why) he left his job.

Prepositions in Relative Clauses

- We do not normally use prepositions before relative pronouns.
The meeting to which I went was very boring. (formal - not usual)
The meeting which I went to was very boring. (usual)
The meeting I went to was very boring. (more usual)

172 Fill in: when, where, why, who, which, that or whose.

Jean Crowder, 1) ...who... is 65, has a fascinating job. She works at a leisure centre, 2) ...................... she teaches aerobics at classes 3) ...................... attract women of all ages. Jean, 4) ...................... slim figure and fashionable hairstyle make her look younger, first attended a keep-fit class 45 years ago 5) ...................... she was a student. Then she heard about a class 6) ...................... needed an instructor. That's 7) ...................... she started this particular career. Jean's classes, 8) ...................... last one hour, include dance and step exercises. Jean has some tips for those 9) ...................... wish to stay young. "Eat plenty of fruit, 10) ...................... is good for you. Try to spend time in places 11) ...................... there is fresh air. Talk to young people, 12) ...................... ideas can open your eyes." Jean will only stop teaching aerobics 13) ...................... she is too old to walk. But, as she says, "I want to delay that day. That's the reason 14) ...................... I look after my health."

- A relative clause can be changed to a participle phrase. Note the examples: The woman who is sitting in front of you is my cousin. The woman sitting in front of you is my cousin. Anyone who lies will be punished. Anyone lying will be punished. Meals which are served cold are cheaper. Meals served cold are cheaper. The machine which we bought at the local shop was faulty. The machine bought at the local shop was faulty.

173 Rewrite the following relative clauses as in the example:

1 The woman who is trying on the red shoes is an actress.
   ...................... The woman trying on the red shoes is an actress ......................
2 The man who is driving that bus is my brother.
3 The car which was broken into was a Porsche.
4 People who are caught stealing are imprisoned.
5 The woman who lives in this house is Russian.
6 The man who is playing the piano is blind.

174 Join the sentences as in the example:

1 My uncle has a large collection of antiques. Many of them are valuable.
   ...................... My uncle has a large collection of antiques, many of which are valuable ......................
2 I have ten cousins. None of them are girls.
3 There are some beautiful houses in the town. Some of them are more than two hundred years old.
4 She met lots of new people at the party. A few of them commented on her beautiful dress.
5 Ted planted lots of new rose bushes in his garden. Very few of them survived the cold winter.
6 The supermarket has thirty employees. Most of them work part-time.

**Defining/Non-Defining Relative Clauses**

- A defining relative clause gives necessary information and is **essential** to the meaning of the main sentence. It is not put in commas. *The teacher who teaches maths* is popular in the school. (The relative clause is necessary to identify which teacher is meant.)
- A non-defining relative clause gives extra information **not essential** to the meaning of the main sentence. The relative clause is put in commas. *Mr Jones, who teaches science,* is very popular in the school. (The relative clause isn’t necessary because we know which teacher is meant.)
- **Note how the commas change the meaning of the sentence.** The tourists, who had valid passports, were allowed into the country. (all the tourists had valid passports) The tourists who had valid passports were allowed into the country. (not all the tourists, only those whose passports were valid)
- **Who, which or that can be omitted** when used as the object of the defining relative clause. Here’s the report *(which/that)* he brought us yesterday. *("which/that" as an object can be omitted). She’s the woman *(who/that)* was promoted to Sales Manager last week. *("who" as a subject cannot be omitted).**
- **Who, Which are not omitted in non-defining relative clauses.** That cannot replace who or which.
- David, *who* works really hard, got a promotion. (not: David, *that* works really hard, got a promotion.)
- He invited me to the party, *which* was very kind of him.

**Fill in the relative pronoun and put commas where necessary. Write (D) for defining, (ND) for non-defining and whether the relative pronoun can be omitted or not.**

1 The food *that* I like best of all is spaghetti. **D omitted**
2 Fred, *whose* mother lives in Edinburgh, has gone to Scotland. ND not omitted.
3 The building *where* was next to the school fell down.
4 Jane, *brother* is also a doctor works at the hospital.
5 The restaurant *where* we celebrated my birthday has closed.
6 Mrs Jones is the woman *in charge of this company,*
7 The book *I'm reading is about China.*
8 Mr Smith *who* runs our company is in hospital.
9 Neville *family* are rich has just bought a Mercedes.
10 The children *who* I baby-sit for are twins.
11 This jumper *that* I bought in Ireland is pure wool.
12 The priest *who* married us has gone to work in Africa.
13 Emma *sister* is an actress is going on holiday to Hollywood.
14 The supermarket *that* is near our house is open on Sundays.
15 The actor *which* I most admire is Robert de Niro.
16 This vase *that* he bought at a jumble sale is antique.
17 The dog *that* Roger bought has just had six puppies.
18 The country *who* my father was born is at war.
19 Anna *who* cuts my hair has just bought her own shop.
20 There are some questions *I cannot answer.*
21 My home town *that* is near Birmingham is very small.
22 His uncle *who* is a millionaire owns a house in the Bahamas.
23 The boy *whose* bicycle was stolen is at the police station.
24 The dog *that* lives next door has had six puppies.
25 Sharon *who* works at the Café Rousse spilt coffee on a customer.
176 Use relatives to combine the following sentences as in the example:

1. I spoke to a gentleman. He was very polite. ... The gentleman (whom/that/who) I spoke to was very polite. The gentleman to whom I spoke was very polite.
2. I'm writing about a film. It was made in 1958.
3. She's the girl. They were talking about her.
4. That's the restaurant. We go there every Saturday.
5. This is the island. We spent our holiday on it.
6. These are the Joneses. We went to the theatre with them.
7. That is the hotel. We used to stay at it every summer.
8. He's Mr Smith. I got all the information from him.
9. This is the knife. He cut the bread with it.
10. Mrs Andrews is the woman. I've received a letter from her.

177 Join the sentences with the correct relatives.

Last year I went to Paris. I stayed there for a week. It was a lovely experience. I will never forget it. I stayed with Louise. She is my French cousin. She introduced me to Pierre. His knowledge of Paris is amazing. I loved the boulevards. They are so wide and elegant. The Eiffel Tower is, of course, a great sight. It is famous all over the world. My favourite building, however, was the Invalides. It was built in the 17th century. At the end of the week I thanked Pierre. He had been very kind.

...Last year I went to Paris where I stayed for a week....

178 Find the mistake and correct it.

1. I saw a TV programme about old people which go parachuting every weekend.
   ...I saw a TV programme about old people who go parachuting every weekend.
2. There's a door which leading to a secret passage at the end of the hall.
3. She's friendly with the two children whose their mother is the headmistress.
4. Sam works in Switzerland that is not in the European Union.
5. While on holiday I met a lot of people, some of which were really boring.
6. Do you know the name of the film which it won seven Oscars at last year's Academy Awards?
7. When I was in Australia, I visited my uncle which I had never met before.
8. Mr Collins is the man from who I bought my tape recorder.
9. The match about that you were talking ended in disaster.
10. They didn't have that I asked for.
5 Clauses / Linking Words

179 Explain the meaning of the following as in the example:

1 The boys in my class who enjoyed the film saw it again.
The boys in my class, who enjoyed the film, saw it again.

2 The drivers who were involved in the accident had to go to court.
The drivers, who were involved in the accident, had to go to court.

3 The famous clubs which they go to are the most expensive.
The famous clubs, which they go to, are the most expensive.

4 The German students who I met at Jill’s party phoned me last night.
The German students who I met at Jill’s party phoned me last night.

5 My new records, which he borrowed last week, were ruined.
My new records which he borrowed last week were ruined.

180 Rephrase the following sentences using the words in bold.

1 The building where I work caught fire yesterday.
in The building where I work caught fire yesterday.

2 It was very kind of Ted to lend me his car.
which Ted lent very kind of him.

3 The person I met was totally ignorant of the situation.
who I met a totally ignorant of the situation.

4 The teacher was very angry because none of the students had done their homework.
which None of the students had done the teacher angry.

5 The woman drinking tea over there is my mother.
who The woman drinking tea over there is my mother.

6 The person found guilty of murder was sent to prison.
who The person of murder was sent to prison.

7 Joan came first, not Sally.
who It not Sally.

8 The lady in the pink dress is my aunt.
wearing The pink dress is my aunt.

9 The hotel in which we spent our summer holidays has been closed down.
where The hotel holidays has been closed down.

10 The stolen painting is a fake.
which The painting is a fake.

11 He’s learning Spanish, not Portuguese.
that It’s not Portuguese.

12 I wonder who owns this car.
whose I wonder is.

Oral Activity 12

Individually or in teams, give definitions of the following using relative pronouns or adverbs.

a builder
elephants
the theatre
an axe
Shakespeare
the seaside
a restaurant
a blanket
a post office
a key
a necklace
an author
a professor
a tailor
a pop singer
a school

eg. A builder is someone who builds houses.
### Linking Words

Linking words show the logical relationship between sentences or parts of a sentence.

#### 181 Say the sentences from the table in every possible way as in the example. Whenever this is not possible, make up a new sentence so that other linking words can be used.

**eg.** *She is both clever and rich. She's not only clever but she's also rich.*

<table>
<thead>
<tr>
<th>Positive Addition</th>
<th>and, both...and, not only...but (also/as well), too, moreover, in addition to, furthermore, further, also, not to mention the fact that, besides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative Addition</td>
<td>neither...nor, nor, neither, either</td>
</tr>
<tr>
<td>Contrast</td>
<td>but, not...but, although, while, whereas, despite, even if, even though, on the other hand, in contrast, however, (and) yet, at the same time</td>
</tr>
<tr>
<td>Similarity</td>
<td>similarly, likewise, in the same way, equally</td>
</tr>
<tr>
<td>Concession</td>
<td>but, even so, however, (and) still, (and) yet, nevertheless, on the other hand, although, even though, despite/in spite of, regardless of, admittedly, considering, whereas, while, nonetheless</td>
</tr>
<tr>
<td>Alternative</td>
<td>or, on the other hand, either...or, alternatively</td>
</tr>
<tr>
<td>Emphasis</td>
<td>besides, not only this but...also, as well, what is more, in fact, as a matter of fact, to tell you the truth, actually, indeed, let alone</td>
</tr>
<tr>
<td>Exemplification</td>
<td>as, such as, like, for example, for instance, particularly, especially, in particular</td>
</tr>
<tr>
<td>Clarification</td>
<td>that is to say, specifically, in other words, to put it another way, I mean</td>
</tr>
<tr>
<td>Cause / Reason</td>
<td>as, because, because of, since, on the grounds that, seeing that, due to, in view of, owing to, for, now that, so</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>She's clever and rich.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Neither Barry nor Kevin</strong></td>
<td>knows how to drive. Barry doesn't know how to drive. <strong>Nor</strong> does Kevin.</td>
</tr>
<tr>
<td></td>
<td>Riding a bicycle may not be as comfortable as driving a car; <strong>however</strong> it is much more environmentally friendly.</td>
</tr>
<tr>
<td></td>
<td>A glass of milk before you go to bed may help you sleep. <strong>Similarly,</strong> a hot bath could do the trick.</td>
</tr>
<tr>
<td></td>
<td>He carried on playing until the end of the game, <strong>even though</strong> he had a broken toe.</td>
</tr>
<tr>
<td></td>
<td>You could tell her the bad news, <strong>or/ on the other hand/ alternatively,</strong> you could let her find out herself.</td>
</tr>
<tr>
<td></td>
<td>I'm afraid you are not qualified for this job and, <strong>what is more,</strong> you are far too young.</td>
</tr>
<tr>
<td></td>
<td>All the performers were good, but Pavarotti in particular was magnificent.</td>
</tr>
<tr>
<td></td>
<td>She's angry. <strong>Specifically,</strong> she's angry at you.</td>
</tr>
<tr>
<td></td>
<td>She decided to order a salad <strong>now that</strong> she had started her diet.</td>
</tr>
<tr>
<td><strong>Manner</strong></td>
<td>as, (in) the way, how, the way in which, (in) the same way (as), as if, as though</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Condition</strong></td>
<td>if, in case, assuming (that), on condition (that), provided (that), providing (that), unless, in the event (that), in the event of, as/so long as, granted/granting (that), whether, whether...or (alternative condition), only if, even if, otherwise, or(else), in case of</td>
</tr>
<tr>
<td><strong>Consequence of a condition</strong></td>
<td>consequently, then, under those circumstances, if so, if not, so, therefore, in that case, otherwise, thus</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td>so that, so as (not) to, in order (not) to, in order that, for fear (that), in case, lest</td>
</tr>
<tr>
<td><strong>Effect / Result</strong></td>
<td>such/so...that, consequently, for this reason, as a consequence, thus, therefore, so</td>
</tr>
<tr>
<td><strong>Comparison</strong></td>
<td>as...as, than, half as...as, nothing like, the...the, twice as...as, less...than</td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td>when, whenever, as, while, now (that), before, until, till, after, since</td>
</tr>
<tr>
<td><strong>Place</strong></td>
<td>where, wherever</td>
</tr>
<tr>
<td><strong>Exception</strong></td>
<td>but (for), except (for), apart from</td>
</tr>
<tr>
<td><strong>Relative</strong></td>
<td>who, whom, whose, which, what, that</td>
</tr>
</tbody>
</table>
| **Chronological**                  | **beginning**: initially, first..., at first, to start/begin with, first of all    | **First of all**, I'd like to thank my mother ...  
**Then**, I must thank everyone involved in making this wonderful film ...  
**Finally**, I want to thank you, my fans. | |
|                                   | **continuing**: secondly ..., after this/that, second..., afterwards, then, next, before this | **Considering** all the evidence, we find the accused "not guilty".  
I'm writing **with reference to** your report on whales. |
|                                   | **concluding**: finally, at last, in the end, eventually, lastly, last but not least | **To sum up**, the government must spend more money on public services. |
| **Reference**                      | considering, concerning, regarding, with respect/regard/reference to, in respect/regard/reference to this/to the fact that | |
182 Replace the underlined words with synonymous ones.

Sarah had had a terrific year 1) particularly after she was given a promotion in the summer. She had worked hard all year and, 2) even though she was exhausted, it had been worthwhile. She was happy because she had been given a rise. 3) On the other hand she had a lot more responsibility than before. She didn't mind the change; 4) besides it was a good challenge. 5) Apart from opposition from one or two of her colleagues, she was really enjoying her new position. 6) As a matter of fact, she had never been happier. Her home life had improved, 7) too. She was now on friendly terms with 8) both her mother and her father. They had come to an agreement and, 9) although her parents still considered her their little girl, she was given more freedom 10) on the grounds that she was, after all, 20!

1 ...especially, in particular...
2 ...
3 ...
4 ...
5 ...
6 ...
7 ...
8 ...
9 ...
10 ...

183 Fill in: not ... but also, despite, unfortunately, because, even though, particularly, however, besides, seeing that or both ... and.

Sally had a bad year, 1) particularly... after she had lost her job in the spring. She was exhausted 2) physically mentally and she needed a break. 3) the fact that she was going alone, she was looking forward to her holiday. She had booked a hotel in a quiet resort 4) she wanted to relax; 5) she couldn't stand crowded tourist resorts. It was supposed to be the holiday of a lifetime. 6) that wasn't to be the case. 7) only was the plane delayed for seven hours, 8) when she arrived at the hotel, her room had been double booked. 8) they were to blame, the hotel owners offered her alternative accommodation. 9) the other hotel was in a noisy resort. 10) she wasn't happy with the arrangement, she eventually had to accept their offer.

184 Join the sentences, then identify the function of the linking words in brackets.

1 I don't like doing the washing-up. My flatmate usually does the domestic jobs. (besides) ...
   "I don't like doing the washing-up; besides, my flatmate usually does the domestic jobs."
   (positive addition)

2 I can't afford to lend her any more money. She already owes me £150. (moreover)

3 I enjoy my job. It's very well paid. (not only...but also)

4 He never does any homework. He managed to get a good mark in the test. (even though)

5 I'm afraid you're not tall enough to be a model. You're not very photogenic. (what is more)

6 He plays football like a professional. He isn't a professional though. (as if)

7 She's a very good teacher. She has no experience. (considering)

8 He has never bought anyone a present. He's totally mean. (in other words)

9 She is quite shy. She wants to be an actress. (and yet)

10 I'm going to phone him again. He doesn't want to speak to me. (even if)
5 Clauses / Linking Words

185 Replace the underlined words with synonymous ones.

Dear Mr Greenlee,

I regret to inform you that your account is £1,560 overdrawn. 1) Consequently, I must ask you to return your credit cards immediately. 2) In order not to increase your debt. 3) In addition, you should not write any more cheques 4) until we have discussed the matter. 5) In view of the fact that you are currently unemployed, it may not be possible to extend your loan facilities. 6) In fact, arrangements must be made to pay off the amount as soon as possible. 7) Initially, the bank will assess your financial status. 8) After this, a weekly repayment will be decided upon. Your credit cards may be returned to you 9) provided that the repayments are kept up. 10) In conclusion, we sincerely hope we can deal with this matter to our mutual satisfaction.

Yours sincerely,

J. Cash
(Midway Bank PLC)

186 Fill in: who, as...as, whenever, wherever, in this way, in particular, although, both ... and, such as, to sum up or specifically.

In all history there has never been a magician 1) as...famous as... Harry Houdini. 2) he was well known for his incredible escape acts, 3) freeing himself from a locked safe at the bottom of a river. People recognised him 4) he went and 5) he performed, huge crowds gathered to watch. But, 6) he was a master of the art of illusion, he was a very honest man 7) fought for truth and justice. 8) he campaigned against spiritualists and other people who claimed to have supernatural powers. 9) he made quite a few enemies in the "entertainment" business. 10) there have been few men this century who have combined 11) talent honesty in such an admirable way.

Oral Activity 13

In teams or individually students complete the sentences using an appropriate linking word.

1) We could stay in a hotel for a week, or ...alternatively we could rent a villa.
2) She never leaves the house
3) She is so confident she acts
4) My father was forced to retire early
5) I think French cheese is
6) I would like to spend a year travelling around the world
7) I have a lot of work to finish
8) You can leave the class early
9) She advised me to take traveller's cheques
10) She decided to go to the beach
187 Fill in: whether or not, alternatively, not only ... but also, what is more, as a matter of fact, however, owing to, neither ... nor, providing that, in order to, at the same time, firstly or thus.

There are many things you can do 1) ...in order to... reduce pollution levels in the city. 2) ........................................, to decrease the amount of traffic on the streets, you should ask yourself 3) ........................................ your car journey is really necessary. It could be cheaper and healthier to walk. 4) ........................................, it could even be quicker, 5) ........................................ the amount of traffic at certain times of the day. 6) ........................................, you could use public transport, 7) ........................................ avoiding the stressful experience of driving in the city and 8) ........................................ freeing yourself from the time-consuming necessity of finding a parking space. 9) ........................................, when it comes to speed, health and convenience, 10) ........................................ walking ......... the public transport system can compare with the simple bicycle. 11) ........................................ has it been proven to be faster than a car for most city journeys, ........................................ you can park it almost anywhere 12) ........................................ you lock it securely. 13) ........................................, it is the cleanest and most energy-efficient form of transport known to man.

188 Replace the underlined words with synonymous ones.

She had given her daughter permission to go on the trip 1) provided that they were accompanied by an adult. She was worried sick that something would go wrong and constantly told Sally that 2) in the event of an accident she should ring up immediately. She didn’t want her daughter to go but, 3) so as not to seem overprotective, she 4) finally agreed. All Sally’s friends were going on the trip 5) apart from Julie and she knew what they all thought of her. Julie’s parents wouldn’t let her do anything 6) for fear that something terrible might happen. 7) Consequently she had very few friends. 8) Whenever there was a party, she was never invited. 9) On the whole, Sally’s mother decided that 10) despite the risks involved, she had to allow her daughter some freedom 11) lest she too might become unpopular with her schoolmates.

1) ........................................ 2) ........................................ 3) ........................................ 4) ........................................ 5) ........................................ 6) ........................................ 7) ........................................ 8) ........................................ 9) ........................................ 10) ........................................ 11) ........................................

189 Using the word in bold fill in the missing part of the second sentence so that it has a similar meaning to the first sentence. Do not change the word given.

1) There’s someone waiting to speak to you.  
   who  There’s ...someone who is waiting... to speak to you.
2) Take some more money; you will need it.  
   case  Take some more ........................................ it.
3) The car was very expensive; he couldn’t afford it.  
   such  It was ........................................ he couldn’t afford it.
4) When they left he started tidying the room.  
   until  He waited ........................................ he started tidying the room.
5) She was early but she missed the beginning of the film.  
   though  Early ........................................ the beginning of the film.
6) He asked for a loan; he wanted to expand his company.  
   view  He asked for a loan ........................................ his company.
7) The man with the black umbrella is Mr Jones,  
   carrying  The man ........................................ the black umbrella is Mr Jones.
8 They locked the car; they were afraid someone might steal it.
   fear They locked the car ..................................... it.
9 She's not from Italy but she speaks Italian like a native.
   if She speaks Italian .......................................... from Italy.
10 She inherited some money; she gave most of it to charity.
   which She inherited some money, ........................... to charity.
11 I liked the whole film, but the last half hour was especially exciting.
   particular I liked the whole film, but the last half hour ...... exciting.
12 There was thick fog so the plane couldn't take off.
   due The plane couldn't take off ................................ thick fog.

Oral Activity 14

Work in teams or individually and make up sentences combining the given ideas and the linking words as in the example. You may use any tense, provided the sentence is grammatically correct.

to buy (or not to buy) a new car  

such ... that consequently although when yet ... still

enough, a lot of, not much, little money

even if therefore nevertheless in case as long as

unless because of but otherwise even though

despite the fact because as ... as whether ... or not

in spite of so ... that now that since

eg. He's got such a lot of money that he'll buy a new car.
   Even if he has enough money, he won't buy a new car. etc

Oral Activity 15

The teacher sets the situation “Karen Lee had to apply for a new job.” Students, one after the other continue the story using linking words.

Student A: Therefore, she started sending letters to different companies.
Student B: A few days passed with no reply. Then, one day a letter arrived. etc

Writing Activity 5

Read the CVs below then choose the most suitable applicant for the job of flight attendant. Support your decision using linking words.

Name: Karen Lee
Age: 22
Qualifications: 'A' Levels in French and Drama, First-aid certificate
Languages spoken: English, French
Previous experience: waitress (1 year), tour guide (1 year)
Marital status: single

Name: Susan Jones
Age: 25
Qualifications: University degree in Physics
Languages spoken: English, French, Spanish, Italian
Previous experience: secretary (6 months), nanny (3 months), sales assistant (6 months)
Marital status: married - 1 child (2 months old)

To: The Company Director From: P. Edwards
Subject: Post of flight attendant with Cloud Nine Airlines
As instructed, I have interviewed two applicants for the post of flight attendant with Cloud Nine Airlines. Although both applicants are of a high standard, I have chosen ...
Complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Don’t change the word given.

1. They enjoyed playing football.
   time They ______ had a good time playing ______ football.
2. Write down my address; you may need it.
   case Write down my address ________ it.
3. This phone isn’t working I’m afraid.
   out This phone _________ I’m afraid.
4. Let’s sit on the terrace; the food isn’t ready yet.
   until Let’s sit on the terrace _______ ready.
5. Smoking isn’t allowed here.
   smoke They do _______ here.
6. Operating a computer is difficult.
   operate It _______ a computer.
7. The examination lasted three hours.
   hour It ________ examination.
8. Since it was very cold, we stayed at home.
   due We stayed at home _______ weather.
9. She won’t buy him any chocolate if he doesn’t stop crying.
   unless She won’t buy him any chocolate _______ crying.
10. Can I stay with you for a week?
    put Can _______ for a week?
11. If there is a fire, you must not use the lift.
    event In _______ you must not use the lift.
12. Mary hates vampire films and so does Paul.
    nor Neither _______ vampire films.
13. Would you like to come to the cinema with me?
    coming How _______ with me?
14. If he hadn’t reacted so quickly, we would have been killed.
    reaction But _______ we would have been killed.

Look at Appendix 2, then fill in the correct particle(s).

1. Please draw _______ back _______ from the edge of the cliff.
2. He went to the bank to draw _______ some money.
3. Look! The train has just drawn _______.
4. The lawyer drew _______ the contract for the sale of the property.
5. I’m afraid you’ve fallen _______ with your schoolwork.
6. He fell _______ his father’s point of view.
7. When John lost all his money, he fell _______ his father for support.
8. The starving men fell _______ the food greedily.
9. The roof is in danger of falling _______.
10. He fell _______ her at first sight.
11. They got _______ the stolen goods.
12. Ann is getting _______ her colleagues.
13. I don’t understand what you are getting _______.
14. He always gets _______ me by buying me presents.
15. I tried to call you last night but I couldn’t get _______ you.
16. Get _______ the train quickly, before it leaves.

Phrasal Verbs

1. in, on, back, up
2. on, out, up, in
3. in, out, back, on
4. out, on, in, up
5. for, in, behind, through
6. in with, into, off, out
7. apart, in, back on, on
8. out, upon, for, through
9. in, off, behind, back
10. through, out, through, for
11. off, on, through, away with
12. on, on with, by, round
13. in, at, through to, out
14. off, round, up, on with
15. on, over, across, through to
16. round, up, with, on
192 Look at Appendix 3, then fill in the correct preposition.

1. He is identical to his brother.
2. We were impressed by her performance.
3. Claire made a bad impression on Steve's parents.
4. She is jealous of her well-off sister-in-law.
5. Mr Smith is keen on photography.
6. This diet is lacking in vitamins.
7. There is a lack of iron in her blood.
8. Don't lean on the window; it may break.
9. Sheila got married to a pop singer.
10. There is no need for more petrol.
11. The Browns are new to this area.
12. It is obvious to everyone that the painting is a forgery.
13. The accident victim has to be operated on immediately.
14. He took no notice of the warning and entered the building.

Prepositions

1. to, as, with
2. of, with, on
3. by, with, on
4. of, with, for
5. with, on, to
6. of, to, in
7. at, of, in
8. at, to, against
9. to, with, at
10. to, in, for
11. at, with, to
12. with, to, in
13. about, for, on
14. about, of, for

193 Think of the word which best fits each space. Use only one word in each space.

A MINOR ACCIDENT

James was on his own for a few days now. His wife Anja, is Dutch, had had to go to Holland business. Although James was quite of cooking, it was Anja who usually cooked for them both and he had left, she had bought three meals for him only had to heat up. This meant that there would be one day when James would have to make his own meal. He had decided on a tuna salad and toast - easy enough. James went to work at the advertising studio as usual and tried to concentrate on his work on the fact that he was missing Anja terribly. At home in the evening, James was making his toast and tuna salad, Anja rang. He was talking happily on the when a strange smell floated under his nose. Shocked, he quickly goodbye to Anja. He had forgotten about the toast, which now had to be forced out of the toaster and the room had filled smoke before he realised it. "I'm glad you're home!" exclaimed James when Anja returned. "Me too!" she replied. "But James are the walls black?"

194 Use the words in capitals to form a word that fits in the space in the same line.

MUM'S HOBBY

My mother is a keen who takes every opportunity she can to practise. She has a great deal of some of which is very, so she has to be very, especially if she goes somewhere. Some of her photos have caused a great deal of, although the rest of us are sometimes with her, because she often takes photos at times. However, we all her skill and her to improve her techniques. After all, having our photos taken is not usually.
Read the text carefully. Some of the lines are correct and some have a word which should not be there. If a line is correct, put a tick (✓) in the space provided. If a line has a word which should not be there, write it in the space provided.

**FLYING**

0 The most of us get on a plane excited about our holiday. But after the flight we feel exhausted,
00 which it is not the ideal way to start a holiday.
1 How about can we stay fresh on a plane journey?
2 Firstly, allow you yourself plenty of time to get
3 to the airport and check in it. This cuts out
4 stress. Don’t eat rich, heavy food before you will
5 board the plane, as this may make you to feel
6 nauseous before you even have take off.
7 Pass the time pleasantly by reading
9 or watching the film provided. Free of drinks
10 are usually provided on flights. Flying during
11 the night can to be tiring, so try to get some sleep.
12 some sleep. Pillows and blankets are usually
13 distributed to all passengers. Meals
14 are as usually provided free and are generally
15 of reasonable quality. Have a good flight!

Choose the item which best explains the idioms, then make sentences using them.

1 a pain in the neck  
2 a pet hate  
3 a piece of cake  
4 a red letter day  
5 a rolling stone  
6 a short cut  
7 a skeleton in the cupboard  
8 a slip of the tongue  
9 a splitting headache  
10 a spoke in one’s wheel

A sth/sb annoying  
A a nasty pet  
A an easy task  
A a special day  
A a moving group  
A a shorter route  
A a funny story  
A a swear word  
A a painful headache  
A a flat tyre

B sth/sb embarrassing  
B a major dislike  
B a part of something  
B a revolution  
B sb constantly on the move  
B a small cut  
B a hidden, unpleasant secret  
B an unintentional verbal mistake  
B a broken head  
B an obstacle to one’s plans

Put the verbs in brackets into the correct tense.

Dear Sarah,

Thanks for the Christmas card 1) ... Did you enjoy... (enjoy) yourself at Christmas? I wish!
2) (see) you but I 3) (be) too busy at the time. I 4) (work) in a disco for a few days. The disco 5) (belong) to Bob Smith. 6) (remember) him?

I 7) (go) to Spain in the summer. My parents 8) (recently/buy) a villa there. If you 9) (be) free in July, why 10) (not / you / come) with me? It 11) (be) great fun! Anyway, I’d better stop now. I 12) (invite) my cousin for lunch and I 13) (not/cook) anything yet! Write soon.

Love,

Sue
Passive Voice

The passive is formed by using the appropriate tense of the verb to be + past participle. Present Perfect Continuous, Future Continuous, Past Perfect Continuous are not normally used in the passive.

Active Voice

Present Simple
They serve dinner at 6.00.

Present Continuous
They are serving dinner now.

Past Simple
They served dinner.

Past Continuous
They were serving dinner.

Future Simple
They will serve dinner.

Future Continuous
They will have served dinner.

Present Perfect
They have served dinner.

Past Perfect
They had served dinner.

Perfect infinitive
They should serve dinner.

Perfect -ing form
They should have served dinner.

Modals + be + p.p.
He likes people serving his dinner.

Passive Voice

Dinner is served at 6.00.

Dinner is being served now.

Dinner was served.

Dinner was being served.

Dinner will be served.

Dinner has been served.

Dinner had been served.

Dinner will have been served.

Dinner should be served.

Dinner should have been served.

You must serve dinner.

He likes people having served his dinner.

Note: Get is used in colloquial English instead of be to express something happening by accident. He got hurt last Monday. (more usual than: He was hurt last Monday.)

The passive is used

- when the agent (the person who does the action) is unknown, unimportant or obvious from the context. The door had been locked. (we don't know who locked it - unknown agent) Repairs are being made on the runway. (by the builders - obvious agent)
- when we are interested more in the action than the agent, such as in news reports, formal notices, instructions, processes, headlines, advertisements etc. The whole area was evacuated. (news report) Breakfast is served from 6.00 to 10.30. (formal notice)
- to make statements more formal or polite. "My new dress has been ruined." (more polite than saying "You ruined my dress.")
- to put emphasis on the agent. The Pyramids were built by the ancient Egyptians.
198 Write sentences in the passive as in the example:

1 (The floor/not clean/yet)
2 (The politician/interview/now)
3 (The Mona Lisa/paint/Leonardo da Vinci)
4 (My flat/burgle/last night)
5 (All tickets/sell/before we got there)
6 (The dog/not feed/yet)
7 (The presents/wrap/now)
8 (The prizes/award/President/tomorrow)
9 (Tea/grow/India)
10 (The prisoners/take/to prison/now)

The floor hasn't been cleaned yet.

199 Put the verbs in brackets into the correct passive form.

Something should 1) ...be done... (do) to protect holidaymakers from awful experiences. So many articles 2) (write) so far in newspapers and magazines warning tourists to guard against being victims of tricksters. The brochure advertisements ought to 3) (approve) by ABTA before 4) (publish) to ensure that the details which 5) (give) aren’t misleading or inaccurate. Mr and Mrs Brown had a typical bad holiday experience. They arrived at the old hotel which was situated in the middle of nowhere. The brochure claimed that if 6) (build) recently, but it was obvious that it was old. It 7) (not/decorate) for years and the paint was peeling off the walls. The previous owners had sold the hotel, which 8) (buy) by an elderly couple. They 9) (advise) by their children to employ staff to manage it but, unfortunately, people 10) (still/interview) at the time when Mr and Mrs Brown arrived. Food 11) (not/serve) in the restaurant and guests 12) (expect) to make their own arrangements. As if that wasn’t enough, when they went to their rooms, they found the bed linen 13) (not/change) after the previous occupants. As far as Mr and Mrs Brown were concerned the hotel should 14) (close) until adequate staff 15) (employ). It is certainly nothing like the hotel which 16) (describe) in the brochure.

200 Rewrite the newspaper headlines as complete sentences.

1 DEMONSTRATIONS AGAINST POLL TAX HELD LAST SUNDAY
2 ALL-DAY STRIKE TO BE HELD BY ELECTRICITY WORKERS
3 MISSING PAINTING NOT YET RECOVERED
4 CHILD RESCUED FROM QUICKSAND YESTERDAY
5 £1,000,000 BEING RAISED FOR HOMELESS IN L.A.
6 MEXICO CITY TO BE HIT BY HURRICANE TOMORROW

1 Demonstrations against the Poll Tax were held last Sunday.
2
3
4
5
6
Changing from Active into Passive

- The object of the active verb becomes the subject in the new sentence. The active verb changes into a passive form and the subject of the active verb becomes the agent which is either introduced with "by" or is omitted. The passive can be used only with transitive verbs (verbs which take an object such as give, write, take, open etc). Verbs such as happen, sleep, come, go, seem etc are not used in the passive.

- In the passive we use by + agent to say who or what did the action. We use with + instrument or material to say what the agent used. She was hit on the head by the burglar with a piece of wood.

- With verbs that take two objects, it is more usual to begin the passive sentence with the person. They offered Ann a job. Ann was offered a job. (more usual than: A job was offered to Ann.)

- We put the agent (= person who performs the action) in the passive only if it adds information. When the agent is unknown, unimportant or obvious from the context, it is omitted. Agents such as someone, people, I, you etc are omitted. King Lear was written by Shakespeare. (The agent is not omitted; it adds information.) Somebody helped him. He was helped (by somebody). (unknown agent; by+agent are omitted.)

- Make, hear, help, see are followed by a to-infinitive in the passive. They helped him tidy the garage. He was helped to tidy the garage.

- Note that hear, see, watch can be followed by a present participle in the active and passive. I heard her practising the piano. She was heard practising the piano.

- The verbs believe, expect, feel, hope, know, report, say, think etc are used in the following passive patterns in personal and impersonal constructions.

  a) subject (person) + passive + to-infinitive (personal construction)  
  People believe he is a liar.
  He is believed to be a liar.

  b) It + passive + that-clause ( impersonal construction)  
  It is believed that he is a liar.

- We use be + past participle or have been + past participle after modal verbs (will, can, may etc). He can't repair the lock. The lock can't be repaired.

- They may have painted the house. The house may have been painted.

- Verbs followed by a preposition (eg. accuse sb of, look after etc) take the preposition immediately after them when turned into the passive. They accused him of murder. He was accused of murder.

- In passive questions with whom/whom/which we do not omit by. Who gave you this book? Who were you given this book by? Who signed the letter? Who was this letter signed by?

- Participles like amazed, broken, interested, pleased, worried etc can be used either as adjectives or past participles in the passive. If these participles are used as adjectives, they cannot be turned into the active. Compare: The first time I saw the building I was amazed. ("amazed" is used as an adjective) I was amazed by your work. ("amazed" is used as a past participle - Your work amazed me.)

---

201 Change from the active into the passive. Omit the agent where it can be omitted.
Justify the omission or inclusion of the agent.

1. The Scots make the best fudge. ...The best fudge is made by the Scots. (agent not omitted; emphasis on the agent)

2. You should take these tablets before meals.

3. You must wash coloured clothes separately,

4. The teacher sent him out of the classroom.

5. Thousands of British tourists will visit Spain this summer.
6 The dentist pulled out my rotten tooth.
7 The police are questioning him now.
8 Someone has made a complaint.
9 They had left the lights on.
10 I broke my arm when I fell out of a tree.
11 The horrible old man was slowly poisoning the cat.
12 The snow will have covered the mountains by Christmas.
13 The waitress serves breakfast at 7 am.
14 Who delivered the parcel?
15 Her parents made her clean her room.
16 They will have finished the work by tonight.
17 Someone had warned her that she might lose her job.
18 Who discovered America?
19 Who is going to feed your dog?
20 Who answered the phone?
21 Who did they give the prize to?
22 Which building are they going to knock down?

202 Put the verbs in brackets into the correct passive form.

Last week a new leisure centre 1) ...was opened... (open) in the town of Halden. The centre 2) ................. (believe) to be the largest in Europe and it 3) ................. (hope) that it 4) ................. (visit) by over 40,000 people a month. The centre 5) ................. (plan) for over ten years, but it 6) ................. (only/make) possible by a large government grant. Unfortunately, it 7) ................. (not/finish) yet, but it 8) ................. (think) that it 9) ................. (complete) by next month. The centre includes an Olympic-size swimming pool and fifty tennis courts which 10) ................. (book) by phone. The gym 11) ................. (claim) to be the most modern in the country. The equipment 12) ................. (buy) in Germany and training 13) ................. (provide) by five top instructors. Entrance fees are cheap because half the cost 14) ................. (pay) by the local council, so many local people will be able to afford them.

203 Fill in “by” or “with”.

1 Most children are strongly influenced ...by... their parents.
2 The jam sandwiches were made .......... white bread.
3 Jake was dismissed .......... his boss.
4 The show was presented .......... Mr Jones.
5 The parcels were tied .......... string.
6 The meal was eaten .......... chopsticks.
7 The song was performed .......... Madonna.
8 This awful mess was made .......... Carol's dog.
9 The football fans were observed .......... the police.
10 My hair was cut .......... a top stylist.
11 The goal was scored .......... Liverpool's youngest player.
12 The beds were made up .......... clean sheets.
13 The supermarket trolley was filled .......... cat food.
14 My camera was loaded .......... a black and white film.

204 Identify the word in bold as an adjective or past participle.

1 The audience were amused by the play.
2 The last time I went to the dentist I was scared.
3 She was worried all day after hearing the news.
4 The students were bored by the lecturer's long speech.
5 She was exhausted after running 20 kilometres.
6 Sue was delighted with all her birthday presents.
205 Complete the sentences using the passive and the verbs listed below.

must, shouldn't, might, can't

1 A: Has the rubbish been collected yet?
   B: Well, it's not here now so it ...must have been collected.

2 A: Did anyone tell David about the meeting?
   B: He's written it in his diary so he ...

3 A: Has someone repaired the telephone?
   B: I've just used it so it ...

4 A: Was Sue injured in the car accident?
   B: She ...

5 A: Did anyone move the accident victim?
   B: Yes, but he ...

6 A: Ted said someone stole his car. Is that true?
   B: No. It ...

206 Turn the following into the passive as in the example:

1 The policeman gave me a ticket.
   I was given a ticket by the policeman. ...
   A ticket was given to me by the policeman. ...

2 The waiter is serving them dinner now.
   They ...
   Dinner ...

3 The teacher won't show him his marks.
   He ...
   His marks ...

4 Ken offered Janet a ride.
   Janet ...
   A ride ...

5 Miss Price has taught Arnie a new dance step.
   Arnie ...
   A new dance step ...

6 They should have ordered you a taxi.
   You ...
   A taxi ...

207 Make sentences in the passive using infinitives or gerunds as in the example:

1 He expected people to have shown him more respect. ...
   He expected to have been shown more ...

2 I love people giving me flowers.

3 They can't stand people criticising them.

4 It seemed that the news shocked him.

5 She hates people keeping her waiting.

6 Someone ought to have told us about this.

7 Having eaten the dessert, we went on to drink coffee.

8 She likes people complimenting her on her work.

208 Rewrite the following passage in the passive.

My parents own the best restaurant in our town. Last weekend my father dismissed the head waiter as he had stolen some stock from the cellar. My father is going to hire a new waiter as he is doing all the work by himself at the moment. He asked me to help serve the food. However, I mixed up all the orders and the customers made several complaints. I'm sure my father will never ask me to help him again!
209 Use the active or the passive in any appropriate form of the verbs in brackets.

1 Although the cheetah is the fastest animal in the world, it is in danger of becoming extinct if it continues ...to be killed... (kill) for its skin.
2 The children .................. (frighten) by the story. It was about ghosts, witches and evil spirits.
3 Derek crashed his mother’s car, and now they can’t go on holiday. It ..................(cannot/repair) quickly, because the front end .................. (knock) into the wheel, making it unmoveable.
4 Yesterday we had a surprise party for Albert’s birthday. While Mary ..................(take) him to a show, we ..................(gather) at his apartment. When they ..................(return) home, Albert was surprised to see us all there.
5 The scandal is certain ..................(report) in all the newspapers. The president ..................(have) a difficult year.
6 Joan is an example of someone who can beat the odds. In 1980, she ..................(tell) she had six months to live because she had cancer. After exercise, dieting and positive thinking she ..................(recently/inform) that she ..................(beat) the disease.
7 This newspaper ..................(publish) by an Italian company. It ..................(always/have) interesting stories.
8 Rice ..................(grow) in this area for hundreds of years, but now the government ..................(try) to find an alternative crop because rice ..................(not/make) much profit last year.
9 My shoe’s ..................(make) in Italy, but I ..................(buy) them in France last May.
10 The Queen ..................(say) that she is sick, but most people ..................(not/believe) it.

210 Rewrite the following passage in the passive.

The Government made an important decision last night. They will ban all cars from the centre of town as pollution is seriously affecting people’s health. They will allow only bicycles and buses to enter the town centre. They are making plans for a new environmental police force. After all, they must do something before it’s too late.

211 Rewrite the following passage in the passive.

James Fitt witnessed a horrific plane crash last night. The fire brigade fought the wreckage fire while ambulance men rescued surviving passengers. Ambulances took all the survivors to hospital. No one knows yet what caused the plane to crash. Newspaper and TV reporters have already interviewed many of the survivors. The Civil Aviation Authority has launched a full investigation. They say that someone may have seen the accident happen. They hope that the aircraft’s “black box” will provide the vital information but they haven’t found it yet. They are continuing the search.
212 Rewrite the following sentences as in the example:

1. They say that the Loch Ness monster exists.  
   *It is said that the Loch Ness monster exists.*  

2. They hope that a cure for the disease is imminent.  

3. They believe that the hostage had died.  

4. They expect that Jim will be offered a promotion.  

5. They say that he was a dishonest man.  

6. They believe that Elvis Presley is alive.  

7. Everyone expects Rangers to win the cup.  

8. People think that man is related to apes.  

213 Rewrite the following sentences in the passive as in the example:

1. Police use trained dogs to find drugs.  
   *Trained dogs are used by the police to find drugs.*  

2. Nurses give the patients their medicine every morning.  

3. A lifeguard rescued the drowning boy.  

4. An electrician is repairing our water heater.  

5. A defence lawyer will represent you.  

6. They clean the rooms daily.  

7. Customs officers searched her suitcases.  

8. Hijackers were holding the plane passengers hostage.  

9. A gas leak had caused the explosion.  

10. An eyewitness gave the police a full report.  

11. The government has increased the tax on cigarettes.  

12. They are going to launch the product in May.  

214 Make passive sentences using the words in brackets.

1. A: Were there many people invited to the party?  
   B: Yes, about 50 people were invited.  
   *(about 50/people/invite)*  

2. A: Where is the accounts department?  
   B: Oh, it ..................................................  
   *(move/to the fifth floor)*  

3. A: What happened to that old woman?  
   B: She ..................................................  
   *(attack/and/rob)*  

4. A: Why does she look so happy?  
   B: She ..................................................  
   *(promote/to manageress)*  

5. A: What will happen to the old farmhouse?  
   B: It ..................................................  
   *(pull down)*  

6. A: Where are James and Simon?  
   B: They ..................................................  
   *(send/to the London office/last month)*  

215 Change from the passive to active.

1. His alibi may not be believed by the police.  
   *The police may not believe his alibi.*  

2. The missing person was located by the private detective.  

3. Our leaking roof is being fixed by the builders.  

4. Dinosaur remains have been found by a team of archaeologists.  

5. You will be protected by a bodyguard 24 hours a day.  

6. Air fares on all international flights have been increased by most major European airlines.  

7. Plants are used by herbalists to cure common illnesses.
8 The offer will be confirmed by Jones Ltd tomorrow.
9 Tickets are checked by inspectors regularly.
10 Several members of the class were punished by the teacher.
11 The award is being presented by an eminent scientist.
12 She likes her paintings being admired.
13 This matter must be attended to immediately!
14 The window will have been replaced by the glazier by now.
15 Your flight may be delayed by a strike.

Oral Activity 16

Four young college students have bought an old double-decker bus and they are in the process of converting it into a mobile home so that they can tour Europe in it this summer. Look at the pictures and notes, then make sentences in the passive as in the example:

windows replaced, blinds put up, tyres repaired, door being put on, bus being painted, lights being repaired, roof removed, toilet and shower to be installed, new seats to be put in

Picture A

Picture B

eg. The windows have been replaced. etc

Writing Activity 6

Write your friend a letter telling him what has been done, is being done or will be done to convert the double-decker bus into a mobile home and invite him on the tour round Europe.

Dear Sam,

I can't tell you how excited we all are. Last month we bought an old double-decker bus to convert into a mobile home so that we can tour Europe in it this summer. So far the windows have been replaced ...
Causative Form

- We use have + object + past participle to say that we arrange for someone to do something for us. David arranged for the builder to build a shed. David had a shed built. (He didn’t do it himself - the builder did it.)

<table>
<thead>
<tr>
<th>Tense</th>
<th>Subject Pronoun</th>
<th>verb + object</th>
<th>Past Participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Simple</td>
<td>She</td>
<td>paints</td>
<td>her portrait</td>
</tr>
<tr>
<td>Present Continuous</td>
<td>She is</td>
<td>painting</td>
<td>her portrait</td>
</tr>
<tr>
<td>Past Simple</td>
<td>She painted</td>
<td>her portrait</td>
<td></td>
</tr>
<tr>
<td>Past Continuous</td>
<td>She was</td>
<td>painting</td>
<td>her portrait</td>
</tr>
<tr>
<td>Future Simple</td>
<td>She will</td>
<td>paint</td>
<td>her portrait</td>
</tr>
<tr>
<td>Future Continuous</td>
<td>She has</td>
<td>being painted</td>
<td>her portrait</td>
</tr>
<tr>
<td>Present Perfect</td>
<td>She has</td>
<td>been painting</td>
<td>her portrait</td>
</tr>
<tr>
<td>Present Perf. Cont.</td>
<td>She has</td>
<td>been painting</td>
<td>her portrait</td>
</tr>
<tr>
<td>Past Perfect</td>
<td>She can</td>
<td>paint</td>
<td>her portrait</td>
</tr>
<tr>
<td>Past Perfect Cont.</td>
<td>She has</td>
<td>been painting</td>
<td>her portrait</td>
</tr>
</tbody>
</table>

- The verb to have, used in the causative, forms its negations and questions with do/does (Present Simple) and did (Past Simple). She doesn’t have her hair dyed. Did you have your curtains put up?
- We can use the causative instead of the passive to express accidents or misfortunes. She had her car stolen. (= Her car was stolen.) He had his leg broken. (= His leg was broken.)
- Get can be used instead of have in the causative. I had/got my tooth taken out yesterday. Get is stronger in meaning than have and can be used to suggest difficulty.

Get the door repaired, will you? He finally got the seats booked.

- Make / have + object + bare infinitive are used to express that someone causes someone else to do something, but their meaning is slightly different.
  He made Ann type the letter. (He insisted that Ann should type the letter.)
  He had Ann type the letter. (He asked Ann to type the letter.)
- Get + object + to-infinitive is used to show that someone persuades someone else to do something. He got his mum to bake him a cake. (He persuaded his mum to bake him a cake.)
216 Tick the correct sentence for each picture.

1  a  Ben is cleaning the windows.  
     b  Ben is having the windows cleaned. 

2  a  Peter is repairing his television.  
     b  Peter is having his television repaired. 

3  a  Maria is shortening her jacket.  
     b  Maria is having her jacket shortened. 

4  a  Melanie has filed her nails.  
     b  Melanie has had her nails filed. 

5  a  Julie is piercing her ears.  
     b  Julie is having her ears pierced. 

6  a  Mike is painting the door.  
     b  Mike is having the door painted. 

217 Read the situations, then write sentences using the causative form.

1  Our house is small. We need to build an extension. What should we do? ...We should have an extension built....

2  Liz is at the beauty parlour. The beautician is painting her nails. What is she doing?

3  Will has written a novel and it's going to be published. What is Will going to do?

4  A jeweller has made a special wedding ring for Ann. What has Ann done?

5  Simon's suits are all made by a tailor. What does Simon do?

6  They have been burgled three times. Putting in a burglar alarm would help. What should they do?

7  Tina's boots have a hole in them. She can't wear them until they are mended. What should she have done?

8  Sonia is going to the optician for an eye test tomorrow. What's she going to do?

9  Trevor has paid a technician to install his computer. What has he done?

10 They had arranged for their house to be cleaned by the end of the week. Now it is clean. What had they done?

11 The grass has grown too much. What should they have done?

12 His tooth was filled yesterday. What happened to him?

13 No one has informed them of the meeting. What should he have done for them?
218 Kate Gilmore is a poor young actress. Lily Showbourne is a rich star. Kate does everything herself while Lily pays other people to do it. Write what Lily says.

Kate Gilmore

1. I dyed my hair yesterday.
2. I make all my costumes.
3. I enjoy entertaining people.
4. I'm going to cook dinner tonight.
5. I like doing my make-up.
6. I'll send some flowers to my mother.
7. I had painted my flat before I moved in.
8. I'll manicure my nails.
9. I write letters to my fans.
10. I make my bed every morning.

Lily Showbourne

1. I had my hair dyed yesterday.
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

219 Complete the sentences with the verbs in brackets in the appropriate form.

1. Eating too much chocolate makes me ...feel... (feel) sick.
2. Mr Smith had his English lessons .................................. (pay) for by his company.
3. My mother had her skirts ........................................... (shorten).
4. My mother had a dressmaker ...................................... (shorten) her skirts.
5. Tom made Julie ....................................................... (help) him wash up.
6. I had an old dress .................................................. (alter).
7. Emily got her friend ................................................. (help) her move the sofa.
8. I had the optician .................................................... (mend) my glasses.
9. I had my glasses .................................................... (mend).
10. Tracy made George ................................................. (wear) his glasses.
11. Nicky had Maria .................................................... (tell) her fortune.
12. Joanne had the maid ............................................... (make) her bed.

220 Complete the following conversation using the causative form.

A: We 1) ...are having the furniture rearranged... (furniture/rearrange). We got tired of having it in the same place for so long.
B: That's a good idea. We 2) ........................................... (our furniture/replace) next week. I'm sick of it altogether!
A: We 3) .................................................. (new curtains/put up) tomorrow and we 4) .................................................. (the windows/clean) on Monday.
B: Oh, we 5) .................................................. (ours/do) last week.
A: Last week we 6) .................................................. (our new carpets/deliver), but I 7) .................................................. (not/the windows/clean).
221 Write sentences in the causative form as in the example:

1. John will have someone bring him the post. ...John will have the post brought to him.
2. Did Sheila ask the dressmaker to make her a dress?
3. When will his photographs be developed?
4. The decorators are decorating Tim's house at the moment.
5. Your car needs to be serviced.
6. The gardeners were pruning Bob's bushes.
7. The manager had asked the secretary to book a room for him.
8. I paid someone to fix the roof of my house.
9. Let's ask the porter to carry the luggage to the taxi.
10. Larry has got the plastic surgeon to remove his tattoo.
11. A nurse took her temperature.
12. The make-up artist was applying the model's lipstick.
13. Ask the cook to prepare the vegetables.
14. Have you told the accountant to check the figures?
15. Jim hates the teacher correcting his mistakes.
16. Did the beautician paint Joanne's nails?
17. He told the maid to serve breakfast in his room.
18. Dad was late because the garage had been servicing his car.
19. Pam is going to tell someone to repair the pipes.
20. My parents' house was burgled last Monday.
21. He used to employ a chef who cooked his meals.
22. Does your mother ask for her shopping to be delivered to her house?
23. Did you pay an artist to paint a portrait of your family?
24. Do you employ someone to clean your house?
25. Did you tell the tailor to make a suit for you?

222 Rephrase the following using have, make or get as in the example:

1. He insisted that John should finish the report. ...He made John finish the report.
2. She asked him to fix the tap.
3. She persuaded her husband to cut the grass.
4. My teeth were polished yesterday.
5. He asked the cleaner to make his bed.
6. He insisted that the gardener should water the flowers.
7. The teacher asked them to rewrite the exercise.
8. The boss insisted that the secretary should type the letters.
9. Their new carpets were fitted yesterday.
10. She persuaded John to help her tidy the room.
11. He finally found a plumber to mend his toilet.
12. He persuaded his assistant to work late.

223 Complete the sentences using the words in bold. You can use two to five words.

1. Oxford beat Manchester United in the Cup Final yesterday. 
   beaten Manchester United ...were beaten by Oxford... in the Cup Final yesterday.
2. Now that I wear contact lenses, the optician tests my eyes every three months.
   have Now that I wear contact lenses, I ...every three months.
3. It's possible to obtain concert tickets from most major music stores.
   obtained Concert tickets ...from most major music stores.
4. Someone stole Mary's briefcase from her office while she was out.
   had Mary ...from her office while she was out.
5. The head teacher insisted that all the pupils wear school uniform.
   made The head teacher ...school uniform.
6 Someone should have already made all the arrangements for the business meeting.
   been All the arrangements __________________________ for the business meeting.
7 The dentist extracted two of Steve’s teeth yesterday.
   got Steve ______________________________________ yesterday.
8 Peter had fed the dog by the time Sheila came back.
   been The dog ___________________________________ by the time Sheila came back.
9 It is said that this diet is rich in vitamins.
   be This diet ________________________________ rich in vitamins.
10 Her dress needs shortening before the wedding.
    shortened She needs to _____________________________ before the wedding.
11 Flooding has damaged many major roads in the city.
    have Many major roads in the city __________________ flooding.
12 Most people think society’s problems are the result of unemployment.
    thought It ______________________________________ society’s problems are the result of unemployment.
13 The bus driver insisted that the noisy passenger get off the bus.
    made The noisy passenger ___________________________ the bus.
14 He persuaded his brother to lend him his car.
    got He ________________________________________ him his car.
15 Someone spilt red wine over Sophie’s new white dress.
    had Sophie ____________________________________ over her new white dress.

Oral Activity 17

The Town Hall is under restoration. It has to be opened by June. Look at the cues below, then make sentences using the causative form.

- alarm system / fit / recently
- new entrance hall / build / at this time
- central heating / install / already
- new furniture / deliver / before the next council meeting
- plumbing / renew / at the moment
- walls / paint / next month
- new carpet / lay / by May
- paintings / put up / in April
- outside of the building / clean / last week
- windows and doors / replace / already

e.g. We have had an alarm system fitted recently. etc

Writing Activity 7

You are a builder working on the Town Hall. Write a report to the mayor informing him of the progress of the restoration work on the Town Hall.

To: The mayor
Subject: Restoration work on the Town Hall
From: Smith & Jones, Builders

Regarding the progress of the restoration work on the Town Hall, I have to report the following:
We have had an alarm system fitted recently and ...
224 Look at Appendix 2, then fill in the correct particle(s).

1. Her secret was given away by her friend by mistake.
2. He has tried to give smoking twice.
3. When milk turns sour, it gives a horrible smell.
4. The teacher's patience finally gave to the enemy.
5. They were forced to give to the enemy.
6. Ricky went the flu.
7. My aunt has gone that pop quiz.
8. The fireworks went at midnight.
9. There wasn't enough cake to go.
10. Before going to bed, we watched the fire slowly go.
11. The detective carefully the facts with the witness.
12. The film was so sad she couldn't her tears.
13. I was asked to hold while Mr. Smith was fetched to the phone.
14. We were held on the motorway for three hours.
15. I held my anger until he'd left the room.

225 Look at Appendix 3, then fill in the correct preposition.

1. If you persist talking during class, I will have to punish you.
2. Our tour guide was very pleasant us during our holiday.
3. John was very pleased the way his painting turned out.
4. He took pleasure watching his grandchildren play in the garden.
5. May I have the pleasure your company at the dance tomorrow?
6. She is very popular her classmates.
7. Thick fog prevented the plane taking off.
8. His father was proud the way Tim performed.
9. They had a quarrel the date of the party.
10. I had a quarrel Stephen last night.
11. It took him a long time to recover the injuries.
12. There was no reason his reckless actions.
13. I tried to reason her, but she didn't pay attention.
14. There is a strong relationship smoking cigarettes and lung cancer.
15. Jim has a good relationship his parents.

226 Complete the sentences using the words in bold.

1. They took plenty of warm clothes so that they wouldn't be cold.
   as They took plenty of warm clothes so as not to be cold.
2. The au pair makes our beds every day.
   made We made the au pair every day.
3. People think that hard work is the key to success in life.
   thought Hard work thought the key to success in life.
4. I'm sure he wasn't lying when he told us the news.
   can't He can't when he told us the news.
5. His ill health made him give up his job as a miner.
   because He gave up his job as a miner because his ill health.
6. If you let me know in time, I'll be able to book tickets.
   long I'll be able to book tickets me know in time.
7 Although he is inexperienced, he always puts forward good ideas.

8 The excursion was so relaxing that we felt refreshed afterwards.

9 His story amused us and we all laughed.

10 Bad behaviour in the classroom is something I will not tolerate.

---

227 Use the words in capitals to form a word that fits in the boxes provided.

**WORKING ABROAD**

Going to work abroad can prove to be quite a *0* .... experience. Learning how to adjust to ... cultures is both character building and strengthening. Many people who give in to the *2* .... of living abroad, do so in search of a more *3* .... life. However, the whole concept of leaving your home country must be *4* .... thought out. Problems such as finding *5* .... and *6* .... procedures should be considered well in advance. For the first few weeks abroad, you may feel terribly *7* .... and homesick. *8* .... problems may also lead to unnecessary *9* .... with the locals, so it is always useful to *10* .... yourself with both the language of the country and its customs before you go.

<table>
<thead>
<tr>
<th>VALUE</th>
<th>FOREIGNER</th>
<th>TEMPT</th>
<th>ADVENTURE</th>
<th>CARE</th>
<th>ACCOMMODATE</th>
<th>IMMIGRATE</th>
<th>LONELINESS</th>
<th>COMMUNICATE</th>
<th>UNDERSTANDING</th>
<th>FAMILIAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

228 Read the text carefully. Some of the lines are correct and some have a word which should not be there. If a line is correct, put a tick (✓) in the space provided. If a line has a word which should not be there, write it in the space provided.

**TUTANKHAMEN’S TOMB**

0 In April on 1922 the archaeologist Howard Carter and his

00 men discovered a tomb in the Valley of the Kings in

1 Egypt. They had been working on for fifteen years and this

2 was an incredible discovery. As far they were digging, they

3 suddenly hit an underground doorway which it led to a

4 tomb. It was the last resting place of an Egyptian Pharaoh,

5 or king, who had been died thirty centuries before. The

6 tomb contained of a rich collection of jewellery

7 and one treasure which the Ancient Egyptians believed

8 would be of a use to the dead ones in the afterlife. The

9 Pharaoh’s name was Tutankhamen. He died when

10 he was a boy-king. His own body, which had been

11 preserved in the traditional Egyptian way, was still in

12 the tomb. The discovery of the tomb was been surrounded

13 by a lot of suspicion. So many people believed that some

14 of the strange things which they happened to people

15 involved in it, were the result of a “Pharaoh’s curse”.

0    
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122
PART 1

For questions 1 - 15, read the text below and decide which word A, B, C or D best fits each space. Mark your answers in the answer boxes provided.

PETER THE GREAT

Peter the Great was Russia's fourth Romanov Tzar and (0) 6 foot 7 inches, probably the tallest. He also had an enormous (1) for food and drink. Another "great" (2) of his personality was his (3), which was fearsome. But it was his thirst for knowledge combined with his (4) of a new Russia that made him a great leader. In 1697, motivated by his desire to break (5) from the constrictions of old Russian customs, Peter travelled around Europe learning valuable military and industrial (6) ...

When he returned to Russia, Peter was (7) to throw off the remnants of the past. He dramatically (8) the powers of the Russian aristocracy and abolished age-old (9) ... In order to (10) his dream of a modernised Russia, he (11) universities, established the country’s first newspaper and encouraged the development of industry. He also pushed back the empire’s boundaries by (12) the armed forces. Before his death in 1725, Peter had had a new capital built and (13) St Petersburg. It was (14) on the Western cities he most admired, like Paris and London, and (15) the capital until the First World War.

0 A high B with C standing D at
1 A aptitude B applause C taste D appetite
2 A face B aspect C view D angle
3 A inclination B temper C mood D disposition
4 A vision B ambition C jealousy D greed
5 A free B in C up D over
6 A professions B studies C designs D skills
7 A convinced B interested C determined D unwilling
8 A excluded B eliminated C reduced D shortened
9 A heritage B costumes C means D traditions
10 A make B prepare C fulfil D produce
11 A began B founded C made D found
12 A inflating B spreading C growing D expanding
13 A entitled B labelled C named D said
14 A modelled B designed C constructed D copied
15 A remained B kept C settled D retained
For questions 16 - 30, read the text below and think of the word which best fits each space. Use only one word in each space. Write your answers in the answer boxes provided.

THE CHANNEL TUNNEL'S EURO-EXPRESS TRAINS

In November 1994, the first Eurostar passenger service departed (0) .... London's Waterloo International Station for the Gare du Nord, Paris. This high-speed, high-tech train is (16) .... flashiest thing in the entire British Rail network, although it will not be able to reach (17) .... top speed in Britain (18) .... the turn of the century, when the new rail link between London and Folkstone (19) .... completed.

But the British are more concerned about the safety of a link with France (20) .... about the time it (21) .... to get there and a lot of effort (22) .... gone into reducing British anxieties. For example, Eurostar's lightness minimises friction. In this (23) ...., the ride is made smoother and the passengers are given a greater sense of security.

Apart (24) .... giving an impression (25) .... safety, Eurostar, in its construction, has (26) .... carefully tested for fire safety, and the authorities believe that in the (27) .... of a fire, passengers could be evacuated long (28) .... there was a shortage of oxygen.

Perhaps the biggest test (29) .... Eurostar will be the effectiveness of its publicity, since financial success depends (30) .... winning the trust of the travelling public.
### Part 3

For questions 31 - 40, complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Do not change the word given. Write your answers in the boxes provided.

<table>
<thead>
<tr>
<th>Question</th>
<th>Sentence</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>I finished the book in two days. took</td>
<td>It took me two days.</td>
</tr>
<tr>
<td>31</td>
<td>The policeman insisted that the suspect should go to the station for further questioning. made</td>
<td>The suspect made to the station for further questioning.</td>
</tr>
<tr>
<td>32</td>
<td>Shall we spend the day on the beach? spending</td>
<td>How spending on the beach?</td>
</tr>
<tr>
<td>33</td>
<td>I heard that Jeff and Holly ended their relationship last night. broke</td>
<td>I heard that Jeff and Holly broke up last night.</td>
</tr>
<tr>
<td>34</td>
<td>He began designing the collection last week and has not finished yet. has</td>
<td>He has not finished it yet since last week.</td>
</tr>
<tr>
<td>35</td>
<td>Your hair needs cutting. have</td>
<td>Your hair needs to be cut.</td>
</tr>
<tr>
<td>36</td>
<td>She has never been so insulted before. has</td>
<td>Never before she has been so insulted.</td>
</tr>
<tr>
<td>37</td>
<td>There is a business meeting taking place on the third floor. progress</td>
<td>There is a business meeting taking place on the third floor.</td>
</tr>
<tr>
<td>38</td>
<td>The teacher asked the student to rewrite the composition. had</td>
<td>The teacher had the student rewrite the composition.</td>
</tr>
<tr>
<td>39</td>
<td>June doesn't like staying up late and Terry doesn't either. nor</td>
<td>Neither June nor Terry likes staying up late.</td>
</tr>
<tr>
<td>40</td>
<td>Tom got his brother to do his project for him. had</td>
<td>Tom had his brother do the project for him.</td>
</tr>
</tbody>
</table>
PART 4

For questions 41 - 55, read the text below and look carefully at each line. Some of the lines are correct, and some have a word which should not be there. If a line is correct, put a tick (✓) by the number in the answer boxes provided. If a line has a word which should not be there, write the word in the answer boxes.

THE BEST PLACE TO SWIM

0 Do you prefer swimming in the sea than to swimming in a pool? Most people have a preference. Those who like 41 the sea think this is a much more natural than a pool 42 as there are no chemicals in it. The sea is being influenced 43 by the weather, so that sometimes it is calm and sometimes 44 rough, producing waves in which you can play with. 45 However, a rough sea can be dangerous, and a strong 46 current in either a rough or a calm sea can pull 47 swimmers away from land or under the water. Generally to 48 speaking, a swimming pool is more safer than the sea. The 49 chemicals are been there to keep the water clean and are not 50 such as harmful as we think, and there is no current. Many pools 51 have slides and even wave machines, which they make 52 swimming fun. Moreover, there is always a lifeguard to watching 53 the swimmers to make sure they are safe, and to help 54 anyone who in trouble. You can also go to a pool all year 55 round, whereas the sea is often freezing!

PART 5

For questions 56 - 65, read the text below. Use the word given in capitals at the end of each line to form a word that fits in the space in the same line. Write your word in the answer boxes provided.

FINDING A JOB

In today’s world of (0) .... hardship, finding a job is difficult. (56) .... has reached a record high, and even (57) .... qualified people are finding it (58) .... to find work. Despite this (59) .... news, there are certain things a person can do. Firstly, it is important to read the job (60) .... in as many newspapers as possible. Secondly, it is (61) .... to write letters to companies enclosing a copy of your CV. If your (62) .... is successful, it is imperative to impress the (63) .... .

A smart (64) .... is essential along with some knowledge of the company. Above all, keep trying and you are sure to be (65) .... .

ECONOMY
EMPLOYMENT
HIGH
DIFFICULTY
DEPRESS
ADVERTISE
ADVISE
APPLY
INTERVIEW
APPEAR
SUCCESS
Reported Speech is the exact meaning of what someone said but not the exact words. We do not use inverted commas in Reported Speech. He said he wouldn’t be back before 7.00.

Say - Tell - Ask

- Say is used in Direct Speech. It is also used in Reported Speech when say is not followed by the person the words were spoken to.
  (Direct Speech) “I can fix it,” he said. ⇒ (Reported Speech) He said he could fix it.

- Tell is used in Reported Speech when it is followed by the person the words were spoken to.
  (Direct Speech) “I can do it,” he said to me. ⇒ (Reported Speech) He told me he could do it.

- Ask is used in reported questions and commands. Ask is also used in direct questions.
  He said to me, “Please, don’t go!” ⇒ He asked me not to go.
  He asked, “Are you OK?” ⇒ He asked me if I was OK.

- We can use say + to-infinitive but never “say about”. We use tell sb, speak/talk about, instead.
  The boss said to work harder. He spoke/talked about his trips. He told us about his trips.

Expressions with say
  say good morning/evening etc, say something, say one’s prayers, say a few words, say so, say no more, say for certain etc

Expressions with tell
  tell the truth, tell a lie, tell (sb) the time, tell sb one’s name, tell a story, tell a secret, tell sb the way, tell one from another, tell sb’s fortune, tell sb so, tell the difference etc

Expressions with ask
  ask a favour, ask the time, ask a question, ask the price etc

Fill in: say, tell or ask in the correct form.

First, the headmaster 1) ...said... good morning. Then he 2) ....... us that the police had been 3) ................ questions about hooliganism at school. The police 4) ........ that some pupils had been seen breaking windows. Several boys were 5) ........ if they knew anything, but of course they 6) ............ nothing. They were probably 7) ............ lies. The headmaster 8) ............ us all for information. He 9) ............ we must 10) ............ him the names of those involved. Well, I know who they were. But I can’t 11) ............ him the secret. 12) ............ the truth is not always easy, is it?
Underline the correct item.

1. I can only help you if you say / tell me the problem.
2. My mother said / told to turn the oven on at 6 o'clock.
3. The doctor said / told, "You'd better stay in bed for two days."
4. My dentist told / said me to eat less chocolate.

---

5. Tom told / said he would be late home.
6. The teacher said / told us to do the exercise.
7. I like listening to him when he says / talks about his youth.
8. He won't be punished if he says / tells what happened.

---

Direct Speech

"I work hard," he said.
"I am working hard," he said.
"I have worked hard," he said.
"I worked hard," he said.
"I will work hard," he said.
"I have been working hard," he said.
"I am going to work harder," he said.
"I can work harder," he said.
"I may work harder," he said.
"I must work harder," he said.
"I should work harder," he said.
"I ought to work harder," he said.
"Do you work hard enough?" she said to him.
"Work harder!" she said to him.

---

Reported Speech

He said (that) he worked hard.
He said (that) he was working hard.
He said (that) he had worked hard.
He said (that) he would work hard.
He said (that) he had been working hard.
He said (that) he was going to work harder.
He said (that) he could work harder.
He said (that) he might work harder.
He said (that) he had to/must work harder.
He said (that) he should work harder.
He said (that) he ought to work harder.
She asked him if he worked hard enough.
She told him to work harder.

---

Changing from Direct into Reported Speech (Statements)

- Inverted commas are omitted in Reported Speech. That is optional in the reported sentence.
  "I'm going out," he said. ⇒ He said (that) he was going out.
- When the reporting verb (said, told etc) is in the past, all the following verbs usually change into a past form too. "I enjoy dancing," she said. ⇒ She said she enjoyed dancing.
- However, the tenses do not change in Reported Speech when:
  a) the reporting verb (said, told etc) is in the Present, Future or Present Perfect tense.
     "The station is far from here," he says. ⇒ He says the station is far from here.
  b) the speaker expresses general truths, permanent states and conditions.
     "Water turns into ice," he said. ⇒ He said water turns into ice (permanent truth)
  c) the speaker is reporting something immediately after it was said (up to date).
     "I will call you back," he said. ⇒ He said he will call me back. (immediate reporting - up to date)
     "I will call you back," he said. ⇒ He said he would call me back. (later reporting - out of date)
- If the speaker expresses something which is believed to be true, the tenses may change or remain unchanged. If something untrue is expressed, then the tenses definitely change.
  "She likes strawberries very much," he said. (true) ⇒ He said she likes/liked strawberries very much.
  "Canada is a poor country," he said. (untrue) ⇒ He said Canada was a poor country.
- The Past Simple changes into the Past Perfect or can remain the same. When the reported sentence contains a time clause, the tenses do not change. "I was early for the meeting," she said. ⇒ She said she was/had been early for the meeting. "While I was staying in Madrid, I met Pedro twice," she said. ⇒ She said she had met/met Pedro twice while she was staying in Madrid.
- The Past Perfect and the Past Continuous usually remain the same in Reported Speech. "I was watching TV while Ann was reading a book." ⇒ He said he was watching TV while Ann was reading a book.
- If the reported sentence deals with unreal past, conditionals type 2/type 3 or wishes, the tenses remain the same. "It's time we went," he said. ⇒ He said it was time they went.
- "If I were you, I would apologise," he said. ⇒ He said that if he were me, he would apologise.
- Personal pronouns and possessive adjectives change according to the context.
  "I will show you my new dress," she said. ⇒ She said she would show me her new dress.
- Certain words change as follows depending on the context.
  Direct Speech: this/these here come
  Reported Speech: that/those there go

"Put that box down over here," she said. She told him to put that box down over there.
7 Reported Speech

- **Time words and tenses** can change or remain the same depending on the time reference. If the reported sentence is out of date, the tenses change. If the reported sentence is up to date, the tenses can remain the same. *They are leaving next week,* he said.  ➞  *He said they were leaving the following week.* (speech reported after they had left - out of date) *They are leaving next week,* he said.  ➞  *He said they are leaving next week.* (speech reported before they have left - up to date)

**Direct Speech**
- tonight, today, this week/month/year
- now
- yesterday, last night/week/month/year
- tomorrow, next week/month/year
- two days/months/years etc ago

**Reported Speech**
- that night, that day, that week/month/year
- then, at that time, at once, immediately
- since
- the day before, the previous night/week/month/year
- the following day/the day after, the following/next week/month/year
- two days/months/years etc before

**231** Jim met Ann while she was on holiday. Read Ann’s words then report what she said.

1. The weather is hot.
2. The food is delicious.
3. I go swimming every day.
4. I will always remember the place.
5. I hate going back to work.
6. I'm learning Spanish.
7. I've got a lovely sun tan.
8. I'm coming back again next year.
9. I've made a lot of friends.
10. The hotel is nice.

**232** Turn the following sentences into Reported Speech.

1. "A lot of English words are borrowed from other languages," the teacher said to us.
   ➞  "The teacher told us that a lot of English words are borrowed from other languages."
2. "China is a densely populated country," she said.
3. "It's time they moved to a new house," Ann said.
4. "Water freezes below 0°C," he said.
5. "I was reading the children a story last night when the lights went out," she said.
6. "I'll help you to repair your car tomorrow," he said to me. (out-of-date reporting)
7. "I didn't understand the meaning of the film," he said.  ➞  "He didn't understand the meaning of the film." (out-of-date reporting)
8. "You can come to me if you have any problems," she said to him. (out-of-date reporting)
9. "I saw the film you recommended last night," he said to her.
10. "I'm going to Spain next week," he said. (out-of-date reporting)
11. "She doesn't understand," he said. (up-to-date reporting)
12. "I would invite more people if I had a bigger flat," he said.
13. "I will not repeat this again," he said to us. (out-of-date reporting)
14. "I've applied for several jobs this week," he said. (out-of-date reporting)
15. "I'm afraid I can't come," he said to me. (up-to-date reporting)
16. "If I finish it this evening, we'll go out," he said to her. (out-of-date reporting)
17. "I saw him yesterday but he didn't recognise me," she said.
Reported Questions / Indirect Questions

- In **reported questions** we use the affirmative word order and the question mark becomes a full stop.
  To report a question we use: a) **ask + wh-word** (who, where etc) when the direct question begins with a wh-word, b) **ask + if/whether** when the direct question begins with an auxiliary verb (do, have, can etc). Pronouns, possessive adjectives, tenses, time expressions etc change as in statements.
  He said, "What are you doing?" ➞ He asked what I was doing.
  He said, "Did you enjoy the party?" ➞ He asked if/whether I enjoyed/had enjoyed the party.

- We use **indirect questions** to ask for information/advice and **reported questions** to report someone else's questions, suggestions, offers or requests. Indirect questions are introduced with: Could you tell me ..., Do you know ..., I wonder ..., I want to know ..., I doubt ..., etc and their verb is in the affirmative. If the indirect question starts with I wonder ..., I want to know ..., or I doubt ..., then the question mark is omitted. Question words (what, who, where etc) or whether can be followed by an infinitive in the reported sentence.

**Direct questions**
He asked me, "Shall I phone her?"
He asked me, "What time is it?"
He asked me, "Where can I put it?"

**Reported questions**
He asked me whether he should phone her.
He asked me what time it was.
He asked me where he could put it.
He asked me where to put it.

**Indirect questions**
I wonder whether to phone her.
I wonder if/whether I should phone her.
Do you know what time it is?
Do you know where he can put it?
Do you know where to put it?

---

**233** Fiona went for an interview last week. First read, then report Mr Roberts' questions.

1. Why do you want to work for Portman Plastics?
2. How long were you employed at Smithson Steel?
3. Can you speak French?
4. Are you familiar with the plastics industry?
5. Why did you leave your last place of employment?
6. Is this the first time you have applied for a managerial post?
7. Would you be willing to move to Paris?
8. When did you graduate?
9. What salary would you hope to receive?
10. May I check your references?

---

**234** Turn the following into indirect questions. Omit question marks where necessary.

1. Where's the post office? (Do you know ...) ➞ Do you know where the post office is?
2. What have you told her? (I wonder ...) ➞ I wonder what you have told her.
3. Are we going out tonight? (I want to know ...) ➞ I want to know if we are going out tonight.
4. Is this correct? (I doubt ...) ➞ I doubt whether this is correct.
5. Whose car is this? (I wonder ...) ➞ I wonder whose car this is.
6. Does this train stop at Leeds? (Could you tell me ...) ➞ Could you tell me if this train stops at Leeds?
Reported Commands / Requests / Suggestions

- To report commands, requests, suggestions etc, we use an introductory verb (advise, ask, beg, offer, order, suggest, tell etc) followed by a to-infinitive, an -ing form or a that-clause according to the introductory verb. (see pages 134 - 135)

"Touch your toes," he said to us. ⇒ He told us to touch our toes. (command)
"Don't lie down," he said to us. ⇒ He told us not to lie down. (command)
"Can I go out?" he said. ⇒ He asked to go out. (request)
"Please, stay with us tonight," he said to her. ⇒ He asked her to stay with them that night. (request)
"Let's play football," he said. ⇒ He suggested playing football. (suggestion)
"You'd better visit her," he said. ⇒ He suggested that I visit her. (suggestion)

235 First read then report what the flight attendant told the passengers before takeoff.

1. Do not smoke in no-smoking areas or in the toilets.
2. Please fasten your safety belts before takeoff.
3. Put your bags in the overhead lockers.
4. Please keep your seats upright during takeoff.
5. Do not run in the aisles.
6. Please do not leave your seats during takeoff or landing.
7. Do not use stereo equipment.
8. Press the button to call a flight attendant.
9. Please do not obstruct the emergency exits.

She told them not to smoke in no-smoking areas or in the toilets.

236 Change the following from Direct into Reported Speech.

1. "Where have you been?" he said to me. ⇒ He asked me where I had been.
2. "Close your eyes and open the parcel," she said to me.
3. "I'm writing my autobiography," said Paul. (up-to-date reporting)
4. They said to her, "We hope you will lend us your car." (out-of-date reporting)
5. "Please sir, can I have some more food?" said Oliver.
6. "Go to your room and stay there!" said his father.
7. "Don't walk on the grass," the park attendant said to us.
8. "Did you pay the electricity bill?" he said to his wife.
9. "I'll phone you at seven o'clock tonight," she said to him. (out-of-date reporting)
10. "What size shoes do you take?" the shop assistant said to him. (out-of-date reporting)
11. "He's never written to me before," said Maria. (up-to-date reporting)
12. "Let's paint the walls blue!" said my little brother.
13. "Will Liza be safe on her own?" her father wondered. (out-of-date reporting)
14. My mother said to me, "Don't stay up reading too late!"
15. "I own two cars, a yacht and a private plane," said Roy. (untrue)
Modals in Reported Speech

- The forms of some modal verbs change in Reported Speech when the reported sentence is out of date. Will/Shall = would, can = could/would be able to, may = might/could, shall = should (asking for advice) or would (asking for information) / offer (expressing offers), must = must/had to (obligation) (*must remains the same when it expresses possibility or deduction), needn't = didn't need to/didn't have to/wouldn't have to.
- Would, could, used to, mustn't, should, might, ought to and had better remain the same.

<table>
<thead>
<tr>
<th>Direct Speech</th>
<th>Reported Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>He said, &quot;I'll see you later.&quot;</td>
<td>He said (that) he would see me later.</td>
</tr>
<tr>
<td>He said, &quot;I can lift weights.&quot;</td>
<td>He said (that) he could lift weights.</td>
</tr>
<tr>
<td>He said, &quot;I can do it tomorrow.&quot;</td>
<td>He said (that) he would be able to do it the next day.</td>
</tr>
<tr>
<td>He said, &quot;I may see John.&quot;</td>
<td>He said (that) he might see John.</td>
</tr>
<tr>
<td>He said, &quot;How shall I repair the tap?&quot;</td>
<td>He asked how he should repair/to repair the tap. (advice)</td>
</tr>
<tr>
<td>He said, &quot;When shall we arrive?&quot;</td>
<td>He asked when they would arrive. (information)</td>
</tr>
<tr>
<td>He said, &quot;Shall I clean it?&quot;</td>
<td>He offered to clean it. (expressing offers)</td>
</tr>
<tr>
<td>He said, &quot;You must return it soon.&quot;</td>
<td>He said (that) I must/had to return it soon. (obligation)</td>
</tr>
<tr>
<td>He said, &quot;She must be clever.&quot;</td>
<td>He said (that) she must be clever. (deduction)</td>
</tr>
<tr>
<td>He said, &quot;You should work more.&quot;</td>
<td>He said (that) I should work more.</td>
</tr>
<tr>
<td>He said, &quot;You had better help me.&quot;</td>
<td>He said (that) I had better help him.</td>
</tr>
<tr>
<td>He said, &quot;You needn't do it now.&quot;</td>
<td>He said (that) I didn't need to/didn't have to do it then.</td>
</tr>
<tr>
<td>He said, &quot;You needn't come tomorrow.&quot;</td>
<td>He said (that) I wouldn't have to go the next day.</td>
</tr>
</tbody>
</table>

Reporting a dialogue or a conversation

- In conversations or dialogues we use a mixture of statements, commands and questions. When we report dialogues or conversations, we use: and, as, adding that, and he/she added that, explaining that, because, but, since, so, and then he/she went on to say, while, then etc or the introductory verb in the present participle form. Exclamations such as: Oh!, Oh dear!, Well! etc are omitted in Reported Speech.

<table>
<thead>
<tr>
<th>Direct Speech</th>
<th>Reported Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Oh, that is a very nice sweater!&quot; she said.</td>
<td>She remarked/exclaimed that it was a very nice sweater and she asked where I had bought it. (&quot;Oh&quot; is omitted)</td>
</tr>
<tr>
<td>&quot;Where did you buy it?&quot;</td>
<td>She said it was too difficult for me, offering to help.</td>
</tr>
<tr>
<td>&quot;It is too difficult for you,&quot; she said.</td>
<td>She invited me to dinner on Friday, suggesting that we could discuss it then.</td>
</tr>
<tr>
<td>&quot;Shall I help you?&quot;</td>
<td></td>
</tr>
<tr>
<td>&quot;Why don't you come over for dinner on Friday?&quot; she said. &quot;We could discuss it then.&quot;</td>
<td></td>
</tr>
</tbody>
</table>

237 Rewrite the following conversations in Reported Speech.

A  "How can I lose weight?" Alan said.
   "You mustn't eat sweets or oily food. You can eat potatoes, though. You should also get plenty of exercise," said the doctor.
   "Shall I join a gym?" said Alan.
   "You needn't join a gym. You can go jogging every day," said the doctor.

   Alan asked the doctor how he could lose weight.

B  "How can I get a job?" Jane said.
   "You can look through the newspapers at the job advertisements. You can also go to the Job Centre. I'm sure they could find you a job," said Julie.
   "Shall I go to a private employment agency?" said Jane.
   "You could, but it will cost you a lot of money and you don't have much," said Julie.

   Jane asked Julie how she could get a job.
Exclamations - Yes/No short answers - Question tags

- Exclamations are introduced in Reported Speech with exclam, thank, wish, say, cry out in pain, give an exclamation of surprise/horror/disgust/delight etc. The exclamation mark becomes a full stop. Exclamatory words such as Oh!, Eee!, Wow! etc are omitted in the reported sentence.
  “Ow!” she said as she hit her head on the door. ⇒ She cried out in pain as she hit her head on the door.
- Yes/No short answers are expressed in Reported Speech with a subject + appropriate auxiliary verb or subject + appropriate introductory verb. “Can you help me?” he said. “No,” she said. ⇒ He asked her if she could help him and she said she couldn’t. or He asked her if she could help him, but she refused.
- Question tags are omitted in Reported Speech. We can use an appropriate introductory verb to retain their effect. “He isn’t lying, is he?” she said. ⇒ She wondered if he was lying.

238 Turn the following into Reported Speech.

1 “You did steal the money, didn’t you?” he said. ⇒ He insisted that I had stolen the money.
2 “Will you ever leave me?” she asked. “Never!” he said.
3 “Wonderful!” he said, when the bank manager agreed to lend him the money.
4 “Ouch!” he said, as the nurse gave him the injection.
5 “Would you like to come out with me?” he asked. “Not really,” she replied.
6 “I don’t suppose you could lend me any money, could you?” he asked me.
7 “Wow!” he said when he first saw the Pyramids.
8 “Would you like another piece of cake?” she asked. “Yes, please,” he replied.
9 “You’ll try not to be late, won’t you?” he said to her.
10 “Ugh!” she said, as she stepped into the muddy puddle.

239 Rewrite the conversation in Reported Speech.

“Oh, Roger! What a surprise!” Lisa said at the sight of her husband.
“Hello, Lisa. Happy Valentine’s Day!” Roger said, giving her some flowers.
“Wow - they’re lovely!” Lisa said. “Thank you.”
“Would you like me to put them in water for you?” Roger asked.
“Yes, please,” Lisa said.
“Let’s go out tonight, shall we?” Roger said. “I’ve found a new restaurant which I think you’ll like.”
...Lisa gave an exclamation of surprise at the sight of her husband.

240 Rewrite the following conversations in Reported Speech.

A “Sally, would you like to go out tonight for a change?” Daniel asked.
“What a lovely idea! Why don’t we go for a meal?” Sally said.
“Well ... mm... possibly, but I’ve already bought two tickets for the opera,” Daniel said.
“Even better. But I’ll walk out if you fall asleep like the last time!” Sally threatened.
“Not at all! I only had my eyes closed to enjoy the music,” Daniel explained.
“All right then, I’ll go, but you should keep your mouth closed if you’re going to snore,” Sally said.
...Daniel asked Sally if she would like to...

B “John’s late,” said Mr Brown.
“He must have got stuck in traffic,” said Sandra. “Shall I phone him?”
“No, you needn’t phone him, but you’d better tell his secretary to check today’s diary. He may have an appointment this morning,” said Mr Brown.
...Mr Brown said that John was late.
When we report a speaker's words we don't just apply rules mechanically, we interpret what we hear or read, so we use appropriate reporting verbs (introductory verbs) like the following:

<table>
<thead>
<tr>
<th>Introductory verb</th>
<th>Direct Speech</th>
<th>Reported Speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>agree + to-inf</td>
<td>&quot;Yes, I'll do it again.&quot;</td>
<td>He agreed to do it again.</td>
</tr>
<tr>
<td>demand</td>
<td>&quot;Tell me the truth!&quot;</td>
<td>He demanded to be told the truth.</td>
</tr>
<tr>
<td>offer</td>
<td>&quot;Would you like me to drive you home?&quot;</td>
<td>He offered to drive me home.</td>
</tr>
<tr>
<td>promise</td>
<td>&quot;I will pay you on Friday.&quot;</td>
<td>He promised to pay me on Friday.</td>
</tr>
<tr>
<td>refuse</td>
<td>&quot;No, I won't tell you her secret.&quot;</td>
<td>He refused to tell me her secret.</td>
</tr>
<tr>
<td>threaten</td>
<td>&quot;Keep quiet or I'll punish you.&quot;</td>
<td>He threatened to punish me if I didn't keep quiet.</td>
</tr>
<tr>
<td>claim</td>
<td>&quot;I witnessed the crime.&quot;</td>
<td>He claimed to have witnessed the crime.</td>
</tr>
<tr>
<td>advise + sb + to-inf</td>
<td>&quot;You should talk about your problem.&quot;</td>
<td>He advised me to talk about my problem.</td>
</tr>
<tr>
<td>allow</td>
<td>&quot;You can use my phone.&quot;</td>
<td>He allowed me to use his phone.</td>
</tr>
<tr>
<td>ask</td>
<td>&quot;Please, close the door.&quot;</td>
<td>He asked me to close the door.</td>
</tr>
<tr>
<td>beg</td>
<td>&quot;Please, please don't hit the dog.&quot;</td>
<td>He begged me not to hit the dog.</td>
</tr>
<tr>
<td>command</td>
<td>&quot;Move to your right.&quot;</td>
<td>He commanded me to move to my right.</td>
</tr>
<tr>
<td>encourage</td>
<td>&quot;Go ahead, say what you think.&quot;</td>
<td>He encouraged me to say what I thought.</td>
</tr>
<tr>
<td>forbid</td>
<td>&quot;You mustn't come home after eleven.&quot;</td>
<td>He forbade us to come home after eleven.</td>
</tr>
<tr>
<td>instruct</td>
<td>&quot;Mix the eggs with the flour.&quot;</td>
<td>He instructed me to mix the eggs with the flour.</td>
</tr>
<tr>
<td>invite sb</td>
<td>&quot;I'd like you to come to my party.&quot;</td>
<td>He invited me (to go) to his party.</td>
</tr>
<tr>
<td>order</td>
<td>&quot;Don't leave your room again.&quot;</td>
<td>He ordered me not to leave my room again.</td>
</tr>
<tr>
<td>permit</td>
<td>&quot;You may speak to the judge.&quot;</td>
<td>He permitted/allowed me to speak to the judge.</td>
</tr>
<tr>
<td>remind</td>
<td>&quot;Don't forget to turn the lights off.&quot;</td>
<td>He reminded me to turn the lights off.</td>
</tr>
<tr>
<td>urge</td>
<td>&quot;Try to have sympathy for the family.&quot;</td>
<td>He urged me to try to have sympathy for the family.</td>
</tr>
<tr>
<td>warn</td>
<td>&quot;Don't touch the wire with wet hands.&quot;</td>
<td>He warned me not to touch the wire with wet hands.</td>
</tr>
<tr>
<td>want</td>
<td>&quot;I'd like you to be kind.&quot;</td>
<td>He wanted me to be kind.</td>
</tr>
<tr>
<td>accuse sb of + ing form</td>
<td>&quot;You acted as if you were guilty.&quot;</td>
<td>He accused me of acting as if I were guilty.</td>
</tr>
<tr>
<td>apologise for</td>
<td>&quot;I'm sorry I hurt you.&quot;</td>
<td>He apologised for hurting me.</td>
</tr>
<tr>
<td>admit (to)</td>
<td>&quot;Yes, I was wrong.&quot;</td>
<td>He admitted (to) being wrong.</td>
</tr>
<tr>
<td>boast about</td>
<td>&quot;I'm the fastest runner of all.&quot;</td>
<td>He boasted about being the fastest runner of all.</td>
</tr>
<tr>
<td>complain to sb about</td>
<td>&quot;You always argue.&quot;</td>
<td>He complained to me about my arguing.</td>
</tr>
<tr>
<td>deny</td>
<td>&quot;No, I didn't eat your cake.&quot;</td>
<td>He denied eating/having eaten my cake.</td>
</tr>
<tr>
<td>insist on</td>
<td>&quot;You must wear that blouse.&quot;</td>
<td>He insisted on me/my wearing that blouse.</td>
</tr>
<tr>
<td>suggest</td>
<td>&quot;Let's order a pizza.&quot;</td>
<td>He suggested ordering a pizza.</td>
</tr>
<tr>
<td>agree + that-clause</td>
<td>&quot;Yes, she's very kind.&quot;</td>
<td>He agreed that she was very kind.</td>
</tr>
<tr>
<td>claim</td>
<td>&quot;I saw the accident.&quot;</td>
<td>He claimed that he had seen the accident.</td>
</tr>
<tr>
<td>complain</td>
<td>&quot;You never ask my opinion.&quot;</td>
<td>He complained that I never asked his opinion.</td>
</tr>
<tr>
<td>deny</td>
<td>&quot;I have never met her!&quot;</td>
<td>He denied that he had ever met her.</td>
</tr>
<tr>
<td>exclaim</td>
<td>&quot;It's a tragedy!&quot;</td>
<td>He exclaimed that it was a tragedy.</td>
</tr>
<tr>
<td>explain</td>
<td>&quot;It's a complicated problem.&quot;</td>
<td>He explained that it was a complicated problem.</td>
</tr>
<tr>
<td>inform sb</td>
<td>&quot;Your request is being reviewed.&quot;</td>
<td>He informed me that my request was being reviewed.</td>
</tr>
<tr>
<td>promise</td>
<td>&quot;I won't be late.&quot;</td>
<td>He promised that he wouldn't be late.</td>
</tr>
<tr>
<td>suggest</td>
<td>&quot;You ought to give her a call.&quot;</td>
<td>He suggested that I give her a call.</td>
</tr>
<tr>
<td>explain to sb + how</td>
<td>&quot;That's how I succeeded.&quot;</td>
<td>He explained to me how he had succeeded.</td>
</tr>
</tbody>
</table>
Reported Speech

### Introductory verb

**wonder where/what/why/how + clause**
- when the subject of the introductory verb is not the same as the subject in the indirect question

### Direct Speech
- He asked himself, "How old is she?"
- He asked himself, "Where are my keys?"
- He asked himself, "Why is she so cold?"
- He asked himself, "What is the right answer?"

### Reported Speech
- He wondered how old she was.
- He wondered where his keys were.
- He wondered why she was so cold.
- He wondered what the right answer was.

**wonder + whether + to-inf or clause**
- when the subject of the infinitive is the same as the subject of the verb

### Direct Speech
- He asked himself, "Shall I invite them?"
- He asked himself, "Where shall I go?"
- He asked himself, "What shall I read first?"
- He asked himself, "How shall I tell her?"

### Reported Speech
- He wondered whether to invite them.
- He wondered whether he should invite them.
- He wondered where to go.
- He wondered what to read first.
- He wondered how to tell her.

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#### 241 Report the following using an appropriate introductory verb from the list below.

- promise, apologise, remind, complain, deny, inform, order, allow, encourage, forbid

1. "The exam papers are still being marked, Jane," the teacher said.
   - The teacher informed Jane that the exam papers were still being marked.
2. "Don't forget to thank your mother," he said to Linda.
3. "You mustn't come here again," she said to the tramp.
5. "I'll tidy up when I return home, Mum," Tim said.
6. "I'm sorry I forgot to do the homework," she said to the teacher.
7. "You may see her for a few minutes," the nurse said to me.
8. "Get off the grass immediately!" he said to the kids.
9. "You're always forgetting to shut the fridge door," she said to her husband.
10. "Come on! Try it again," he said to me.

#### 242 First write an appropriate introductory verb, then report the following situations.

1. "You should go to a doctor."
2. "The bread is stale."
3. "I will buy you a present."
4. "You ought to tell her the news."
5. "I'm sorry I insulted you."
6. "Shall I help you?"
7. "Give me a statement or I'll detain you."
8. "Don't go near the fire!"
9. "That's why I didn't go."
10. "I didn't steal the money."
11. "Let's go out tonight."
12. "You must spend Christmas with us."
13. "Please, please give me some money!"
14. "Don't forget to tell Ann!"
15. "Yes, she's a good person."
16. "Shall I call her?" he asked himself.
17. "Can you pass me the salt, please?"
18. "Yes, I'll help you."
19. "Would you like a cup of tea?"
20. "I'll never forget your birthday again."
21 "No, I won't get out of bed."
22 "Tell me where he is."
23 "You ought to stop smoking."
24 "You mustn't be back later than ten."
25 "She's such a funny person!"
26 "Everybody be quiet!"
27 "You may see Mr Rogers."
28 "Go on, do as you want."
29 "Yes, I lied about my age."
30 "You made Sophie cry."
31 "I saw the murderer."
32 "I'm the fastest swimmer of all."
33 "That's how you can do it."
34 "What shall I do?"

243 Report the following conversation.

"Oh, I'm sorry to be early, Susan," said Jane. "Am I the first to arrive?"
"Yes, you are," Susan replied, "but it really doesn't matter."
"No, I am terribly sorry. The babysitter arrived early," said Jane.
"Well, why don't you help me in the kitchen?" said Susan.
("Of course. What would you like me to do?" replied Jane.
"Oh, no! I can smell the sausages burning," Susan cried, "I'd forgotten all about them. I hope they're not burnt."
"You must let me see to them," Jane said. "Go ahead and greet your guests. I think I can hear the first ones arriving."

Jane apologised to Susan for being early.

Punctuation in Direct Speech

- We capitalize the first word of the quoted sentence. The full stop, the question mark, the exclamation mark and the comma come inside the inverted commas. The comma comes outside the inverted commas only when "he said/asked" precedes the quoted sentence.
  "She is on holiday," he said. He said, "She is on holiday."
  "She," he said, "is on holiday." We do not use a comma after the question mark. "Shall we go out?" he asked. But: He asked, "Shall we go out?"
- The subject pronoun comes before the reporting verb (said, asked etc) whereas the noun subject often comes after "said", "asked" etc at the end or in the middle of the quoted sentence.
  "She failed the test," he said. "She failed the test," said Tom. "She," said Tom, "failed the test." But: He/Tom said, "She failed the test." (not: Said-Tom, "She failed the test.")
- Each time the speaker changes we normally start a new paragraph. (see Exs 239, 240,243)

244 Punctuate the following making any other necessary changes.

1 Shall we play tennis on Saturday she asked
2 Colin his mother said is not here
3 He said stop it
4 Why are you late the teacher asked

5 Red is my favourite colour Tom said
6 Danny said I play the piano
7 Do you prefer basketball or football Peter asked
8 Barbara said I wasn't even there

245 Turn the following into a conversation. Mind the punctuation.

The policeman ordered the driver to step out of his car. The driver agreed, but he wondered what the matter was. The policeman inquired if the driver had been speeding, but the driver denied it. The policeman explained that it was illegal to drive at more than 50 km an hour on that stretch of road. The driver protested that he hadn't been speeding but the policeman insisted that he would have to give him a ticket for speeding.

"Step out of your car!" said the policeman. 
**Subjunctive**

The bare infinitive form of the subjunctive is used after certain verbs and expressions to give emphasis. These are: advise, ask, demand, insist, propose, recommend, request, suggest, it is essential, it is imperative, it is important, it is necessary, it is vital followed by (that) + subject.

In British English we use **should** + **simple form** instead of the bare infinitive form of the subjunctive.  
*He insists (that) we be here on time.* (less usual) *He insists (that) we should be here on time.* (more usual)

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246 **Give the correct form of the verb in brackets. Some of the verbs are passive.**

1. It is vital that the new measures **should bring/bring** (bring) hooliganism under control.
2. We demanded that he **change** (change) the date of the meeting.
3. He asked that we **be** (be) sure to include everything in the list.
4. She insisted that his identity **be revealed** (reveal) to the press.
5. We suggested she **consult** (consult) her lawyer.
6. It is important that he **remain** (remain) unseen for a while.
7. We requested that our luggage **be delivered** (deliver) to our hotel.
8. It is essential that no one else **get** (get) involved in this affair.
9. The specialist recommended that she **take** (take) some time off work.
10. It is necessary that negotiations **continue** (continue) on both sides.

---

247 **Complete the sentences using the words in bold.**

1. He reminded me to post the letter.  
   **told** He **told me not to forget** (told me not to forget) to post the letter.
2. "Let's try that new Thai restaurant," she said.  
   **trying** She **new Thai restaurant.**
3. "Yes, I gave away your secret," she said.  
   **giving** She **my secret.**
4. "I'm sorry I lost the book you lent me," he said.  
   **apologised** He **the book I had lent him.**
5. "Don't go too near the edge of the cliff," they said to us.  
   **warned** They **too near the edge of the cliff.**
6. "No, I didn't steal the company's money," the manager said.  
   **having** The manager **the company's money.**
7. "What shall I do?" she said.  
   **wondered** She **do.**
8. "You've caused a lot of pain to my family," she said to him.  
   **of** She **a lot of pain to her family.**
9. He told the manager he was dissatisfied with the service.  
   **about** He **the service.**
10. "You must apply for the teaching post," he said to me.  
    **on** He **the teaching post.**
11. "I'd like you to come to Paris with me," he said to her.  
    **go** He **to Paris with him.**
12. "Please, please don't give us any homework," they said to the teacher.  
    **not** They **give them any homework.**
13. "That's how I managed to escape," he said to me.  
    **how** He **he had managed to escape.**
14. "I'll never forget our anniversary again," he said.  
    **would** He **their anniversary again.**
15. "You should try to find another job," he said to me.  
    **to find another job.**
16. "Yes, it was a very dull lecture," she said.  
    **a very dull lecture.**
17. "No, I won't tell you where I was last night," he said to her.  
    **where he had been the night before.**
248 Find the mistake and correct it.

1 They suggested to see the film. ............................................. They suggested seeing the film.
2 She asked me where was I going. ........................................
3 Can you tell me what time is it? ...........................................
4 He told me not to touch the parcel. ....................................
5 I wonder why did he lie to me. ............................................
6 The suspect denied to murder the young woman. .................
7 They accused him to have committed the crime. .................
8 She asked me, "Where is the bank?" .................................

249 Turn the following into a conversation. Mind the punctuation.

Christine complained that their house was too small. She suggested looking for somewhere bigger. Wayne asked her why she wanted to move. He pointed out they had only moved in a year before. She reminded him that he had said it would only be temporary. He agreed, but told her that his business had not been very successful so they couldn't afford to move yet. Christine asked if they would be able to move the following year. She said that the baby was growing up fast and that he needed his own room. Wayne admitted that she was right, but asked her to be patient. He promised that they would move as soon as they could afford it. .......................................................... "Our house is too small," said Christine.

250 Rewrite the following sentences in Reported Speech.

1 "Can you make dinner tonight, Tom?" she said. "I'm working late." .............................................. She asked Tom to make dinner that night, explaining that she was working late.
2 "Don't play near the road," their mother said. "It's too dangerous." ..............................................
3 "Can you take the dog for a walk?" he said to her. "I'm busy." ..............................................................
4 "Don't ask Simon how to use the computer," she said to him. "He doesn't know a thing about them." ....
5 "Can I borrow your pen, please?" he said to her. "I need to write something." ...........................................
6 "Please don't talk!" said the teacher. "This is a test." ..........................................................
7 "Why don't you turn off the TV?" she said to him. "You aren't watching it." ..........................................
8 "Come to our house tonight, Mary," he said. "Jim wants to see you." ..............................................
9 "Have you read your newspaper?" he asked her. "I want to look at it." ..................................................
10 "The baby should be asleep," she said. "It's ten o'clock." ..........................................................
11 "Why are you listening to this music?" he asked her. "It's awful." .............................................................
12 "Do you want to go to the cinema?" he asked her. "There's a good film on." ........................................
13 "I don't want any more cake," she said. "I've had enough." .................................................................
14 "I'm learning French," she said. "I'm going to Paris on holiday." ....................................................
15 "I like Susan," he said. "She's very friendly." ..........................................................
16 "Tom is a good businessman," she said. "He works hard." .............................................................
17 "I like learning English," she said. "It isn't too difficult." .............................................................
18 "I'm teaching Jane's class," she said. "She's on holiday this week." ...................................................
19 "You should open up your own restaurant," he said to Bill. "You are a very good cook." ............
20 "Sarah would like to own the house," he said. "She's lived here a long time." ...........................................
21 "You could become famous, June," he said. "You're a very good singer." ........................................
22 "Are you going to take the job?" he asked Jane "or will you wait for a better one?" ....................
23 "I need to buy some more oil," she said. "There is no more left." ..................................................
24 "Can you phone Julie?" she asked me. "I heard she has had a fight with Mark." ......................
25 "Do you know when May will be back?" she asked. "She's been away all week." ......................
26 "Do you think we should try this new restaurant tonight?" he asked his wife. "I heard it's very good." .................................
Oral Activity 18

Students are given one minute to look at the first of the pictures below. Use the picture as a stimulus to get students to prepare a short talk or story based on it. A student is then invited to the front of the class to tell his/her story while the rest of the class take notes. Then the students, using their notes, report what the speaker said. Continue in the same way with the other pictures.

A politician’s speech

They were ready to go on a week’s holiday.

A strange dream I had

Oral Activity 19

In pairs, students use the first picture below as a stimulus to make up a short dialogue according to the situation given. Next, a pair of students act out the dialogue while the rest of the class take notes. Then, students report the conversation. Continue in the same way with the other two situations.

Yesterday Ann and Paul were talking in front of a shop window about some clothes they wanted to buy. What could they have been saying?

Last Monday Jim and Kristi had been waiting at the bus stop for a long time. What could they have been saying?

Kate and Bob went to a restaurant last Sunday. What could they have been saying?

Writing Activity 8

Imagine that you are a newspaper reporter who has been asked to write a short article about a recent campaign to improve literacy in your country. Remember to make use of verbs like add, warn, promise, explain etc.

Notes: literacy must improve - standards of education need to be raised - we can improve things - this campaign can be a success - more money for schools - the literacy rate is unacceptably low - the country needs change
A literacy campaign at this present time is essential to ....
251 Complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Don’t change the word given.

1 Simon hasn’t been to York for two years.  
   last It’s two years ........................................since Simon last went to......................York.
2 I’ll post it for you if you like.  
   like Would .................................................. it for you?
3 They took a taxi because they didn’t want to be late.  
   case They took a taxi .......................................late.
4 I paid £300 for the tape recorder.  
   me The tape recorder ......................................£300.
5 I’ll call you if I need any information.  
   give I’ll .......................................................... if I need any information.
6 They asked whose fault the breakage was.  
   blame They asked who ..................................the breakage.
7 Tim can run faster than Dan.  
   runner Dan isn’t ..............................................Tim.
8 I don’t really want to see this film.  
   rather I .......................................................... this film.
9 She cycled from Paris to Calais in ten hours.  
   her It .............................................................cycle from Paris to Calais.
10 I don’t suppose you know where she is, do you?  
   happen Do ..........................................................where she is?
11 We were so shocked by the news we didn’t know what to say.  
   shocking The news .........................................we didn’t know what to say.
12 She obtained that vase quite by chance.  
   came She ...........................................................quite by chance.

252 Look at Appendix 2, then fill in the correct particle(s).

1 Cindy kept ...back... information from the police.
2 My boss told me to keep ...................................... the good work.
3 If you don’t keep .......... all the homework, you might fail in the tests.
4 “You have to keep .......... a word limit of 200,” the teacher said.
5 He warned them to keep .......... the freshly painted benches.
6 Darren was let .......... by the judge as this was his first offence.
7 Vicky was often let ............... by her forgetful sister.
8 Could you please look .......... this contract? If you agree, sign it.
9 Ann has a nanny to look ............... her children while she’s at work.
10 Look .......... all the unknown words in the dictionary.
11 Look .......... this magazine and find the problem page.
12 She looks .......... everyone who hasn’t been to college.
13 We are all looking .......... Christmas.
14 Look .......... poisonous mushrooms.
15 We must look .......... this problem and find out its cause.

253 Choose the item which best explains the idioms, then make sentences using them.

1 be sick and tired  
   A be ill and exhausted
2 break one’s word  
   A admit sth one said is wrong
3 break the ice  
   A ease tension at first meeting
4 buy time  
   A do sth to pass the time
   B be annoyed at sth
   B not to keep one’s promise
   B accept coldly
   B achieve a delay
254 Look at Appendix 3, then fill in the correct preposition.

1 The lifeguard saved the child...from...drowning.
2 She's sensitive ................... the needs of her daughter.
3 He was sorry .................. the way he had behaved at the party.
4 Tom was sorry .................. damaging his neighbour's fence.
5 Clare spent all her pocket money .................... sweets.
6 Rod sympathised .................... Delia's situation.
7 You weren't sympathetic .............. that man.
8 Professor Reading specialises ................ criminal law.
9 This bread tastes ................. garlic.
10 She hasn't got a lot of taste .............. clothes.
11 It's typical .................... Jim to forget his keys.
12 Lisa was so angry that she threw a cup .............. Mark.
13 The goalkeeper threw the ball ............. his team-mate.
14 We made use .................. Penny's flat while she was in France.
15 My residence permit is valid .......... one more year.
16 This qualification is valid .............. the United States.
17 She has warned her son .................. talking to strangers.

255 Choose the correct item.

BARRBADOS

Have you (0) ...ever... (ever / since / never / for) been to Barbados? Life (1) ... (by / at / on / over) Barbados is slow and peaceful. People there seem to (2) ..... (spend / pass / attend / follow) all their time eating and relaxing. You (3) ..... (almost / hardly / nearly / scarce) ever see anyone doing any real work. (4) ..... (Although / Nevertheless / Despite / Contrary) crowds of tourists are attracted (5) ..... (at / from / on / by) cheap package deals, the island, situated (6) .................. (among / between / in / on) the Caribbean remains (7) .............. (undisturbed / unattached / unspoil / untouched). The temperature seldom falls (8) ..... (under / below / down / behind) 20℃ and you are unlikely to meet friendlier people anywhere in the world. In Bridgetown, the capital, you can sit on the balcony of a harbour-front restaurant (9) ..... (swallowing / sipping / biting / eating) fresh coconut cocktails, and watch the boats (10) ..... (unpacking / disembarking / unloading / delivering). It's also a great place to buy jewellery as not only is it beautifully made, but it is also tax-free. For the classiest hotels (11) ..... (face / head / turn / charge) north to the Platinum Coast, (12) ..... (called / termed / christened / named) after its white sandy beaches. The superb Glitter Bay Hotel is situated in flower-filled gardens with (13) ..... (careful / attentive / cautious / interested) staff and delicious food. As the sun (14) ..... (falls / jumps / sets / dives), enjoy your cocktail and start figuring out how to (15) ..... (take / earn / gain / possess) the money to get back to Barbados.

256 Put the verbs in brackets into the correct tense.

A 1) ...Have you ever noticed... (you/every notice) the scar on Bonnie's chin? She 2) .................. (get) it last year when she fell over. She 3) ................ (watch) a film on TV when the telephone 4) ................ (ring). As she went to answer it, she spilled on some water her husband 5) ................ (spill) on the floor.

B "If Amy 1) ................ (have) a party on Saturday, I can tell John to bring his disco lights as I 2) ............ (see) him at work tomorrow. He 3) ................ (work) on the lights last night when I called round and I expect that he 4) ................ (fix) them by the weekend. Do you know if Amy 5) ................ (decide) whether to have a birthday party or not?"


## Conditionals

<table>
<thead>
<tr>
<th>Type</th>
<th>If-clause (hypothesis)</th>
<th>Main clause (result clause)</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type 1</td>
<td>if + any present form (Present S., Present Cont. or Present Perf.)</td>
<td>Future/Imperative can/may/might/must/should + bare inf Present Simple</td>
<td>true or likely to happen in the present or the future</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you finish work early, we'll go for a walk.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you have finished your coffee, we can pay the bill.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you're ill, see a doctor! If you burn yourself, it hurts.</td>
<td></td>
</tr>
<tr>
<td>Type 2</td>
<td>If + Past Simple or Past Continuous</td>
<td>would/could/might + bare infinitive</td>
<td>untrue in the present; also used to give advice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If I had money, I would travel round the world. (but I don't have money - untrue in the present)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If I were you, I would take an umbrella. (advice)</td>
<td></td>
</tr>
<tr>
<td>Type 3</td>
<td>If + Past Perfect or Past Perfect Continuous</td>
<td>would/could/might + have + past participle</td>
<td>imaginary situation contrary to facts in the past; also used to express regrets or criticism</td>
</tr>
</tbody>
</table>

- Conditional sentences have two parts: the **if-clause** (hypothesis) and the **main clause** (the result clause).
- If you post the invitations today, they will arrive on time.
- There are three types of conditionals. **Type 1** - true in the present, Type 2 - untrue in the present and Type 3 - imaginary, contrary to facts in the past. For the usage of the verb forms in conditionals, see the chart above. If the weather is nice, we'll go swimming. (true - It's possible.) If I were a bird, I could fly. (untrue in the present - I am not a bird.) If I had been invited to the party, I would have gone. (imaginary in the past - I wasn't invited, so I didn't go.)
- When the if-clause precedes the result clause, we separate the two clauses with a comma. If you work hard, you will succeed. But: You will succeed if you work hard. (no comma)
Conditionals are usually introduced by if, unless (= if not - normally used with 1st type conditionals). The following expressions can be used instead of "if": providing, provided (that), as long as, in case, on condition (that), but for (= without), otherwise, or else, what if, supposing, even if, only if.

If you don't reserve a ticket, you won't get a seat.
Unless you reserve a ticket, you won't get a seat. (not: Unless you don't reserve...)
You will get a seat providing/provided (that) as long as only if you reserve a ticket.
Only if you reserve a ticket, will you get a seat. (When we begin the sentence with "only if," we invert the subject and the verb of the result clause.)
Reserve a ticket, otherwise or else you won't get a seat.
What if it rains, will you still go for a picnic with him?
Supposing it rains, will you still go for a picnic with him?
Will you still go for a picnic with him even if it rains?
But for him, I wouldn't have been able to survive. (If it hadn't been for him - without his help)

Future tense is not normally used with an If-clause. Unless you leave early, you will be late.
(not: Unless you will leave ...) If you pay, you will get a receipt. (not: If you will pay...)

We do not normally use will, would or should in an if-clause. However, we can use will, would, should in conditionals to make a request or express insistence, annoyance, doubt or uncertainty.
If you will/would calm down for a minute, I will be able to help you. (request - Will you please calm down?)
If you will make a noise, I'll send you out. (insistence - If you insist on making a noise ...)
If you should need any help, ask me. (uncertainty - I am not sure you will need help.)

We can omit "if". When we omit "if", should, were and had (Past Perfect) come before the subject.
If he should turn up, tell him to wait for me. ➔ Should he turn up, tell him to wait for me.
If I were you, I would speak to her. ➔ Were I you, I would speak to her.
If he had known, he would have told us. ➔ Had he known, he would have told us.

After "if" we normally use were instead of was in all persons in type 2 conditionals in formal situations. Was is mainly used in spoken English.
If I were/was you, I wouldn't buy such an expensive dress.

---

257 Match the parts of the sentences, then identify the type of conditionals.

1. If Paul enters the competition,
A. it wouldn't have been stolen.
B. if he had been on time.
C. unless she's better.
D. 1st type

2. She won't go to work,
3. If he had locked his car,
4. I would buy that vase
5. He wouldn't have missed the meeting

---

258 Put the verbs in brackets into the correct form.

Bob was getting very bored of lying in his hospital bed, so he was quite happy to see his Uncle Hamish come into the room. "Hello Bobby!" shouted Hamish. "How are you?" "I'd be better if I weren't lying... (not/lie) in this hospital," grumbled Bob. "Oh, cheer up!" said Hamish. "You (never/get) better if you have such a negative attitude." "You'd have a negative attitude too if you (be) stuck in this boring room with no TV for 24 hours a day!" "Well, you've no one to blame but yourself," said Hamish. "If you had not been driving so fast, you (not/crash) into that tree." "Oh no, Uncle Hamish. Don't say that. If one more person (say) that to me, I swear I'll punch them," said Bob. "Now, now Bobby! If I were you, I (be) more polite to my visitors. You're going to be in here for a few weeks, and if you're rude to people, they (not/come) to see you," warned Hamish. "I'm sorry," Bob apologised. "I promise I'll be polite as long as you (not/mention) my careless driving again." "OK Bobby," agreed Hamish. "I'm sorry too. I wouldn't have mentioned it if I (know) how upset it makes you."
259 Rephrase the following using "unless".

1. If the neighbours don't stop shouting, I'll call the police.
   ...Unless the neighbours stop shouting, I'll call the police.

2. If he doesn't pay the fine, he may go to prison.

3. If the traffic isn't heavy, we should arrive by 10 pm.

4. If the Chinese restaurant isn't open, we'll go for a pizza.

5. If the athlete can't improve his speed, he won't break the record.

260 Rewrite the following sentences omitting "if".

1. If you drink too much coffee, you won't be able to sleep.
   ...Should you drink too much coffee, you won't be able to sleep.

2. If you'd brought a map, we wouldn't have got lost.

3. If I were you, I wouldn't tell anyone about it.

4. If he'd known about the meeting, I'm sure he would have come.

5. If you come across Paul, tell him I want to see him.

261 Rephrase the following using the words in brackets.

1. You can take photos in museums if you don't use a flash.

2. If you eat sensibly, you won't put on weight.

3. Should he invite me, I'll go.

(only if, otherwise, as long as, unless)
(providing, unless, on condition that)
(if, unless, provided, only if)

262 Put the verbs in brackets into the correct tense.

"If you don't work harder at school, you 1) ___ never get (never/get) a good job."

I remember my parents saying these words to me when I was at school.
If I had listened to them then, I 2) ___ (not/become) what I am now.
I 3) ___ (be) so much more if I had tried harder.
I haven't always been a tramp actually; when I left school I had a job as a milkman and if the hours had been easier, I 4) ___ (do) it for much longer, but I hated getting up so early in the morning.
When I lost my job, I 5) ___ (cannot/ pay) the rent, so my landlord said that if I 6) ___ (not/get) another job, I would be on the streets; and before I knew it, I was.
I could have got another job if I 7) ___ (want) to, but at first I quite enjoyed the freedom of the outdoor life.
If you sleep out in summer, it 8) ___ (not/be) too bad, but in winter it's awful.
If I 9) ___ (can/change) anything about my life now, I would get in touch with my family again, even though I know they would only say, "If you'd worked harder at school, you 10) ___ (not/get) yourself in this situation."

263 Complete the following sentences with an appropriate conditional clause.

1. If I won £1,000,000, ... I would buy myself a villa by the sea.

2. If you do well in the interview,

3. If you had caught the bus,

4. Should you see Jane tonight,

5. But for him, I

6. Unless he gets a promotion,

7. She would have gone to work

8. Only if you save your money,
### Wishes

<table>
<thead>
<tr>
<th>Form</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>I wish (if only) <strong>(wish/regret about the present)</strong></td>
<td>wish/regret about a present situation we want to be different</td>
</tr>
<tr>
<td>I wish you worked more efficiently. (It's a pity you don't work more efficiently.)</td>
<td></td>
</tr>
<tr>
<td>I wish (if only) <strong>(wish/regret about the present)</strong></td>
<td>wish/regret in the present concerning lack of ability</td>
</tr>
<tr>
<td>I wish I could drive a car. (But I can't.)</td>
<td>regret that something happened or didn't happen in the past</td>
</tr>
<tr>
<td>I wish I had attended the seminar last Monday. (But I didn't. It's a pity I didn't attend it.)</td>
<td></td>
</tr>
<tr>
<td>I wish (if only) <strong>(impossible wish for a future change)</strong></td>
<td>wish for a future change unlikely to happen or wish to express dissatisfaction; polite request implying dissatisfaction or lack of hope</td>
</tr>
<tr>
<td>I wish he would drive more carefully. (But I don't think he will.)</td>
<td>wish for a future change unlikely to happen</td>
</tr>
<tr>
<td>I wish the children would be more co-operative. (The children have refused to co-operate.)</td>
<td>dissatisfation</td>
</tr>
<tr>
<td>I wish you would be more patient with Jim. (Please be more patient with him!)</td>
<td>request implying lack of hope</td>
</tr>
<tr>
<td>I wish it would stop raining. (But I'm afraid it won't stop raining.)</td>
<td>wish implying disappointment</td>
</tr>
</tbody>
</table>

- In wishes, we go one tense back. This means that we use the Past Simple in the present or the Past Perfect in the past. He's ill. He wishes he weren't ill. (present)
  I overslept yesterday. I wish I hadn't overslept yesterday. (past)
- After I wish we can use were instead of was in all persons. I wish I was/were richer.
- If only means the same as I wish but it is more dramatic. If only I was/were richer.
Read what Irene says, then write what she wishes as in the example:

It rains all the time. I went camping and I regret it. The tent leaks; I didn’t buy a new tent. I’m going to catch a cold. I can’t see my friends. I feel lonely. I wasted my holidays here.

1. I wish it would stop raining all the time.
2. .................................................................
3. .................................................................
4. .................................................................
5. .................................................................
6. .................................................................
7. .................................................................
8. .................................................................

Fill in the gaps with an appropriate auxiliary verb.

1. She can’t type but she wishes she could.
2. They didn’t buy the antique vase but they wish they
3. I’m not going to the concert but I wish I
4. I’m not very tall but I wish I
5. I didn’t go to the meeting but I wish I
6. I can’t tell him the truth but I wish I
7. I don’t earn much money but I wish I
8. He probably won’t listen but I wish he
9. She won’t accept help but I wish she
10. They haven’t got any children but they wish they
11. I didn’t see the programme but I wish I
12. She’s not qualified enough for the job but she wishes she
13. He can’t afford to buy her a diamond ring but he wishes he
14. I don’t live close to the office, but I wish I
15. She hasn’t got a fax machine but she wishes she

Put the verbs in brackets into the correct tense.

Dear Beth,

I’m so desperate. I wish I hadn’t moved... (not/move) to this place. It’s not a bad place but it’s so quiet. If only there be more people here my age, then I wouldn’t feel so lonely. Even better, I wish my friends move here from town. I thought I would enjoy the quiet life of the village but now I wish there be some roads nearby so I could hear the traffic. I wish I afford to move back to town but I don’t have the money. Maybe it’s the weather. I wish it stop raining so at least I could go for long walks in the fields. Sometimes, when I’m really sad, I wish the village disappear or my house collapse so that I’d have to move. Maybe it will get better. If only I be more patient. I wish I write a more cheerful letter. It’s made me even sadder. I look forward to hearing from you with some suggestions.

Best wishes,
Steve

Complete the following sentences using the words in bold.

1. She would have stayed longer, but the babysitter needed to leave at 9.00.
   not If the babysitter had not needed to leave, she would have stayed longer.
2. We stopped at the service station. Otherwise, we would have run out of petrol.
   not If we had not stopped at the service station, we would have run out of petrol.
3 Tim couldn’t have found the treasure without the map.
   for But ..........................................., Tim couldn’t have found the treasure.
4 I would have bought you a present but I didn’t know that it was your birthday.
   wish I ..........................................., it was your birthday; I would have bought you a present.
5 I grabbed his hand. Otherwise, he might have run into the road.
   case I grabbed his hand ..........................................., into the road.
6 It’s a pity I didn’t read that book.
   wish I ..........................................., that book.
7 Ann can organise the concert but somebody must help her.
   helps Only if somebody ..........................................., the concert.
8 Helen would have lent you the money but you didn’t ask her.
   asked If ..........................................., she would have lent you the money.
9 I didn’t finish my assignment because I came down with a terrible cold.
   would If I hadn’t come down with a terrible cold, ..........................................., my assignment.
10 I learnt to swim because you encouraged me.
   never I ..........................................., to swim if you hadn’t encouraged me.
11 Lee didn’t drive me to the airport and as a result I missed my flight.
   wish I ..........................................., me to the airport; I wouldn’t have missed my flight.
12 Kate will move to London but she must find a job first.
   finds Only if Kate ..........................................., move to London.
13 You can’t lose weight without doing some exercise.
   not Unless you do some exercise, ..........................................., weight.

271 Put the verbs in brackets into the appropriate form.

The young reporter walked up to the table where Dora Spangle was sitting and introduced himself. “Miss Spangle, I’m Dan Quaid from ‘Star International’.” The actress smiled up at him charmingly. “If I 1) had known... (know) you were so good-looking, I’d have put on some more make-up,” she said. “You’re too kind,” laughed Dan. “You 2) didn’t say (not/say) that if you had seen me at 7 o’clock this morning!” “Probably not,” agreed Dora. “Now, I have to go in ten minutes. So, if I were you, I 3) would start (start) asking your questions.” “Very well. Do you have any regrets about retiring from acting?” asked Dan. “Not about retiring,” she replied. “But I do wish I 4) could play (play) the role of Cleopatra just once in my career.” “If someone 5) will offer (offer) you the part now, would you take it?” “No, it’s too late now. I’ve decided to retire and that’s final.” “What 6) will you do (you/do) if you get bored?” “Oh, there’s no chance of that,” she assured him. “I might get bored if I 7) don’t have (not/have) all my animals to look after, though.” “Do you ever wish you 8) have married (marry)?” Dan asked. “Not really,” she replied. “Although I probably 9) should have married (marry) John Rogers if he had asked me,” she added sadly. “What if...?” “I’m sorry,” Dora interrupted. “I really must go now. It’s time to feed my dogs and they get very upset if I 10) am late.”

272 Write sentences as in the example:

1 You want to visit Australia but you’re frightened of flying.
   ...I wish I weren’t frightened of flying. If I weren’t frightened of flying, I could/would visit Australia.
2 You wanted to go to the theatre but you couldn’t find any tickets anywhere.
3 You wanted to ring Kelly but you lost her phone number.
4 You want to make a coffee but you’ve run out.
5 You want to go swimming but it’s too cold.
6 You went on holiday; your camera was stolen.
Unreal Past

- The Past Simple can be used to talk about imaginary, unreal or improbable situations in the present and the Past Perfect can be used to refer to imaginary, unreal or improbable situations in the past. This use of the Past forms is called the Unreal Past. We use the Unreal Past as follows:

**Past Simple**
- Conditionals Type 2 (unreal in the present)
  
  If I were you, I would pay.
- wish (present)
  
  I wish he were here now.
- Suppose/Supposing
  
  Suppose you were asked to move out, what would you do?
- I'd rather/sooner sb ... (present)
  
  I'd rather you went now.
- as if/as though (untrue situation in the present)
  
  He isn't French but he speaks French as if he were from France.
- it's (about/high) time
  
  It's time you retired.

**Past Perfect**
- Conditionals Type 3 (unreal in the past)
  
  If I had seen him, I would have told you.
- wish (past)
  
  If only you had taken his advice when he gave it.
- Suppose/Supposing
  
  Suppose he had been seen stealing the money, what would he have done?
- I'd rather/sooner sb ... (past)
  
  I'd rather you hadn't told all those lies.
- as if/as though (untrue situation in the past)
  
  He hadn't been awarded the first prize but he behaved as if he had been awarded it.

**had better = should**

<table>
<thead>
<tr>
<th>had better</th>
<th>+</th>
<th>present bare infinitive</th>
<th>(present/future reference)</th>
</tr>
</thead>
<tbody>
<tr>
<td>We had better stop smoking. ( = We should stop smoking.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>It would have been better if</th>
<th>+</th>
<th>Past Perfect</th>
<th>(past reference)</th>
</tr>
</thead>
<tbody>
<tr>
<td>It would have been better if you hadn't lied to her. ( = You shouldn't have lied to her.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Put the verbs in brackets into the correct form.

1. I’d sooner you _______ (do) something with your time rather than sit around all day.
2. He didn’t win a prize, but he looked as though he _______ (win) one.
3. If you hadn’t seen the car in time, it _______ (hit) you.
4. Supposing I offered you the job, _______ (you/take) it?
5. It’s about time you _______ (go) on a holiday.
6. Suppose you _______ (see) a mad dog, what would you do?
7. I’d rather you _______ (not/drive) so fast, Pat.
8. It would have been better if you _______ (tell) me the truth.
9. Sue went to France this year, but she says she would rather _______ (go) to Spain.
10. It’s a shame you missed the party; I would rather you _______ (be) there.
11. John had better _______ (not/speak) to me like that again.
12. He says he’d rather _______ (cook) his own food than eat in restaurants.
13. I’d rather you _______ (not/mention) this to anyone until next week.
14. Tim’s mother would rather he _______ (work) closer to home than he does.
15. The soup would have tasted better if you _______ (not/put) so much pepper in it.
16. Greg says he would rather _______ (not/leave) things as they are.
17. She would prefer to meet you personally rather than _______ (talk) to you over the phone.
18. Sean prefers playing football to _______ (watch) it.
19. Would you rather _______ (write) in ink or in pencil?
20. Sheila prefers _______ (get up) early in the morning rather than _______ (oversleep).
21. Would he prefer _______ (drive) to work tomorrow rather than cycle?
22. I would rather _______ (speak) directly to the manager than _______ (deal) with his rude secretary as I did.
23. My father prefers to have a beard rather than _______ (have) a shave every day.
24. Tom prefers _______ (ski) to _______ (skate).
25. Wouldn’t you prefer to sit on this seat rather than _______ (stand) for the whole journey?
26. I wish I _______ (be) as good as you at mathematics.
27. It seemed as if he _______ (not/understand) the question.
28. I wouldn’t have given him all that money if you _______ (not/advice) me to.
29. Crime will continue to rise unless more police _______ (be/put) on the streets.
30. If he _______ (play) better, he would have won the game.
31. I wish Jim _______ (not/move) to London last year as I hardly see him now.
32. If I _______ (be) in the post office 5 minutes earlier, I would have witnessed the robbery.
33. I wish I _______ (invite) more people to my fancy dress party last week.
34. If I _______ (not/be) afraid of heights, I would try parachuting.
35. If you _______ (not/let) her make her own decisions, she will never learn.
36. We’d better _______ (take) some money for a taxi in case we miss the last bus home.
274 Put the verbs in brackets into the correct form.

A miner’s life is a hard one. I wish it 1) ...weren’t... (not/be) so dirty and unhealthy. I also wish we 2) ............... (not/leave) school so early. I wish I 5) ............... (do) something else, but the only thing I know is mining. I’d prefer 6) ............... (have) a job in the open air. There is nothing I’d rather 7) ............... (do) than work on a farm, for example – all that fresh air and open space! I wish the owners 8) ............... (make) my job a little safer. If only someone 9) ............... (invent) a machine to go underground, then I wouldn’t have to do it. And I wish people 10) ............... (stop) complaining about how much money we earn because we deserve every penny we get. I wish I 11) ............... (be) a young boy again and 12) ............... (not/decide) to follow in his footsteps. My son had better 14) ............... (study) hard if he doesn’t want to follow in mine!

275 Rewrite the letter using wishes or if-clauses as in the example:

Dear Mandy,

I’m writing to you feeling completely frustrated. As you know, I have to give a reception every year to entertain my business associates so I have to go to a lot of trouble. Well, disaster struck again! In my attempt to appear an original hostess, I ordered some Chinese and Thai food to be served with chopsticks. Needless to say, my guests disapproved. I also booked a Latin band to come and play live, but our middle-aged guests found it hard to dance so energetically. My husband has no sympathy for me and is mad at my choice of entertainment. I must confess I want to get out of organising such social gatherings. It’s a pity you weren’t here; you missed out on a unique opportunity to see my husband dancing the salsas!

Yours,
Dorothy

e.g. I wish I didn’t feel so frustrated. If I didn’t have to give ...

Oral Activity 20

Students in teams take turns to give their reactions to the following picture situations. The teams should be able to invent at least two situations per picture using conditionals and wishes as in the example:

Team A: He wishes he could reach the island.
Team B: If he reaches the island, he might find something to eat.

Team A: He wishes he hadn’t been shipwrecked.
Team B: If he hadn’t been shipwrecked, he wouldn’t be on a raft now.
Fill in: if, unless, provided or as long as.

1. No one will be able to steal the jewels \(\text{unless}\) they know the secret code.
2. You can't get into the club \(\text{if}\) you're over 21.
3. Everyone wins a prize \(\text{as long as}\) they finish the game.
4. \(\text{Provided}\) you change your address, you must let the post office know.
5. \(\text{If}\) the boss has changed his mind, they will receive an extra Christmas bonus this year.
6. \(\text{If}\) you follow the map, you won't get lost.
7. Your father won't object to your going to the party \(\text{if}\) you're back by 9 o'clock.

Complete the following conversation with a suitable form of the verbs in brackets.

Jane: Well, we 1) \(\text{would have had}\) \(\text{if}\) it 2) \(\text{had rained} \) \(\text{or poured}\) with rain!
Sally: I 3) \(\text{had known}\). It really 4) \(\text{had spoiled}\) the garden party. If we 5) \(\text{had known}\) it would rain, we 6) \(\text{would have made}\) indoor plans.
Jane: Well, at least we 7) \(\text{had raised}\) a lot of money this time. If we 8) \(\text{had had}\) another successful fund-raiser later on in the year, we 9) \(\text{had had}\) enough money to buy the medical equipment required at the hospital.
Sally: Yes, and then if there 10) \(\text{were}\) any money left, we 11) \(\text{would have given}\) it to the old people's home.
Jane: That's a good idea. I'm sure that if we 12) \(\text{donated}\) even a small amount, they 13) \(\text{would have appreciated}\) it greatly.
Sally: I know it takes a lot of money to keep the home in good working order.
Jane: Yes. A friend of mine told me that if they 14) \(\text{had not received}\) any money from charity last year, the home 15) \(\text{would have closed}\) due to lack of funds.

**Oral Activity 21**

The Smiths are looking at two holiday advertisements. Imagine what they are thinking using conditionals, I'd rather, I'd prefer etc. Discuss this in pairs, then report back to your teacher.

**Skiing in Austria**
- travel by coach or train
- apartments
- magnificent views of mountains
- organised activities for evenings and nights
- delicious Austrian cuisine
- heated swimming pool

eg. A: If we choose the skiing holiday in Austria, we'll have to travel by coach or train.
B: We'd rather travel by plane because it's faster and safer.

**Writing Activity 9**

The Smiths chose the package holiday to Hawaii. They are back now but they didn't have a good time as things didn't turn out the way they expected. Mrs Smith is writing her friend, Sue, a letter. Look at the ideas below, then write the letter using conditionals, wishes, had better, would rather.

hotel dirty and crowded, Mrs Smith was sick on the flight, sea polluted, beach crowded, rooms comfortable but noisy neighbours, food awful - Mr Smith was sick, no variety of entertainment
Put the verbs in brackets into the correct tense.

Frederick Stamp, a young man in his early twenties, 1) was committed (commit) by his family to a psychiatric hospital. Frederick’s best friend, a very wealthy man named Sir Ernest Frump, 2) is (be) greatly upset by this, so he started 3) to spend (spend) a great deal of time and money to secure Frederick’s release. Sir Ernest strongly 4) believes (believe) that Frederick was normal and 5) always (be). He finally 6) persuades (persuade) three well-known psychiatrists to assess Frederick, in the hope that they would realise what a huge mistake 7) it is (make). “If you 8) talk (talk) to him, you 9) see (see) what a completely sane man he is,” insisted Sir Ernest. “I 10) try (try) for years to set my friend free. I wish someone 11) would listen (listen) to me!” The day of the assessment finally 12) arrived (arrive). Frederick 13) sat (sit) perfectly relaxed while the three doctors 14) asked (ask) him questions. “What 15) do you (you’d) do when you leave here?” one of them asked. “16) Have you (you’ve) got a job?” “Well, I 17) think (think) about it,” replied Frederick. “I 18) have (haven’t) made up my mind yet, though. Perhaps I 19) can’t (can) write a book or I may 20) take up (take up) painting again.” He 21) paused (pause) and 22) smiled (smile) at the doctors, who 23) were (were) listening carefully to his reply. “But on the other hand, I might simply continue 24) to be (be) a teapot!”

Look at Appendix 2, then fill in the correct particle(s).

1 Without my glasses I can hardly make out the words on this page.
2 She must have made that story; it can’t be true.
3 They are made each other; I’m sure they’ll get married.
4 They didn’t make after their quarrel.
5 Can you make the cheque for £100?
6 He bought her some flowers to make his bad behaviour.
7 His grandmother passed in March last year.
8 At the party he passed himself as a rich businessman.
9 Help me to a seat; I think I’m going to pass.
10 Don’t worry, I’m going to pay him for what he did to you.
11 Ten employees were paid as there wasn’t enough work for all.
12 At the last moment, Bill pulled the deal.
13 Pull yourself and stop behaving like a child.
14 The train pulled at the station 20 minutes late.
15 We arrived just in time to see the train pull the station.

Complete the sentences using the words in bold.

1 It’s only a twenty-minute drive to the airport.
   Takes It only takes twenty minutes to drive to the airport.
2 She will have her book published next month.
   Brought Her next month.
3 It was careless of him to leave the oven on.
   Should He the oven on.
4 “Will I ever get rich?” Tom wondered.
   If Tom get rich.
5 The weather was so cold that we couldn’t go out.
   Such It we couldn’t go out.
6 After his retirement he started playing golf.
   Took After his retirement golf.
For questions 1 - 15, read the text below and decide which word A, B, C or D best fits each space. Write your answers in the answer boxes provided.

**BODY LANGUAGE**

Language is commonly believed to be a system of communication that (0) ..... of sounds and written symbols. However, we can also communicate (1) ..... other ways by using our facial (2) ..... , our tone of voice and even our (3) ..... body. In fact, in many situations, non-verbal communication can (4) ..... more accurately what a person is feeling. Body language always speaks the truth, (5) ..... words can often be (6) ..... .

For successful communication both at the office and at home, an understanding of body language is important. At work, non-verbal communication is (7) ..... to power. People (8) ..... charge tend to lean (9) ..... in their chairs, fold their hands behind their heads and (10) ..... their feet up on the desk. They usually (11) ..... conversations, both talking and interrupting more than others. Those who (12) ..... orders, on the other hand, are much less relaxed and tend to sit on the (13) ..... of their chairs with their arms tightly folded.

Body language plays an equally important role at home. Children are particularly quick to pick (14) ..... on non-verbal signals and can distinguish (15) ..... what is said and what is really meant.
PART 2

For questions 16 - 30, read the text below and think of the word which best fits each space. Use only one word in each space. Write your answers in the answer boxes provided.

EXTREME SKIING

Most people would rather take up a sport that involves (0) **little**. or no risk and would certainly not choose a sport (16) **...**. extreme skiing, which is (17) **...**. of the most dangerous in the world. Extreme skiing is (18) **...**. for those who (19) **...**. for adventure. Invented by the French, (20) **...**. is a sport which attracts brave skiers (21) **...**. would rather ski down a 60-degree slope and tackle hair-raising jumps (22) **...**. experience the relaxing pleasures of conventional skiing. The ultimate goal of most extreme skiers is to win the World Extreme Ski Championship, (23) **...**. skiers have to tackle the most challenging terrain and can only survey the course (24) **...**. the bottom of the mountain. One successful competitor said that he was glad that he had had a good look at the course beforehand, as a fall could (25) **...**. been fatal. Another, who was not (26) **...**. lucky, explained that she could have waited (27) **...**. the conditions were better, but then the danger would have been eliminated. (28) **...**. people who enjoy putting their lives at risk are drawn to extreme skiing, their families would rather they hadn't chosen (29) **...**. a dangerous sport. There must be (30) **...**. more worrying than seeing someone you love flinging themselves off a cliff face.
PART 3

For questions 31 - 40, complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Do not change the word given. Write your answers in the answer boxes provided.

0 I finished the book in two days.
    took
    It .............................................. to finish the book.

31 The town where I live is close to the sea.
    in
    The town I ..................................... is close to the sea.

32 Sally behaves better than Sue.
    well
    Sue is ......................................... Sally.

33 It was difficult for Jim to overcome his problems.
    difficulty
    Jim ............................................... his problems.

34 All flights were cancelled because there was a strike.
    due
    All flights ..................................... strike.

35 Tom fell in love with her at first sight.
    for
    Tom .............................................. straight away.

36 How long ago did he move in?
    since
    How long ....................................... in?

37 I like travelling by car more than by train.
    rather
    I prefer to ....................................... by train.

38 I'm sure she didn't lie to you.
    have
    She ............................................... to you.

39 Paul tried as hard as he could to win the race.
    best
    Paul .............................................. the race.

40 He doesn't drive because he's afraid of having an accident.
    fear
    He doesn't ..................................... an accident.
PART 4

For questions 41 - 55, read the text below and look carefully at each line. Some of the lines are correct and some have a word which should not be there. If a line is correct, put a tick (✓) by the number in the answer boxes provided. If a line has a word which should not be there, write the word in the answer boxes provided.

BEING SUPERSTITIOUS

0 Many people are superstitious about different things.
00 One particular superstition, however, which it is shared
41 by the many people of the world, is the belief that
42 the number 13 is an unlucky number. This is why some
43 buildings do not have a 13th floor, and why some of
44 people do not like to sit at a table with 12 other people.
45 Despite this, no one really knows why so many people
46 do not like the number 13, although there are several of
47 theories. Another common superstition is for people
48 to touch or knock on something made of wood if
49 when they want good luck to come their way or to
50 prevent anything bad from happening to them. People
51 used to belive that certain gods lived inside trees
52 and, whenever they were faced a difficult situation,
53 they would knocked on the wood of a tree to ask for
54 the god’s help and protection. Although of this practice
55 continues on today, we often just say “touch wood”.

PART 5

For questions 56 - 65, read the text below. Use the word given in capitals at the end of each line to form a word that fits in the space in the same line. Write your word in the answer boxes provided.

LEARNING A FOREIGN LANGUAGE

Most people have the (0) .... to learn a foreign language. They simply need constant (56) .... in order to overcome their fears. (57) .... seems to be the most difficult aspect for some students, while for others it is (58) .... of the spoken word. This feeling is not (59) .... to those who feel least (60) .... , as even the most outgoing students are sometimes (61) .... to speak. One reason for this reluctance may be (62) .... . Students may be (63) .... of their accent. We could say that the root of this problem might be the student's desire for (64) .... , but no one can have perfect (65) .... without practice.
A Choose the correct item.

1. I'd be grateful if you'd ............... me the secret of making perfect pastry.
   A. say        B. speak
   C. talk       D. tell

2. If only I ............... a motorcycle instead of a car.
   I wouldn't have to spend so much on petrol.
   A. had bought  B. buy
   C. have bought D. bought

3. Even though he objected to violence, he was made ............... in the army.
   A. serving    B. serve
   C. to serve   D. had served

4. I won't telephone you ............... I know for sure.
   A. by the 'time  B. when
   C. until       D. by

5. Even if I ............... all night, I still wouldn't be properly prepared for tomorrow.
   A. will study   B. have studied
   C. would study  D. studied

6. He didn't want to wash the family car but his father made him ............... it.
   A. doing       B. have done
   C. did         D. do

7. He arrives ............... punctually you can set your watch by him.
   A. such        B. so
   C. very        D. too

8. These letters haven't been typed. Have the typists ............... them right away!
   A. do          B. to do
   C. doing       D. to doing

9. She wouldn't forgive him ............... all his apologies.
   A. even though B. despite
   C. in spite    D. although

10. Make sure you know the answer in case he ............... you.
    A. will ask    B. asks
    C. would ask  D. has asked

11. Will you get my husband ............... me as soon as he arrives at work?
    A. ring        B. ringing
    C. have rung  D. to ring

12. ............... tasteful furniture you have bought!
    A. What a
    C. So
    B. What
    D. How

13. It's time you ............... up your mind about what you're going to do with your life.
    A. have made
    B. made
    C. make
    D. had made

14. Suppose I didn't have enough money, ............... me some?
    A. would you lend
    B. do you lend
    C. have you lent
    D. did you lend

15. She was heard ............... that she was planning to move to Swansea.
    A. to saying    B. say
    C. to say       D. said

16. I'd prefer to see him personally ............... write him a letter.
    A. from        B. to
    C. rather than D. rather

17. I'd rather he ............... me to my face rather than behind my back.
    A. criticised
    B. criticising
    C. has criticised
    D. to criticise

18. Sandra works ............... a computer programmer for IBM.
    A. like        B. as
    C. as if       D. for

19. He was stabbed ............... a knife.
    A. by          B. from
    C. with        D. of

20. ............... she nor her husband will have an animal in the house.
    A. Neither     B. Or
    C. Either      D. Nor

21. I'd better ............... slowly in this icy weather.
    A. drive       B. have driven
    C. drove       D. to drive

22. I prefer watching TV ............... listening to music.
    A. than        B. rather than
    C. to buy      D. from

23. He collects not only stamps ............... old coins.
    A. while       B. though
    C. whereas     D. but also

24. Few people like him because he has ............... bad manners.
    A. so          B. that
    C. such        D. such a
B Using the word given complete the sentences so that the second sentence has a similar meaning to the first sentence.

1. I'll mow the lawn tomorrow but only if it's fine.
   is Only if it _______ mow the lawn tomorrow.

2. Although he doesn't have much money, he seems happy.
   lack Despite _______ he seems happy.

3. "You'd better think carefully before you make a decision," he said.
   warned He _______ carefully before I made a decision.

4. "You would have enjoyed the film but you didn't see it," she said.
   seen If _______ the film, you would have enjoyed it," she said.

5. It was unwise of him to believe the weather forecast.
   should He _______ the weather forecast.

6. The information was so complicated that I couldn't understand it.
   such It _______ I couldn't understand it.

7. He persuaded Mary to go shopping for him.
   got He _______ shopping for him.

8. "You simply must let me pay for the meal," he said.
   insisted He _______ the meal.

9. When he left, she started typing the letters.
   until She waited _______ she started typing the letters.

10. I'm sure he wasn't serious when he said he'd resign.
    can't He _______ when he said he'd resign.

11. Vandals sprayed graffiti on his car.
    had He _______ his car by vandals.

12. Jim is a better storyteller than Alan.
    well Alan doesn't _______ as Jim.

13. It is said that this juice has a high sugar content.
    have This juice _______ a high sugar content.

14. He would never have bought the car without the generous discount.
    for But _______ he would never have bought the car.

15. I met a man; he's the owner of Pueblo Restaurant.
    who The man _______ is the owner of Pueblo Restaurant.

16. "Will you have lunch with me today?" he said. "I'm afraid I can't," she replied.
    down She _______ his invitation to have lunch with him that day.

17. Experts believe excessive sunbathing causes skin cancer.
    believed Excessive sunbathing _______ skin cancer.

18. The man who owns this car will be arrested.
    whose The man _______ will be arrested.

19. Since there were several strikes, production fell last year.
    due Production fell last year _______ strikes.

20. I didn't lose weight so my new swimsuit still doesn't fit.
    wish I _______ so that my new swimsuit would fit.

C Fill in the correct particle(s).

1. A snob always looks _______ people who have little money.

2. Although I didn't fully agree, I fell _______ his plans.

3. Rotting rubbish gives _______ a most unpleasant smell.

4. Your writing is so small it's difficult to make _______ the words.

5. Please keep _______ the grass.

6. He was sorry to hear that Aunt Sheila had passed _______ last Monday.

7. John gets _______ well with his colleagues. Everyone likes him.

8. Hold _______ a moment while I fetch the money to pay you.
**D** Fill in the correct preposition.

1. I'm studying three subjects now, but later I'll specialise ___________ one.
2. This message must get through ___________ all costs.
3. Coffee shops will always be popular ___________ retired people.
4. He'd be a valuable employee if he wasn't lacking ___________ common sense.
5. I know him ___________ sight.
6. They always quarrel ___________ how to spend their money.
7. Dress smartly to make a good impression ___________ others.
8. We sympathised ___________ Tim when he told us he had been fired.

**E** Put the verbs in brackets into the correct tense.

Barry Kent lives in a small house. He wishes he 1) ___________ (own) a nice flat, but he can't afford it. If he 2) ___________ (have) a job, he could save some money. But Barry has no qualifications. "I wish I 3) ___________ (work) harder at school," he says. "If I 4) ___________ (pass) a few exams, I could have gone to college. If I can, I 5) ___________ (go) to evening classes. I hate this bedsit. I wish I 6) ___________ (never/leave) home. But mum was always nagging me." Barry has some advice for people at school. "If I 7) ___________ (be) you, I'd study hard. I wish I 8) ___________ (listen) to my teachers' advice years ago."

**F** Put the verbs in brackets into the correct tense.

Gordon Jones lives and works in Greenland. He wishes he 1) ___________ (live) somewhere warmer though. If he 2) ___________ (work) in Portugal, for example, he wouldn't have to wear such warm clothes all the time. "I wish I 3) ___________ (take) that job in Portugal," he says. "It didn't pay so well, but at least I could have enjoyed the sunshine. I 4) ___________ (never/get) a suntan in this country, I wish I 5) ___________ (think) about it more carefully at the time." If he 6) ___________ (not/be) so worried about money, he would have made the right decision. He has some advice for people thinking of emigrating. "If I 7) ___________ (be) you, I would try to be sure you know where you really want to go. If I 8) ___________ (know) Greenland was so cold, I'd never have come."

**G** Find the word which should not be in the sentence.

1. Many of people believe he is a liar.
2. Don't finish the meal. Instead of I'll order a sweet.
3. Please show your boarding pass while you boarding the plane.
4. Flying is much more safer than driving.
5. Passengers who are delayed will be offered free of meals.
6. I think it's those meatballs I ate which they made me feel sick.
7. The traffic is sometimes very bad, so allow to yourself plenty of time.
8. You'll find the most of these questions easy to answer.
9. Exercise makes you feel good but it can also harm you.
10. It's not as far away such as you might think.
11. I prefer playing sport than to watching TV.
12. It's a fine day today so that we'll go swimming.

**H** Fill in the spaces with the form of the words in bold.

1. Spain is ___________ for its beaches.
2. In his ___________ to be first, he pushed everyone else aside.
3. She was so ___________ that she lost all her money at the casino.
4. Water is a ___________ of hydrogen and oxygen.
5. Not all antiques are as ___________ as they look.
6. His refusal to give up won the ___________ of everyone.
7. The ___________ of an explorer is thrilling.
8. He's in Africa now. He's always had an ___________ spirit.
9. A teacher should be ___________ with his students.
10. The window was so dirty it was ___________ to see out of it.
11. Look ___________ through the notes before you start writing.
12. Drive the car around the car park to ___________ yourself with the controls.

**FAME**

**DETERMINE**

**LUCKY**

**COMBINE**

**VALUE**

**ADMIRE**

**LIVE**

**ADVENTURE**

**PATIENCE**

**DIFFICULTY**

**CARE**

**FAMILIAR**
Nouns are: abstract (art, belief etc), concrete (artist, believer etc), proper (Jill, Peter, Portugal etc), collective (group, crowd, team, flock, herd, family etc) and common (woman, dog etc).

There are three genders of nouns: masculine (He - men and boys, animals when we know their sex), feminine (She - women and girls, countries, ships, vehicles when regarded with affection or respect, animals when we know their sex) and neutral (It - things, babies and animals if we don't know their sex).

Most nouns describing people have the same form whether they are male or female. teacher, student etc. Some nouns have different forms, though. actor - actress, groom - bride etc.

The Plural of Nouns

Nouns are made plural by adding:
- s to the noun. (chair - chairs)
- es to nouns ending in -s, -ss, -x, -ch, -sh, -z. (bus - buses, glass - glasses, fox - foxes, torch - torches, brush - brushes, buzz, buzzes)
- ies to nouns ending in consonant + y (lady - ladies) but -s to nouns ending in vowel + y (day - days)
- es to nouns ending in consonant + o (potato - potatoes)
- s to nouns ending in vowel + o (studio - studios), double o (zoo - zoos), abbreviations (photograph / photo - photos, autos, kilos, memos), musical instruments (piano - pianos) and proper nouns (Eskimo - Eskimos). Some nouns ending in -o can take either -es or -s. These are: buffaloes/buffalos, mosquitoes/mosquitos, volcanoes/volcanos, zeroes/zeroes, tornadoes/tornadoes etc.
- ves to some nouns ending in -fe. (calf - calves, half - halves, knife - knives, leaf - leaves, life - lives, self - selves, thief - thieves, wolf - wolves) (but: belief - beliefs, chief - chiefs, cliff - cliffs, handkerchief - handkerchiefs, hoof - hoofs/hooves, roof - roofs, safe - safes)

Some nouns of Greek or Latin origin form their plural by adding Greek or Latin suffixes. bases, crises, crisis, crises, termini - termini, criterion - criteria, phenomenon - phenomena, stimulus - stimuli, datum - data, medium - media etc.

Compound nouns form their plural by adding -s/es:
- to the second noun if the compound consists of two nouns. ball game - ball games
- to the noun if the compound consists of an adjective and a noun. frying pan - frying pans
- to the first noun if the compound consists of two nouns connected by a preposition or to the noun if the compound has only one noun. mother-in-law _ mothers-in-law, passer-by _ passers-by
- at the end of the compound if it does not include any nouns. letdown - letdowns
284 Write the plural of the following nouns.

1. nanny ... nannies
2. father-in-law ... fathers-in-law
3. headache ... headaches
4. dictionary ... dictionaries
5. pincushion ... pincushions
6. phone ... phones
7. hoof ... hooves
8. radio ... radios
9. train robbery ... train robberies
10. painkiller ... painkillers
11. bush ... bushes
12. pen-friend ... pen-friends
13. video ... videos
14. pillowcase ... pillowcases
15. violin ... violins
16. wife ... wives
17. volcano ... volcanoes
18. mouse ... mice
19. godfather ... godfathers
20. wish ... wishes
21. ferryboat ... ferryboats
22. watch ... watches
23. medium ... mediums
24. bay ... bays
25. flamingo ... flamingoes
26. taxi-driver ... taxi-drivers
27. potato ... potatoes
28. safe ... safes
29. onlooker ... onlookers
30. walking-stick ... walking-sticks

285 Fill in the plural as in the example:

I wonder who decides what sort of 1) ... animals ... (animal) are kept in 2) ... (zoo)? You expect to see a lot of 3) ... (monkey), 4) ... (rhino), and 5) ... (lion), but you rarely see 6) ... (ox), 7) ... (sheep), 8) ... (deer) or 9) ... (goose), probably because these can be seen commonly enough in the wild. Each day large 10) ... (delivery) of food arrive for the 11) ... (beast) to eat. Not expensive items like 12) ... (salmon) or 13) ... (trout), but ordinary things like 14) ... (potato) and 15) ... (tomato) - although the 16) ... (panda) like 17) ... (bamboo). The whole family, 18) ... (man), 19) ... (woman) and 20) ... (child) can take 21) ... (photo) or make 22) ... (video) of them eating with their 23) ... (paw) and 24) ... (tooth), since animals do not use 25) ... (knife) and 26) ... (fork) to eat.

286 Fill in the plural as in the example:

Dear Manager,

I'm writing to complain about the terrible evening I had at your restaurant. We had reserved a table but when we arrived, there weren't enough 1) ... chairs ... (chair) for us to sit on. Even though we'd checked beforehand, we were told that there were no 2) ... (meal) especially for 3) ... (child). We had to keep asking the waiter to bring us some 4) ... (glass) and when he gave us our 5) ... (knife) and 6) ... (fork), they were dirty. We were informed that not all the 7) ... (dish) were available that evening and, when we did receive our food, the 8) ... (potato) were raw and the meat was so tough I nearly broke my 9) ... (tooth) when I bit into it. However, that was nothing! The real horror was when I saw two 10) ... (mouse) running across the floor. I think I'm entitled to some compensation as long as it doesn't include free 11) ... (meal) at your restaurant! I look forward to hearing from you.

Yours sincerely,
M. Bennet
Countable - Uncountable Nouns

- Nouns can be countable (those that can be counted) 1 book, 2 books etc or uncountable (those that can't be counted) flour. Uncountable nouns take a singular verb. Information is available at the front desk. They are not used with a/an. Some, any, no, much etc can be used with them. I need some advice. (not: an advice). But we say: a relief, a pity, a shame, a wonder, a knowledge of (sth), a help although they are uncountables. What a pity! It's such a shame!
- The most common uncountable nouns are: Mass nouns: (fluids: blood, coffee, juice, milk, oil, tea, water etc, solids: bread, butter, china, coal, fish (meaning food), food, fruit, glass, ice, iron, meat, soap, gases: air, oxygen, pollution, smoke, smog, steam etc, particles: corn, dust, flour, hair, pepper, rice, salt, sand, sugar, wheat etc)
- Subjects of study: chemistry, economics, history, literature, mathematics, physics, psychology etc
- Languages: Chinese, English, French, German, Greek, Italian, Spanish, Turkish etc
- Games: baseball, billiards, chess, football, golf, poker, rugby, soccer, tennis etc
- Diseases: cancer, flu, measles, mumps etc
- Natural phenomena: darkness, fog, gravity, hail, heat, humidity, light, lightning, rain (but: the rains = season of continuous rain in tropical countries), snow, sunshine, thunder, weather, wind etc
- Some abstract nouns: accommodation, advice, anger, applause, assistance, assistance, behaviour, business, chaos, countryside, courage, damage, dirt, education, evidence, housework, homework, information, intelligence, knowledge, luck, music, news, peace, progress, seaside, shopping, traffic, trouble, truth, wealth, work etc
- Collective nouns: baggage, crockery, cutlery, furniture, jewellery, luggage, machinery, money, rubbish, stationery etc
- Many uncountable nouns can be made countable by adding a partitive: a piece of paper/cake/information/advice/furniture; a glass/bottle of water; a jar of jam; a box/sheet of paper; a bunch of grapes; a cup of coffee; a kilo/pound of meat; a tube of toothpaste; a bar of chocolatesoap; a bit/piece of chalk; an ice cube; a lump of sugar; a bag of flour; a pair of trousers; a game of soccer; an item/piece of news; a drop/can of oil; a can of Coca-Cola; a block of wood; a flash/bolt of lightning; a clap/peal of thunder etc
- Some nouns take only a plural verb. These are objects which consist of two parts: garments (pyjamas, trousers etc), tools (scissors etc), instruments (binoculars, compasses, spectacles etc) or nouns such as: arms, ashes, b annocks, clothes, congratulations, earnings, (good) looks, outskirts, people, police, premises, riches, stairs, surroundings, wages etc.
- Group nouns refer to a group of people. These nouns can take either a singular or a plural verb depending on whether we see the group as a whole or as individuals. Such group nouns are: army, audience, class, club, committee, company, council, crew, crowd, headquarters, family, jury, government, press, public, staff, team etc. The team was the best in the country. (= the team as a group)
The team were all given medals. (= each member separately as individuals)
- With expressions of duration, distance or money meaning "a whole amount" we use a singular verb.
Two weeks isn't long to wait. Ten miles is a long way to ride. Two hundred thousand pounds is too much to spend on this house.

Some nouns have a different meaning in the plural.

**Singular**

- Give me a piece of paper please!
- The needle of a compass always points North.
- It is a custom to give presents at Christmas.
- She has a lot of experience in teaching.
- Would you like a glass of milk?
- She has got long, blonde hair.
- They were shocked at the scale of the disaster.
- The bowl is made of wood.
- He goes to work every day except Sunday.
- There were many people waiting outside.
- Don't go out in the rain without an umbrella.

**Plural**

- The police asked to see his papers. (documents)
- You can draw a perfect circle with compasses.
- All plane passengers were searched at customs.
- We had lots of exciting experiences on our trip.
- He can't see very well without his glasses.
- There are two hairs in your milk.
- She weighed herself on the scales.
- The girls got lost in the woods.
- Picasso's works are really fascinating.
- All peoples of the world should be peaceful. (nations)
- In some climates the rains come twice a year.
287 Fill in: is or are.
1. Your jeans ...are... hanging in the wardrobe.
2. Where ...are... my scissors?
3. There ...is... a lecture on economics today.
4. The shopping ...are... extremely heavy.
5. Where ...are... my boxing gloves?
6. This information ...is... incorrect!
7. Her hair ...is... beautiful.
8. Your socks ...are... in the drawer.
9. Her furniture ...is... very expensive.
10. His accommodation ...are... luxurious.
11. Evidence ...needed before the trial can continue.
12. The news ...is... very exciting.
13. Mumps ...are... a common illness among young children.
14. Where ...are... my glasses?
15. German ...is... difficult to learn.
16. Where ...are... the kitchen scales? I want to weigh some flour.
17. Chess ...is... a popular game.
18. Her work ...is... very tiring.
19. People ...are... starving in many countries.
20. Happiness ...is... the key to her success.

288 Write the correct form of the verbs in brackets. Use only the Present Simple.
1. Wild geese ...fly... (fly) south for the winter.
2. The press ...is... (be) often unfair to political candidates.
3. Six months ...is... (be) a long time to spend in hospital.
4. Two miles ...is... (be) not a long way to walk to school.
5. Economics ...are... (be) difficult for people with poor maths skills.
6. American Airlines ...is... (be) one of the largest carriers in the United States.
7. The stairs ...are... (be) too steep for me to climb.
8. Two-thirds of the food produced on the farm ...is... (be) used to feed people in that region.
9. ...is... (be) the number of students studying French falling?
10. Bus trips to and from New York ...take... (take) two hours either way.
11. International news ...rely... (rely) on correspondents in every major city.
12. Five pounds ...is... (be) quite a lot of money to lose.
13. In the Philippines, there ...is... (be) heavy rains each year.
14. Twelve per week per person ...is... (be) not enough to learn a foreign language.

289 Write the correct form of the verbs in brackets.
I sometimes think that society 1) ...throws... (throw) away things without even thinking of repairing them. Trousers 2) ...are... (be) easy to mend or can be made into shorts which 3) ...look... (look) nice on most people. Pliers that 4) ...are... (be) broken or scissors that 5) ...are... (be) blunt can be fixed or sharpened. Clothes 6) ...are... (be) expensive and household goods always 7) ...prove... (prove) useful so why 8) ...are... (be) these belongings often thrown away? Intelligence 9) ...is... (be) not really needed, just common sense. Congratulations 10) ...is... (be) in order for those who 11) ...use... (use) their heads in this way. An old pair of jeans which 12) ...are... (be) used for gardening, pyjamas which 13) ...become... (become) dishcloths and tights which 14) ...strain... (strain) food, all make our 15) ...go... (go) further.

290 Underline the correct item. Sometimes both of them are correct.
1. The advice she gave me was/were very helpful.
2. Her earnings are/is very low.
3. The weather are/is very unpredictable in England.
4. Sugar is/are bad for your teeth.
5. Most people go/goes on holiday at least once a year.
6. Physics is/are the study of natural laws.
7. Football are/is a popular sport.
Nouns / Word Formation / Articles

8. All of his clothes was/were on the floor.
9. Her stunning looks is/are the key to her success.
10. Her brother's death was/were traumatic.
11. Athletics is/are challenging.
12. Her love of money was/were almost an obsession.
13. His luggage was/were extremely heavy.
14. Is/Are the information correct?

291. Make the following uncountable nouns plural as in the example:

1. furniture two pieces of furniture
2. chalk three
3. rice two
4. thunder two
5. paper two
6. fruit three
7. tennis three

8. tea three
9. water two
10. butter three
11. flour three
12. lightning two
13. scissors four
14. news two

A couple of, several, a few, many, a (large, great, good) number of, both are followed by a countable noun. (Too) much, a little, a great/good deal of, a large/small amount/quantity of are followed by an uncountable noun. A lot of, lots of, hardly any, some, no, plenty of are followed by a countable or uncountable noun.

292. Underline the expressions which can be used with the nouns as in the example:

1. She has bought a couple of, several, too much, a few, a little, lots of dresses.
2. She's got a little, a lot of, hardly any, several, a few experience in teaching.
3. He drank two, both, some, several, too much glasses of water.
4. She is wearing several, too many, hardly any, too much, no jewellery.
5. The fire is going out - you'll have to fetch a little, several, a couple of, some, plenty of wood.
6. I've been shopping and I've got no, a few, a little, hardly any, too many money left.
7. Everyone needs too much, a little, a few, a couple of, a number of friends.
8. Flowers need plenty of, a number of, too many, a great deal of, a lot of water.
9. Could you move along to give me a few, some, several, a little, plenty of space?
10. I'm afraid I can't come for a great deal of, several, a number of, too much, a little reasons.
11. I can finish it only if you give me plenty of, a number of, too many, some, a little time.
12. Too much, Plenty of, A few, Hardly any, A little people were standing at the bus-stop.
13. I like both, a little, plenty of, a couple of, too much your ideas.
14. There are a little, a great deal of, too much, hardly any, not many things I'd like to say.

Oral Activity 22

The teacher divides the class into two teams and gives them countable or uncountable nouns. The teams in turn add "a/an" or "some". Each correct answer gets 1 point. The team with the most points is the winner.

Words to be used: paper, book, people, elephant, homework, machinery, village, church, sugar, biscuit, oil, furniture, match, actor, chalk, cheese, news, oyster, flower, water etc

eg. Teacher: paper
   Team A S1: some paper
   Team B S1: a book etc
Word Formation

- There are certain prefixes (syllables put at the beginning of words) and suffixes (syllables put at the end of words) which are used to form new words. However, there are no certain rules to follow to form one word from another.

**Prefixes**

- **anti-** = against  
  eg. antinuclear  
  pre- = before  
  eg. prejudget

- **bi-** = two  
  eg. bilingual  
  pro- = in favour of  
  eg. pro-American

- **co-** = with  
  eg. cooperation  
  re- = again  
  eg. rearrange

- **de-** = acting against  
  eg. decomposition  
  semi- = half  
  eg. semicircle

- **ex-** = before, former  
  eg. ex-general  
  sub- = under  
  eg. subconscious

- **inter-** = between  
  eg. intermediate  
  super- = above  
  eg. supernatural

- **mono-** = one  
  eg. monolingual  
  trans- = across  
  eg. transatlantic

- **non-** = not  
  eg. non-stop  
  tri- = three  
  eg. tricycle

- **over-** = too much  
  eg. overeat  
  under- = not enough  
  eg. underestimate

- **post-** = after  
  eg. postgraduate  
  uni- = one  
  eg. unicycle

- There are certain prefixes which mean **not** or show an **opposite** state or process. These are:
  - un-  
    eg. unbelievable  
    ir- (before r)  
    eg. irresistible  
    in-  
    eg. incompetent

  - im-  
    eg. impossible  
    il- (before l)  
    eg. illegal  
    dis-  
    eg. disagree

- **Suffixes**

  - **-ee** (with passive meaning)  
    eg. employee

  - **-er** (with active meaning)  
    eg. employer

  - **-ful**  
    a) = with  
    eg. careful

    b) = indicates quantity  
    eg. spoonful

  - **-ish**  
    a) = with the quality of  
    eg. childish

    b) = rather  
    eg. smallish

  - **-less**  
    without  
    eg. careless

  - **-proof**  
    safe against  
    eg. waterproof

- To describe people we add **-ar, -er, -or** to the end of the verbs or **-ist, -ian** to the end of nouns or verbs making any necessary spelling changes. **lie - liar, rob - robber, create - creator, type - typist, music - musician**

- **Nouns formed from verbs**

  - **-age**  
    eg. break - breakage

  - **-al**  
    eg. propose - proposal

  - **-ance**  
    eg. annoy - annoyance

  - **-ation**  
    eg. organise - organisation

  - **-ence**  
    eg. obedient - obedience

- **Nouns formed from adjectives**

  - **-ance**  
    eg. tolerant - tolerance

  - **-cy**  
    eg. fluent - fluency

  - **-ence**  
    eg. obedient - obedience

  - **-ion**  
    eg. desperate - desperation

  - **-less**  
    eg. happy - happiness

  - **-ment**  
    eg. popular - popularity

- **Adjectives formed from verbs**

  - **-able**  
    eg. bear - bearable

  - **-ive**  
    eg. decide - decisive

- **Verbs formed from adjectives/nouns**

  - **-en**  
    eg. dark - darken

  - **-en**  
    eg. fright - frighten

**Make nouns from the following words.**

1. employ  
   **employee, employer**  

2. post

3. except

4. expand

5. accept

6. publish

7. develop

8. combine

9. drive

10. inspire
294 Fill in the right form of the words in brackets.

The 1) ...length... (long) of the journey was beginning to cause a lot of 2) .................. (frustrate) for everyone involved. Unfortunately, father got the blame, as he had been responsible for the 3) .................. (organise) of the trip. 4) .................. (impatient) had begun to set in when we realised we’d been given the wrong 5) .................. (direct) by a well-meaning pedestrian. What is more, father’s 6) .................. (popular) was not 7) .................. (increase) by his 8) .................. (insist) that we stop every hour or so to observe the scenery. The trip to France, he’d said, would 9) .................. (broad) our horizons and provide us with both 10) .................. (amuse) and 11) .................. (educate). However, in 12) .................. (real), it turned out to be an 13) .................. (bear) waste of time and effort. It was then that we made the 14) .................. (decide) never to listen to one of father’s 15) .................. (propose) again.

295 Add the correct prefixes to the beginning of the words.

1 The ...anti-... government protesters marched to parliament.
2 John ............... slept and was late for work.
3 Many people who wanted tickets were disappointed because the organisers had ............... estimated the singer’s popularity.
4 He is taking a ............... atlantic flight from London to New York.
5 When the ambulance came, the man was ............... conscious after being knocked down by a car.
6 The ............... president of the United States was honoured at a ceremony, five years after he resigned.
7 People who can only speak their own language are called ............... lingual.
8 Superman is a comic strip character who has ............... human strength.
9 There were violent scenes as ............... government and anti-government protestors fought outside parliament.
10 ............... racial fighting between the two minorities had led to civil war in the country.
11 John left his job because he was ............... able to deal with such a large amount of work.
12 The two countries ............... operated to prevent the shipment of drugs from one to the other.
13 That child looks very thin. I think he must be ............... fed.
14 Don’t ............... feed the dog or it’ll get fat.
15 The media gave her so much attention she became a ............... star overnight.
16 He never goes out or talks to people; he’s so ............... social.
17 Tom knew the information was somewhere in his ............... conscious, but he couldn’t remember it.
18 I always find the day after Christmas an ............... climax.
19 The man had to ............... apply the paint because the first coat wasn’t sufficient.
20 Gandhi achieved a lot through ............... violent action.
21 The neighbouring tribes found it difficult to ............... exist peacefully.
22 We caught the ............... continental train from Paris to Istanbul.
23 As these programmes are ............... changeable, they can be used with any computer system.
24 We weren’t allowed onto the ferry because it had been ............... booked.
Articles

Indefinite article (A/An)
- A/An is used only with singular countable nouns to talk about indefinite things. I can't find a taxi. (Which taxi? Any taxi; indefinite) Some is used instead of a/an with plural countable nouns. There are some taxis at the taxi rank. Some is also used with uncountable nouns. Give me some sugar please. A/An is often used after the verbs be and have. She's a teacher.
- A/An is used to mean per. He works five days a week. A/An is also used before Mr/Mrs/Miss + surname when we refer to an unfamiliar person. There's a Mr Smith waiting for you.
- A/An can also be used with: money (a(one dollar), fractions (a(one quarter), weight/measures (an/one inch), whole numbers (a/one million), price/weight (£/a litre), frequency/time (twice a day), distance/fuel (50 miles a gallon), distance/speed (100km an hour) and illnesses (a headache, a fever, have a cold, catch a cold, a toothache, a backache, a temperature).
- We use a/an + noun meaning only one (There's a pen on the desk.) and one + noun when we want to emphasise that there is only one (There's only one pen on the desk, not two.).

Definite article (The)
- The is used with singular and plural nouns, countable and uncountable ones, to talk about something specific or when the noun is mentioned for a second time. Can you give me the book over there? (Which book? The one over there; specific) The farmer found a gold cup in his field. He took the cup to the police station. (the word "cup" is mentioned for a second time)
- The can also be used with the words beach, cinema, coast, country(side), earth, ground, jungle, radio, sea, seaside, sky, theatre, weather, world etc. What's the weather like today? We usually say "television" without "the". I like watching TV but: Turn off the television. Note: We've got a house near the sea. but: Tom is at sea (he's sailing).
- The is optional with seasons. Where are you going in (the) summer?
- We can use a/an or the before singular countable nouns to refer to a group of people, animals or things. A/The tiger lives in the jungle. (We mean all tigers.) The word "man" is an exception. Man is mortal. (not: The-man) We omit a/an or the before a noun in the plural when it represents a group. Tigers are dangerous. (not: The-tigers are dangerous.)

Fill in: a, the, some where necessary in the spaces below.

1 He has sunstroke after spending too much time on the beach.
2 We went for a walk along the coast.
3 "I'll give you some advice: don't be late again."
4 People think the climate in the Mediterranean is best in the world.
297 Fill in: a, an or the where necessary.

In 1) ...the... days before 2) .......... invention of 3) .......... radio or television, 4) .......... majority of people made their own entertainment at home. Many 5) ........... evenings were spent reading 6) .......... novel, playing the piano or painting 7) .......... picture. In many ways, people were almost forced to find 8) .......... creative outlet in one form or another. Things have changed a lot since then, however. Now, 9) .......... typical evening's entertainment would be to spend 10) .......... few hours in front of 11) .......... television. This is not really 12) .......... very productive use of one's time or energy and has maybe contributed to 13) .......... breakdown of communication within 14) .......... family.

298 Fill in: a, an or some where necessary.

When David went to 1) ........... travel agent's to ask for 2) .......... information about cruises to South America he was given 3) .......... brochure and told that if he wanted to go, he would have to make 4) .......... booking as soon as possible, as the next cruise was leaving in 5) .......... fortnight. He looked at the brochure and, after 6) .......... thought, decided to go, provided he could make 7) .......... arrangement with his boss to get 8) .......... time off. He gave the travel agent 9) .......... money as a deposit, then went to his office as he had 10) .......... important work to do. After 11) .......... hour or so, his boss came in and David asked him if he could take 12) .......... three weeks off as he hadn't had 13) .......... holiday for nearly 14) .......... year. His boss was quite agreeable, though he had at first had 15) .......... doubts about letting David go for such 16) .......... long time. In the end he agreed to give him 17) .......... entire month off, and wished him 18) .......... wonderful holiday.

299 Finish the sentences as in the example:

1 They called in the police to deal with the situation.
   The police ....were called in to deal with the situation.

2 We had lovely weather last week. The weather ....

3 He needs more experience. More experience ....

4 She looks very striking. Her looks ....

5 Have you seen the scissors? Do you know where ....

6 We were late because of the bad traffic. We were late because the ....

7 They prefer to live on the outskirts. The outskirts ....

8 He gave me very helpful advice. The advice he gave me ....

9 She didn't make very impressive progress. The progress she made ....

10 They are developing the city centre. The city centre ....

11 They gave me incorrect information. The information ....

12 These trousers are too small. This pair ....

13 She told us some good news. The news ....

14 They are installing new machinery in the factory. New machinery ....

15 They lost their luggage during the flight. Their luggage ....

16 They need to redecorate their premises. Their premises ....

17 He likes mathematics more than any other subject. Mathematics ....

18 They found very cheap accommodation. The accommodation ....

19 The house is in beautiful surroundings. The surroundings ....

20 She's got dark, curly hair. Her hair ....

21 He's only interested in tennis. Tennis ....

22 Many students consider chemistry a difficult subject. Chemistry ....

23 They often play soccer in England. Soccer ....
<table>
<thead>
<tr>
<th>The is used before</th>
</tr>
</thead>
<tbody>
<tr>
<td>- nouns which are unique. the moon, the Acropolis</td>
</tr>
<tr>
<td>- names of cinemas (The Odeon), hotels (The Ritz), theatres (The Lyceum), museums (The Louvre), newspapers/magazines (The Telegraph). <strong>but:</strong> Newsweek, ships (The Bounty), institutions (The UN), galleries (The National Gallery)</td>
</tr>
<tr>
<td>- names of rivers (the Mississippi), seas (the Red Sea), groups of islands/states (the Virgin Islands, the USA), mountain ranges (the Ural), deserts (the Gobi desert), oceans (the Pacific), canals (the Panama Canal) and names or nouns with &quot;of&quot;, (the Tomb of the Kings, the Garden of Eden) <strong>Note:</strong> the equator, the North/South Pole, the north of England, the South/West/North/East</td>
</tr>
<tr>
<td>- musical instruments, dances. the guitar, the waltz</td>
</tr>
<tr>
<td>- names of families (the Simpsons), nationalities ending in -sh, -ch or -ese (the Welsh, the Dutch the Chinese etc). Other plural nationalities are used with or without the (the South Africans, the Swiss etc).</td>
</tr>
<tr>
<td>- titles (the Pope, the Duke of Norfolk, the Queen). <strong>but:</strong> &quot;The&quot; is omitted before titles with proper names. Queen Alexandra</td>
</tr>
<tr>
<td>- adjectives used as plural nouns (the old, the sick, the privileged, the deaf etc) and the superlative degree of adjectives/adverbs (the worst). She's the most sensible girl in the class. <strong>Note:</strong> &quot;most&quot; used as a determiner followed by a noun, does not take &quot;the&quot;. Most children like animals. <strong>but:</strong> Of all European cities Rome has the most careful drivers.</td>
</tr>
<tr>
<td>- the words: station, shop, cinema, pub, library, city, village etc. She went to the library to return some books.</td>
</tr>
<tr>
<td>- morning, afternoon, evening, night. I'll be at work in the morning. <strong>but:</strong> at night, at noon, at midnight, by day/night, at 4 o'clock etc</td>
</tr>
<tr>
<td>- historical references/events. the French Revolution, the Dark Ages, the Thirty Years' War (but: World War I)</td>
</tr>
<tr>
<td>- only, last, first (used as adjectives). He was the only person to disagree.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The is omitted before</th>
</tr>
</thead>
<tbody>
<tr>
<td>- proper nouns. Paul comes from London.</td>
</tr>
<tr>
<td>- names of sports, games, activities, days, months, holidays, colours, drinks, meals and languages (not followed by the word &quot;language&quot;). She plays tennis well. She likes blue. We speak French. <strong>but:</strong> The Latin language is hardly used now.</td>
</tr>
<tr>
<td>- names of countries (Portugal), <strong>but:</strong> the Argentine, the Netherlands, (the) Sudan, the Hague, the Vatican City, cities (Lisbon), streets (Regent Street, <strong>but:</strong> the High Street, the Strand, the Mall, the Bristol road, the A4, the M1 motorway), squares (Constitution Square), bridges (London Bridge <strong>but:</strong> the Bridge of Sighs, the Forth Bridge, the Severn Bridge, the Golden Gate Bridge), parks (Regent's Park), stations (Waterloo Station), individual mountains (Everest), islands (Malta), lakes (Lake Ontario), continents (Asia)</td>
</tr>
<tr>
<td>- possessive adjectives. This isn't your bag.</td>
</tr>
<tr>
<td>- two-word names whose first word is the name of a person or place. Charles de Gaulle Airport, Buckingham Palace <strong>but:</strong> the White House, (because the first word &quot;White&quot; is not the name of a person or place)</td>
</tr>
<tr>
<td>- pubs, restaurants, shops, banks and hotels which have the name of their founder and end in -s or -'s. Selfridges, Barclays Bank, Harry's Pub <strong>but:</strong> the Black Swan (pub) (because &quot;Black Swan&quot; is not a name of a person or place)</td>
</tr>
<tr>
<td>- bed, church, college, court, hospital, prison, school, university, when we refer to the purpose for which they exist. John went to university. (He is a student.) <strong>but:</strong> His mother went to the university to see him last week. (She went to the university as a visitor.) Work (= place of work) never takes &quot;the&quot;. She is at work.</td>
</tr>
<tr>
<td>- the words home, Father/Mother when we talk about our own home/parents. Mother is at home.</td>
</tr>
<tr>
<td>- means of transport: by bus/by car/by train/by plane etc but: in the car, on the bus/train etc. He travelled by train. <strong>but:</strong> He left on the 6 o'clock train yesterday.</td>
</tr>
<tr>
<td>- We say: flu/the flu, measles/the measles, mumps/the mumps <strong>but:</strong> He's got diabetes.</td>
</tr>
</tbody>
</table>
300 Fill in "the" where necessary.

My father owns a shop in 1) ...the... village where we live. His shop is 2) ...... only newsagent's in our village. It's next to 3) ...... post office and 4) ...... station, and only two minutes walk from 5) ...... home. 6) ...... shop has been in our family for two generations. When my grandfather owned it, I was only very young. I used to help him on 7) ............ Sunday afternoons by weighing 8) ...... sweets and putting them in 9) ...... bags. Sometimes he would even let me use 10) ...... ice-cream machine, which I loved. My mother used to get angry with him though, because he would leave me alone to look after 11) ...... shop while he went to talk to 12) ...... friends at 13) ...... pub. One afternoon I was in 14) ...... shop tidying 15) ............ newspapers when a man came in. 16) ............ man was very tall and looked very serious. He asked me if my grandfather was around. I said he was in 17) ...... back room and went to get him. When my grandfather came out, he saw 18) ...... man and suddenly started to cry. 19) ...... two men hugged and talked in 20) ...... quiet voices. Eventually they remembered me in 21) ...... corner of 22) ...... shop. My grandfather turned to me and introduced 23) ...... man to me. He was my grandfather's brother who had moved to 24) ...... Australia after 25) ...... war and they hadn't seen each other for 20 years.

301 Fill in: a, an or the where necessary.

1) ..... The... Tower of London is ..... a... popular tourist attraction.
2) ...... Newcastle is ..... town in ..... north of ..... England.
3) ...... Princess lives in ..... palace in ..... London.
4) ...... Buckingham Palace is where ..... Queen of England officially lives.
5) She bought ..... expensive necklace at ..... Harrods.
6) They went for ..... stroll around ..... St James' Park.
7) The supermarket is in ..... Kendall Street opposite ..... Lloyds Bank.
8) ...... hotel where they held their wedding reception was called ..... Grand Hotel.
9) Anna was born in ..... Italy but she lives in ..... USA now.
10) The convict is in ..... prison on ..... outskirts of town.
11) His favourite newspaper is ..... Guardian.
12) ...... Gatwick Airport is in ..... southern England.
13) ...... Duchess of York opened ..... new hospital in ..... centre of London.
14) He went on ..... expensive holiday to ..... Bahamas.
15) ...... Statue of Liberty is in ..... New York.
16) ...... National Park was opened ..... last week by ..... mayor.
17) ...... expedition to ..... South Pole needs a lot of careful planning.
18) ...... Odeon cinema is in ..... Appleton Street just past ..... library.
19) Last month I saw ..... film and then went to ..... concert. ..... film was brilliant but ..... concert was boring.
20) There are three cars parked outside: ..... Mercedes, ..... Jaguar and ..... Fiat. Mine is ..... Fiat.
21) ...... Harrods is a huge department store near ..... Kensington Gardens.
22) Sam lives in ..... little flat in ..... middle of the city. There is ..... pub nearby and ..... noise keeps him awake at night.
23) ...... Hilton Hotel is situated near ..... River Thames.
24) I applied for ..... job last week ..... job involved driving ..... van around the country.
25) ...... Tate Gallery is quite far from ..... Science Museum, so you'd better take a bus.
26) ...... Sales Manager has ..... cold, so he can't come to ..... meeting this afternoon.
27) I have ..... appointment at ..... dentist's this afternoon because I've got ..... toothache.
28) We spent ..... last summer on ..... island of Crete.
302 Fill in “the” where necessary.

1) Last year we went on holiday to Spain where my father was born. We had never been before as a family so I couldn’t wait. We travelled by 2) _______ plane and when we got to 3) _______ airport in 4) _______ Madrid I was very excited. We saw many interesting sights and we visited 5) _______ Prado Museum and 6) _______ Escorial Palace where 7) _______ King of Spain lives. We also watched a bullfight. It was thrilling. We stayed in Spain all 8) _______ summer and we toured some of 9) _______ Spanish islands, too. I liked 10) _______ Spaniards but I found 11) _______ Spanish language rather difficult to understand. 12) _______ people there spoke very quickly and, although I hadn’t taken 13) _______ Spanish lessons at school, I was by no means fluent. We also met members of 14) _______ family whom we had never seen before and we went out with them a lot. My cousins took us to 15) _______ cinema one night but 16) _______ film was in 17) _______ Spanish so we didn’t understand very much! All in all, we had a good holiday and we have invited our cousins to come and stay at our house 18) _______ next year.

303 Fill in “the” where necessary.

Dear Sally,

I’ve been in England for a month now and I’m really enjoying it. 1) _______ the English family I’m staying with are very kind, but they are very different from my family. Mr Taylor stays at 2) _______ home every day doing 3) _______ cooking and cleaning and looking after 4) _______ children. Jane goes to 5) _______ school but Johnny is only two and he doesn’t even go to 6) _______ nursery school yet. Mrs Taylor is a writer. At the moment, she is writing a book about 7) _______ World War II. She is doing research and she goes to 8) _______ library every day to get 9) _______ information. When she is at 10) _______ home, she locks herself in 11) _______ study and won’t let anyone disturb her. She has been working on 12) _______ book for over two years and she hopes that it will be ready in 13) _______ spring. On Sundays they all go to 14) _______ church and in 15) _______ afternoon they visit 16) _______ children’s grandparents. 17) _______ rest of 18) _______ week is spent indoors either watching 19) _______ television or reading one of 20) _______ many books that they have collected over the years. They have really made me feel welcome. Write back to me soon with all your news.

Regards,
Julie

304 Fill in the correct form of the words in brackets.

Learning a language is full of 1) _______ difficulties... (difficult). It’s important to have a good 2) _______ (understand) of the 3) _______ (grammar) structures as well as a 4) _______ (commit) to learning vocabulary. It’s almost 5) _______ (possible) to improve one’s skills without time spent in the company of native 6) _______ (speak). When you first begin to learn, you may feel 7) _______ (competent) because you’re making so many mistakes. You can sometimes scream in 8) _______ (frustrate) at how long it takes to build up 9) _______ (confident). It’s 10) _______ (essence) to have a 11) _______ (teach) that has a lot of 12) _______ (tolerant) and makes a particular effort to be 13) _______ (help). Eventually your hard work will pay off and your 14) _______ (dedicate) will lead to complete 15) _______ (fluent).
305 Fill in “the” where necessary.

1) ...The... Peters are a very interesting family. Mr Peters has sailed around 2) ...world on his yacht 3) ...“Bella”. Mrs Peters has travelled around 4) ..... India and seen many exciting things. Their son, John, works for a newspaper and he has interviewed many famous people including 5) ..... Pope and 6) ..... Princess Anne. Sally, their daughter, is very ambitious. She is training to be a lawyer. One day she hopes to be 7) ..... most successful lawyer in 8) ..... country. As a family, they spend very little time together. They only see each other for a short time in 9) ..... mornings before they all go their separate ways. At the moment Mrs Peters is writing a book about 10) ..... famous buildings. She is doing research on 11) ..... Westminster Abbey and 12) ..... St Paul’s Cathedral. She hopes to publish 13) ..... book by the end of 14) ..... year. Mr Peters is getting ready for a trip around 15) ..... Europe. This time however he has decided to go by 16) ..... bus and not by 17) ..... boat. John is preparing for a trip to 18) ..... USA where he will be meeting 19) ..... President. Sally, of course, doesn’t have much spare time as her studies take up most of 20) ..... day.

306 Fill in “the” where necessary.

1) It was getting late, so we went to ... bed.
2) My aunt buys her vegetables at ... market in John Street.
3) Heathrow Airport is one of ... busiest in the world.
4) He was taken to ... hospital when he broke his leg.
5) Jenny works in ... hospital in ... centre of town.
6) Her brother has been to ... prison twice for robbery.
7) Although he didn’t go to ... university, he’s a very clever man.
8) There’s a concert at ... university tonight.
9) My grandmother was religious and went to ... church every Sunday.
10) Sarah’s not home - she’s at ... work.
11) We travelled round France by ... car.
12) William crashed ... car into a lamp-post.

307 Write the unnecessary word in the boxes provided, otherwise put a tick (√).

1) What a beautiful scenery!
2) Let’s meet at the Victoria Station.
3) The Alps extend over 1,000 kilometres.
4) The coffee is expensive nowadays.
5) Selfridges is in the Oxford Street.
6) She’s very good at the painting.
7) Have you ever been to the New York?
8) The plane hit a bad weather.
9) We spent three months in the West Indies.
10) The many people are afraid of snakes.
11) The countryside we drove through was very beautiful.
12) They gave me an information about bargain flights.
13) An elephant is a very large animal.
14) I’ve got a good news.
15) After his accident he spent a month in the hospital.
308 Fill in “the” where necessary.

Welcome, ladies and gentlemen, to our coach tour of 1) .... Portsmouth, 2) .... most exciting resort on 3) .... south coast of England. First, we will be visiting 4) .... St John’s Cathedral and 5) .... Cathedral of 6) .... St Thomas. Guidebooks can be purchased from one of 7) .... gift shops. As you may know, 8) .... Charles Dickens was born in this city and we shall visit 9) .... Charles Dickens’ Museum, so you can see where 10) .... man himself lived and died. Around 1 o’clock, we will eat in 11) .... Orangery Restaurant. In 12) .... afternoon, there is an optional trip by 13) .... boat around 14) .... harbour. Alternatively, you can visit 15) .... historic ships of 16) .... Portsmouth. Feel free to leave 17) .... your bags on 18) .... coach if you wish. The tour commentary will be in 19) .... English and 20) .... French.

309 Fill in “the” where necessary.

1 .... Manila is the capital of ....the.... Philippines.
2 .... Andes is a mountain range in .... South America.
3 .... China is .... most populated country in .... world.
4 A tunnel has been built beneath .... English Channel.
5 .... the longest river in the world is .... Nile.
6 Many people have climbed .... Everest.
7 .... Sicily is an Italian island.
8 .... the capital of .... Italy is .... Rome.
9 .... Panama Canal joins .... Atlantic and Pacific oceans.
10 .... North Sea is between .... Britain and .... Norway.
11 Do you know where .... Rocky Mountains are?
12 .... Trafalgar Square is in .... London.
13 .... Severn Bridge is in .... Wales.
14 .... Australia is in .... southern hemisphere.
15 .... Hotel Ascot is situated in .... central London.
16 I learnt to play .... cello when I was at .... school.
17 She spent .... morning working in .... library.
18 I plan to study .... French at .... university .... next year.
19 .... Smiths have just bought a holiday home near .... Lake Geneva.
20 I usually go to .... work by .... bus.
21 A fire at .... Windsor Castle destroyed all .... Queen’s paintings.

Oral Activity 23

The teacher divides the class into two teams and gives them nouns. The teams in turn add “the” where necessary. Each correct answer gets 1 point. The team with the most points is the winner.

Words to be used: Panama Canal, London Bridge, Waterloo Station, Lloyds Bank, Bahamas, Regent Street, Argentine, Louvre, Guardian, High Street, piano, Middle Ages, New York, Sicily, Lake Superior, Amazon, Suez Canal, United Kingdom, Asia, Alps, Red Sea, Indian Ocean, Hilton Hotel, Bombay Restaurant, Odeon Cinema, Harrods, Tate Gallery, Great Wall of China, Tower of London, Evening Post, Downing Street, Orly Airport, Prince of Wales, Westminster Abbey, St Paul’s Cathedral, Hyde Park etc

eg.  Teacher: Panama Canal
Team A S1: the Panama Canal

Teacher: London Bridge
Team BS1: London Bridge etc
310 Put the verbs in brackets into the correct form.

Paul 1) ...had... an interesting experience when he was a student. He 2) .......... (be) at Bristol University for nine months and he 3) .......... (begin) to worry about money. He 4) .......... (know) that, if he wanted to continue his studies, he 5) .......... (have to) earn some extra cash. "If I 6) .......... (be) you," his friend said, "I 7) .......... (do) some nude modelling for the art school. It's easy work and the models 8) .......... (pay) quite well." "That's a good idea," said Paul. "I think I 9) .......... (do) that." On 10) .......... (arrive) at the art school for his first session, Paul 11) .......... (show) to the dressing-room where he 12) .......... (take off) all his clothes and 13) .......... (put on) a robe. Then he entered the studio where about twenty art students 14) .......... (sit) in front of an empty chair. He walked up to it, took off his robe and sat down. Some of the students started 15) .......... (giggle) and Paul 16) .......... (cannot/understand) why. He 17) .......... (sit) there for three minutes when a professor ran into the room. "You 18) .......... (make) a mistake," he said. "You are in the wrong room!" He 19) .......... (enter) the class where the students were supposed 20) .......... (paint) an empty chair!

311 Look at Appendix 2, then fill in the correct particle(s).

1. We put ...aside... £200 to buy Christmas presents.
2. The teacher put .......... his ideas well, helping us a lot.
3. I put his bad mood .......... his losing that money last night.
4. We'd better put .......... our meeting until tomorrow; I'm busy now.
5. Our class is putting .......... Cinderella as the school play.
6. The firemen tried hard to put the fire ..........
7. Could you put me .......... to the manager, please?
8. I can't put .......... those children any longer. They're very noisy.
9. He ran .......... his old friend, Tom, in Oxford Street last week.
10. If you run .......... your friends unnecessarily, you risk losing them.
11. We've run .......... sugar; could you go and buy some?
12. He ran .......... such big bills he couldn't afford to pay them.

312 Look at Appendix 3, then fill in the correct preposition(s).

1. Help! The house is ...on... fire.
2. After running up the hill, I was .......... breath.
3. The miners have been .......... strike for two months.
4. John Prior isn't here; he's .......... duty.
5. The police have got the riot .......... control.
6. She is away .......... business in America.
7. The lift has been .......... order for two days.
8. The new rules are still .......... discussion.
9. What you're saying is .......... the point; it's not relevant at all.
10. The thief was .......... arrest for stealing a woman's handbag.

313 Complete the sentences using the words in bold.

1. I haven't ridden a bicycle for years. rode
   It's years .......... since I rode .......... a bicycle.
2. Bill worked in a factory all summer. spent
   Bill .......... Bill .......... in a factory.
3. We bought more vegetables than we needed. have
   We .......... many vegetables.
I'd rather speak to him tonight.
prefer I him tonight.
Bob hardly ever walks to work.
used Bob to work.
I tried speaking French, but no one could understand me.
make I couldn't when I tried speaking French.
She has decided to start her own business and we can't stop her.
prevent We can't her own business.
Please close the windows before you leave.
without Please don't the windows.
They failed to reach the top of the mountain.
succeed They the top of the mountain.
Mrs Smith is over 70, but she still works full-time.
her In Mrs Smith still works full-time.

Read the text carefully. If a line is correct, put a tick (✓) in the space provided. If a line has a word which should not be there, write it in the space provided.

SHOPPING

On Saturdays I usually try to avoid
go to shopping. The town centre is full
of shoppers who loaded with bags and parcels.
The shops are so crowded that it can
take hours to be served. Yet, despite of the
crowds, parents, children and groups of friends
fill the whole shops from opening to closing
time, searching frantically for something to buy
as like if there was no tomorrow. Having once
wasted a whole day with looking for a pair of shoes,
I have been decided that Saturday shopping
is an experience which I do not wish to repeat it.
Now prefer shopping on a weekday so that
as not to be disturbed by the crowds. I can find
what I'm looking for straight away and, in one hour
later than, I am back home relaxing with a cup of
tea feeling of sympathy for those still on the run.

Choose the correct item.

Many girls who love sport dream of (0) representing (representing/seeming/standing/presenting) their country in an international competition. However, as any successful sports star will (1) say/tell/mention/announce you, it is not all glamour. To begin with, she needs a lot of (2) fortune/chance/luck/probability. Once she has been discovered, she must (3) spend/take/hold/pass a lot of time waiting for the right opportunity. She must be able to (4) practise/exercise/train/coach her sport even when she feels tired, and carry (5) at/on/away/over training even if she isn't in the mood. As part of a team, she must be able to (6) agree/match/suit/fit in and not think too much (7) in/to/on/about herself. In addition, she will have to overcome any physical problems that (8) lift/raise/arise/rise. It is not unusual for sportsmen or women to become (9) sick/awful/bad/poor or injured, particularly if they do a sport in which there is a lot of (10) touch/feeling/contact/communication with other athletes. Illnesses or accidents can mean (11) delay/lateness/failure/loss of training time. Even sharp spikes on running shoes are to be blamed for (12) causing/having/doing/resulting problems for athletes! Once a sportswoman becomes successful, she becomes (13) responsible/certain/sure/marked to her fans as her life becomes public and any action may be (14) mistaken/confused/understood/misinterpreted by the media. Many sports players get involved in (15) work/job/occupation/tasks for charity.
We use emphatic structures when we wish to emphasise a particular part of a sentence in spoken English or written English.

- We can use it is/was (not) + subject/object + that or who(m) in statements/negations or is/was it + subject/object + that or who(m) in questions. If the object is a person, we use that, who or whom, otherwise that is the correct form.
  
  It was the headmaster *that/who* organised the school bazaar. It wasn't me *that/who* organised it.
  
  It is me *that/who* you're talking to, so don't lie.
  
  Was it here *that* you met him? (*who* is not possible because "here" is not a person)
  
  It wasn't Sophie *that/who* prepared this meal. *It was* the TV *that* woke me up.

- We can use *that* is/was + question word in statements or *is/was* that + question word in questions.
  
  That is *(That's)* what he told the police.
  
  That was how he became a successful businessman.
  
  Is that where he's living now?
  
  Was that why he resigned?

- We can also use question word + *is/was* it + *that* in questions.
  
  Where is it *that* you're planning to go?
  
  Who was it *that* sent you those flowers?
  
  When was it *that* you realised you were being followed?

- We can use question word + subject + verb + *is/was*.
  
  What I need is some good advice. *What I don't need* is criticism.

- We can ask emphatic questions with ever expressing admiration, anger, concern etc.
  
  Wherever did you find it?
  
  Whoever did you talk to?
  
  Whatever are you doing there?

- In the Present Simple, Past Simple or Imperative we can use the construction *do/does/did + bare infinitive* to give emphasis. I do *care* for you. He did *tell* me he was leaving. Do sit down, please!

---

316 Rewrite the sentences using emphatic constructions starting with the words given.

1. He promised not to do it again. He...  
   **did promise not to do it again.**

2. She was promoted a year after she had been hired. It was...  
   **was promoted a year after she had been hired.**

3. When did you accept his proposal? When was...  
   **when did you accept his proposal? When was...**

4. Have some more cake! Do...  
   **have some more cake! Do...**

5. I need a good night's sleep. What...  
   **I need a good night's sleep. What...**
317 Rewrite the sentences putting emphasis on the highlighted words.
1 Tom spread those rumours about his boss. It was Tom that spread those rumours about his boss.
2 Are you going to wear this dress at the reception? This is the dress you wore last year.
3 Ann put up the Christmas decorations. Ann put up the decorations on her own.
4 Why can you never be at work on time? Why do you always arrive late?
5 John looks after the children when Sheila is at work. John is a great father.
6 Where did you spend your holidays last summer? We spent our holidays in a cottage in the countryside.

318 Rewrite the politician’s speech using “what” to emphasise the important parts.
1 This country needs strong government.
2 I worry about the present economic situation.
3 People want public money to be spent on public services.
4 It is important that policy decisions are made on the basis of what is right for this nation.
5 Our policies reflect the importance we attach to education.

319 Rewrite these fire drill instructions. Use “what” to emphasise the important parts.
1 You should remember not to panic. What you should remember is not to panic.
2 You must concentrate on leaving the building quickly.
3 You have to ensure that someone has called the fire brigade.
4 You need to check that everyone is safely out of the building.
5 You should not worry about your personal possessions.

320 Look at Mrs Jones’ answers, then rewrite them using emphatic structures.
1 “Who did you go shopping with?” “Mrs Regan.” It was Mrs Regan who I went shopping with.
2 “Where did you leave your purse?” “At the grocer’s.”
3 “When did you realise you’d left it there?” “Just now.”
4 “Is it certain that you left it there?” “Yes.”
5 “Should we telephone the police or the shop?” “The shop.”
6 “Who should telephone them?” “You, of course.”

321 Read this information, then rewrite it emphasising the words in bold.
1 The Beatles recorded Let it Be. It was the Beatles who recorded Let it Be.
2 Paul McCartney sang the lead. Paul McCartney was the lead singer.
3 The video was recorded on a rooftop. The video was recorded on top of a building.
4 The record was released in 1969. The Beatles’ album was released in 1969.
5 John Lennon played lead guitar. John Lennon was the lead guitarist.
6 The Beatles broke up shortly after this. The Beatles split up shortly after this.
Inversion

We invert the subject and auxiliary verb in the sentence to give emphasis. This happens:

- after certain expressions when they are at the beginning of a sentence.

<table>
<thead>
<tr>
<th>Expression</th>
<th>Inversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seldom</td>
<td>Little</td>
</tr>
<tr>
<td>Rarely</td>
<td>Barely</td>
</tr>
<tr>
<td>Scarcely (ever) ... when</td>
<td>Nowhere</td>
</tr>
<tr>
<td>Hardly (ever) ... when</td>
<td>Not till/until</td>
</tr>
<tr>
<td>No sooner ... than</td>
<td>On no occasion</td>
</tr>
<tr>
<td>Not only ... but also</td>
<td>In no way</td>
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<tr>
<td>Only in this way</td>
<td>Only by</td>
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<td>Never</td>
<td>Never before</td>
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<td>Not since</td>
<td>Not even once</td>
</tr>
<tr>
<td>On account</td>
<td></td>
</tr>
</tbody>
</table>

Rarely do we see him these days.
No sooner had we got into the house than he phoned us.

Note: When the following expressions begin a sentence, we use inversion in the main clause.

only after, only by, only if, only when, not till/until, not since

Only after he had graduated, did he start looking for a job.
Only if you invite her, will she come to your party.
Not until all tests had been completed, were we told the results.

- after so, such, to such a degree (in result clauses) when they are at the beginning of a sentence.

So careful is he that he never makes any mistakes.
Such a brilliant student was he that he was offered a scholarship.

- with should, were, had in conditionals at the beginning of the sentence when “if” is omitted.

Type 1: Should you see him, tell him to call me. (= If you should see ...)
Type 2: Were I you, I would cancel my trip. (= If I were you ...)
Type 3: Had he known, he would have made arrangements. (= If he had known ...)

- with so, neither/nor, as when expressing agreement.

"I hate horror films." "So do I." ("So" is used to agree with an affirmative statement.)
"Jane hasn’t returned our calls." "Neither/Nor has her husband." ("Neither/Nor" are used to agree with a negative statement). His colleagues respected him as did his boss.

The subject and the main verb are also usually inverted in the following structures:

- after adverbs of place.

Here comes the bride! Away ran the thief!

- in Direct Speech when the reporting verb comes after the quote and the subject is a noun.

“I’ve never seen him,” said Helen.
322 Complete the sentences using the words in bold.

1. She remembered the man’s name after he’d walked away.
   **remember** Only after he’d walked **away did she remember** the man’s name.

2. They had no idea it was a classical concert.
   **know** Little **it was a classical concert**.

3. There’s no way I can come to the meeting on Friday.
   **can** In no way **to the meeting on Friday**.

4. They could only keep the children quiet by giving them sweets.
   **by** Only **they keep the children quiet**.

5. She’s a talented dancer and a good singer as well.
   **only** Not **she’s also a good singer**.

6. Don’t show these figures to anyone on any account.
   **should** On no account **to anyone**.

7. If I had realised how unhappy she was, I wouldn’t have been so abrupt.
   **realised** Had **I wouldn’t have been so abrupt**.

8. I haven’t seen better service anywhere.
   **else** Nowhere **better service**.

9. You must not open this door under any circumstances.
   **no** Under **this door**.

10. He’d never seen such a professional performance before.
    **before** Never **such a professional performance**.

11. As soon as he had eaten, he jumped up and began to dance.
    **sooner** No **he jumped up and began to dance**.

12. She wasn’t pretty; she didn’t have a nice personality either.
    **nor** She wasn’t pretty **a nice personality**.

13. You will finish this work if you start now.
    **will** Only if you **this work**.

14. The papers blew away.
    **blew** Away **papers!**

15. They didn’t see the sign until it was too late.
    **did** Not until it was **the sign**.

16. It was only after he’d left the house that he realised he’d forgotten his key.
    **did** Only after he’d left the house **forgotten his key**.

17. If I were you, I’d just ignore her cruel remarks.
    **you** Were **ignore her cruel remarks**.

18. They didn’t arrive on time; they didn’t apologise either.
    **nor** They didn’t arrive on time **apologise**.

19. He laughed so much that tears rolled down his cheeks.
    **laugh** So much **tears rolled down his cheeks**.

323 Rewrite the sentences starting with so or such.

1. Being tired, Don slept for twelve hours. **tired was Don that he slept for twelve hours.**

2. He had such a fierce dog that we were terrified. **such**

3. I got so angry that I screamed. **so**

4. We received such a big telephone bill that we couldn’t pay it. **such**

5. The sea looked so lovely that we dived in. **so**

324 Respond to the sentences below.

1. “I’ve got a headache!” “So have I.”

2. “I didn’t pass my driving test.” “Nor me.”

3. “We went to Corfu last summer.” “So we did.”

4. “I can speak Italian.” “So can I.”

5. “I’m not going out tonight.” “Nor am I.”
325 Complete the sentences using the words in bold.

1. I won't lend Joe money on any account.  
   account On no account will I lend Joe money.

2. I lost my handbag and my keys too.  
   only Not handbag but I also lost my keys.

3. Uncle John doesn't visit us often.  
   does Rarely us.

4. As soon as she took out insurance, her house mysteriously burnt down.  
   sooner No insurance than her house mysteriously burnt down.

5. Stanley was so happy that he threw his hat in the air.  
   happiness Such that he threw his hat in the air.

6. It was the first time I had visited London.  
   before Never London.

7. Had he apologised, I'd have forgiven him.  
   if I'd have forgiven apologised.

8. She wasn't old enough, or experienced enough to get the job.  
   nor Neither experienced enough to get the job.

9. Bill had no idea that the car was stolen.  
   know Little that the car was stolen.

10. You should never lend Tony your car.  
    circumstances Under lend Tony your car.

11. I've never seen Chris pay for a drink.  
    occasion On Chris pay for a drink.

12. She won't do it unless you make her.  
    will Only if do it.

13. He had to break the window to get into his car.  
    could Only by get into his car.

326 Fill in the blanks using "nor..." or "so..." as in the example:

Bert and Bill were helping me move a big old wardrobe of mine. When we got upstairs, Bill suddenly disappeared. "I can't find Bill anywhere," said Bert. 1) "...Nor can I...," I replied. "Perhaps he went downstairs," We decided to start without him. "I can't lift it," Bert said. "I'm not strong enough." 2) I replied. "We'd better wait for Bill." "I would like to know where he is, though," said Bert. 3) "..." I said. "We'll just have to wait a bit longer." Just then we heard a noise inside the wardrobe. "I can hear someone inside," I said, opening the wardrobe. 4) "..." cried Bert, on seeing Bill standing there. "I'll kill you, Bill!" 5) I screamed. "What on earth are you doing?" "I was trying to help," Bill said apologetically. "I thought I'd stay in here and carry the clothes!"

327 Put the verbs in brackets into the correct form.

In no other country in the world 1) ...is there... (there be) such a high regard for wit as in Britain. One quality which they all possess is their sense of humour. As John Cleese once said, "Under no circumstances 2) ... (you/should/tell) an Englishman that he has no sense of humour. Only in Britain 3) ... (we/can/make) a virtue of the ridiculous; nowhere else 4) ... (it/have) the world's most depressing weather but also the longest queues. Nevertheless, as long as it retains its humour and politeness, Britain will always be 'home' to me."
Think of the word which best fits each space. Use only one word.

**THE CHANGING FACE OF BRITISH TOWN CENTRES**

These days, most town centres look similar (0) ...to... each other. This is largely because they have the same shops, belonging (1) ............... the same companies. There are, of course, advantages to this situation. (2) ............... instance, if you buy something from a chain store while you are (3) ............... holiday which you later wish to return or have replaced, you can take it back to your local branch. However, many people have little to say in favour of the modern high street. In the past, the high street was (4) ............... of small, independent shops, most of (5) ............... specialised (6) ............... one type of service or product. So, there would (7) ............... been a baker’s, a cobbler’s, a hardware shop and so on. They not (8) ............... offered a more personal service, but also a more friendly (9) ............... . Nowadays, shops sell a wide (10) ............... of goods, but they don’t often have those little extras, (11) ............... a handle for the food mixer you (12) ............... had since you were first married and do not want to (13) ............... away. (14) ............... contrast, a shop in the old high street would have had that handle and it would have checked the food mixer to make sure it (15) ............... last another twenty years.

**Look at Appendix 2, then fill in the correct particle.**

1. If you’d like to take a seat, I’ll see ...about... changing your ticket.
2. I took my parents to the airport and saw them ............... .......
3. He tried to convince us he was an actor but we saw ............... him.
4. You clear the table and I’ll see ............... the washing-up.
5. Make sure you see ............... the property before you agree to buy it.
6. The cold weather has finally set ............... .......
7. They set ............... at 5.00 in the morning and returned at 9.00 in the evening.
8. John insisted he was innocent and that somebody had set ............... him ............... .......
9. He decided to set ............... his own business.
10. He was set ............... finishing the project before Monday.

**Look at Appendix 3, then fill in the correct preposition(s).**

1. Everybody has to do overtime because we are ............... behind ............... schedule.
2. ............... our astonishment, he managed to win the race.
3. Break the chocolate ............... pieces so that everyone can have some.
4. It’s ............... the law to drive a car without wearing a seatbelt.
5. They built a road around the city ............... a view to decreasing pollution.
6. The injured man had to be taken to hospital ............... delay.
7. He enjoys walking ............... the hills.
8. We stayed on the platform until the train was ............... sight.
9. You can’t go that way because the road is ............... repair.
10. Actors and actresses have to learn their parts ............... heart.
11. She can tell you the names of all the world’s capital cities ............... memory.
12. Some species are ............... danger of extinction.

**Complete the sentences using the words in bold.**

1. A famous poet once lived in that house.
   where That’s ............... the house where ............... a famous poet once lived.
2. Helen regretted selling her grandmother’s house.
   wished Helen ............... her grandmother’s house.
3 Shirley hasn't seen her parents since her brother's wedding.
4 The washing machine still needs repairing.
5 As they couldn't stop the car, they panicked.
6 Vanessa will be twenty-five on Tuesday.
7 No one in the school can beat him at tennis.
8 The doctor was still examining the patient when I called.
9 Simon has done very little work today.
10 The honey was so good that she bought 5 kilos.

332 Read the text carefully. If a line is correct, put a tick (✓) in the space provided. If a line has a word which should not be there, write it in the space provided.

TRAVELLING

0 When I left university I went travelling all over
in the world. I was so fascinated by New Zealand
that I decided to spend a year there. In order that
2 to do so I had to find a job. However, I had very enough
3 money to get by for a few of months, so needless to
4 say, I took the opportunity to travel around and see the
country. Everywhere I went, the people were the friendlier
6 than anywhere else I had ever been at, which is important
7 when one travelling. The landscape was wonderful as well,
8 with the more richest variety of plant life I had
9 ever seen. I was also fascinated by the traditions
10 of the Maori natives and took every opportunity to talk
11 to them. My journey it was very enjoyable and I wanted
12 more than ever to stay, but that was been dependent on
13 my finding a job. I hadn't been looking for more than
14 a few days when I found a job as a waiter. Everyone person
15 at the work was great and I really enjoyed my time there.

333 Use the words in capitals to form a word that fits in the space in the same line.

THE JOB INTERVIEW

It is important to make a good (0) ..... when going
for a job interview. Interviewers usually ask a (1) ..... of
questions, many of which concern (2) ..... . However, they
also usually like to ask questions about previous (3) ..... as
well as (4) ..... not connected to the work place. Often, the
(5) ..... candidate is not the one with the most impressive
(6) ..... but the one who shows that he or she has made
the most (7) ..... use of their time. Few employers want
employees who are (8) ..... to think for themselves. The
(9) ..... of advancement in any job very rarely depends on
the (10) ..... of work but more on the enthusiasm and
dedication of the employee.
TATTOOING: AN ANCIENT TRADITION

Tattooing is an (0) ... art. In ancient Greece, people who had tattoos were (1) ... as members of the (2) ..., classes. On the other hand, tattooing was (3) ... in Europe by the early Christians, (4) ... thought that it was a sinful thing to (5) ... .

It was not (6) ... the late 18th century, when Captain Cook saw South Sea Islanders decorating their bodies with tattoos, that attitudes began to (7) ... . Sailors came back from these islands with pictures of Christ on their backs and from then on, tattooing (8) ... in popularity. A survey by the French army in 1881 (9) ... that among the 378 men (10) ... there were 1,333 designs.

Nowadays, not (11) ... finds tattoos acceptable. Some people think that getting one is silly because tattoos are more or less permanent. There is also some (12) ... about (13) ... a blood disease from unsterilised needles. Even for those who do want a tattoo, the (14) ... of getting one is not painless, but the final result, in their eyes, is (15) ... the pain.
TUSCANY

Tuscany has much to offer the visitor as it has (0) .... beautiful countryside and a number of historic towns. One of its (16) .... famous cities is Florence, (17) .... is known for its cathedral and the beautiful bridge, Ponte Vecchio. In (18) ...., there are some colourful markets, which are quite cheap considering (19) .... expensive Italy can be. Another city most people will have heard (20) .... is Pisa, famous (21) .... its Leaning Tower. That is not the only attraction (22) .... seeing in Pisa, as there is also an eleventh-century cathedral. Bargo, on the other (23) .... is a town that may not (24) .... known to the average visitor. Nevertheless, it should not be missed by (25) ...., who is interested (26) .... seeing the best of Tuscany. It is full of old buildings which have all (27) .... painted red, ochre, pale blue or green. The streets are lined with trees and there are (28) .... restaurants and pavement cafés (29) .... you can sit and admire the cathedral and Mount Panio, which lies just behind the town. The atmosphere in this place is (30) .... charming and restful.
PART 3

For questions 31 - 40, complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Do not change the word given.

Write your answers in the answer boxes provided.

(0) I finished the book in two days.

took
It ........................................... to finish the book.

(31) He will probably fail the exams this year.

unlikely
He is ........................................... the exams this year.

(32) I don’t suppose you know what time the ferry leaves, do you?

happen
Do ........................................... what time the ferry leaves?

(33) He lost his luggage in the airport.

lost
His ........................................... in the airport.

(34) It was after midnight when Jim finally arrived.

turn
Jim ........................................... until after midnight.

(35) Women are said to be safer drivers than men.

drive
Women are said ........................................... men.

(36) Margaret doesn’t like working nights.

have
Margaret wishes ........................................... work nights.

(37) She didn’t come to my party; she didn’t call me either.

nor
She neither came to my party ........................................... me.

(38) Tom spends so much time at work that I hardly see him.

such
Tom spends ........................................... at work that I hardly see him.

(39) How long have your parents been married?

get
When ........................................... married?

(40) John is in the habit of getting up early every day.

used
John ........................................... early every day.
PART 4

For questions 41 - 55, read the text below and look carefully at each line. Some of the lines are correct, and some have a word which should not be there. If a line is correct, put a tick (✓) by the number in the answer boxes provided. If a line has a word which should not be there, write the word in the answer boxes provided.

LONELINESS

0 Loneliness is a disease of modern living, a result of
00 which people being more mobile and having more opportunities.
41 With the break-up of family units, there is little of
42 stability on which to build good relationships. Loneliness
43 isn't something that can be solved itself simply by
44 seeing a counsellor, speaking to someone that on the
45 telephone or to being in the company of a lot of people.
46 Advice been often given includes: joining clubs, taking up a
47 sociable hobby or even by trying a part-time job if you
48 don't work outside from the house. However, none of this
49 advice will provide with an easy answer. To ease the
50 feeling of emptiness it takes time. Friendships have
51 to be allowed to grow on and deep bonds can't be
52 formed with just anyone. Anyone might be like a
53 victim of loneliness at some time or other in their
54 lives. If you change jobs, get married to or move,
55 you too might have had problems in a new environment.

PART 5

For questions 56 - 65, read the text below. Use the word given in capitals at the end of each line to form a word that fits in the space in the same line. Write your word in the answer boxes provided.

COFFEE HOUSES

Coffee houses are a (0) .... of Viennese life. Each one serves a
huge (56) .... of exotic coffees, so you should consult the menu.
The most popular coffee is Brauner, which is (57) .... to
espresso. The waiters are (58) .... polite and must be spoken to
(59) .... . Most regulars sit for hours over one cup of coffee
and do not feel obliged to order further (60) .... .
Tourists often cause (61) .... and are seen as
(62) .... who try to strike up conversations. The Viennese do not
go to coffee houses to be (63) ....; they go to be seen in public.
Upon leaving, it isn't (64) .... to leave a very large tip.
The (65) .... coffee drinker usually rounds the bill up
to the nearest schilling.
### Pronouns / Determiners

**Pronouns**

**Personal pronouns**

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<td>their</td>
<td>theirs</td>
<td>themselves</td>
</tr>
</tbody>
</table>

**Personal Pronouns**

- We use personal pronouns to refer to **people, things or animals**. We've met the manager. **He's** really young. We don't use a noun and a personal pronoun together. Your coat is in the wardrobe. (not: Your coat it's in the wardrobe.) **My** uncle bought me a present. (not: **My uncle he** bought me a present.)

- We use I, you, he, she etc before verbs as subjects and me, you, him, her etc after verbs as objects. I lent **him** my dictionary but **he** lost it.

### Fill in the correct pronouns or possessives.

Dear Fiona,

Thanks very much for your last letter. It was great to hear from 1) **you**... Has 2) **... husband** decided whether or not to accept the promotion 3) **... boss** offered 4) **... yet?** 5) **... would be brilliant for both of 6) **... if 7) **... did. Tom and Sarah visited 8) **... last month. I hadn't seen 9) **... since the summer, when 10) **... all went to Anna's wedding, so 11) **... was a special weekend. Sarah said 12) **... might go to America in May to see some friends of 13) **... who the rest of 14) **... haven't met, but 15) **... isn't sure. Well, that's 16) **... most important news for now. I look forward to receiving 17) **... when 18) **... have time.

Love,
Janet
11 Pronouns / Determiners

- There + be is used for something mentioned for the first time or to say that something or someone exists. There are some messages for you on your desk.
- Personal pronoun + be/other verb is used to give more details about something or someone already mentioned. There's a woman at the door. She wants to talk to you.
- It + be is used for identification. There's a man on the phone. It's your husband.
- It + be with to-infinitive or that-clause is used to begin a sentence. It's nice to be back. It's a shame that he didn't call us. It is also used for weather, distance, temperature, time expressions and in the following expressions: It seems that, It appears that, It looks like, It is said that. It doesn't matter etc. It's sunny today, isn't it? It appears that they are going to move. It seems that there is a mistake in these figures. But we also say: There seems to be a mistake in these figures.

335 Fill in: there or it.

Tom: Look, 1) ...there... isn't much time left. Have you made a decision?
Sandra: I have, but I'm not sure you're going to like 2) .............................................. 3) .............................................. are a lot of things to take into consideration.
Tom: What do you mean? 4) .............................................. 's not that hard to choose a holiday.
Sandra: No, but 5) .............................................. seem to be so many choices and we've only got a limited amount of money. Anyway, I've decided 6) .............................................. 's only one place for us.
Tom: Where is 7) ..............................................? France, Italy, Spain?
Sandra: No.
Tom: Is 8) .............................................. Germany then? I've always wanted to go there.
Sandra: I think we should go to Grandma's house in Blackpool for a week.

336 Fill in: there or it.

1 “Is ...it... mother's birthday tomorrow?” “No, her birthday is next week.”
2 .............................................. Christmas Day and everyone is happy.
3 I'll never make it to work on time: .............................................. takes half an hour to get there and I'm already late.
4 .............................................. no need to worry. I'm sure .............................................. won't matter if you are a little late.
5 .............................................. 's no light on in the house - something must be wrong.
6 Shall we take a taxi? .............................................. 's much too far to walk.
7 .............................................. was a party at Sally's last night. .............................................. were lots of people and ..... went on until the early hours.
8 “Will .............................................. matter if I'm a bit late for the meeting?” “Well, ..... might be a good idea to warn the manager.”

Possessive adjectives/pronouns

- Possessive adjectives/pronouns express possession. Possessive adjectives go before nouns, whereas possessive pronouns do not go before nouns. This is my diary. It's mine. Sometimes possessive pronouns go at the beginning of a sentence. Theirs is the blue car.
- We use the rather than a possessive adjective with parts of the body after prepositions. Verbs used in this pattern include: hit, kiss, punch, slap, bite, touch, pat, sting etc. She kissed the baby on the cheek. He punched me on the nose. (not: on-my-nose)
- Own is used with possessive adjectives to emphasise the fact that something belongs to one person and no one else. She's got her own chauffeur, or She's got a chauffeur of her own.

337 Fill in the blanks with a possessive adjective or a possessive pronoun.

1 This is ...my... (I) bag but that one over there is ...yours... (you).
2 .............................................. (she) score was better than .............................................. (I).
3 (they) holiday starts the week after (we).
4 Can we have (you) suggestion first and then we'll hear (he)?
5 I didn't bother going to (he) party and he won't be coming to (I).
6 (we) flight was delayed but (they) party took off on time.
7 I wish (I) voice was as good as (she).
8 Unfortunately, (they) team played better than (we) so we lost the match.
9 If you're a friend of (he), then you're a friend of (I) too.
10 We'll leave (she) house after dinner, so we should be at (you) before 10.00.

What's your baby's name? Caffeine.

That's a strange name. Yes. You see, she keeps us awake all night!

11 Pronouns / Determiners

Possessive case with 's or s' for people or animals
- singular nouns (person or animal) + 's the boy's racket, the dog's ears, the queen's limousine
- regular plural nouns + 's the passengers' luggage
- irregular plural nouns not ending in s + 's the children's toys, the women's magazines
- compound nouns + 's my sister-in-law's house

's after the last of two or more names to show common possession
Kate and Alan's yacht (They own a yacht.)
's after each name to show individual possession Sonia's and Marisa's yachts (Each owns a yacht.)

Possessive case with "of" for inanimate things
- of + inanimate things or abstract nouns the windows of a house, the price of success
- of + possessive case/possessive pronouns when there is a determiner (this, some etc) before the noun. Listen to this song of Eric's. (one of Eric's songs), a friend of mine (one of my friends)

Note: phrases of place + 's (at the dentist's, the building's entrance), time or distance expressions + 's (last year's reports, two days' work, a mile's walk). We can use either 's or of when we talk about places or organisations. (York's monuments or the monuments of York). We use of with people in longer phrases. (That's the sister of one of my colleagues.)

338 Rewrite the following using the correct possessive form.

1 at the baker - the shop ...at the baker's
2 the princess - the ring
3 the couple - the honeymoon
4 the honey - the taste
5 the tree - the roots
6 the children - the toys
7 the line - the end
8 my mother-in-law - hat
9 the cats - collars
10 the dog - the basket
11 the room - the emptiness
12 the world - the emptiness
13 the man - the wallet
14 the prisoners - the wonders
15 the view - the beauty
16 the monkey - the tail
17 the bride - the mother
18 the girls - father
Rewrite the following using the correct possessive form.

1. The fashionable colour this year is blue. ...This year's fashionable colour is blue.
2. She had a hard day of work. ...
3. You will receive this a month from now.
4. They weren't at the celebrations last year.
5. The walk to the village is a mile long.
6. We must look at the timetable for this week.
7. I read the article in the paper - Sunday.
8. The writer showed us a poem - his.
9. We had a party in Sue - Sally - flat.
10. Mr Brown - Miss Green - offices are being refurbished.
11. You should follow your parents' advice.
12. I am to be bridesmaid at Harry - Renata - the wedding.
13. The roof - the tiles are falling off.
14. Simon is certainly no friend - my.
15. The Porsche drew up at the restaurant - the entrance.
16. A security guard checked the passengers - the bags.

Reflexive/Emphatic Pronouns (myself, yourself etc)

- Reflexive pronouns are used after certain verbs (behave, burn, cut, enjoy, hurt, kill, look at, laugh at, introduce, dry, teach etc) when the subject and the object of the verb are the same. Did you enjoy yourself? He taught himself how to drive.
- Reflexive pronouns can be used after be, feel, look, seem to describe emotions or states. He doesn't seem himself these days. They are also used after prepositions but not after prepositions of place. He is so proud of himself, but: He looked behind him. (not: behind himself)
- Certain verbs do not normally take a reflexive pronoun. These are: wash, shave, (un)dress, afford, complain, meet, rest, relax, stand up, get up, sit down, wake up etc. He got up and shaved. We don't say: He got up himself and shaved himself. However we can use a reflexive pronoun with wash or dress when we talk about young children or animals.
  I'm teaching my son how to wash himself. Those monkeys are dressing themselves!
- Emphatic pronouns have the same form as reflexive pronouns but a different meaning. They emphasise the noun, or the fact that one person, and not another, performs an action. He himself conducted the interview. They also mean "without help". She fixed the leak herself. (without help) They go after nouns, pronouns or after "but" and "than". She'd like to marry someone older than herself.
- Note these idioms: Enjoy yourself! (= Have a good time!) Behave yourself! (= Be good!) I like being by myself. (= I like being alone.) She lives by herself. (= She lives on her own.) By myself, by yourself, by himself etc (= on my own, on your own, on his own etc) Help yourself to coffee. (= You're welcome to take some coffee if you want some.) Do it yourself. (= Do it without being helped.) Make yourself at home! (= Feel comfortable.) Make yourself heard. (= Speak loudly enough to be heard by others.) Make yourself understood. (= Make your meaning clear.)

Fill in the correct pronouns then identify them: reflexive or emphatic?

1. They're not behaving ...themselves... (reflexive)
2. He made this raft ...
3. Oh, no! I've ruined my dress ...
4. The cat is licking ...
Complete the sentences using words from the list below and a -self pronoun.

draw, bake, make, fix, prepare, cut, organise, decorate

1. Sue didn’t buy a cake for the party. She...baked one herself...
2. My brother’s a mechanic, so he doesn’t have to pay somebody to repair his car. He... 
3. Her cousins are excellent dressmakers. They... 
4. Do you like the salad? I... 
5. John didn’t go to the hairdresser’s. He... 
6. We didn’t go to a travel agent’s to organise our holiday. We... 
7. What do you think of my aunt’s new house? She... 
8. Do you like this picture? I...

Put the verbs in brackets in the correct form with or without a reflexive pronoun.

James: You don’t look well this morning, Julie.
Julie: I know. When I 1) saw myself... (see) in the mirror this morning, I got a shock.
James: How 2) (you/feel)?
Julie: Pretty bad. I 3) (give) a treat last night and went to a restaurant for a meal.
James: And 4) (you/enjoy) it?
Julie: At the time, yes. But now I’m 5) (ask) if the food was really fresh.

Fill in the appropriate pronoun or possessive adjective.

Paul: Suzie, 1) I’ve cut 2) a plaster, please?
Suzie: Oh, dear! How did you do 5) ?
Paul: I was cutting some bread to make 6) a sandwich. That knife’s really sharp, isn’t 7) ?
Claire: What’s happening? Oh, Paul, what’s wrong with 8) finger?
Suzie: 9) ’s cut 10) hand in some cold water.
Suzie: Yes, do as 12) says. 13) will stop the pain.
Paul: OK. Agh! 14) ’s freezing!
Claire: 15) ’s such a baby! I don’t know how you put up with 16) Suzie!
Suzie: Men always make a fuss. 17) act like children when they hurt 18) 
Claire: Shall we take you to hospital? You needn’t drive your car. I’ll take you in 19) 
Paul: No, no. I’ll be alright.
Suzie: Yes, just calm 20) down. I think you’ll live.
Fill in with: of one's own, on one's own or one's own in the correct form.

1. Can you help me with these suitcases? I can't lift them ...on my own...
2. He always does what other people tell him. He hasn't got a mind
3. Why do you always drink my milk? Don't you get any
4. They desperately need a place since they have two small children and her parents' house is very small.
5. Is this all work, or did someone help you?
6. The country has had government since it became independent.
7. She's very independent, she likes having place.
8. He seems to have left us again.
9. Exactly how long have they been running business?
10. You are expected to do a lot of work in time.
11. When the helicopter took off, he was left in the forest.
12. As a DJ, he plays a lot of different styles of music but taste is for good old rock 'n' roll.
13. "Is this ...car, sir?" "No, actually, I borrowed it."
14. What I've always wanted is to run a restaurant
15. Every person has a history

Each other means "one another". Compare the examples below.

They laughed at each other.
They laughed at themselves.

Fill in each other or an appropriate reflexive or emphatic pronoun.

1. Lucy and Frank do not like ...each other... at all. They're always arguing.
2. She told her guests to help ...to food and drink.
3. The police carried guns to protect ...in case they were shot at.
4. The boys told their mother that they'd clean up their room
5. He kept ...warm in the mountains by wearing lots of heavy clothing.
6. They talk to ...on the phone at least once a week.
7. They took a taxi to town to save ...some time.
8. They waved to ...as the train pulled out of the station.
9. Cats clean ...by licking their fur.
10. Bob and Terry are always arguing with
11. We haven't seen ...for days - not since the argument.
12. She taught ...basic French in six weeks.
13. To save money we decorated the house
14. The children were told off for being so rude to
15. You look dreadful! You should look after ...a little better.
16. The two children shared the bag of sweets with
17. I hope my parents enjoy ...at their surprise party tonight.
18. After her bad dream the child didn't want to sleep by
**Determiners**

- Determiners are special words that are placed in front of nouns or noun phrases and they affect their meaning. Such words are: **indefinite article** (a/an), **definite article** (the), **demonstratives** (this/that/these/those), **possessive adjectives** (my/your/his etc), **quantifiers** (some/any/every/no/both/each/either/neither/enough/several/all/most etc) and **numbers** (one/two etc).

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<th>Adjectives</th>
<th>Pronouns</th>
<th>Adverbs</th>
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<td>anywhere</td>
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</tbody>
</table>

- **Some** is used before countable or uncountable nouns. Let’s buy some biscuits. We’ve got some fruit. Some and its compounds (somebody, something etc) are normally used in positive sentences. They are also used in questions when we want to make an offer, a request or when we expect a positive answer. There is someone on the phone, he wants to talk to you. (= positive) Would you like some more juice? (= offer) Could I have some tea, please? (= request) Is there someone who can help me? (= I expect there will be.) but: Is there anyone who can help me? (= I’m asking in general.)

- **Any** is used before countable or uncountable nouns. Is there any instant coffee? Any and its compounds (anyone, anything etc) are normally used in questions. Is there anything wrong? They are also used in positive sentences meaning “It doesn’t matter how/what/which/when/who/where”. You can buy anything you want. Any and its compounds can be used after if in a positive sentence. If anyone asks for me, tell them I’ve left.

- **No/not any** are used before countable or uncountable nouns. No/not any and their compounds (no one/not anyone, nothing/not anything etc) are used in negations. There is nothing we can do. There isn’t anything we can do. Any and its compounds are used with negative words (hardly, never, without, seldom, rarely etc). I hardly go anywhere these days. (not: I hardly go nowhere these days.)

- **Every** is used before singular countable nouns. Every and its compounds take a verb in the singular. Every citizen has to pay taxes. (= all citizens) We are doing everything in our power to help you. (= all things)
346 Underline the correct item.

1. There is no one/anyone at home.
2. There are some/any books on my desk.
3. There is any/no ice-cream left.
4. Did she tell you nothing/anything?
5. There is hardly no/any milk left.
6. She won't lend you no/any money.
7. I need any/some time alone.
8. I get up at 8.00 any/every morning.
9. If anybody/nobody wants to leave, say so now.
10. Nobody/Anybody phoned this morning.
11. I haven't seen nothing/anything yet.
12. There is anything/nothing good on TV tonight.
13. Some/Every day he will be famous.
14. No one/Anyone was at home this morning.
15. Somebody/Everybody who went camping had a good time.
16. Nobody/Anybody told me that it was Ann's birthday.
17. Is there everything/anything I can do to help?
18. There is something/everything wrong with the drinks machine.
19. Are you going nowhere/anywhere this weekend?
20. This has nothing/anything to do with you.
21. I can't find my keys anywhere/nowhere.

347 Underline the correct item.

As soon as we arrived at school we knew that 1) something/anything was wrong. We soon discovered that 2) someone/anyone had broken into our home. Many things had been stolen 3) everyone/each had lost 4) something/anything. 5) Every/Some money had also been taken. Before we phoned the police, we went to ask our neighbour if she had seen 6) anyone/no one or 7) anything/nothing suspicious, but she hadn't. We went back home to phone the police. As we sat waiting for them to arrive, we surveyed the damage that was 8) everywhere/anywhere around us. 9) No/Some of our most personal possessions lay smashed and broken before us, 10) no one/someone spoke. Eventually, the police arrived and asked us to make a list of 11) everything/something that had been stolen, as they started to check for fingerprints. They warned us that it was unusual to find 12) any/some, because most burglars wore gloves. When the police had finished checking for prints, they took our list of 13) everything/something that was missing, and they told us that 14) someone/anyone would visit us over the next few days to advise us on new security measures.

348 Fill in: some, any or their compounds.

1. "Have we got ...any... milk?" “Oh no, I meant to get ...some... yesterday.” “Shall I go and buy ...any...?”
2. "Does ...any... else want a lift?" “I'd like one if you've got ...some... space in the car.”
3. "Shall we buy Jenny ...any... flowers?" “I don't know, ...any... practical might be better.”
4. "Can ...any... give me a hand with these boxes?" “I can help if there are ...any... light ones.”
5. "Does ...any... want to go to the cinema tonight?" “I've got ...some... free tickets.” “Is there ...any... in particular on?” “Yes, a James Bond film.”
6. "Do you want ...any... vegetables with your steak?" “Well, I wouldn't mind ...some... chips if you've got ...any....”
7. "Has Jasmine got ...any... exams this year?" “I think she's got ...any... in June.” “Is there ...any... I can do to help her?”
8. "I've put ...some... blankets at the end of the bed but if you need more, or ...any... else, just ask.”
   "Actually, there is ...any... Could I have ...any... towels, too?"
9. "Do you want to invite ...any... special to your birthday tea?" “Could I ask ...any... friends from the art college?” “Yes, of course.”
10. "Shall I put ...any... music on?" “Yes, have you got ...any... relaxing?”
11. "I wish I had ...any... interesting to do." “I could give you ...any... ideas, but you never like ...any... I suggest.”
12. "Did you go ...any... during the holidays?" “I wanted to go ...any... but unfortunately I didn't have ...any... money.”
Fill in: anything, anywhere, everyone, hardly ever, no one or nothing.

Last year while I was in England, I went to a football match with an English friend. Manchester United were playing Ipswich and 1) ...no one... thought Manchester could lose. I think 2) ............... will remember this game for the rest of their lives. Even my friend, who goes to every Manchester game, said he had never seen 3) ................ like it. Ipswich scored four goals in the first half and 4) ................ was sure they would win. Manchester was losing 0 - 4. Then, in the second half, the Manchester defender, Gary Neville, who 5) ................ scores, scored three times. That was surprising enough, but it was 6) ................ compared to him scoring for the fourth time with three minutes left. Not one person remained seated 7) ............... in the whole stadium. Then, with only one minute remaining, Neville scored again and 8) ................ went crazy. Manchester United won 5 - 4. I am convinced there is 9) ................ better than seeing a football match in England.

Replace the highlighted words with some, any, every or one of their compounds.

1) A person 2) to all places 3) a few days 4) all the trains 5) all the people 6) several changes 7) it all 8) one difficulty 9) three or four places

- The idea of “any...” can be expressed by adding the suffix ever to the following wh-words: whoever (anyone who), whatever (anything that), whichever (any of), whenever (any time that), wherever (any place that), however (in any way that). Please call me whenever you want. (= any time that you want) He does whatever he thinks is best. (= anything that he thinks is best)

Complete the following by using “ever” words.

1 We can go to the shops any time that suits you. We can go ... whenever ... you want.
2 He's not sure what to do about the situation. I told him to do ............... seems best.
3 There are five buses going to Oxford daily. We can take ............... fits in with your plans.
4 It's not a formal party. You can dress ............... you please.
5 I don't mind driving far. I can take you ............... you want to go.
6 He's got tickets for everyone. ............... wants to come is welcome.
7 She's such a spoilt child. She gets ............... she wants.
8 There are three good films on at the cinema. We can go to ............... you prefer.
9 You can begin your work ............... you want, as long as it's finished on time.
10 It's true that ............... she goes, she's always the centre of attention.

Fill in: hardly (ever) and anything, anywhere, anyone or any as in the example:

1 There ............... was hardly anyone ............... at the party. (not many people)
2 I ............... in the shops. (not often see nice things)
3 He ............... to the opera. (not go)
4 The old lady ............... . (not often go to places)
11 Pronouns / Determiners

5 He did ................................................ work. (very little)
6 We ....................................................... (not often visit people)
7 The museum had ................................... on show. (not much)
8 My parents .......................................... free time. (not often have)
9 She knows ............................................. about it. (not much)
10 There's .............................................. to eat in this village. (not many places)

Else

- The adverb else means either “more” or “different”. It can be used with the indefinite pronouns and adverbs everyone, something, nobody, anywhere etc. I’m afraid I can’t help you. Why don’t you ask someone else? (= a different person) We must get one more assistant. Can you think of anyone else? (= one more person)
- Else can be used with who, what, where and how to refer to people, things, places etc. What else can I get you, sir? Who else have you invited? Where else can I look for help? How else should I do it?
- Else is followed by a singular verb. Everyone else is already here.
- In the possessive case the ‘s goes after else. Don’t use my pen. Take someone else’s.
- Anything (else) and nothing (else) can be followed by but.
- Nothing (else) but a warning would make him come to his senses.
- Or else means “otherwise”. Hurry up or else you’ll be late for your interview.

353 Fill in with: else, or else, else’s.

1 Behave yourself ...or else... you’ll be expelled.
2 Nothing .............................................. but stricter punishment will discourage criminals.
3 This can’t be yours; I’m sure it is someone ..............................................
4 I should really be going now .............................................. I’ll be late for my appointment.
5 My passport was checked by the officials and so was everyone ..............................................
6 Let’s try somewhere .............................................. this café is rather dull,
7 I’m desperate; I don’t know what .............................................. to do.
8 Place this file somewhere safe .............................................. you might lose it.
9 Nowhere .............................................. have I been treated with such kindness and understanding.
10 Do you know who .............................................. has been asked to attend the meeting?
11 I can’t think of anyone .............................................. career that has been so brilliant as yours.
12 Screw the lid on tightly .............................................. the jam will go off,
13 How .............................................. should I do it?
14 Was anything .............................................. said at the meeting?
15 This coat is definitely Mark’s; it can’t be anyone ..............................................
16 We’d better ring them up .............................................. they will be worried.
17 Is there anything .............................................. that you need to know?
18 Apart from mine, nobody .............................................. presence was required at the staff meeting.
19 No one .............................................. but you can help us organise the sales team.
20 We must hurry .............................................. we will never catch that train.

354 Complete the sentences using “else” as in the example:

1 (another place) I don’t like it here. Let’s go ............................................ somewhere else.
2 (all the other people) It’s not fair that you won’t let me go to the party. ..............................................
3 (another person) I wasn’t sitting at that desk. .............................................. was working there.
4 (no other thing) I don’t really want to do the ironing but, as there’s .............................................. to do, I might as well do it.
5 (a different thing) I’m bored playing cards. I want to do ..............................................
6 (all the other things) We’ll have to eat the chicken because we’ve used up ..............................................
**Demonstratives**

This/These are used
- for people or things near us. *This* vase here is a genuine antique.
- for present or future situations. *I’m taking a test this* week.
- when the speaker is in or near the place he/she is referring to. *This* church was built 900 years ago. (The speaker is now in or near the church.)
- to introduce people or when we introduce ourselves on the phone. “Mark, *this* is Elaine and *this* is Susie.” “Hello. *This* is Melanie Brown speaking.”

That/Those are used
- for people or things not near us. *That* man over there is a famous composer.
- for past situations. *That* week was the best of my life.
- to refer back to something mentioned before. “We’re getting married.” “*That’s* great.”
- when speaking on the phone to ask who the other person is. “Hello? *This* is Jim Spike. Who’s *that*, please?”

**This/these - that/those are not always followed by nouns.**
*This* is all I can say on the subject. *That’s* how he was rescued.

### Fill in: this, that, these or those.

1. *This*... shirt is too big.
2. *These* flowers are for you.
3. *That* s a very funny hat.
4. Hey! *Those* are my suitcases.

### Fill in: this, that, these or those.

1. “Hi Beryl. ... *This*... is my sister Sue.” “Pleased to meet you, Sue.”
2. “I won the competition!” “*That’s* great!”
3. “Can you see *that* aeroplane in the sky? It’s a Boeing.”
4. “My friend is getting married *this* year on Valentine’s Day.”
5. “*Those* people over there must be waiting for the train.”
6. “Good evening. *That* is the Prime Minister speaking to the nation.”
7. “I bought *those* socks today.” “What a lovely shade of green!”
8. “Are you going away *this* weekend?” “Yes, we’re going camping.”
9. “I hear she’s getting married.” “*That’s* right. She’s getting married next month.”
10. “*These* jeans are so tight I can hardly move.” “Why don’t you buy some bigger ones?”
11. “I’m fed up. I’ve had enough of *that* terrible weather.” “So have I, but it’ll soon be summer!”
12. “What’s wrong, Sally?” “Well, you won’t like *those*, but I’ve got to tell you.”
13. “Are *those* children over there Mrs Brown’s?” “Yes. They’re very well-behaved, aren’t they?”
14. “Their wedding is a fortnight today but I won’t be able to go. I’m going away *this* weekend.”
15. “We are moving to a bigger house.” “Really? *That’s* fantastic!”
16. “*These* boots hurt my feet.” “Maybe you should get another pair.”
17. “I told him that no one trusts him.” “There was no reason to say *those*!”
18. “What do you think of this pair of sunglasses?” “I prefer *those* ones over there.”
- All refers to more than two people or things. It has a positive meaning and takes a verb in the plural. It is the opposite of none. *All the passengers went ashore. All of them felt seasick. They were all seasick. All three/four etc of them passed the exam. All + that-clause means "the only thing" and takes a singular verb. All that he did was complain about everything.*

- Both refers to two people or things. It has a positive meaning and takes a verb in the plural. It is the opposite of neither/not either. *Jo and Tonia are journalists. Both Jo and Tonia are journalists. They are both journalists. Both of them are journalists. Both girls are journalists.*

- Whole (= complete) is used with countables. We always use a, the, this, my etc + whole + countable. *the whole month = all the month/all month but: all the coffee (not: the whole coffee)*

- Either (anyone of two) / Neither (not one and not the other) are used before singular countables. They refer to two people or things. *Neither man is rich. Neither of/Either of take a verb either in the singular or plural. Neither of us is/are rich. Jack or Dan have promised to help me. Either of them have/has promised to help me.*

- None refers to more than two people or things. It has a negative meaning and isn't followed by a noun. *"Are there any vacancies?" "No, none." None of is also used before nouns or object pronouns followed by a verb either in the singular or plural. It is the opposite of all. *Paul, Keith and Rod haven't been to Paris. None of the boys/them has/have been to Paris.*

- No is followed by a noun. *There's no place like home.*

- Every is used with singular countables. It refers to a group of people or things and means "all", "everyone", "everything" etc. *Tenants have to pay the rent every month. He ate every apple.*

- Each is used with singular countables. It means "one by one", considered individually. *Each employee has to sign a contract. (all employees considered individually)*

- Every one and each one have of-constructions. *Each one of/Every one of the students had done their homework. Compare: There were two applicants for the job and I gave a form to each one. (not: every-one). There were ten applicants for the job and I gave a form to each one/every one.*

- One / Ones are used to avoid repetition of a countable noun. *"Which shirt do you want?" "This one." (this shirt) "Which shoes did you buy?" "The black ones." (the black shoes)*

**Tick the appropriate boxes.**

**singular verb**  |  **plural verb**
---|---
1 all | ✔
2 both | ✔
3 each/every | ✔
4 either/neither | ✔
5 either of/neither of | ✔
6 none of | ✔
358 Fill in: each, every, everyone, everything, all or whole.

1) Everyone needs to relax and Mrs Emms was no different. She had worked 2) ___________ year without a break and she was ready for a holiday. 3) ___________ was planned, the 4) ___________ family were going to spend a week together in a cabin in the mountains. 5) ___________ year they had talked about getting away together but somehow they had never got round to it. This year it was actually going to happen. It had been seven years since 6) ___________ the family had gone away together and Mrs Emms was really looking forward to the holiday. They had rented the cabin and had planned a different outing for 7) ___________ day of the week. There would be something for 8) ___________ Mrs Emms just wanted a quiet relaxing holiday and to be able to spend 9) ___________ day in the fresh air. The rest of the family had different interests but they had planned the holiday well so that they would 10) ___________ enjoy themselves.

359 Fill in: all, every, none, both, either and neither.

Assistant: Can I help you madam?

Customer: Yes, I'd like to try 1) ___________ these skirts on please.

Assistant: Of course. This way please. [A few minutes later] Is 2) ___________ of them any good?

Customer: No. I'm afraid 3) ___________ of them are exactly what I'm looking for and they are 4) ___________ too big.

Assistant: Would you like to try something else?

Customer: Yes, please. I'd really like something colourful.

Assistant: 5) ___________ my clothes are dark and 6) ___________ of them are very nice. I'm fed up with them. 7) ___________ time I go shopping, I say I'll get something brighter and I never do.

Assistant: Let's have a look. 8) ___________ our clothes are on offer at the moment and we have something for 9) ___________ age, size and taste. I'm sure we'll find something for you.

- Both ... and takes a plural verb. Both my father and my brother are here.
- Neither ... nor / Either ... or, Not only ... but also take either a singular or plural verb depending on the subject which follows nor, or, but also. Neither Fiona nor Emma is coming to my party. Either John or his parents are planning to call on her.

360 Use both ... and, either ... or, neither ... nor, or not only ... but also to rewrite the sentences.

1) Tracy and Stella watched the programme. ...Both Tracy and Stella watched the programme.
2) Christine wants to go to university; so does John. ...
3) Clare hasn't been to America and her sisters haven't either. ...
4) The teachers thought the exam results were unfair and so did the students. ...
5) James will pick up the parcel, or else Paul will. ...
6) James and David are not conservative. ...
7) Mother wasn't born in January, neither was Father. ...
8) Cathy is going to the meeting, or else Andrea is. ...

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361 Fill in: all, most, every, one, ones, whole.
1 ...Most... students aren’t here today. They’ve gone on an excursion.
2 Mary has three sisters, ................ of whom look like her.
3 Choose a cake. Which ................ would you like?
4 I can’t decide whether to go to Italy, Greece or Spain. They’re ................ beautiful countries.
5 I’ve done a few of the exercises but I couldn’t do the difficult ................ .
6 We’ve got the ................ summer free to do whatever we want.
7 Tom goes to bed at eight ................ night.

362 Fill in: all, every, none, both, either, neither.
Sue: Have you decided where to go on holiday?
Mary: Not yet. I have a brochure but 1) ....all... the hotels are so expensive. 2) ................ of them provide full-board and I want 3) ................ half-board or self-catering.
Sue: Why don’t you rent a room? Two friends of mine did and they 4) ................ said it was cheap and enjoyable. In fact, 5) ................ of them spent much money.
Mary: Alright, let’s have a look at some rooms in Spain and Greece. They 6) ................ look nice and I see that 7) ................ room has a sea-view. 8) ................ of the hotel rooms available has any view at all.
Sue: Right - so it’s 9) ................ Spain or Greece.
Mary: Yes. 10) ................ of them look perfect.

363 Fill in: every or each.
A: Four people live in our house. 1) ................ each... of us has his own room and we take turns doing the housework and cooking. 2) ................ person has to cook an evening meal and keep the house clean and tidy for a week and 3) ................ Monday we change over.
B: It sounds OK, but does this system really work?
A: Well, most of the time it does OK, except when it’s Mike’s turn. 4) ................ time it’s his turn to do the chores, he always finds an excuse. He gives a different one 5) ................ time but they’re never very good.
B: Can’t you do anything about it?
A: We’ve tried, but 6) ................ time we say something to him, he gets annoyed and thinks we’re being unfair.
B: But he can’t get away with it 7) ................ time. It’s not fair on the rest of you. If 8) ................ of you made excuses like Mike, you would all be starving and living in a mess.

364 Underline the correct item.
1 It’s not good for you to stay in bed all/every day. You should get up and do something.
2 Neither/Either Peter nor Tom came to the meeting.
3 I hope everyone is/are ready to leave.
4 She read the all/whole book in two hours.
5 No/None of my friends has phoned me this weekend.
6 You have to check everyone/each one of these contracts separately.
7 I don’t like these biscuits. I prefer the one/ones Mum made.
8 Either/Neither Susan or Laura will tell you what to do.
9 We had a great weekend as the weather was perfect both/all days.
10 I’ve never been anywhere/nowhere I like more than Paris.
### Much - Many - A lot of

<table>
<thead>
<tr>
<th></th>
<th>Countables</th>
<th>Uncountables</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Positive</strong></td>
<td>a lot (of)/lots of/many (formal)</td>
<td>a lot (of)/lots of/much (formal)</td>
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<tr>
<td></td>
<td></td>
<td>There are a lot of trees in the park.</td>
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<td></td>
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<td>There is a lot of cheese in the fridge.</td>
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<tr>
<td><strong>Interrogative</strong></td>
<td>many</td>
<td>much</td>
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<tr>
<td></td>
<td></td>
<td>Are there many shops in York? Did you</td>
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<td></td>
<td></td>
<td>have much time to do any shopping?</td>
</tr>
<tr>
<td><strong>Negative</strong></td>
<td>many</td>
<td>much</td>
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<tr>
<td></td>
<td></td>
<td>There aren’t many oranges. I haven’t</td>
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<tr>
<td></td>
<td>a few (= some)/(very) few (= not many, not enough)</td>
<td>got much money, so I can’t buy any.</td>
</tr>
<tr>
<td></td>
<td>a little (= some)/(very) little (= not much, not enough)</td>
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<td>There were a few boys in the class.</td>
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<td></td>
<td></td>
<td>Very few students attended the lecture.</td>
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<td></td>
<td></td>
<td>Very little progress has been made.</td>
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</tbody>
</table>

- A **lot (of)/**Lots of are used with countable or uncountable nouns and are normally used in positive sentences. A lot of tourists visit this museum. He has got a lot of patience. **A lot of** can be used in questions or negative sentences in informal English. Was there a lot of opposition to your proposal? (informal)

- **Many** is used with countables and much with uncountables. They are normally used in questions or negative sentences. Has she got many records? We haven’t got much time. Many or much are often used in positive sentences after too, so, how or in formal English. He wasted too much time. He’s got so many worries. Much human labour was used in the building of the Pyramids. (formal)

- A **few** is used with countables and a **little** with uncountables. They both have a positive meaning. A few means “some”, “a small number”. A little means “some”, “a small amount of”. He needed a little peace so he went to a quiet island for a few days.

- **Few/Little** both have a negative meaning. Few means “not many”, “almost none”. Little means “not much”, “almost none”. Few and little are rather formal English. Very few/very little are more usual in everyday speech. It is also common to use: only a little, only a few. We’re going on holiday for a few days. I’m exhausted because I had very few days’ holiday. She speaks German quite well but only a little French. Bob has a little knowledge of mechanics so he can check the car. Jane has little knowledge of mechanics so she can’t check the car.

- We use **most/all/some/any/many/a few/several/both/two/one/much (a) little + of** when a noun follows, preceded by possessives or the words: this, that, these, those, the or a. **Most of the guests** at the party were English. but: **Most** people prefer to go on holiday at least once a year.
### 365 Tick the appropriate box.

<table>
<thead>
<tr>
<th>Quantifiers</th>
<th>countable nouns</th>
<th>uncountable nouns</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 a lot of/lots of</td>
<td>✓</td>
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<tr>
<td>2 a large/small amount/quantity of</td>
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<td>3 a large/great/good number of</td>
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<td>4 a great/good deal of</td>
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<td>5 (a) few</td>
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<td>18 all</td>
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</table>

### 366 Add “of” where necessary.

1. Most __________ people go on holiday in summer.
2. I've seen several __________ Richard Gere's films.
3. A few __________ friends came round last night.
4. Both __________ these shirts are dirty.
5. Many __________ his friends are from England.
6. Have you ever read any __________ Erica's novels?
7. We bought a few __________ antiques on our trip.
8. Please pass me a few __________ those nails.
9. There are a few __________ children playing outside.
10. Some __________ Mike's friends bought him a present.
11. A few __________ the boys were in the park.
12. Most __________ the cars in the auction were sold.
13. They have hardly any __________ money.
14. A lot __________ people say he's brilliant.

### 367 Underline the expressions which can be used.

1. I have several, many, a few, a little, too much homework to do.
2. James did a couple of, much, no exercises in the morning.
3. They didn't have much, several, a lot of, any, many luck this season.
4. Let's plant one, a little, a few, lots of, some trees.
5. Read one, both, each, a couple of, every page.
6. She eats a number of, a great deal of, most, no, each meat.
7. You'll need a few, a couple of, much, many, a little tomatoes.
8. She has visited whole, every, a number of, most, a great deal of countries in Europe.
9. I have got a few, several, plenty of, no, a little time.
10. He wants to earn some, each, a few, lots of, a great deal of money.
11. They put a great deal of, a few, many, a lot of effort into the project.
12. This car uses many, a large quantity of, much, a lot of petrol.
13. Much, Many, A large number of, Every people disagree with his decision.
Other and its forms

- another = one more apart from those already mentioned. Can I have another piece of cake? “Another” can also be used with expressions of time, money and distance. It should take another half an hour to reach Plymouth.
- others = several more apart from those already mentioned. Some articles are about science, others are about art.
- the other(s) = the rest. These are mine; the others are John’s. This is yours; the other is mine.
- each other = one another. Let’s help each other.
- every other = alternate. We visit our grandparents every other Sunday.
- the other day = a few days ago. I ran into Tim while shopping the other day.
- the other one/ones refers to a specific alternative. I don’t like this blouse. Can I try the other one please? I don’t like these biscuits. Can I have the other ones?

368 Fill in: another, (the) other(s), each other or every other.

1. My sister has ...another... two years to go before she finishes her university course.
2. Mr and Mrs White are arriving this evening but ...guests won’t be here until tomorrow.
3. Now that John is working in Newcastle we don’t get to see ...very often.
4. I don’t have time to read a newspaper every day, so I buy one ...day.
5. Two new students started today. One is Jane Lloyd and ...is Ruth Howard.
6. I’ve got one of the five books I ordered but ...haven’t arrived yet.
7. In ...five years I’ll be running my own business.
8. Even though Clare and Frances see ...at school every day, they still spend half an hour talking to ...on the phone every evening.
9. One of the most environmentally-friendly means of transport is the bicycle; ...are the train and the tram.
10. Only two students passed the exam. All ...failed.
11. Some people liked the film while ...were shocked by it.

369 Fill in: several, a great deal of, all, a few, a lot of, many, a small amount of, a little, plenty of or a large number of.

Last winter’s flood was so destructive that news reporters were calling it “the flood of the century”. 1) ...Several... people were killed and 2) ...were left homeless. 3) ...damage occurred in one area because a local dam burst. The dam had cracked in 4) ...places and was being repaired. Engineers knew that if the dam burst, 5) ...the houses in the area would be flooded with water, so 6) ...the inhabitants were moved out beforehand. Still, there remained 7) ...people who refused to leave. 8) ...those people died. Those who survived had 9) ...help later, when hundreds of volunteers from neighbouring villages came to their rescue with boats and liferafts. The tragedy is that 10) ...more attention to maintenance rules would have prevented the dam from cracking in the first place.

370 Fill in: a lot, much or many.

Jim: You must be working 1) ...a lot... at the moment, I’ve hardly seen you.
Mary: There’s 2) ...of work at the office and I’ve been doing too 3) ...Jimmie.
Jim: How 4) ...hours are you doing each day?
Mary: About ten, which is far too 5) ...except working?
Jim: So you haven’t been doing 6) ...longer will this go on?
Mary: Well, I’ve been going to the gym, but not as 7) ...times as I’d like.
Jim: How 8) ...longer will this go on?
Mary: Only two more weeks, I hope.
Jim: You must be under 9) ...of stress.
Mary: A bit, I’ll be glad when it’s over.
Jim: We should go out when you’ve finished.
Mary: Yes, there are so 10) ...other things I want to tell you.
371 Complete the sentences with a few, (very) few, a little or (very) little.

1. He has made ...a few... enemies already because he has ...little... praise for any of his colleagues.
2. I eat ...fatty foods these days as I'm trying to lose ...weight.
3. Desert areas receive ...rain. That's why ...animals can live there.
4. He feels ...depressed because he has had quite ...problems lately.
5. ...people realise what a nice person he is as he has ...say to anyone. However, after spending ...time with him, I got to know him quite well.
6. Henry puts ...money aside each month so he can buy himself ...luxuries every now and then.
7. I met ...friends in town so we went to "Rozzie's" and had ...cups of coffee and ...chat.
8. We've experienced ...storms here over the winter but, fortunately, they caused ...damage.
9. Mary's had ...experience in this matter so she should be able to give you ...hints on what to do.
10. Would you like ...sugar in your coffee? And, please, have ...biscuits, too.

372 Underline the correct item.

The journey by train seemed to take for ever. 1) All/Every the passengers looked completely bored. The train had 2) no/nome of the luxuries you'd usually expect on an inter-city train. Consequently there was 3) nowhere/anywhere to buy any food or drink. 4) A few/Few of the passengers had been sensible enough to bring their own packed lunches, and 5) no one/everyone watched enviously as they unwrapped them. At 6) each/both station we stopped, people looked out of the windows hoping to see 7) some/any vendors with 8) something/nothing in the way of refreshment. But, sadly, there were 9) no/nome at all. It appeared that 10) most/all people would have to spend 11) all/the whole time simply dreaming of a cup of coffee or a cheese sandwich! I had taken a couple of magazines with me but 12) neither/either of them held my attention for very long. I had 13) little/a little interest in 14) something/anything but ending the journey, 15) Few/A few had been as boring or uncomfortable as that one and I felt 16) either/neither refreshed nor relaxed when I finally reached my destination.

373 Underline the correct item.

1. Two of the sights I would most like to see is/are the Pyramids and Sydney Opera House.
2. Half of the population in that country are/is starving.
3. The food in this restaurant are/is delicious.
4. Jane and her mother has/have blonde hair and blue eyes.
5. Every human being has/have a right to food and shelter.
6. Tonight's news was/were very interesting.
7. Each of the pupils have/has a desk.
8. One of the actors I most admire are/is Dustin Hoffman.
9. More news of the earthquake is/are coming in now.
10. Maths is/are my favourite school subject.
11. They say two weeks is/are a long time in politics.
12. The rich is/are complaining about high taxes.
13. The police in this city is/are very helpful.
14. The French language is/are not too difficult.
15. There are/is little information on that particular subject.

The Sydney Opera House

206
374 Underline the correct item.

How 1) many/much centuries ago were people walking around on the earth? What would they think about modern life? There must be thousands of things they would find strange. 2) Much/A lot of aspects of life have changed greatly. For example, there are 3) many/much fewer green areas than in those days and the 4) numbers/number of animals is 5) many/much smaller too. Also, what about the thousands of modern appliances we use? What would they find the most confusing, a television or a camera? A refrigerator or a washing machine? There are 6) plenty of/a large amount of unusual things! What would people from the past have thought about various means of modern transport, such as cars, trains, ships and aeroplanes? There were 7) many/much centuries between the invention of the wheel and the birth of the modern engine. Could people have imagined then that man would one day fly? What about space travel? Even within the first half of this century, rockets existed only in the realms of science fiction. Perhaps from the 8) numbers/number of our modern inventions there is one which people from the past would have appreciated greatly and would have benefitted from - modern medicine. Of course, 9) a lot of/a lot human inventions would probably horrify people from the past. What would they think about nuclear bombs and guns? We have created so 10) many/much weapons! And with all the new technology we have, wouldn’t they find it 11) a few/a bit strange that we still wear animal skins like leather as clothes? If we look at our lives from their point of view, 12) the most/most things seem odd. But how would we find life if we went back to the past and had to live without all our modern inventions and technology.

375 Fill in the correct words from the list below to complete the sentences.

a few, none of, any, half of, all of, each, much, most

1 ...Most... teachers have a lot of patience although there are ...a few... who are quite intolerant.
2 At the airport they weighed ................................ suitcases separately.
3 Can you lend me 10p? I haven’t got ................................ money.
4 ................................ children like ice-cream and chocolate but, strangely enough, ................................ the children in our family ever eat either of them.
5 Only ................................ the food was eaten; the rest was thrown away.
6 The class was really pleased because ................................ them passed the exam; not one of them failed.
7 There isn’t ................................ work to do today, so we can go home early.

376 Fill in the blanks with one of the words from the list below:

any, enough, few (of), hardly anything, many, no, plenty of, some, much, very little

Having been invited to a friend’s wedding I decided to buy a new outfit. I had 1) ...plenty of... suits already, but 2) ................................ them were suitable for such an occasion. I chose my favourite shop and looked at the selection, but there was 3) ................................ to choose from. Fortunately, an assistant approached me and offered to give me 4) ................................ help. I told him I had 5) ................................ time because the wedding was the next day. He told me I’d come to the right place as very 6) ................................ shops offered such a personal service. He showed me a cream jacket but it wasn’t long 7) ................................. Another outfit had too 8) ................................ pockets for my taste. Finally, he picked out a suit that had 9) ................................ pockets at all and which had 10) ................................ style. As I admired my reflection, the assistant told me that very 11) ................................ people looked as good in brown as I did. Satisfied, I decided to buy the suit but realised I didn’t have 12) ................................ money with me. Fortunately, there was 13) ................................ problem as they accepted credit cards. I left, only to return five minutes later, when I realised I had 14) ................................ matching tie to wear.
377 Fill in: one, either, others, other, another or some.

The police asked me to help them identify 1) ...some... thieves they thought I had seen rob a bank. They asked me to look at 2) .................... photographs of known criminals and tell them which 3) .................... looked like the thieves. They told me that 4) ................................ had been there earlier and so they now had 5) ................................ idea as to what the thieves looked like. They began by showing me the photographs the 6) .................... had chosen. When I told them that none of those photos were familiar, they showed me 7) .................... photographs. We began to put together the thieves' faces from several pictures. We'd take 8) ................................ the nose or eyes from 9) .................... photograph, then place it with the mouth of 10) .................... . We finally had two clear pictures of what I thought the robbers looked like.

In Other Words

- Paul, Greg and David don't like horror films. None of them like/likes horror films.
- Jean is a teacher. Sue is a teacher, too. Both of them are teachers.
- John, Ted and Peter enjoy scuba-diving. All of them enjoy scuba-diving.
- There isn't anybody at the door. There's nobody at the door.
- Ann doesn't like meat. Lynn doesn't like meat either. Neither of them likes meat.
- Neither Ann nor Lynn like meat.
- Nothing will stop me going. There isn't anything that will stop me going.

378 Rewrite the sentences without changing the meaning as in the example:

1 Steve, Tom and Laura have bicycles. ...All of them have bicycles.
2 Tim works as a postman. Sam works as a postman too.
3 Anne, Mary and Helen don't like chocolate.
4 There wasn't anybody in the office.
5 Sarah hates smoking. Sue hates smoking too.
6 There wasn't anything I could do to make him stay.
7 Mary doesn't like frozen vegetables. Ted doesn't like frozen vegetables either.

Oral Activity 24

Look at the following notes and compare the three hotels using both-neither-all-none.

The Windsor Hotel
- no roof garden
- 4-star restaurant
- swimming pool
- airport transfer service
- pets not accepted
- free newspapers available
- close to town centre
- exercise facilities

The Palm Court Hotel
- no roof garden
- 3-star restaurant
- swimming pool
- airport transfer service
- pets not accepted
- free newspapers available
- close to town centre
- exercise facilities

The Richmond Hotel
- no roof garden
- 4-star restaurant
- swimming pool
- airport transfer service
- pets not accepted
- free newspapers available
- close to town centre
- exercise facilities

eg. None of the hotels have roof gardens. ... etc

Writing Activity 10

Look at the notes about the three hotels then write a report to your boss using both, neither, all, none etc.

To: Mr E Jones, Managing Director
Subject: Hotel accommodation

From: Alan Parr

I have made enquiries about three hotels: The Windsor, The Palm Court and The Richmond. Both The Windsor and the Richmond have swimming pools. ...
Find the odd word out and write it in the boxes provided.

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1. After we had been to Mary's house, we decided to go to Sophie's own.
2. I haven't got a car but I'm planning to buy one car.
3. The file it is on the desk.
4. This she is Emma speaking.
5. I can't help you as I've got another more job to do.
6. The tin-opener is easy to use it.
7. Neither of the chairman nor the secretary came to the meeting.
8. "I passed all my exams." "That it is great!"
9. This is it the least I can do for you.
10. There it seems to be something wrong with these figures.
11. The twins gave each one other a present on their birthday.
12. You can come any one day you want.
13. This is no any good.
14. Every one student has to have their own books.
15. Both of Elena and Susan are coming to my party.
16. Most of people agree that smoking in public areas should be banned.
17. A lots of people turned up at the airport to welcome the President.
18. He neither speaks Italian nor he understands it.
19. I was sleeping all the day.
20. Each of hotel room has its own private bathroom.
21. Can I have another one piece of cake?
22. The teacher he called to inform my parents of my absence.
23. My books are here; yours books are in your bag.
24. One should keep one's every promises at all costs.
25. We can't afford ourselves to buy a new car.
26. There is hardly any no peace in this house.
27. All of passengers must carry their I.D. cards.
28. Each one applicant was asked to send their C.V.
29. She has a very few friends so she feels lonely.
30. We've got a plenty of time, so let's not hurry.
31. I've been waiting for an opportunity like this my the whole life.
32. Everyone person knows that lying in court is punishable.
33. We need another one article on the subject of fashion.

Read the text and underline the correct item.

While I was baking 1) some/any cakes on Saturday, the phone rang. It was a friend whom I hadn't seen for 2) most/several years. She had 3) a large number/a great deal to say to me so the phone call lasted 4) a couple of/plenty of hours. Suddenly I noticed that 5) the whole/all room had filled with smoke. I rushed into the kitchen. There was smoke 6) anywhere/everywhere. I quickly opened the oven door and checked the cakes. Fortunately, the bigger 7) ones/few could be saved but 8) either/all of them were black on the outside! I was upset. 9) My/This kind of accident happens to me quite often. In fact, it happens 10) each other/every other day!
Complete the sentences using the words in bold.

1. The only person he didn’t invite was Sarah.
   except He ...invited everyone except...Sarah.

2. I have packed everything except my camera.
   only The ........................................ packed is my camera.

3. He sat alone waiting for his name to be called.
   by He ........................................ for his name to be called.

4. We haven’t got any information about her travel arrangements.
   no We ........................................ her travel arrangements.

5. I invited Fiona to my party; I invited her husband too.
   both I invited ........................................ to my party.

6. Nothing can make up for the loss of so many human lives.
   not There is ........................................ make up for the loss of so many human lives.

7. You can go anywhere except the chairman’s office.
   place The ........................................ go is the chairman’s office.

8. They say we’ve got plenty of time to spare before the show begins.
   is They say ........................................ to spare before the show begins.

9. There were several filmstars at the premiere of “Dangerous Liaisons”.
   few There ........................................ at the premiere of “Dangerous Liaisons”.

10. I have got little time to spare.
    not I ........................................ to spare.

11. He said, “Emma is against my resigning and so is John.”
    nor He said that ........................................ in favour of his resigning.

12. You’ll have to walk a mile to get to the station from here.
    walk It’s ........................................ to the station.

13. The class was so noisy that nobody could hear him at the back of the room.
    make The class was so noisy that he ........................................ at the back of the room.

14. He is going on holiday for a month at the end of the year.
    a He is going ........................................ at the end of the year.

15. He told me to leave whenever I felt like it.
    time He told me ........................................ felt like it.

16. He believes that reckless drivers should be heavily fined.
    who He believes that ........................................ should be heavily fined.

17. I don’t mind being alone at weekends.
    on I don’t mind ........................................ at weekends.

18. He used another person’s car to go to work this morning.
    someone He used ........................................ to work this morning.

19. There wasn’t much we could do to help them.
    little There ........................................ to help them.

20. He has given us so much encouragement.
    deal He has given us ........................................ encouragement.

21. Let’s go to some other place to do our shopping.
    else Let’s go ........................................ our shopping.

22. He said that I could do whatever I wanted as long as it was legal.
    anything He said that I ........................................ as long as it was legal.

23. It was proved that the three girls had nothing to do with the missing items.
    of It was proved that ........................................ had anything to do with the missing items.

24. It is true that John doesn’t appreciate good music and nor does Judy.
    appreciates It is true that ........................................ good music.

25. He said that John was coming to his party and so was Lisa.
    only He said that ........................................ Lisa was coming to his party.

26. I can’t make people understand me when I speak German.
    myself I ........................................ when I speak German.

27. I hope you have fun at the party.
    yourself I hope ........................................ at the party.
382 Complete the sentences using the words in bold.

1 Cynthia regretted sending the letter.
   wished Cynthia wished she hadn't sent the letter.
2 What do you think of my new shoes?
   opinion What my new shoes?
3 The local bakery is making their wedding cake.
   are They made by the local bakery.
4 Jane and her brother both hate cheese.
   and Jane doesn't like cheese her brother.
5 It wasn't necessary to buy me such an expensive present.
   bought You such an expensive present.
6 I don't feel like going to the cinema tonight.
   rather I to the cinema tonight.
7 I had to wait more than an hour to see the hotel manager.
   kept The hotel manager an hour before I saw him.
8 Strawberries should be washed before you eat them.
   washing Strawberries you eat them.
9 Their car broke down, so they missed the concert.
   broken If their car, they wouldn't have missed the concert.
10 I've never stayed in a luxury hotel before.
   first It's the in a luxury hotel.

Do means to carry out a specific action. Do your homework. Make means to create, manufacture, prepare. Can you make me a cup of coffee? Do and make can also be used idiomatically as follows:

Expressions with “Do”

one's best/worst, business with sb, a crossword, damage to, one's duty, an exercise, an experiment, good, one's hair, harm, homework, housework, a job, lessons, sth for a living, miracles (for), research, right/wrong, a service, the shopping, a translation, the washing-up, work etc

Expressions with “Make”

an appointment, an arrangement, the beds, a cake, certain, changes, coffee, a deal with sb, a decision, a discovery, an effort, an excuse, a fortune, an impression, improvements, a joke, a mess, a mistake, money, a noise, an offer, peace, preparations, progress, a success of sth, sure, a translation, trouble, war etc

383 Fill in do or make in an appropriate form.

1 You must... make... a decision now.
2 To... make... a fortune you have to... make... a lot of hard work.
3 I... make... an appointment to see the optician.
4 After he... make... his homework, he found he... make... a mistake.
5 This drug can... make... miracles for people with back problems.
6 They... make... a lot of changes in the town centre recently.
7 You... make... the right thing by telling the police.
8 He... make... an archaeological discovery.
9 After being ill for two weeks, he is now... make... an excellent recovery.
10 She... make... a lot of research in the field of medicine.
11 I... make... an arrangement to meet him at the cinema yesterday.
12 It is important that you... make... exercise in order to keep fit.
13 All that smoking... make... you harm.
14 He... make... an excuse and left the office in a hurry.
15 I always tried... make... my best, but she was never satisfied.
16 He... make... some research into ancient religions at the moment.
17 If you don't... make... an effort, you won't... make... any progress.
384 Look at Appendix 2, then fill in the correct particle(s).

1. Don’t worry. I will stand ______ by ______ you if you get into trouble.
2. What does that red star you are wearing stand ______ ______ ______ ______ ______.
3. I had to stand ______ Steven when he was off sick.
4. You’ll really stand ______ in a crowd if you wear this yellow suit.
5. Timmy is too scared to stand ______ ______ ______ ______ ______ to his boss.
6. Sheila has taken ______ ______ ______ her mother in looks. They’re very alike.
7. I was taken ______ ______ ______ ______ ______ completely by all his lies.
8. When he retired, he took ______ ______ ______ collecting postcards.
9. She took ______ my mother ______ ______ ______ ______ ______ the headmistress.
10. Please take ______ ______ ______ ______ ______ your shoes before you come into the house.
11. He took ______ ______ ______ the company when his father died.
12. We were all taken ______ ______ ______ ______ ______ by his rude behaviour.

385 Fill in the correct prepositions of place or movement.

between, down, on top of, over, in/inside, above, in front of, past, up, among, next to/by/beside, from...to, through, under, below, behind, along, opposite, at, round/around, near, outside, on, against, onto, out of, across, to/towards/in the direction of, into
Choose the correct item.

**TWO WAYS TO IMPROVE YOUR MEMORY**

The human memory is an incredibly powerful tool, but (0) **few** (less, few, little, most) of us make the most of it. In these days of high performance, (1) **too, even, always, that** greater demands are made on our memories, so what can we do to (2) **cause, have, induce, make** them work more efficiently? The (3) **earlier, former, old, ancient** Greeks realised that, in order to remember anything, you have to (4) **associate, divide, realise, mix** it with something that is already fixed in your mind. They (5) **found, discovered, invented, recovered** memory aids or "mnemonics". Verbal mnemonics can be words or rhymes (6) **placing, filling, holding, containing**, for example, the first letters of the items of a list to be (7) **decided, remembered, settled, disputed**. These were popular in Victorian schools, where memorising lists was a major part of "education". Although modern educationalists tend to look (8) **up, down on, over, in** this method of learning, it is still sometimes necessary, as any medical student will tell you. Visual mnemonics have recently been found to be especially (9) **powerful, colourful, casual, assisting**. So next (10) **thing, occasion, time, date** you have to remember how items are (11) **relatives, married, related, jointed**, say for an exam, (12) **build, show, reduce, create** a "mind map". You can draw a plan with items radiating from a central point and use different coloured pens to make the relationship between items (13) **clear, available, flexible, moving**. You learn as you draw and then the (14) **seen, watched, visual, regarded** image is easy to (15) **reset, replace, recall, redo**.

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**WHAT IS SMART?**

- The British are often generally regarded as the most untidily dressed people in Europe, but I have often thought that to the opposite is true. Take, for example, the wearing of jeans. In many southern European countries, it seems more perfectly acceptable for both teachers and office staff to wear jeans, whereas in Britain jeans are considered far too casual and are only acceptable if the work is so dirty or unskilled. One office worker in Britain must follow a very much strict dress code. Even in the hottest weather, male employees are most required to wear a suit and tie and female employees who must be dressed in a skirt and tights. In these schools, the dress code is not quite so formal, but staff still tend to wear out shirts and smartish trousers or skirts.
- The British may not be as stylish as like their European counterparts, but a dress code still does then exist.

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<td>15</td>
<td></td>
</tr>
</tbody>
</table>
Questions / Short Answers

Yes/No Questions

To form questions we put the auxiliary (can, be, will, have etc) before the subject. We use do/does to form questions in Present Simple and did to form questions in Past Simple. She is studying. = Is she studying? He hates bowling. = Does he hate bowling? (not: Does he hates bowling?) Kim left an hour ago. = Did Kim leave an hour ago? (not: Did Kim left an hour ago?)

We use questions to ask for information or permission. We also use questions to make suggestions, requests, offers or invitations.

**Asking for information:**
- “How much does it cost?” “£10.”
- “May I use your phone?” “Of course you may.”

**Asking for permission:**
- “Shall we have a party?” “Yes, let’s.”

**Making suggestions:**
- “Could you carry this for me, please?” “Yes, of course.”
- “Would you like some orange juice?” “Yes, please.”

**Making offers:**
- “Would you like to spend this weekend with us?” “Yes, I’d love to.”

**Making invitations:**

First form questions, then write the speech situation for each question: asking for information/permission or making suggestions/requests/offers/invitations.

1. (we invite/David to dinner tonight?)
   - Shall we invite David to dinner tonight? (suggestion)

2. (you want a biscuit?)

3. (How far/it be from your house to the station?)

4. (you like/comme sailing at the weekend?)

5. (you have/a good time last night?)

6. (you like/comme to the cinema?)

7. (you help/me with my bags please?)

8. (we have/a party for your birthday?)

9. (Who/you see at the coffee shop yesterday?)

10. (you like/some coffee?)

11. (What time/your plane leave?)

12. (i have/a look at your newspaper?)
We normally use the following question words to ask about:

<table>
<thead>
<tr>
<th>people</th>
<th>things/animals/actions</th>
<th>place</th>
<th>time</th>
<th>quantity</th>
<th>manner</th>
<th>reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who</td>
<td>What</td>
<td>Where</td>
<td>When</td>
<td>How much</td>
<td>How</td>
<td>Why</td>
</tr>
<tr>
<td>Whose</td>
<td>Which</td>
<td></td>
<td>How long</td>
<td>How many</td>
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<tr>
<td>Which</td>
<td></td>
<td></td>
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<td>What</td>
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<td></td>
<td>How often</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- **Who** is used without a noun to ask about people. *Who* wrote “Gone With the Wind”?
- **Whose** is used to express possession. “Whose gloves are these?” “They’re Tony’s.”
- **Which** is used for people, animals or things alone or before nouns, one/ones or of. *Which* is their office? *Which* coat is his? I’ve got two dictionaries. *Which* one would you like to use? *Which* of these applicants will be called for an interview?
- **Which** is normally used when there is a limited choice. *Which* are your favourite precious stones - diamonds or emeralds? (there are only two kinds of precious stones to choose from - limited choice)
- *Which* can also be used with the comparative and superlative. *Which* is cheaper, a saloon car or a convertible? *Which* is the easiest way to do it?

- **What** is used alone or before a noun to ask about things. *What* can I do for you? *What* size shoes do you wear? *What* is also used for people, animals and things when there is an unlimited choice.
- *What* kind of films do you enjoy watching? (there are many films to choose from - unlimited choice)
- **What** can also be used in these patterns: *What* ... like?, *What* ... for?, *What* colour?, *What* size?, *What* kind/sort?, *What* time?, *What* is he like?, *What* is it used for? etc. *What* are you waiting here for?
- **What + be ... like** asks for a description of character; **what ... look like** asks for a description of physical appearance. “*What is Fiona like?*” “She’s kind and helpful.” “*What does Fiona look like?*” “She’s tall and slim.”
- **What and which** are sometimes both possible. *What/Which* subjects do you teach?

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### 389

Fill in: what, when, which, who, whose, why, how, how many, how much, how often, what time, where or how long.

1. ... *Who*... has been wearing my coat?” “Sue has.”
2. ... *What* pencil case is this?” “It’s John’s.”
3. “... *Who* one of you is the tallest?” “I am.”
4. “... *What* are you doing tomorrow?” “I’m going to the beach.”
5. “... *What* size are your shoes?” “Size 5.”
6. “... *What* star sign are you?” “I’m Libra.”
7. “... *When* did you go on holiday?” “I went to the Caribbean.”
8. “... *What* did you start French lessons?” “Two years ago.”
9. “... *How* long have you lived in America?” “Three years.”
10. “... *How* do you go to the cinema?” “About once a month.”
11. “... *What* shall we meet for dinner?” “About 8 o’clock.”
12. “... *How much* cheese would you like?” “400 grams please.”
13. “... *How many* cars has your family got?” “We’ve got two.”
14. “... *Why* do you get to school?” “By bus.”
15. “... *What* did you call him?” “To confirm his travel arrangements.”
16. “... *Where* motorbike is parked outside?” “It’s Julie’s.”

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### 390

Make questions from the following sentences. The words in bold should be the answer to your question.

1. It costs *ten* pounds. *How much* does it cost?
2. Janet lives in the centre of London.
3. I wash my hair *three* times a week.
4. Her friend rented a new apartment.
5. Ann is friendly.
6. Mrs Brown wants to see Sally.
7. The weather is *hot* today.
12 Questions / Short Answers

8 They are Mr Brown's children.
9 He has worked here for twelve years.
10 It takes two hours to get from here to London.
11 This record costs £9.
12 Megan has been to Australia.
13 He hasn't done his homework because he didn't have time.
14 ET was directed by Steven Spielberg.
15 Rachel's grandmother was a famous actress.
16 We're going to leave at 6 p.m.
17 The sad music made Rosemary cry.
18 Sue's new neighbors are Richard and Judy Day.
19 They'll have finished painting the house by Wednesday.
20 The maths test was difficult.
21 I didn't buy it because it cost too much.
22 It took me two hours to finish the report.
23 He was travelling by boat.

Fill in: which or what.

Jim: 1) ...What... shall we do this afternoon?
Tim: We could go to an art gallery.
Jim: That's a good idea. 2) ................. one?
Tim: We could go to the Barbican or the Tate.
3) ................. one would you like to go to?
Jim: I don't know. 4) ................. exhibitions have they got on at the moment?
Tim: I'm not sure. I think the Barbican has got Van Gogh's early paintings and the Tate has got a special Picasso exhibition.
Jim: Oh, 5) ................. artist do you prefer?
Tim: I think probably Van Gogh. 6) ................. about you?
Jim: Yes, I agree. I particularly love his early work.
Tim: Great. Well, let's go to the Barbican then. 7) ................. time do you want to go?
Jim: I'm ready any time.
Tim: OK, let's go now. The only problem is, I don't know 8) ................. station to get off at.
Jim: Oh, I've got a guidebook in one of the drawers in my desk.
Tim: 9) ................. drawer, the one on the left or the right?
Jim: On the left, I think.
Tim: 10) ................. does it look like?
Jim: It's red and yellow.

Use the prepositions in brackets to write questions to match the statements.

1 Fred is very unhappy. What ................. is he unhappy about? ................. (about)
2 I went to the cinema last night. Who ................. (with)
3 My grandfather comes from France. Where exactly ................. (from)
4 Craig had an argument. Who ................. (with)
5 My brother's going on holiday tomorrow. Where ................. (to)
6 I bought a book yesterday. What ................. (about)
7 I got a letter today. Who ................. (from)
8 I fixed the shelf today. What ................. (with)
9 I've got to buy a present. Who ................. (for)
Subject/Object Questions

If who, which or what are the subject of the question, the word order is the same as in statements (subject questions). If they are the object of the question, the verb is in question form (object questions).

<table>
<thead>
<tr>
<th>subject</th>
<th>object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keith</td>
<td>invited</td>
</tr>
<tr>
<td></td>
<td>Stella.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Who invited Stella? (not: Who did invite Stella?)

Who did Stella invite?

Write questions for the sentences below. The words in bold should be the answers.

1. Josh left the window open. Who left the window open?
2. Chris saved a little girl. What kind of shoes do you want to buy?
3. Claire likes eating. Did the thief look like?
4. Jenny likes Spain. Trousers are these?
5. He shouted at Jim. Would you like for Christmas?
6. Jane saw the postman. Size shirt do you take?
7. Shakespeare wrote Hamlet. Colour do you want?
8. She hates strawberries. Won the race?
9. Steven has no patience. Pop group do you like best?
10. Sally loves driving her car. Is your favourite painting?
12. Tom went out with Tim. What is the best way to get to France from London?
13. Terry drove a tractor. A cheap one! But I've got a friend who gets seasick.
14. Walter stole a wallet. Don't go on the ferry then! There's a train or a hovercraft - or you could fly of course.
15. Jane sent Paul a letter. The train and the hovercraft cost about the same but I'm not sure is the cheapest?
16. The tiger lives in the jungle. The train takes you straight to Paris. Of course, the train takes you straight to Paris.
17. Jack has read the newspaper. Really? To station?
18. The farmer chased the fox. La Gare du Nord I think, but I don't know the arrival times are.
19. Maria opened the window. Could give me that information?
20. Ann typed the letters. Try ringing the tourist office.
Write questions to which the bold type words are the answers.

One of Jim's dogs ran away today. It happened this morning. It escaped by running through the open gate. The postman left it open. He was delivering a parcel to Jim's house. The little white dog ran out of the gate, but the black one stayed inside. Luckily, it was wearing a dog-tag. A young girl phoned Jim an hour later. She had found the dog outside the butcher's. It was eating sausages. The butcher was quite angry. The girl arranged to meet Jim at 5 o'clock.

1. Whose dog ran away today?
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 

Oral Activity 25

The students in teams, or in pairs, ask and answer questions based on the text.

A farmer, Isaac Jones, reported having seen a UFO. A scientist from the Centre for Extraterrestrial Activities interviewed him. It was around 11 pm and Isaac was out on the porch. All of a sudden he saw the sky light up. Then an object like a huge plate appeared out of nowhere. The horizon turned into a rainbow of colours. He was shocked. His wife came out. She started screaming because she thought they were being invaded by Martians. A strong wind started blowing. The lower part of the plate was surrounded by flames. It all lasted about five minutes. It was his wife's idea to contact the centre. They knew it was a UFO because it looked so strange.

Team A S1: What time was it?
Team B S2: Where was Isaac?
Team A S2: Out on the porch.
Team B S1: Around 11 pm.

Indirect Questions

- Indirect questions are used when we ask for information politely. They are introduced with Do you know...? Can/Could you tell me ...? Have you any idea...? + question word or if/whether. Do you know how old Sam is? Could you tell me how long it takes to get there? Have you any idea when she is leaving? Do you know if/whether there are any vacancies here?

- The word order of indirect questions is the same as in statements (subject + verb).

Can you tell me where you saw him? (not: Can you tell me where did you see him?)
Do you know whether they are getting married? (not: Do you know whether are they getting married?)
How far did they travel? = Do you know how far they travelled?
When do you plan to move? = Can you tell me when you plan to move?

Turn the following into indirect questions.

1. What flavour is this drink? Can you tell me what flavour this drink is?
2. Why isn't Bob here yet? Do you know why Bob isn't here yet?
3. What is the price of the car? Could you tell me what the price of the car is?
4. Where is the secretary? Could
5. Has the film started yet? Could
6. What time does the last bus leave? Can
7. What does "laconic" mean? Have
8. Does this customer have credit facilities? Could
9. How much does Steve earn? Do
10. Did they appear in court? Have
11. What is the capital of Austria? Do
12. Where did I put my keys? Have

**Negative Questions**

- Negative questions are formed with not but there is a difference in word order between the short and full form.
  
  (Short form) Didn't they inform you? Haven't they returned yet? (auxiliary + n't + subject + verb)
  (Full form) Did they not inform you? Have they not returned yet? (auxiliary + subject + not + verb)
  
  We normally use the short form in everyday speech and the full form only for emphasis.

- Negative questions are used to express:
  a) surprise Don't you know who Pele is?
  b) annoyance/sarcasm Can't you keep quiet for a second?
  c) expectation of a "Yes"-answer Don't you think she's rather mean?
  d) wish to persuade sb Won't you tell me who did it?

398 In the following dialogues, make negative questions using the words given and decide if the expected response would be Yes or No, as in the example:

1 A: You're late! ...Didn't you set your alarm clock...? (set your alarm clock)
   B: ...Yes, but I missed the bus.

2 A: That was John on the other side of the road. ...Didn't you see him? (notice him)
   B: ...Yes, but I didn't see a thing without my glasses.

3 A: You've been going to the gym for weeks now. ...Don't you lose any weight? (lose any weight)
   B: ...Yeah, but I don't know what I'm doing wrong.

4 A: You're not wearing a coat! ...Don't you think it's cold? (be cold)
   B: ...Yes, I'm used to weather like this.

5 A: Your mother is a maths teacher. ...Don't you help her? (help you)
   B: ...Yes, but I still can't understand maths at all.

6 A: Why can't you come out tonight? ...Don't you do your homework? (do/homework)
   B: ...I have a lot of work, but there's a TV programme I want to watch.

7 A: Why haven't you called Jane? ...Don't you have her number? (have her number)
   B: ...I've been too busy to call.

8 A: Why didn't you go to Cornwall this year? ...Don't you want to go (want to go)
   B: ...I wanted to go somewhere different.

9 A: This cake is delicious. ...Don't you want to give me the recipe? (give me the recipe)
   B: ...This is a family secret.

399 Fill in the right questions and verb forms.

For a surprise, Donna decided to meet her friend Paul at the airport on his return from six months in Africa. She phoned his mother to ask about the flight. 1) ...Which airport is he arriving at...? (which/airport/arrive at). "At Heathrow Airport I think," his mother said. 2) ...What time/expect him to land...? Donna asked. "About 8 tonight, if there are no delays," his mother replied. 3) ...Who/meet him...? Donna asked. "Nobody, dear," his mother said. 4) ...What/think about me meeting him...? Donna asked. "That's a great idea," his mother said. 5) ...What/be the best way to get there...? Donna inquired. "The M25, but 6) ...Who/drive you...? Paul's mother asked. "Oh, my dad will. Thanks for your help. See you later," said Donna.
Question Tags

- **Question tags** are short questions which we add at the end of a statement. We use them to ask for confirmation of, or agreement with, our statement. They're leaving soon, **aren't they?**
- Question tags are formed with an auxiliary verb and the appropriate personal pronoun. They take the same auxiliary verb as in the statement if there is one, otherwise they take do/does (Present Simple) or did (Past Simple). **He has been at home, hasn't he?** **She arrived early, didn't she?**
- A positive statement is followed by a negative question tag, and a negative statement is followed by a positive question tag. **She is going to apply for that job, isn't she?** **You weren't listening, were you?** **They called off the wedding, didn't they?**
- Everyone/someone/anyone/no one form their question tags with an auxiliary verb + they. **Everyone knows the way to the church, don't they?**
- **Question tags** can be said with a rising intonation when we are not sure and we expect an answer, or a falling intonation when we are sure and don't really expect an answer. **He has been to Paris, hasn't he?** (not sure) **She has got a pet dog, hasn't she?**
- **Question tags** can also be affirmative - affirmative. If said with a rising intonation, we mean “Tell me more”. **She's getting married, is she?** If said with a falling intonation, we express negative feelings such as disappointment or disapproval. We don't expect an answer. I'll get my money back, **will I?**
- **Echo tags** are a response to an affirmative or negative sentence. They are used in everyday speech to ask for more information, to show interest, concern, anger, surprise etc. **Affirmative:** He's leaving. - **He is, isn't he?** (confirmation) He's leaving. - **He is?** (surprise) **Negative:** He isn't leaving. - **He isn't?** (confirmation) He isn't leaving. - **He isn't?** (surprise)

Study the following question tags.

1. “I am”  “aren't I?”
2. “I used to” "didn't I?"
3. Imperative "will you/won't you?"
4. "Let's" "can you/could you?"
5. "Will me/him" etc "shall we?"
6. "Don't" "will you/won't you?"
7. "I have" (= possess) "will you/won't you?"
8. "I have" (used idiomatically) "haven't I?"
9. "There is/are" "isn't aren't there?"
10. "This/That is" "isn't it?"

I am shorter than her, **aren't I?**
She used to like it here, **didn't she?**
Please leave the door open, **will you/won't you?**
**can you/could you?**
Let's consult a specialist, **shall we?**
Let the children decide, **will you/won't you?**
Don't bother to call me again, **will you?**
He has got a yacht, **hasn't he?**
They had a party last night, **didn't they?**
There is some coffee for me, **isn't there?**
This coat is Peter's, **isn't it?**
400 Add the question tags then read the sentences with a rising or falling intonation.

<table>
<thead>
<tr>
<th></th>
<th>sure</th>
<th>not sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>4</td>
<td>✓</td>
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<tr>
<td>9</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>10</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

1. There's more food, isn't there?
2. No one knows me, does he?
3. Let me try it, shall I?
4. They won't go without us, will they?
5. This is our stop, isn't it?
6. You used to smoke, didn't you?
7. You want a pizza, don't you?
8. We shouldn't have done that, should we?
9. The tigers escaped, didn't they?
10. He had an accident, hadn't he?

401 Fill in the blanks with the correct question tags.

Mark: Excuse me. You're Jack Trap the famous singer, 1) ...aren't you?...
Jack: Why do you ask? You're not an autograph hunter, 2) ?
Mark: Yes, I am actually. There's nothing wrong with that, 3) ?
Jack: I don't suppose you can understand just how tired we stars get of signing autographs, 4) ?
Mark: No, I suppose not. But I bet you didn't complain about it when you weren't famous, 5) ?

Jack: Look. Let's get this straight, 6) ? I don't feel like signing autographs today, OK?
Mark: Oh, come on. One little signature isn't much to ask for, 7) ?
Jack: You don't give up easily, 8) ?
Mark: No.
Jack: OK. Here you are. Now leave me in peace, 9) ?
Mark: You're a pretty rude person, 10) ?

Oral Activity 26

The students in teams use the picture as a stimulus to make sentences with question tags. Each correct sentence gets 1 point. The team with the most points is the winner.

Team A S1: There's been a car crash, hasn't there?
Team B S1: The ambulance has just arrived, hasn't it?
Team A S2: The bicycle is damaged, isn't it?
Team B S2: The policeman is asking questions, isn't he? etc
Short Answers

Short answers are used to avoid repetition of the question asked before. **Positive short answers** are formed with *Yes + personal pronoun + auxiliary verb* (do, can, will, have, may etc). *"Will she be leaving soon?"* "Yes, she will." **Negative short answers** are formed with *No + personal pronoun + negative auxiliary verb*. *"Did he arrive on time?"* "No, he didn't."

402 Complete the dialogue using short answers.

A: Have you decided what you want to do when you leave school?
B: Yes, 1) ............................................. I saw the careers advisor yesterday.
A: Did he give you any ideas?
B: Yes, 2) ............................................. He was very helpful.
A: Are you going to look for a job?
B: No, 3) ............................................. I want to go to college.
A: Did you pass all your exams?
B: Yes, 4) .............................................
A: Are your grades good enough?
B: Yes, 5) ............................................. I worked really hard and got very good grades.
A: Were your parents pleased?
B: Yes, 6) ............................................. They said they'd buy me a present.
A: Can you choose it yourself?
B: Yes, 7) .............................................
A: Will you have a party?

B: Yes, 8) .............................................
A: Do you know when?
B: Yes, 9) ............................................. Next Saturday. I'd like you to come.
A: Can I bring a friend?
B: Yes, 10) ............................................. See you on Saturday.

403 Add question tags and short answers to the statements below.

1. "You like Chinese food, ...don't you...?" "Yes, ...I do... ."
2. "You've seen Peter recently, ...?" "No, ...
3. "He isn't leaving, ...?" "No, ...
4. "She won't marry him, ...?" "Yes, ...
5. "He wants to go out tomorrow, ...?" "Yes, ...
6. "You've travelled around Australia, ...?" "No, ...
7. "She thinks I was right, ...?" "Yes, ...
8. "I am a bit taller than you, ...?" "Yes, ...
9. "They set up their business last year, ...?" "No, ...
10. "They'll probably be late, ...?" "Yes, ...

So - Neither/Nor - But

- **So + auxiliary verb + personal pronoun/noun** (positive addition to a positive sentence). She owns a car. **So do we.** (We own a car too.) Ted listened to the news. **So did Mary.** (Mary listened to the news too.)

- **Neither/Nor + auxiliary verb + personal pronoun/noun** (negative addition to a negative sentence). Jim can't come tonight. **Neither/Nor can I.** Not: *So can I.*

- **But + personal pronoun/noun + affirmative auxiliary verb** (positive contrast to negative statement). Katie has never flown in a plane before, **but I have.** Mike hasn't finished, **but James has.**

- **But + personal pronoun/noun + negative auxiliary verb** (negative contrast to positive statement). He looks like my father, **but I don't.** Mike has already finished, **but John hasn't.**

- When we wish to express surprise at what sb has said, we use **so + subject + auxiliary verb.**

  Clare: Look, that man's wearing a wig. Tina: **So he is!**
404 Write sentences with so or neither as in the example:

<table>
<thead>
<tr>
<th>Tom</th>
<th>Beth</th>
<th>Ray</th>
<th>Pam</th>
</tr>
</thead>
<tbody>
<tr>
<td>like dancing</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>travel abroad</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>work in town</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>keep a pet</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

1 Beth likes dancing. **So does Ray, but Tom and Pam don't.**
2 Pam travels abroad. ..............................................................
3 Tom works in town. ..............................................................
4 Ray keeps a pet. ..................................................................
5 Pam doesn't work in town. ....................................................
6 Ray doesn't travel abroad. ....................................................
7 Pam doesn't keep a pet. ........................................................
8 Tom doesn't like dancing. .....................................................

405 Tick which statements are positive additions and which show confirmation or surprise.

<table>
<thead>
<tr>
<th>positive addition</th>
<th>surprise/confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 He's telling that awful joke again! - So he is!</td>
<td></td>
</tr>
<tr>
<td>2 He's looking for another job. - So is she.</td>
<td></td>
</tr>
<tr>
<td>3 They go abroad every year. - So do we.</td>
<td></td>
</tr>
<tr>
<td>4 I've passed my exams! - So you have!</td>
<td></td>
</tr>
<tr>
<td>5 I've bought a new house. - So has John.</td>
<td></td>
</tr>
<tr>
<td>6 He's won first prize! - So he has!</td>
<td></td>
</tr>
<tr>
<td>7 I've been promoted! - So you have!</td>
<td></td>
</tr>
<tr>
<td>8 She's leaving her job. - So is he.</td>
<td></td>
</tr>
<tr>
<td>9 He's moving to London. - So is Barbara.</td>
<td></td>
</tr>
<tr>
<td>10 Shelley is acting the fool again! - So she is!</td>
<td></td>
</tr>
</tbody>
</table>

406 Fill in short answers as in the example:

1 A: May I use your telephone?
   B: ....Yes, you may... but don't talk for too long.
2 A: Will you have dinner with me tonight?
   B: .................. What about 6.30?
3 A: Shall I take your library books back for you?
   B: .................. I'm too busy to do it myself.
4 A: Would you like sugar in your coffee?
   B: .................. I'm on a diet.
5 A: Can I have some time off work?
   B: .............. I need you here at the moment.
6 A: Would you like to come to Paris?
   B: .................. I don't have any other plans.
7 A: Shall we play golf today?
   B: .................. I've arranged to play squash.
8 A: Shall I take your dog for a walk?
   B: .................. He hasn't been out all day.
So - Not

So and not can be used in short answers after: think, hope, expect, suppose, I'm afraid, guess, it seems, say, tell sb, it appears, believe or imagine.

I think so - I don't think so/I think not
I hope so - I hope not
I expect so - I don't expect so/I expect not
I suppose so - I don't suppose so/I suppose not
I'm afraid so - I'm afraid not
It appears so - It doesn't appear so/It appears not

"Will they buy it?" "I hope so." "Is he planning to retire?" "He didn't say so."

Fill in the blanks with phrases using the verbs given and so or not.

1. A: She isn't coming then? (guess)
   B: ... I guess not... It's already 10 o'clock.

2. A: Is he a good singer? (imagine)
   B: ................. Everybody shouts "Stop!" when he sings.

3. A: Is a cauliflower as beautiful as a rose? (think)
   B: ................. A rose is far more beautiful.

4. A: Is it serious, doctor? (afraid)
   B: ................. You'll need an operation.

5. A: Will he be better soon, doctor? (expect)
   B: ................. The operation was successful.

6. A: Can you fix it? (think)
   B: ................. It's not badly damaged.

7. A: Was it murder? (appear)
   B: ................. Somebody has admitted doing it.

8. A: Is David coming? (hope)
   B: ................. Julie will be terribly disappointed if he doesn't.

   B: ................ She's been laughing all night.

10. A: Have they caught the murderer? (believe)
    B: ................ They're still looking.

11. A: Is he going to London on Saturday? (tell me)
    B: I doubt it .................

12. A: Is Joe going to the cinema with Sara? (expect)
    B: ................ He hates horror films.

13. A: Are you going away for Easter? (suppose)
    B: ................ I've only got two days off.

14. A: Will you see Jo later? (afraid)
    B: ................ She's gone away for a few days.

15. A: So Tony isn't coming with us? (appear)
    B: ................ He says he has to work.

    B: ................ He handed in his resignation today.

Oral Activity 27

Students in pairs look at the information below. One student asks the question and the other answers using the verb in brackets and a reason of his/her own as in the example:

<table>
<thead>
<tr>
<th></th>
<th>Mrs Brown</th>
<th>Mrs Green</th>
<th>Mrs Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 earn a lot of money</td>
<td>(Yes/believe)</td>
<td>(No/think)</td>
<td>(No/suppose)</td>
</tr>
<tr>
<td>2 have many friends</td>
<td>(Yes/imagine)</td>
<td>(No/suppose)</td>
<td>(No/think)</td>
</tr>
<tr>
<td>3 going to decorate the house</td>
<td>(No/suppose)</td>
<td>(Yes/appear)</td>
<td>(Yes/think)</td>
</tr>
<tr>
<td>4 have children</td>
<td>(No/guess)</td>
<td>(Yes/think)</td>
<td>(Yes/say)</td>
</tr>
<tr>
<td>5 go away at weekends</td>
<td>(No/believe)</td>
<td>(Yes/think)</td>
<td>(No/guess)</td>
</tr>
<tr>
<td>6 stay up late at night</td>
<td>(Yes/seem)</td>
<td>(No/imagine)</td>
<td>(Yes/suppose)</td>
</tr>
<tr>
<td>7 go out a lot</td>
<td>(Yes/imagine)</td>
<td>(Yes/appear)</td>
<td>(No/think)</td>
</tr>
<tr>
<td>8 paid a lot for the house</td>
<td>(Yes/think)</td>
<td>(No/guess)</td>
<td>(No/believe)</td>
</tr>
<tr>
<td>9 have lots of pets</td>
<td>(No/suppose)</td>
<td>(Yes/afraid)</td>
<td>(Yes/appear)</td>
</tr>
<tr>
<td>10 buy a new car</td>
<td>(Yes/say)</td>
<td>(Yes/expect)</td>
<td>(No/suppose)</td>
</tr>
</tbody>
</table>

eg. S1: Does Mrs Brown earn a lot of money?
S2: I believe so. She seems to spend a lot.
408 Complete the sentences using the words in bold.

1. My suitcase is lighter than yours.
   not My suitcase is not as/so heavy as yours.
2. They have been discussing the plans for over a year.
   under The plans for over a year.
3. The room where the baby sleeps is pink.
   in The room is pink.
4. I haven’t seen Christine since Easter.
   last Easter.
5. Mr Jones left and so did his wife.
   leave Not only also his wife.
6. You’ll fall over if you don’t look where you’re going.
   unless You’ll fall where you’re going.
7. We’d prefer you to pay cash for the goods.
   paid We cash for the goods.
8. Is he the man you spoke to when you phoned?
   him Is when you phoned?
9. “Why don’t we invite Sue for dinner?” he said.
   inviting He for dinner.
10. Do you think they will finish the project on time?
    finished Do you think on time?
11. He got married last year.
    that It got married.

409 Look at Appendix 2, then fill in the correct particle.

1. Can you turn down the radio; it’s too loud.
2. This factory’s been turning TV sets for 25 years now.
3. In a crisis, I always turn my father for help.
4. We were surprised when John turned at Ann’s wedding.
5. They turned the attic a playroom.
6. Turn the page and start reading silently.
7. I’m rather tired, I think I’ll turn.
8. The face of the statue had been worn by wind and rain.
9. All excitement about the trip wore when we realised how much money was needed.
10. Your shoes are worn. You’d better buy a new pair.
11. It took me a long time to work the solution to my problems.
12. My father started as an office boy and worked his way to become a manager.

410 Look at Appendix 3 on page 246, then fill in the correct preposition.

Why not take a break 1) from Wales this year! A relaxing holiday 2) another place would be a nice change. Treat yourself to a long weekend 3) one of Cornwall’s top hotels or, alternatively, try a week 4) one of the area’s many campsites. The best way to discover Cornwall is either 5) foot or 6) boat or, for the really energetic, why not explore the countryside 7) a bicycle? When you are ready for a bite to eat, treat yourself to lunch 8) one of Cornwall’s many charming pubs. And for an exciting and educational day out, drop in 9) the British Marine Life Museum. Whatever you decide to do, there’s something for everyone in Cornwall.
Look at Appendix 3 on page 253, then fill in the correct prepositions of time.

1) __________ 1993 I spent Christmas with my family at the Royal Hotel in Chester. We arrived __________ 10 am
3) __________ Christmas Eve and decided to spend the morning shopping. However, __________ less than an hour,
we were so exhausted that we decided to go back to the hotel. 5) __________ lunchtime, we ordered some
sandwiches from the bar and then had a quick rest before beginning our tour of the city __________ the
afternoon. 7) __________ midnight, we went to a Christmas service at the Cathedral and then returned to the hotel
for a well-earned night’s sleep. 8) __________ Christmas morning, I woke up to hear my sisters knocking on
the door. 9) __________ that time they still believed in Father Christmas and wanted to see if he had left any
presents. Once all the excitement was over, we spent a relaxing morning in the hotel lounge and then, __________ noon,
we all filed into the restaurant for the spectacular Christmas buffet. Everyone ate so much that
we spent the afternoon recovering in front of the television.

Think of the word which best fits each space. Write only one word in each space.

Coral reefs are __________ the largest structures formed by living creatures __________ earth; the Great Barrier Reef
near Australia, __________ instance, is nearly 2000 kilometres long. They are composed __________ the
remains of sea creatures, the skeletons of __________ become part of the reef when they die. Coral has
__________ used to make jewellery for a long time because of __________ beautiful colours, but now
it has a new use. Scientists have discovered that it is suitable __________ replacing bones in the human
body. Bone can be taken from another part of the body for this __________, but this causes the patient a
__________ of distress because he must have two operations. Alternatively, metal can be used, but bone
cannot naturally assimilate __________ a material. The use of coral is not completely free __________ problems, as it absorbs poisonous metals easily, which __________ harm the human body. On the other
__________, its structure is very like that of bone and is less likely to __________ rejected by a patient’s body. Two researchers in France have already carried __________ a number of successful
replacements and, with luck, the success stories will continue.

Read the text. Some of the lines are correct and some have a word which should not
be there. If a line is correct, put a tick (✓) in the space provided. If a line has a word
which should not be there, write it in the space provided.

CROSSWORDS

0 A crossword is a form of word puzzle which it is thought to
00 have originated as a children’s game in Britain in the
1 19th century. “The New York World” began to publishing
2 crosswords in 1913. By the 1923, newspaper crosswords
3 had become a popular trend, spreading across the America
4 and later Britain. As like a feature in daily newspapers,
5 the crossword is now popular in many languages all over the
6 world. A crossword it consists of numbered white squares set
7 in a frame with some black squares that are most generally
8 been placed to form a symmetrical pattern. The black
9 squares are there to separate individual words. In addition
10 to being the frame, a set of numbered clues
11 is given. The object of the puzzle oneself is to use the given
12 clues to fill the white squares with letters for making complete
13 words which run across and down the frame. The clues they are
14 often difficult, to having many alternatives and a wide general
15 knowledge is required to complete the puzzle successfully.
Find the odd word out and write it in the space provided.

1. He was used to work hard when he was young.
2. He must be is calling her now.
3. They seem to have been enjoyed their holiday.
4. She should have had let us know about her plans.
5. Tom enjoys to taking part in car races.
6. My parents are to pick me up when I will arrive at the station.
7. She came to Greece for to spend her summer holidays.
8. He made her to give him the car keys.
9. They went for hunting last weekend.
10. Will you let me to borrow the car on Friday?
11. Learning a foreign language it is a long-term process.
12. She would rather to see him.
13. Sarah prefers eating out than to cooking her own meals.
14. The audience were being amazed by the conjurer’s tricks.
15. You needn’t to go see Grandma this afternoon.
16. They had better to spend the night with us.
17. He is more happier here than at home.
18. I could hardly not see anything in the dark.
19. She is the most cleverest student of all.
20. Your car is twice as more expensive as ours.
21. I’ll call them in case they will need to know what time we are coming.
22. I spent two hours at the airport because of my flight was delayed.
23. We had such a nice weather during our holiday!
24. What an expensive furniture you have got here!
25. She’s got two brothers whose their names are Philip and Jonathan.
26. He has been had his car repaired.
27. The boss had his secretary for write down the minutes of the meeting.
28. John told to me that he was going out with Sue.
29. He immigrated into this country since 20 years ago.
30. She wrote me a letter about the holiday she has had two weeks ago.
31. He entered in the competition to gain some experience.
32. That sports car is far too expensive for us to buy it.
33. They do not allow to parking here.
34. I suggest you to write them a letter explaining the situation.
35. Although he was born in Spain, but he doesn’t speak Spanish.
36. Brilliant though the film as was, it wasn’t nominated for an award.
37. If I had known about the situation, I would have offered to help.
38. She hasn’t returned my calls and neither has returned John.
39. He won’t agree to come unless being officially invited.
40. Mr Brown isn’t at home. He’s on his way to the work.
41. We will go to Australia by a boat.
42. He dislikes big parties and so do I dislike.
43. Had it rained, so we would have had to call off the party.
For questions 1 - 15, read the text below and decide which word A, B, C or D best fits each space. Mark your answer in the answer boxes provided.

MORE THAN YOU'D EXPECT

Florida has a lot more to (0) .... than Mickey Mouse. It may be the theme park capital of the world, but outside the man-made world of fantasy, it is also possible to see (1) .... animals you've never seen outside a zoo. A visit to Florida would not be (2) .... without seeing the alligators at (3) .... range. If you are lucky, you'll be able to touch a baby alligator, (4) .... you must be careful not to (5) .... your fingers anywhere near its teeth, as they are extremely (6) .... . While you are in the major towns, a car is not (7) ...., but if you want to travel round the state you will need one. However, driving in America can be a pleasurable (8) .... . American cars are (9) .... for comfort and are easy to drive. In (10) ...., the roads are (11) ...., the speed limit is low and petrol is cheap. The beaches are many and varied. The rich and famous (12) .... for Palm Beach, whereas those with (13) .... children than money go to the beaches on Florida's Western Gulf coast. Alternatively, there is Fort Myers for those who want to (14) ...., watersports, or Sanibel for anyone (15) .... in shell collecting.
PART 2

For questions 16 - 30, read the text below and think of the word which best fits each space. Use only one word in each space. Write your word in the answer boxes provided.

AIRSHIPS

Having been ignored for years because they were considered unreliable and unsafe, airships are now coming back (0).... fashion. In the past, the gas used to keep the airship aloft was dangerous, as it could be (16).... alight very easily; but modern airships are (17).... safer. In (18)...., the airship is now one of (19).... safest (20).... of transport. Combining the features of an aeroplane with those of a hot-air balloon, the airship is becoming an increasingly common (21).... in our cities. More and more people are discovering just (22).... useful it can be. As (23).... as carrying cameras for major sports events (24).... as the Cup Final, airships are being used to (25).... an eye on day-to-day life. As they make virtually (26).... noise, they can monitor special events without creating an unnecessary disturbance. The airship is also popular in the advertising business. Its size and slow speed mean that it can be seen by (27).... numbers of people, making it an ideal advertising medium. At night, it can be lit up from inside, which creates an (28).... more visible advertisement. The airship is most widely used, however, in traffic control, as it can not (29).... remain in the air while travelling very slowly, but also move from one traffic jam to (30).... at speeds of up to 60 mph.
PART 3

For questions 31 - 40, complete the second sentence so that it has a similar meaning to the first sentence. Use the word given and other words to complete each sentence. You must use between two and five words. Do not change the word given. Write your answers in the boxes provided.

0 I finished the book in two days.
    took
It ____________________________ to finish the book.

31 How long have you been learning to drive?
    start
When ____________________________ to drive?

32 Could you help me put these curtains up?
    helping
Would ____________________________ these curtains up?

33 Their telephone was disconnected because they hadn't paid the bill.
    cut
Their telephone ____________________________ they hadn't paid the bill.

34 The journey from Geneva to Milan was seven hours long.
    travel
It ____________________________ from Geneva to Milan.

35 It's pointless to keep these empty bottles.
    worth
It ____________________________ these empty bottles.

36 What's wrong with Jane?
    idea
Do you ____________________________ wrong with Jane?

37 We couldn't go to work because of a strike.
    prevented
A ____________________________ to work.

38 Greg finally managed to escape from his prison cell.
    succeeded
Greg ____________________________ his prison cell.

39 The only thing he forgot was his toothbrush.
    except
He ____________________________ his toothbrush.

40 It was wrong of you to speak to Julie like that.
    have
You ____________________________ to Julie like that.
**PART 4**

For questions 41 - 55, read the text below and look carefully at each line.
Some of the lines are correct and some have a word which should not be there.
If a line is correct, put a tick (✔) by the number in the answer boxes provided.
If a line has a word which should not be there, write the word in the answer boxes.

**ALSACE**

0 The region of Alsace in the north-eastern France is like
00 a country in itself. Situated in the Vosges mountains,
41 Alsace is unique, with its breathtaking scenery,
42 high standards of living and cuisine quite unlike of
43 any other be found elsewhere. A major Alsatian city is
44 Strasbourg, controversial in it itself due to its claim to be
45 the European capital because the Council of Europe it is
46 located there. This body, representing more 26 nations,
47 deals mainly with issues of culture and human body rights.
48 Many major multinational companies have chosen Alsace
49 as the place to set up with their European offices. The main
50 reason for they doing so is the ideal location of the
51 region, which borders at both Germany and Switzerland.
52 Alsace has had an eventful history, having often been
53 seized by Germany in times of war. Despite of the
54 German influence which still evident in dialect, buildings
55 and customs, a strong local feeling of the independence persists.

**PART 5**

For questions 56 - 65, read the text below. Use the word given in capitals at the end
of each line to form a word that fits in the space in the same line. Write your word
in the answer boxes provided.

**TRAVELLER'S CHEQUES**

If you're planning a holiday, remember the (0) ....
way to carry money is to take traveller's cheques.
If you lose them or they are stolen, (56) ....
cheques are provided by the bank. Such cheques are (57) .... all over the world. Take traveller's cheques
and you can be (58) .... you will not be left without funds.
Sterling and dollar cheques are (59) .... at most banks.
You should be prepared for the worst: take out (60) ....
to cover any (61) .... of luggage, travel delays and medical (62) .... Not all insurance policies cover injuries
cauised by sporting (63) ...., so check your policy. Some companies have a helpline to provide (64) .... and advice,
which could be very (65) ....
Choose the correct item.

1. I don't need .......... sugar from the shops.
   A no  B every  C any  D some

2. Next week I'm going .......... a school trip to a museum.
   A on  B by  C at  D in

3. Take your raincoat. .......... looks as if it's going to rain.
   A Else  B There  C It  D Here

4. I prefer travelling .......... bus.
   A on  B in  C at  D by

5. We go to the cinema .......... Monday.
   A the other  B every other  C another  D each other

6. .......... of the two pictures do you prefer?
   A What  B Who  C Which  D Whose

7. We donated our money from the fashion show to a charity that helps .......... poor.
   A a  B a large quantity  C an  D the

8. It was .......... beautiful weather that we decided to go to the beach.
   A what  B such  C such a  D so

9. If you don't study for your exams, you won't .......... progress.
   A happen  B have  C make  D do

10. He has a nap every day, .......... ?
    A hasn't he  B isn't he  C didn't he  D doesn't he

11. .......... television programmes do you like?
    A What  B Who  C Why  D How

12. He spent a month in .......... hospital after his accident.
    A the  B an  C ---  D any

13. She spent the .......... week writing her report.
    A whole  B every  C all  D each

14. Mum went to .......... school to get my marks.
    A a  B an  C ---  D the

15. Everyone knows what he did to her, .......... ?
    A doesn't he  B do you  C don't they  D don't you

16. "Are there any buses today?" "No, .......... ."
    A neither  B none  C either  D no

17. Do they sell .......... clothes here?
    A children's  B children's  C childrens  D children's

18. He can't come out tonight; he hasn't got .......... money.
    A a little  B few  C much  D many

19. We can meet .......... Saturday morning.
    A on  B in  C of  D at

20. Many actors were .......... the invited guests at the award ceremony.
    A in  B between  C among  D off

21. Smoking .......... harm to your health.
    A happens  B does  C occurs  D makes

22. Lynn doesn't like meat and Ann doesn't .......... .
    A either  B nor  C neither  D too

23. Hardly .......... students passed the test.
    A some  B every  C any  D no

24. I rarely go out .......... the weekends.
    A by  B at  C of  D in
Using the word given complete the sentences so that the second sentence has a similar meaning to the first sentence.

1. Uncle Bert gave Jane a dog for her birthday.
   **given** Jane _______________________________ for her birthday.
2. I'm sure the decision was difficult to accept.
   **been** The decision ___________________________ difficult to accept.
3. I would have gone to the concert, but I didn't have a ticket.
   **wish** I ________________________________ a ticket for the concert; then I would have gone.
4. That man's daughter has an original Picasso painting.
   **man** That _______________________________ has an original Picasso painting.
5. I don't think he caught measles from Sally.
   **caught** He _______________________________ measles from Sally.
6. They are building a new shopping centre just outside the town.
   **being** A new shopping centre _______________________________ just outside the town.
7. We called the train station. Otherwise we wouldn't have known the time of your train.
   **not** If _______________________________ the train station, we wouldn't have known the time of your train.
8. He is a talented footballer and an excellent basketball player as well.
   **only** Not _______________________________ footballer, but he's also an excellent basketball player.
9. No one in the club can beat him at tennis.
   **player** He _______________________________ in the club.
10. She would have come to the party but she had to work.
    **not** If _______________________________ work, she would have come to the party.
11. The class was so noisy that nobody at the back of the room could hear him.
    **make** The class was so noisy that he _______________________________ at the back of the room.
12. The decorators were painting the office while we were working.
    **painted** The office _______________________________ while we were working.
13. "Yes, I drank all the Cola," she said.
    **drinking** She _______________________________ all the Cola.
14. I don't want to go to the gym today.
    **rather** I _______________________________ the gym today.
15. It was only after she'd bought the milk, that she realised she already had some at home.
    **realise** Only after she'd bought the milk _______________________________ she already had some at home.
16. Our boss insisted that we all wore a uniform.
    **made** Our boss _______________________________ a uniform.
17. I wasn't feeling well and ate almost nothing yesterday.
    **anything** I _______________________________ yesterday because I wasn't feeling well.
18. Someone stole my camera while I was walking round the museum.
    **had** I _______________________________ while I was walking round the museum.
19. "You must go to the supermarket," my mother said.
    **on** My mother _______________________________ to the supermarket.
20. Is it true that Tracy doesn't eat chocolate and Julie doesn't either?
    **eats** Is it true that _______________________________ chocolate?
21. As soon as she had finished her report, she left the office to meet her friends.
    **had** No _______________________________ her report than she left the office to meet her friends.
22. We bought more food than we really needed.
    **have** We _______________________________ much food.
23. Mrs Jones is 70 but she still goes for a run every day.
    **her** In _______________________________ Mrs Jones still goes for a run every day.
24. He reminded me to buy some milk.
    **not** He _______________________________ to buy some milk.
25. "Honestly, I didn't steal the chocolate," the boy said.
    **having** The boy _______________________________ the chocolate.
26. Fruit isn't as fattening as cheese.
    **more** Cheese _______________________________ fruit.
27. They employed more staff. They wanted to increase production.
    **view** They employed more staff _______________________________ production.
28 Someone should have already told him about his schedule.  
   been He ........................................... about his schedule.
29 They arrived here an hour ago.  
   for They ........................................... an hour.
30 A burglar broke into our office yesterday.  
   had We ........................................... yesterday by a burglar.
31 "Let's go to Majorca this year," she said.  
   going She ........................................... Majorca this year.
32 Cathy organised the party for my birthday.  
   that It ........................................... party for my birthday.
33 She sunbathed every day, so she had a good tan.  
   due Her good tan ........................................... every day.
34 Betty likes swimming. Jo likes swimming too.  
   and Both ........................................... swimming.
35 It wasn't necessary for him to work late and he didn't.  
   work He ........................................... late.
36 James travelled round Europe all winter.  
   spent James ........................................... round Europe.

C  Fill in the correct particle(s).  
1 I've run ......................... sugar. Please get me some.  
2 Jo always stands ............... me when I need her.  
3 Let's put ......................... our wedding until the summer.  
4 She takes ............... her mother; she's got her eyes.  
5 When I left college, I set ............... my own business.  
6 Dave saw Mike ............... at the coach station.  
7 Who can work ............... the answer to this question?  
8 I turned ............... late for the concert.  

D  Fill in the correct preposition(s).  
1 Plans for the trip are still ............... discussion.  
2 We're ............... schedule so hurry up!  
3 We can't use the bridge because it's ............... repair.  
4 After his jog, he was ............... breath.  
5 ............... my astonishment, I won £1,000.  
6 Actors have to learn their lines ............... heart.  
7 Man is ............... danger of ruining the planet.  
8 Is Nurse Smith ............... duty tonight?  

E  Find the word which should not be in the sentence.  
1 Emma is one of the most nicest people I know.  
2 I got a huge electric bill which I couldn't pay it.  
3 The robber told everyone person to lie on the floor.  
4 Both of Sue and Jenny love swimming.  
5 I love going to shopping in Oxford Street.  
6 The problem it is that the workers aren't happy.  
7 This shop is the more expensive than any other.  
8 They couldn't afford themselves a holiday.  
9 All taxes not been paid on time will be subject to a penalty.  
10 We worked hard all month so as that we could get the project finished.  
11 The detective made him to tell the truth.  
12 Jane's always tired after work. She's as a victim of today's stressful environment.  

F  Fill in the correct word derived from the words in bold.  
1 It is ......................... , when going on a long trip, to plan well in advance.  
2 She became a ......................... singer after many years of hard work.  
3 I was under the ......................... that I needed qualifications for this job.  
4 Reading a newspaper is an ......................... way of keeping informed.  
5 That shop has a ......................... of sweets to choose from.  
6 You must take out ......................... before you can drive a car.  
7 It's important to get a good ......................... in order to find a job.  
8 The police are always happy to give you ......................... in order to find a job.  
9 This boutique has a wide ......................... of clothes.  
10 They were repairing the road, much to the ......................... of the nearby residents.  
11 Honesty is a very ......................... asset.  
12 If you don't have your boarding pass, you'll be ......................... to board the plane.
### Present Forms

#### Present Simple
- **Affirmative**
  - I work
  - You work
  - He works etc

- **Negative**
  - I don't work
  - You don't work
  - He doesn't work etc

- **Interrogative**
  - Do I work?
  - Do you work?
  - Does he work? etc

- **permanent situations or states** He lives in a caravan.
- **permanent truths or laws of nature** Water boils at 100°C.
- **repeated/habitual actions (especially with frequency adverbs: often, usually, always etc)** He always does his homework. (Here “always” means every day.)
- **reviews/sports commentaries/dramatic narrative** Pavarotti sings wonderfully in this opera.
- **timetables/programmes** (future meaning) The race starts at 3.00.
- **in exclamatory sentences** Here comes the bride!

#### Present Continuous
- **Affirmative**
  - I am working
  - You are working
  - He is working etc

- **Negative**
  - I'm not working
  - You aren't working
  - He isn't working etc

- **Interrogative**
  - Am I working?
  - Are you working?
  - Is he working? etc

- **temporary situations** She is working in Paris this week.
- **changing or developing situations** Mary is putting on weight.
- **frequently repeated actions with always, constantly, continually expressing annoyance or criticism** He's always asking stupid questions. (Here “always” means constantly.)
- **actions happening at or around the moment of speaking** The baby is sleeping at the moment.
- **fixed arrangements in the near future** I'm seeing Rachel tonight.

#### Present Perfect
- **Affirmative**
  - I have worked
  - You have worked
  - He has worked etc

- **Negative**
  - I haven't worked
  - You haven't worked
  - He hasn't worked etc

- **Interrogative**
  - Have I worked?
  - Have you worked?
  - Has he worked? etc

- **recently completed actions**
  - He has cut the grass.
  - (The action is complete. The grass is now cut. - evidence in the present)

- **complete past actions connected to the present with stated or unstated time reference**
  - He has sold his car.
    - (Now he has no car.)
  - He has just bought a bike.
    - (stated time reference)

- **personal experiences / changes which have happened**
  - I have learnt a lot this year.

- **emphasis on number**
  - He has read three novels this week.
  - She has interviewed seven students this morning.

- **actions started in the past and continuing up to the present**
  - He has been washing his bike for an hour. (He started an hour ago and he's still washing it.)

- **past actions of certain duration having visible results or effects in the present**
  - He has been fighting.
    - That's why he's got a black eye.

- **to express anger, irritation, annoyance, explanation or criticism**
  - Someone has been lying to me. (annoyance)

#### Present Perfect Continuous
- **Present Perfect Continuous is normally used with for, since or how long to put emphasis on duration** She has been waiting since 4 o'clock.

---

### Time Expressions usually used with Present Forms

#### Present Simple
- every day/week/month/year, usually, sometimes, always, rarely, never, often, in the morning/evening/afternoon, at night, on Mondays etc

#### Present Continuous
- now, at the moment, at present, nowadays, today, tonight, always, still etc

#### Present Perfect & Present Perfect Continuous
- just, ever, never, already, yet (negations & questions), always, how long, so far, recently, since (= from a starting point in the past), for (= over a period of time), today, this week/month etc

*For and since are usually used with Present Perfect Continuous to emphasise the duration of an action.*
### Past Forms

<table>
<thead>
<tr>
<th>Past Simple</th>
<th>Past Continuous</th>
<th>Past Perfect</th>
<th>Past Perf. Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affirmative</strong></td>
<td><strong>Affirmative</strong></td>
<td><strong>Affirmative</strong></td>
<td><strong>Affirmative</strong></td>
</tr>
<tr>
<td>I worked</td>
<td>I was working</td>
<td>I had worked</td>
<td>I had been working</td>
</tr>
<tr>
<td>You worked</td>
<td>You were working</td>
<td>You had worked</td>
<td>You had been working</td>
</tr>
<tr>
<td>He worked etc</td>
<td>He was working etc</td>
<td>He had worked etc</td>
<td>He had been working etc</td>
</tr>
<tr>
<td><strong>Negative</strong></td>
<td><strong>Negative</strong></td>
<td><strong>Negative</strong></td>
<td><strong>Negative</strong></td>
</tr>
<tr>
<td>I didn’t work</td>
<td>I wasn’t working</td>
<td>I hadn’t worked</td>
<td>I hadn’t been working</td>
</tr>
<tr>
<td>You didn’t work</td>
<td>You weren’t working</td>
<td>You hadn’t worked</td>
<td>You hadn’t been working</td>
</tr>
<tr>
<td>He didn’t work etc</td>
<td>He wasn’t working etc</td>
<td>He hadn’t worked etc</td>
<td>He hadn’t been working etc</td>
</tr>
<tr>
<td><strong>Interrogative</strong></td>
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<td><strong>Interrogative</strong></td>
<td><strong>Interrogative</strong></td>
</tr>
<tr>
<td>Did I work?</td>
<td>Was I working?</td>
<td>Had I worked?</td>
<td>Had I been working?</td>
</tr>
<tr>
<td>Did you work?</td>
<td>Were you working?</td>
<td>Had you worked?</td>
<td>Had you been working?</td>
</tr>
<tr>
<td>Did he work? etc</td>
<td>Was he working? etc</td>
<td>Had he worked? etc</td>
<td>Had he been working? etc</td>
</tr>
<tr>
<td>action in the middle of happening at a stated past time</td>
<td>action in the middle of happening at a stated past time</td>
<td>action in the middle of happening at a stated past time</td>
<td>action in the middle of happening at a stated past time</td>
</tr>
<tr>
<td>I was living in Spain this time last year.</td>
<td>I was living in Spain this time last year.</td>
<td>I was living in Spain this time last year.</td>
<td>I was living in Spain this time last year.</td>
</tr>
<tr>
<td>past action which occurred before another action or before a stated past time</td>
<td>past action which occurred before another action or before a stated past time</td>
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</tr>
<tr>
<td>He had spent all his money by the end of the month.</td>
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<td>He had spent all his money by the end of the month.</td>
<td>He had spent all his money by the end of the month.</td>
</tr>
<tr>
<td>past action in progress interrupted by another past action.</td>
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</tr>
<tr>
<td>The longer action is in the Past Continuous, the shorter action is in the Past Simple.</td>
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<td>The longer action is in the Past Continuous, the shorter action is in the Past Simple.</td>
</tr>
<tr>
<td>I was playing football when I broke my ankle.</td>
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<td>I was playing football when I broke my ankle.</td>
<td>I was playing football when I broke my ankle.</td>
</tr>
<tr>
<td>complete past action which had visible results in the past</td>
<td>complete past action which had visible results in the past</td>
<td>complete past action which had visible results in the past</td>
<td>complete past action which had visible results in the past</td>
</tr>
<tr>
<td>He was delighted because he had found a new job.</td>
<td>He was delighted because he had found a new job.</td>
<td>He was delighted because he had found a new job.</td>
<td>He was delighted because he had found a new job.</td>
</tr>
<tr>
<td>the Past Perfect is the past equivalent of the Present Perfect</td>
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<td>the Past Perfect is the past equivalent of the Present Perfect</td>
</tr>
<tr>
<td>There was no pudding left; he had eaten it all.</td>
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<td>There was no pudding left; he had eaten it all.</td>
<td>There was no pudding left; he had eaten it all.</td>
</tr>
<tr>
<td>(Present Perfect: There's no pudding left; he has eaten it all.)</td>
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<td>(Present Perfect: There's no pudding left; he has eaten it all.)</td>
</tr>
</tbody>
</table>

### Time Expressions usually used with Past Forms

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<tr>
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<th>Past Continuous</th>
<th>Past Perfect</th>
<th>Past Perf. Continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td>yesterday, last week etc, (how long) ago etc</td>
<td>while, when, as, the moment that etc</td>
<td>for, since, already, after, just, never, yet, before, by, by the time etc</td>
<td>for, since</td>
</tr>
<tr>
<td>just now, when, in 1992 etc</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Future Forms

## Future Simple (Will)

**Affirmative**
- I will work
- You will work
- He will work etc

**Negative**
- I won't work
- You won't work
- He won't work etc

**Interrogative**
- Shall/Will I work?
- Will you work?
- Will he work? etc

*Decisions taken at the moment of speaking (on-the-spot decisions) It's cold in here. I'll turn on the heating.*

## Be going to

**Affirmative**
- I am going to work
- You are going to work
- He is going to work etc

**Negative**
- I'm not going to work
- You're not going to work
- He's not going to work etc

**Interrogative**
- Am I going to work?
- Are you going to work?
- Is he going to work? etc

*Actions intended to be performed in the near future I'm going to buy some new clothes next week.*

## Future Continuous

**Affirmative**
- I will be working
- You will be working
- He will be working etc

**Negative**
- I won't be working
- You won't be working
- He won't be working etc

**Interrogative**
- Will I be working?
- Will you be working?
- Will he be working? etc

*Actions in progress at a stated future time I'll be skiing in the Alps this Christmas.*

## Future Perfect

**Affirmative**
- I will have worked etc
- I will have worked etc
- I will have worked etc

**Negative**
- I won't have worked etc
- I won't have worked etc
- I won't have worked etc

**Interrogative**
- Will I have worked? etc
- Will I have worked? etc
- Will I have worked? etc

*Future Perfect action finished before a stated future time They will have finished building their house by May.*

### Note:
- by or not ... until/till are used with Future Perf. Until/till are normally used with Future Perfect only in negative sentences. She will have written it by next week. (not: until)
- She won't have finished until tomorrow.

## Future Perfect Cont.

*duration of an action up to a certain time in the future By this time next month he will have been studying the piano for 2 years.*

## Present Simple with future meaning

- Timetables/programmes
  - The boat leaves at 8 o'clock in the morning.

## Present Continuous with future meaning

- Fixed arrangement in the near future
  - I'm having dinner with Jane this evening. (It's a date.)
Phrasal Verbs

**Be**

be after = 1) (tr) to want, to try to gain, 2) (tr) to chase
be against = (tr) to oppose
be at = (tr) to scold
be away = 1) (int) to be absent, 2) (int) to leave
be back = 1) (int) to return, 2) (int) to become fashionable again
be down with = (tr) to be ill with; go down with
be for = (tr) to be in favour of (opp: be against)
be in = 1) (int) to be at one’s home, office (opp: be out), 2) (int) to be fashionable (opp: be out)
be in for = (tr) to expect sth (usu bad)
be off = 1) (int) to leave, 2) (tr) to cease to want, 3) (tr) to be absent (from school/work)
be on = 1) (tr) to be shown (on TV, at the cinema, theatre etc), 2) (int) to be on duty
be on at = (tr) to scold
be out = 1) (int) not to be at one’s home, office, (opp: be in), 2) (int) to be unfashionable (opp: be in), 3) (int) (of light/fire) to have stopped burning, 4) (int) to become known, 5) to have been removed
be out of = (tr) not to have sth; lack; run out of
be over = 1) (int) to come to an end
be through with = (int) to have finished (a relationship, job etc)
be up = 1) (int) to be awake and out of bed, 2) (int) to stay awake at night; stay up, 3) (int) to be wrong or unusual
be up against = (tr) to be opposed by
be up to = 1) (tr) to do (usu sth wrong), 2) (tr) to be equal to, 3) (tr) to depend on
be with = 1) (tr) to support, 2) (tr) to understand (and like)

**Break**

break down = 1) (int) (of machinery) to stop working, 2) (int) (of a person) to lose control of feelings, 3) (tr) to destroy, 4) (tr) to separate under headings or sections, 5) (int) to fail (talks, negotiations)
break in = 1) (int) to enter by force or illegally, 2) (int) to interrupt, 3) (tr) to train (a horse) to obey
break into = 1) (tr) to enter by force, 2) (tr) to interrupt

break off = 1) (to stop (temporarily), 2) (tr) to end (a relationship, agreement), 3) (int) to become separate (from sth)
break out = 1) (int) to begin suddenly (war etc), 2) (int) to escape from a place
break through = 1) (int) to advance in spite of opposition, 2) (int) to make advances towards discovery or any other aim, 3) (tr) to break a way through (sth solid)
break to = to tell (usually bad news) to sb in a kind way
break up = 1) (int) to stop for holidays (school etc), 2) (int) to separate; split up, 3) (int) to separate into pieces, 4) (tr) to (cause to) be destroyed, 5) (tr) to terminate or end, 6) (of a group) to cease to be together

**Bring**

bring about = to cause to happen
bring along = to bring sb/sth with one
bring back = 1) (tr) to recall; bring to mind, 2) to reintroduce
bring down = 1) (tr) to cause to fall, 2) (tr) to reduce prices/temperature, 3) to remove from power
bring forward = 1) to suggest an idea (often passive), 2) to arrange for sth to be done at an earlier time than originally proposed
bring in = 1) (tr) to create profit, money, 2) (tr) to introduce an idea, 3) (tr) to take sb to a police station etc
bring off = to make sth succeed
bring on = 1) (tr) to cause usu sth unpleasant, 2) (tr) to cause sb/sth to appear
bring out = 1) (tr) to publish; put on the market, 2) (tr) to cause sth to be seen or known, 3) to introduce
bring over = to bring sb/usu to one’s home
bring round = 1) (tr) to cause to regain consciousness; bring to, 2) (tr) to persuade; bring over (to), 3) (tr) to take sb or sth to a place (usu home)
bring to = 1) (tr) to make sb regain consciousness; bring round, 2) (tr) to cause (sth/sb) to reach (a total state or condition)
bring together = 1) (tr) to cause (things) to meet or join, 2) (tr) to make (two people or groups) meet
bring up = 1) (tr) to raise a child, 2) to mention; introduce a subject, 3) (tr) to vomit
### Draw

- **draw back**: 1) (int) to move away, 2) (tr) to be unwilling to fulfill a promise
- **draw in**: 1) (int) (of a train/bus) to arrive at a station slowing down to stop, 2) (tr) to attract people
- **draw on**: (tr) to make use of sth (eg money)
- **draw out**: 1) (tr) to show the general idea of, 2) (tr) to encourage sb to be less shy, 3) (tr) to take money out of a bank account
- **draw up**: 1) (of a vehicle) to stop, 2) (tr) to write sth (will, contract)

### Fall

- **fall apart**: 1) (int) to break into pieces, 2) (int) to end in failure
- **fall back**: (int) to retreat
- **fall back on**: to turn to sb/sth for help when other plans have failed; **turn to**
- **fall behind**: 1) (int) to fail to keep up with, 2) (int) to be late (with payment)
- **fall for**: 1) (tr) to be deceived, 2) (tr) to fall in love with sb
- **fall in**: to collapse
- **fall in with**: (tr) to agree with; **go along with**
- **fall into**: 1) (tr) to begin sth; enter a state, 2) (tr) to be divided into (categories)
- **fall off**: 1) (int) to become worse, 2) (int) to become fewer or less
- **fall on**: 1) (tr) to attack, 2) (tr) to eat (food) hungrily
- **fall out (with)**: to quarrel
- **fall through**: (int) to fail to be completed

### Get

- **get about**: 1) (int) to move around; travel, 2) to be mobile again after illness
- **get across**: to communicate ideas; to become understood
- **get after**: (int) to chase
- **get along (with)**: to be on friendly terms; **get on**
- **get at**: 1) (tr) to reach; find, 2) (tr) to imply
- **get away**: 1) to leave, 2) to go on holiday, 3) to avoid capture
- **get away from**: (int) to escape
- **get away with**: 1) (tr) to escape punishment for a wrongful, illegal act, 2) (tr) to escape capture with stolen goods
- **get back**: 1) (tr) to recover possession of, 2) (int) to reach home again, 3) to return to a former condition
- **get back to**: 1) to return to, 2) (tr) to speak to sb again about sth
- **get behind**: to fail to produce sth at the right time
- **get by**: to have enough money for one's needs
- **get down**: 1) (tr) to swallow with difficulty, 2) (tr) to depress, 3) (int) to descend
- **get down to**: to start doing sth seriously
- **get into**: 1) (tr) to enter, 2) (tr) to have an effect on behaviour, 3) (tr) to start (a habit), 4) (tr) to fit (clothes)
- **get off**: 1) (int) to avoid punishment, 2) (tr) to leave; start a journey, 3) to descend from a bus, train
- **get on**: 1) (int) to advance; make progress, 2) (tr) to enter (a bus, train); climb onto (a bike, horse), 3) (int) to have a friendly relationship with; **get along**, 4) to manage
- **get on with**: 1) (tr) to be on good terms with, 2) (tr) to continue after an interruption, 3) to go on with sth; advance
- **get out of**: 1) (tr) to come out of a space, building, 2) (int) to become known (news), 3) (int) to remove (a mark, dirt), 4) (tr) to escape
- **get out of**: (tr) to avoid a responsibility
- **get over**: 1) to recover, 2) to overcome, 3) to make (a point) understood
- **get round**: 1) (tr) to persuade; **bring round**, 2) (int) to move around; **get about**, 3) (int) to spread (news)
- **get round to**: (tr) to find the necessary time to do sth
- **get through**: 1) (tr) to finish (a piece of work), 2) (tr) to succeed in (exams), 3) (int) to go on living through difficult times, 4) (tr) to use up all of sth (food, money, supplies)
- **get through to**: 1) (tr) to reach by telephone, 2) to make oneself understood
- **get to**: 1) (int) to arrive, 2) (int) to reach a point, stage, 3) (tr) to start doing sth after a delay, 4) (tr) to have an effect on the feelings of sb
- **get up**: 1) to move to a higher level, 2) (int) to rise from bed
- **get up to**: to do (usu sth bad)
**Give**

give away = 1) (tr) to reveal sth; betray sb, 2) (tr) to give sth free of charge, 3) (tr) to deliver a woman to her husband at their wedding
give back = (tr) to return
give in 1) (int) to surrender; yield, 2) (tr) to hand in
give off = (tr) to emit (smells, heat, fumes etc)
give out = 1) (int) to come to an end, 2) (tr) to distribute; hand out, 3) (tr) to announce
give to = 1) (tr) to present with, 2) (tr) to supply; provide
give up = 1) (tr) to stop/abandon an attempt/habit, 2) (tr) to surrender; offer oneself as a prisoner, 3) (tr) to stop doing or having sth

**Go**

go about = to get about
go ahead = 1) (int) to proceed, 2) (int) to be in front, 3) (int) to continue
go along = 1) (int) to proceed, 2) (int) to advance; make progress; go on
go along with = 1) (tr) to agree with sb/sth, 2) (tr) to advance with sth
go at = (tr) to attack
go away = 1) (int) to leave, 2) (int) to stop
go back = 1) (int) to date back, 2) (int) to return, 3) (int) (of clocks/watches) to be set to an earlier time
go back on = 1) (tr) to break a promise or agreement, 2) (tr) to let down; be disloyal
go by = 1) (int) (of time) to pass, 2) (int) (of a chance) to let it pass without taking it
go down = 1) (int) to be reduced, 2) (int) (of the sun/moon) to set, 3) (int) to sink or drown, 4) (int) to be swallowed
go down with = (tr) to become ill
go for = 1) (tr) to attack, 2) (tr) to apply for (usu a job), 3) (tr) to support, 4) (tr) to aim at sth
go in for = 1) (tr) to take part in (a competition), 2) (tr) to be interested in sth
go into = 1) (tr) to investigate thoroughly, 2) (tr) to join/enter sth (group, business etc), 3) (tr) to crash, 4) (tr) to start an activity
go off = 1) (int) to explode (bomb); ring (alarm), 2) (int) to be switched off, 2) (int) (of food) to go bad, 4) (int) to stop, 5) (int) to succeed
go on = 1) (int) to continue; carry on, 2) (int) to happen, 3) (int) to make progress, 4) to go ahead, 5) to be turned on
go out = 1) (int) to stop burning; be extinguished, 2) (int) to cease to be fashionable (opp: come in), 3) (int) to mix socially

**Hold**

hold back = 1) (tr) to control (tears, laughter), 2) (int) to hesitate, 3) (tr) to delay, 4) (tr) to keep secret; keep back 5) (int) to be reluctant to act
hold down = (tr) to keep sth at a lower level
hold in = (tr) to restrain; keep under control
hold off = 1) (int) to keep at a distance, 2) (int) to happen later
hold on = 1) (int) to wait (esp on the phone), 2) (int) to continue despite difficulties, 3) (int) to last, 4) to maintain in place
hold out = 1) (int) to persist; not to give way, 2) (int) to last
hold over = to postpone; put off
hold to = to follow exactly (rules, customs)
hold up = 1) (tr) to delay, 2) (tr) to use violence in order to rob, 3) (int) to last
hold with = (tr) to approve of

**Keep**

keep after = 1) (tr) to continue to pursue, 2) (tr) to scold
keep at = (tr) to continue working at sth
keep away (from) = (tr) to stay away
keep back = 1) (tr) to stay back, 2) (tr) to conceal, 3) (tr) to delay; hold back
keep behind = (tr) to make sb remain after others have left
keep down = 1) (tr) (of feelings) to control; keep back, 2) (tr) to repress, 3) (tr) to maintain at a lower level
keep (oneself) from = 1) (tr) to prevent from, 2) (tr) to avoid
keep in = (tr) to make sb stay indoors (esp as a punishment)
keep in with = (tr) to remain friendly with
keep off = 1) (tr) to stay away from, 2) (tr) to avoid (food, a habit etc); keep away from,
3) (tr) to avoid mentioning a subject
keep on = 1) (int) to continue in spite of difficulties,
2) (tr) to continue doing sth
keep out = to exclude sb/sth
keep out of = (tr) to stay away from (trouble)
keep to = 1) (tr) to limit to, 2) (tr) to follow
keep up = 1) (tr) to maintain sth at the same level,
2) (tr) to keep sb out of bed, 3) (tr) to keep sth in good condition
keep up with = 1) (tr) to proceed at an equal pace
with, 2) (tr) to continue to be informed (news, events)
look up = 1) (tr) to look for sth (such as an address,
2) (tr) to visit sb after a lapse of time (specially sb living at some distance)
l
look up to = (tr) to respect (opp: look down on)

Let

let down = 1) (tr) to lower, 2) (tr) (of clothes) to
lengthen (opp: take up), 3) (tr) to disappoint
let in = 1) to allow sth (water, air etc) to leak in
let in(to) = 1) to allow sb to enter (a place), 2) (tr)
to allow sb to join (a group)
let off = 1) (tr) not to punish, 2) (tr) to make sth
explode (fireworks)
let on = 1) (int) to reveal a secret, 2) (int) to pretend
let out = 1) (tr) to allow to go out (opp: let in),
2) (tr) to release, 3) (tr) (of clothes) to make wider,
(opp: take in), 4) (tr) to say sth unintentionally
let up = (int) to become less strong

Look

look after = (tr) to take care of
look ahead = (int) to think of the future
look back on = (int) to consider the past; remember
look down on = (tr) to despise (opp: look up to)
look for = (tr) to search for
look forward to = (tr) to anticipate (with pleasure)
look into = (tr) to investigate
look in on sb = to pay a short visit to
look on = 1) (int) to observe, 2) (tr) to regard as
look onto/look out on to = (tr) to face; have a view of
look out = (int) Watch out!
look out for = (tr) to be alert in order to see/find sb
look over = 1) to examine carefully; go through,
2) to revise briefly and quickly
look round = to survey; examine an area
look through = 1) (tr) to look at quickly, 2) (tr) to
study sth carefully, 3) not to notice sb
mark

Make

be made for = to suit exactly
make for = (tr) to go towards; head for
make off = (int) to run away; escape; make away
make out = 1) (tr) to distinguish, 2) (tr) to
understand; work out, 3) (tr) to write out; fill in
make over = (tr) to give the possession of sth to sb
else
make sth up to sb = to compensate sb for sth
make up = 1) (tr) to invent; think up, 2) (tr) to put
make cosmetics on, 3) (int) to reconcile, 4) (tr) to
compose; put together, 5) (tr) to keep sth burning,
6) (tr) to make an amount complete
make up for = to compensate
make up one's mind = to decide

Pass

pass away = 1) (int) to cease, 2) (int) to die
pass by = (tr) to overlook; pass over
pass off as = (tr) to pretend to be sth/sth else
pass on = (tr) to give from person to person
pass out = 1) (int) to lose consciousness, 2) (tr)
to give freely; give out

Pay

pay back = 1) (tr) to return money owed,
2) (tr) to get revenge on sb
pay down = (tr) to pay part of the price for sth and
the rest over a period of time
pay for = (tr) to receive punishment
pay off = 1) (tr) to act in order to settle (an old
quarrel etc), 2) (tr) to pay sb to leave employment
pay up = (tr) to pay in full (a debt); pay off

Pull

pull back = 1) (int) to move away, 2) (int) to be
unwilling to fulfil a promise; draw back
pull down = (tr) to demolish; draw back
pull in = (int) (of trains etc) to arrive; draw in
(opp: pull out)
pull oneself together = to bring one's feelings
under control
Appendix 2

run out = 1) (tr) to stretch, 2) (int) (of trains/ships) to leave; draw out
run through = (tr) to succeed despite difficulties
run up = 1) (tr) to move forward, 2) to stop.

Put

put aside = (tr) to save; put by
put across = (tr) to communicate successfully; get across; get over
put away = 1) (tr) to store, 2) (tr) to put sb into prison or mental hospital, 3) (tr) to save (usu money)
put back = 1) (tr) (of clocks/watches) to set to an earlier time; go back (opp: put forward), 2) (tr) to cause to be delayed, 3) (tr) to replace sth, 4) to delay till a later time
put down = 1) (tr) to make a note; write down, 2) (tr) to lay sth down (opp: pick up), 3) (tr) to suppress forcibly, 4) (tr) to stop (work)
pull down to = (tr) to attribute to
put forward = 1) (tr) to propose, 2) (tr) (of clocks/watches) to set to a later time (opp: put back)
pull in = 1) (tr) to include, 2) (tr) to arrive at a port (ships, boats), 3) (tr) to apply for, 4) (tr) to interrupt
pull in for = 1) (tr) to make a formal request; put in, 2) (tr) to apply for
pull off = 1) (tr) to postpone, 2) (tr) to discourage from liking
pull on = 1) (tr) to dress oneself in, 2) (tr) to increase (in weight), 3) (tr) to switch on, 4) (tr) to pretend, 5) (tr) to cause to take place (show/performace)
pull out = 1) (tr) to extinguish (fire etc.), 2) (tr) to expel, 3) to cause inconvenience, 4) to make sth public
be pull out to = be annoyed
pull through = 1) (tr) to connect by telephone, 2) (tr) to make sb undergo or suffer sth
put up = 1) (tr) to erect; build, 2) (tr) (of prices) to increase, 3) (tr) to offer hospitality (put sb up), 4) (tr) to offer (resistance), 5) (tr) to show in a public place
put up to = (tr) to give sb the idea of (doing sth usu wrong)
pull up with = to tolerate; bear

run down = 1) (tr) to knock down (with a vehicle), 2) (tr) to speak badly of sb, 3)(int) (of clock/batteries) to stop working, 4) (passive) to tire
run in = (tr) to bring a new car engine into full use (carefully by driving it slowly for a set period)
run into = 1) (tr) to meet unexpectedly, 2) (tr) to collide with, 3) (tr) to experience (difficulties)
run off = 1) (tr) to make prints/copies, 2) (int) to escape from home/duty
run on = 1) (int) to talk continuously, 2) (int) (of time) to pass, 3) (tr) (of thoughts, talk) to be concerned with
run over = 1) (tr) to knock down (with a vehicle); run down, 2) (tr) to read through quickly, 3) (int) to overflow, 4) to pass a limit
run out (of) = (tr) to no longer have a supply
run through = 1) (tr) to use up, 2) (tr) to rehearse, check or revise quickly
run up = 1) (tr) to accumulate; add up, 2) (int) to increase quickly
run up against = (tr) to face; run into

See

see about = 1) (tr) to make enquiries or arrangements about sth, 2) (tr) to deal with sth; see to
see for oneself = to form an opinion using one's own judgement
see into = (tr) to have knowledge of
see off = 1) (tr) to accompany a traveller to his/her plane, train etc, 2) (tr) to make sure that sb leaves one's property
see out = 1) (tr) to accompany sb to the door/exit of a house/building, 2) (tr) to last until the end of
see over = (tr) to inspect a place; look around
see through = 1) (tr) not to be deceived, 2) (tr) to support sb in difficulties
see to = (tr) to take care of; see about

Set

set about = 1) (tr) to begin to do, 2) (tr) to attack
set aside = 1) (tr) to save for a special purpose, 2) (tr) to stop sth (eg work) for some time; set by
set back = 1) (tr) to hinder, 2) (tr) to cost (slang), 3) to move the hands of a clock/watch to show an earlier time
set down = to make (rules etc)
set in = (int) (of weather) to start and seem likely to continue
set off = 1) (int) to start a journey, 2) (int) to intend (to do sth)
set on/be set on = 1) (tr) to cause to attack, 2) to be determined

Run

run across = (tr) to meet/find by chance; come across
run after = (tr) to chase
run away = (int) to escape; flee (from home, duty etc); run off
run away with = to steal sth and leave with it
set out = 1) (int) to begin a journey, 2) to intend (to do sth)  
set sb up = (tr) to cause sb to receive blame  
set to = 1) to begin working hard, 2) to start quarrelling  
set up = 1) (tr) to start a business, 2) (tr) to erect; put up, 3) (tr) to establish  

take sb out = (tr) to take sb to a restaurant etc  
take to = 1) (tr) to like, 2) (tr) to begin a habit  
take up = 1) (tr) to begin a hobby, sport, job, 2) (tr) to shorten a garment (opp: take down), 3) (tr) to fill (time, space), 4) (tr) to continue after an interruption  
be taken aback = to be strongly surprised  
be taken in = 1) (tr) to be deceived  

Stand  
stand about = (int) to stand lazily/inactively; stand around  
stand by = 1) (tr) to support sb esp in difficulties, 2) (int) to watch remaining inactive, 3) (int) to be ready for action, 4) (tr) to remain loyal  
stand for = 1) (tr) to represent, 2) (int) to offer oneself for election, 3) (tr) to tolerate; put up with, 4) (tr) to believe (in principles)  
stand in for = (tr) to replace sb temporarily  
stand on = (tr) to act firmly according to what one believes  
stand out = (int) to be noticeable, prominent  
stand up = 1) (int) to rise to one’s feet, 2) (tr) to fail to meet  
stand up for = 1) (tr) to support; defend; stick up for, 2) (tr) to demand (one’s rights)  
stand up to = 1) (tr) to resist; defend oneself against without fear, 2) (tr) to match in quality  

Turn  
turn away = 1) (tr) to refuse admittance to, 2) (tr) to refuse to help  
turn down = 1) (tr) to refuse an offer; reject, 2) (tr) to reduce loudness etc (opp: turn up)  
turn in = 1) (int) to go to bed, 2) (tr) to give to the police  
turn into = (tr) to convert into  
turn off = (tr) to switch off (opp: turn on)  
turn on = 1) to switch on, 2) (tr) to attack  
turn out = 1) (tr) to produce, 2) (int) to prove to be in the end; result, 3) (tr) to evict, 4) (tr) to empty (one’s pockets, handbag etc), 5) (tr) to clean a room thoroughly (putting the furniture outside), 6) (int) to assemble, 7) (tr) to get rid of  
turn over = 1) (tr) of a business to trade a sum of money, 2) (tr) to give the control of sth to sb, 3) (tr) to deliver sb (to the police, authorities), 4) to turn to a new page; change TV channel  
turn to = 1) (tr) to go to sb for help, advice, 2) (tr) to begin (a way of life or doing sth)  
turn up = 1) (int) to arrive or appear (unexpectedly), 2) (int) (of opportunity) to arise, 3) (tr) to increase (volume, pressure)  

Wear  
wear away = 1) (tr) (of wood or stone) to reduce gradually, 2) (int) (of time) to pass slowly  
wear down = (tr) to reduce opposition gradually  
wear off = 1) (int) to stop gradually, 2) (of feelings) to disappear gradually  
wear out = 1) (tr) to use until no longer serviceable, 2) (tr) to exhaust  

Work  
work on = (tr) to have an effect on  
work out = 1) (tr) to find the solution to a problem by reasoning or calculation, 2) (int) to develop successfully  
work up = 1) (tr) to develop, 2) (int) to make progress in business
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<tr>
<th>A</th>
<th>B</th>
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<tbody>
<tr>
<td>abide by (v)</td>
<td>appeal to/against (v)</td>
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<td>absent from (adj)</td>
<td>apply to sb for sth (v)</td>
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<tr>
<td>abstain from (v)</td>
<td>approve of (v)</td>
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<tr>
<td>accompanied by (adj)</td>
<td>argue with sb about sth (v)</td>
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<td>according to (prep)</td>
<td>arrest sb for sth (v)</td>
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<td>account for (v)</td>
<td>arrive at (a small place) (v)</td>
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<tr>
<td>accuse sb of (v)</td>
<td>arrive in (a town) (v)</td>
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<tr>
<td>accustomed to (adj)</td>
<td>ashamed of (adj)</td>
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<tr>
<td>acquainted with (adj)</td>
<td>ask for (v) (but: ask sb a question)</td>
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<tr>
<td>addicted to (adj)</td>
<td>assure (sb) of (v)</td>
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<td>adequate for (adj)</td>
<td>astonished at by (adj)</td>
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<tr>
<td>adjacent to (adj)</td>
<td>attached to (adj)</td>
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<td>advantage of (n)</td>
<td>attack on (n)</td>
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<td>(but: there's an advantage in - (have) an advantage over sb)</td>
<td>attend to (v)</td>
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<td>advice on (n)</td>
<td>(un) aware of (adj)</td>
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<tr>
<td>bad at (adj) (but: He was very bad to me.)</td>
<td>benefit from (v)</td>
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<td>base on (v)</td>
<td>bet on (v)</td>
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<td>basis for (n)</td>
<td>beware of (v)</td>
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<td>beg for (v)</td>
<td>(put the) blame on sb (n)</td>
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<td>begin with (v)</td>
<td>blame sb for sth (v)</td>
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<td>believe in (v)</td>
<td>blame sth on sb (v)</td>
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<td>call at/on (phr v)</td>
<td>collaborate with (v)</td>
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<td>call for (= demand) (phr v)</td>
<td>collide with (v)</td>
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<tr>
<td>campaign against/for (v)</td>
<td>comment on (v)</td>
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<tr>
<td>capable of (adj)</td>
<td>communicate with (v)</td>
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<tr>
<td>care about (v)</td>
<td>compare with (v) (how people and things are alike and how they are different)</td>
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<tr>
<td>care for sb (v) (= like)</td>
<td>compare to (v) (show the likeness between sb/sth and sb/sth else)</td>
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<tr>
<td>(take) care of (n)</td>
<td>comparison between (n)</td>
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<td>care for sth (v) (= like to do sth)</td>
<td>complain of (v) (= suffer from)</td>
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<tr>
<td>careful of (adj)</td>
<td>complain to sb about sth (v)</td>
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<td>careless about (adj)</td>
<td>(= be annoyed at)</td>
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<td>cause of (n)</td>
<td>compliment sb on (v)</td>
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<td>certain of (adj)</td>
<td>comply with (v)</td>
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<td>change into (v)</td>
<td>conceal sth from sb (v)</td>
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<td>characteristic of (n/adj)</td>
<td>concentrate on (v)</td>
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<td>charge for (v)</td>
<td>(have) confidence in sb (n)</td>
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<td>charge sb with (v)</td>
<td>confine to (v)</td>
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<td>cheque for (n)</td>
<td>confusion over (n)</td>
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<td>choice between/of (n)</td>
<td>congratulate sb on sth (v)</td>
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<tr>
<td>clever at (adj) (but: It was very clever of you to buy it.)</td>
<td>connection between (n) (but: in connection with)</td>
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<tr>
<td>close to (adj)</td>
<td>conscious of (adj)</td>
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<tr>
<td>coax sb into (v)</td>
<td>connect to/with (v)</td>
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<td>coincide with (v)</td>
<td>consist of (v)</td>
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<td>boast about/of (v)</td>
<td>contact between (n) (but: in contact with)</td>
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<td>bored with/of (adj)</td>
<td>content with (adj)</td>
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<tr>
<td>borrow sth from sb (v)</td>
<td>contrary to (prep)</td>
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<tr>
<td>brilliant at (adj)</td>
<td>contrast with (v)</td>
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<td>bump into (v)</td>
<td>contribute to (v)</td>
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<td>busy with (adj)</td>
<td>convert to/into (v)</td>
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<td>cope with (v)</td>
<td>correspond to/with (v)</td>
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<td>count against (v)</td>
<td>count on sb (phr v)</td>
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<td>cover in/with (v)</td>
<td>covered in/with (adj)</td>
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<td>covered in/with (v)</td>
<td>crash into (v) (have) a craving for sth (n)</td>
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<td>crowd with (adj)</td>
<td>cruel to (adj)</td>
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<td>crueltly towards/to (n)</td>
<td>cure for (n)</td>
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<tr>
<td>curious about (adj)</td>
<td>cut into (phr v) (= interrupt sb/a conversation)</td>
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<td><strong>Verbs, Adjectives, Nouns with Prepositions</strong></td>
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<td><strong>damage to (n)</strong></td>
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<td><strong>date back to (v)</strong></td>
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<td><strong>deficient in (adj)</strong></td>
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<td><strong>(put) effort into sth (adj)</strong></td>
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<td><strong>engaged to sb/in sth (adj)</strong></td>
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<td><strong>engagement to sb (n)</strong></td>
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<td><strong>enter into (= start) (v)</strong></td>
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<td><strong>enthusiastic about (adj)</strong></td>
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<td><strong>envious of (adj)</strong></td>
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<td><strong>face up to (phr v)</strong></td>
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<td><strong>fail in an attempt (v)</strong></td>
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<td><strong>fail to do sth (v)</strong></td>
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<td><strong>failure in (an exam) (n)</strong></td>
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<td><strong>failure to (do sth) (n)</strong></td>
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<td><strong>faithful to (adj)</strong></td>
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<td><strong>fall in (n)</strong></td>
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<td><strong>familiar to sb (= known to sb) (adj)</strong></td>
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<td><strong>generosity to/towards (n)</strong></td>
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<td><strong>genius at (n)</strong></td>
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<td><strong>glance at (v)</strong></td>
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<td><strong>happen to (v)</strong></td>
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<td><strong>happy about/with (adj)</strong></td>
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<td><strong>harmful to (adj)</strong></td>
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<td><strong>hear about (v) (= be told)</strong></td>
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<td><strong>hear from (v) (= receive a letter)</strong></td>
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<td><strong>descended from (adj)</strong></td>
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<td><strong>describe sb/sth to sb else (v)</strong></td>
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<td><strong>die of/from (v)</strong></td>
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<td><strong>die in an accident (v)</strong></td>
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<td><strong>differ from (v)</strong></td>
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<td><strong>(have) difference between/of (n)</strong></td>
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<td><strong>different from (adj)</strong></td>
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<td><strong>difficulty in/with (n)</strong></td>
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<td><strong>disadvantage of (n) (but: there’s a disadvantage in doing sth)</strong></td>
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<td><strong>disagree with (v)</strong></td>
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<td><strong>disappointed with/about (adj)</strong></td>
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<td><strong>disapprove of (v)</strong></td>
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<td><strong>equal to (adj)</strong></td>
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<td><strong>escape from/to (v)</strong></td>
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<td><strong>example of (n)</strong></td>
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<td><strong>excellent at (adj)</strong></td>
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<td><strong>exception to (n)</strong></td>
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<td><strong>exchange sth for sth else (v)</strong></td>
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<td><strong>exclaim at (v)</strong></td>
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<td><strong>excuse sb for (v)</strong></td>
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<td><strong>familiar with (= have knowledge of) (adj)</strong></td>
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<td><strong>famous for (adj)</strong></td>
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<td><strong>fed up with (adj)</strong></td>
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<td><strong>fill sth with sth else (v)</strong></td>
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<td><strong>finish with (v)</strong></td>
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<td><strong>fire at (v)</strong></td>
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<td><strong>flee from (v)</strong></td>
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<tr>
<td><strong>fond of (adj)</strong></td>
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<tr>
<td><strong>good at (adj) (but: He was very good to me)</strong></td>
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<tr>
<td><strong>grateful to sb for sth (adj)</strong></td>
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<td><strong>grudge against (n)</strong></td>
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<tr>
<td><strong>hear of (v) (= learn that sth or sb exists)</strong></td>
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<td><strong>heir to (n)</strong></td>
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<tr>
<td><strong>hinder from (v)</strong></td>
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<tr>
<td><strong>hint to sb about sth (v) (but: hint at sth)</strong></td>
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<tr>
<td><strong>discharge sb from (v)</strong></td>
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<td><strong>discouraged from (adj)</strong></td>
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<td><strong>discussion about/on (n)</strong></td>
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<tr>
<td><strong>disgusted by/at (adj)</strong></td>
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<td><strong>dismiss from (v)</strong></td>
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<td><strong>dispose of (v)</strong></td>
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<td><strong>disqualified from (adj)</strong></td>
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<td><strong>dissatisfied with (adj)</strong></td>
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<td><strong>distinguish between (v)</strong></td>
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<td><strong>divide between/among (v)</strong></td>
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<td><strong>divide into/by (v)</strong></td>
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<td><strong>do sth about (v)</strong></td>
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<td><strong>doubtful about (adj)</strong></td>
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<td><strong>dream about (v)</strong></td>
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<td><strong>dream of (v) (= imagine)</strong></td>
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<td><strong>dressed in (adj)</strong></td>
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<td><strong>exempt from (adj)</strong></td>
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<td><strong>expel from (v)</strong></td>
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<td><strong>experienced in (adj)</strong></td>
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<tr>
<td><strong>experiment on/with (v)</strong></td>
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<tr>
<td><strong>expert at/in (sth/doing sth) (n)</strong></td>
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<tr>
<td>(= person good at)</td>
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<tr>
<td><strong>expert at/in/on (sth/doing sth) (adj)</strong></td>
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<tr>
<td>(= done with skill or involving great knowledge)</td>
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<tr>
<td><strong>expert with sth (n) (= good at using sth)</strong></td>
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<tr>
<td><strong>expert on (n) (= person knowledgeable about a subject)</strong></td>
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<td><strong>forget about (v)</strong></td>
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<td><strong>forgive sb for (v)</strong></td>
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<td><strong>fortunate in (adj)</strong></td>
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<td><strong>friendly with/to (adj)</strong></td>
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<td><strong>frightened of (adj)</strong></td>
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<tr>
<td><strong>full of (adj)</strong></td>
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<tr>
<td><strong>furious with sb about/at sth (adj)</strong></td>
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<tr>
<td><strong>guess at (v)</strong></td>
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<tr>
<td><strong>guilty of (adj) (but: he felt guilty about his crime)</strong></td>
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<td><strong>hope for (v)</strong></td>
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<tr>
<td><strong>hope to do sth (v)</strong></td>
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<tr>
<td><strong>(no) hope of (n)</strong></td>
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<tr>
<td><strong>hopeless at (adj)</strong></td>
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</tbody>
</table>
### Verbs, Adjectives, Nouns with Prepositions

<p>| I | idea of (n) | increase in (n) | intent on (adj) |
|   | identical to (adj) | independent of (adj) | (have no) intention of (n) |
|   | ignorant of/about (adj) | indifferent to (adj) | interest in (n) |
|   | ill with (adj) | indulge in (v) | interested in (adj) |
|   | impact on (n) | inferior to (adj) | interfere with/in (v) |
|   | impressed by/with (adj) | information about/on (n) | invasion of (n) |
|   | (make an) impression on sb (n) | (be) informed about (adj) | invest in (v) |
|   | improvement in/on (n) | inoculate against (v) | invitation to (n) |
|   | incapable of (adj) | insist on (v) | invite sb to (v) |
|   | include in (v) | insure against (v) | involve in (v) |
|   |                | intelligent at (adj) | irritated by (adj) |
| J | jealous of (adj) | join in (v) | joke about (adj) |
| K | knock at/on (v) | keen to do sth (adj) | key to (n) |
|   | know about/of (v) | kind to (adj) | knowledge of (n) |
|   | keen on sth (adj) |            |               |
| L | lack in (v) | leave for (v) (= head for) | long for (v) |
|   | lack of (n) | lend sth to sb (v) | look after (phr v) (= take care of) |
|   | laugh at (v) | listen to (v) | look at (v) |
|   | lean on/against (v) | live on (v) | look for (= search for) (v) |
| M | married to (adj) | mean to (adj) | mistake sb for (v) |
|   | marvel at (v) | mention to (v) | mix with (v) |
|   | name after (v) | nervous about (adj) | nominate sb (for/as sth) (v) |
|   | necessary for (adj) | new to (adj) | (take) (no) notice of (n) |
|   | need for (n) | nice to (adj) | notorious for doing sth (adj) |
| N | neglect of (n) | obvious to (adj) | operate on (v) |
|   | obedient to (adj) | occur to (v) | opinion of/on (n) |
|   | object to (v) | offence against (n) | opposite of/to (n) |
|   | objection to (n) |            |               |
|   | obliged to sb for sth (adj) |            |               |
| O | part with (v) | pleased with (adj) | (take) pride in (n) |
|   | patient with (adj) | (take) pleasure in (n) | pride oneself on sth/on doing (v) |
|   | pay by (cheque) (v) | (have the) pleasure of (n) | prohibit sb from doing sth (v) |
|   | pay for (v) (but: <strong>pay a bill</strong>) | point at/to (v) | prone to (adj) |
|   | pay in (cash) (v) | (im)polite to (adj) | protect against/from (v) |
|   | peculiar to (adj) | popular with (adj) | protection from (n) |
|   | persist in (v) | praise sb for (v) | protest about/at (v) |
|   | (but: <strong>insist on</strong>) | pray for sth/sb (v) | proud of (adj) |
|   | (take a) photograph of (n) | prefer sth to sth else (v) | provide sb with (v) |
|   | picture of (n) | (have a) preference for (n) | punish sb for (v) |
|   | pity for (n) | prepare for (v) | puzzled about/by (adj) |
|   | persist in (v) | present sb with (v) | quotation from (n) |
|   | take pity on sb (exp) | prevent sb from (v) |               |
|   | pleasant to (adj) |            |               |
| Q | quarrel about sth/with sb (v/n) | qualified for (adj) |               |
|   |                | quick at (adj) |               |</p>
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<th>V</th>
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<tr>
<td>rave about (v)</td>
<td>regardless of (prep)</td>
<td>respond to (v)</td>
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<td>react to (v)</td>
<td>related to (adj)</td>
<td>responsibility for (n)</td>
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<tr>
<td>reaction to (n)</td>
<td>relationship between (n) (but: a good relationship with sb)</td>
<td>responsible for (adj)</td>
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<tr>
<td>ready for (adj)</td>
<td>relevant to (adj)</td>
<td>result from (v) (= be the consequence of)</td>
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<tr>
<td>reason for (n)</td>
<td>rely on (v)</td>
<td>result in (v) (= cause)</td>
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<tr>
<td>reason with (v)</td>
<td>remind sb of/about (v)</td>
<td>result of (n)</td>
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<tr>
<td>rebel against (v)</td>
<td>remove from (v)</td>
<td>resulting from (adj)</td>
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<tr>
<td>receive from (v)</td>
<td>replace ssth with ssth else (v)</td>
<td>rhyme with (v)</td>
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<tr>
<td>(keep) a record of (n)</td>
<td>reply to (n/v)</td>
<td>rich in (adj)</td>
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<tr>
<td>recover from (v)</td>
<td>report on (n/v)</td>
<td>(get) rid of (phr)</td>
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<tr>
<td>reduction in (n)</td>
<td>reputation for/of (n)</td>
<td>rise in (n)</td>
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<tr>
<td>refer to (v)</td>
<td>research on/into (n)</td>
<td>(make) room for (n)</td>
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<tr>
<td>(in/with) reference to (n)</td>
<td>respect for (n)</td>
<td>rude to (adj)</td>
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<td>refrain from (v)</td>
<td>respected for (adj)</td>
<td>run into (phr) v</td>
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<td>regard as (v)</td>
<td>shy of (adj)</td>
<td>stand for (phr v)</td>
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<td>safe from (adj)</td>
<td>sick of (adj)</td>
<td>stare at (v)</td>
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<tr>
<td>same as (adj)</td>
<td>silly to do ssth (adj) (but: it was silly of him)</td>
<td>strain on (n)</td>
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<tr>
<td>satisfied with (adj)</td>
<td>similar to (adj)</td>
<td>subject to (adj/v)</td>
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<tr>
<td>save sb from (v)</td>
<td>skillful/skilled at (adj)</td>
<td>submit to (v) (but: submit for publication)</td>
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<td>scared of (adj)</td>
<td>slow in/about doing ssth/to ssth (adj)</td>
<td>subscribe to (v)</td>
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<tr>
<td>search for (v/n)</td>
<td>smell of (n/v)</td>
<td>succeed in (v)</td>
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<tr>
<td>(be) in search of (n)</td>
<td>smile at (v)</td>
<td>suffer from (v)</td>
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<tr>
<td>sensible of ssth (adj) (= aware of ssth)</td>
<td>solution to (n)</td>
<td>sufficient for ssth/sb (adj)</td>
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<tr>
<td>sensitive to (adj)</td>
<td>sorry about (adj) (= feel sorry for sb) (but: I’m sorry for doing ssth)</td>
<td>superior to (adj)</td>
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<tr>
<td>sentence sb to (v)</td>
<td>speak to/to sb about ssth (v)</td>
<td>sure of/about (adj)</td>
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<td>separate from (v)</td>
<td>specialise in (v)</td>
<td>surprised at/by (adj)</td>
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<tr>
<td>serious about (adj)</td>
<td>specialist in (n)</td>
<td>surrender to (v)</td>
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<td>share in/of ssth (n)</td>
<td>spend money on ssth (v)</td>
<td>surrounded by (adj)</td>
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<td>shelter from (v)</td>
<td>spend time in/doing ssth (v)</td>
<td>suspect sb of (v)</td>
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<td>shocked at/by (adj)</td>
<td>split into/in (v)</td>
<td>suspicious of (adj)</td>
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<td>shoot at (v)</td>
<td>spy on (v)</td>
<td>sympathetic to/towards (adj)</td>
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<td>short of (adj)</td>
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<td>sympathise with (v)</td>
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<td>shout at (v)</td>
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<td>take ssth to sb/ssth (v)</td>
<td>thank sb for (v)</td>
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<td>talent for ssth (n)</td>
<td>thankful for (adj)</td>
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<td>talk to sb about ssth (v)</td>
<td>think about/of (v)</td>
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<td>(have) taste in (n)</td>
<td>threat to sb/ssth of ssth (n)</td>
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<td>taste of (v)</td>
<td>threaten sb with ssth (v)</td>
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<td>terrible at (adj)</td>
<td>throw at (v) (in order to hit)</td>
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<td>terrified of (adj)</td>
<td>throw to (v) (in order to catch)</td>
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<td>unaware of (adj)</td>
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<td>understanding of (n)</td>
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### Prepositional Phrases

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<tbody>
<tr>
<td>at the age of</td>
<td>at first hand</td>
<td>for ages</td>
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<tr>
<td>at the airport</td>
<td>at first sight</td>
<td>for breakfast/lunch/dinner</td>
</tr>
<tr>
<td>at an auction</td>
<td>at a glance</td>
<td>for certain</td>
</tr>
<tr>
<td>at the beginning of (when sth started)</td>
<td>at a guess</td>
<td>for a change</td>
</tr>
<tr>
<td>(but: <strong>in the beginning</strong> = originally)</td>
<td>at hand</td>
<td>for ever</td>
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<tr>
<td>at one’s best</td>
<td>at heart</td>
<td>for fear (of)</td>
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<tr>
<td>at breakfast/lunch etc</td>
<td>at home</td>
<td>for fun (= for amusement)</td>
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<tr>
<td>at the bottom of</td>
<td>at/in a hotel</td>
<td>for good</td>
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<tr>
<td>at the bus stop</td>
<td>at ... km per hour</td>
<td>for granted</td>
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<td>at church</td>
<td>at large</td>
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<td>at the corner/on the corner</td>
<td>at last</td>
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<td>at all costs</td>
<td>at the latest</td>
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<td>at the crossroads</td>
<td>at least</td>
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<tr>
<td>at dawn</td>
<td>at length</td>
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<td>at one’s desk</td>
<td>at liberty</td>
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<td>at the door</td>
<td>at a loss</td>
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<tr>
<td>at ease</td>
<td>at the match</td>
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<tr>
<td>at the end (= when sth is finished)</td>
<td>at midnight</td>
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<tr>
<td>(but: <strong>in the end</strong> = finally at all events)</td>
<td>at the moment</td>
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<td>at fault</td>
<td>at most</td>
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<td>at first</td>
<td>at night (but: <strong>in the night</strong>)</td>
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<td>at noon</td>
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<td>at once</td>
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<td>for hire</td>
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<td>for keeps</td>
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<td>for instance</td>
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Prepositional Phrases

in action  in future  in person
in addition to (+ -ing form)  in gear  in pieces
in advance of  in general  in place of
in agreement with  in good time  in politics
in aid of  in half  in pounds
in all (all in all)  in hand  in practice/theory
in answer to  in haste  in principle
in an armchair  in good/bad health  in prison
in a bad temper  in hiding  in private/public
in bed  in honour of  in all probability
in the beginning  in the hope of  in progress
(= originally)  in hospital  in a queue
in blossom  in a hotel  in reality
in a book  in a hurry  in return
in brief  in ink/pencil/pen  in the right/wrong
in any case  in sb's interest  in a row/rows
in cash  in length/width etc  in ruins
in the centre of  in all sb's life  in safety
in charge of  in the limelight  in season
in cities  in a line  in secret
in code  in the long run  in self-defence
in colour  in love (with)  in short
in comfort  in luxury  in sight (of)
in common  in the meantime  in the sky
in comparison with  in a mess  in some respects
in conclusion to  in the middle of  in stock
in (good/bad) condition  in a mirror  in the streets
in confidence  in moderation  in succession
in control of  in a moment  in the suburbs
in the country  in a good/bad mood  in the sun/shade
in danger  in the mood  in good/bad taste
in the dark  in the morning  in tears
in debt  in mourning  in theory
in demand  in name only (= not in reality)  in a tick
in detail  in need of  in time
(be) in difficulty  in the news  in no time
in the direction of  in a newspaper  in touch
in doubt  in the name of (= on behalf of)  in town
in a ... dress  in the nick of time  in tune (with)
in due course  in the north/south  in turn
in the end (= finally)  in a nutshell  in two/half
in exchange for  in oils  in uniform
in existence  in the open  in use
in fact  in one's opinion  in vain
in fashion  in orbit  in view of
in favour of/with  in order of/to  in a loud/low voice
in flames  in other words  in a way (= in a manner)
in the flesh  in pain  in the way
in focus  in pairs  in writing
in one's free time  in the park  in a word
in full swing  in particular  in a word
## Prepositional Phrases

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<th>On</th>
<th>Out of</th>
<th>Off</th>
<th>Under</th>
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<td>on account of on a ... afternoon/evening on the agenda on the air on approval on arrival on average on bail on balance on the beach on behalf of on one’s birthday on board on the border on business on call on a campsite (at a campsite) on the coast on condition on the contrary on credit on a cruise/excursion/trip/tour on (a ...) day on demand on a diet on the dole</td>
<td>on duty on earth on edge on an expedition on a farm (but: in a field) on fire on the (4th) floor (of) on the floor on foot on the one hand on the other hand on holiday on horseback on impulse on the increase on an island (but: in the mountains) on a journey on one’s knees on leave on the left on loan on the market (= available to the public) on one’s mind on that morning on the move on New Year’s Day on the news</td>
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<td>under age under arrest under one’s breath under control</td>
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<td>on order on the outskirts on one’s own on page ... on parade on the pavement on the phone on a platform on principle on purpose on the radio/TV on the right on the River Seine on sale on schedule on the screen on second thoughts on sight on the sofa on this street/on the street(s) on strike on good/bad terms on time on top of on the trail of on a trip on the way (to) (= as I was going) on the whole</td>
<td>out of breath out of character out of condition out of control out of danger out of date out of debt out of doors out of fashion</td>
<td>out of focus out of hand out of luck out of order out of the ordinary out of place out of practice out of print out of the question</td>
<td>under discussion under the impression under orders</td>
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<td>on order on the outskirts on one’s own on page ... on parade on the pavement on the phone on a platform on principle on purpose on the radio/TV on the right on the River Seine on sale on schedule on the screen on second thoughts on sight on the sofa on this street/on the street(s) on strike on good/bad terms on time on top of on the trail of on a trip on the way (to) (= as I was going) on the whole</td>
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<td>off the map off the peg off the point</td>
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## Prepositional Phrases

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<th>Examples</th>
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<td>Before</td>
<td>before long</td>
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<td>Behind</td>
<td>behind schedule, behind the times</td>
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<td>From</td>
<td>from time to time, from now on, from experience, from memory, from scratch</td>
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<td>Into</td>
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<td>To</td>
<td>to one's astonishment, to one's surprise, to this day, to some extent</td>
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<td>With</td>
<td>with regard to, with a view to (+-ing form)</td>
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<td>Within</td>
<td>within minutes</td>
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<td>Without</td>
<td>without delay, without fail, without success, without warning</td>
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## Prepositions of Time

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<td>in the morning/evening/afternoon/night</td>
<td>on Monday</td>
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<td>at Christmas/Easter</td>
<td>in the Easter/Christmas holiday(s)</td>
<td>on Easter Sunday etc</td>
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<td>at noon/night/midnight</td>
<td>in January (months)</td>
<td>on Christmas Day</td>
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<tr>
<td>at lunch/dinner/breakfast (time)</td>
<td>in (the) winter (seasons)</td>
<td>on Friday night</td>
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<td>at that time</td>
<td>in 1992 (years)</td>
<td>on July 30th</td>
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<td>at the moment</td>
<td>in the 19th century</td>
<td>on a summer afternoon</td>
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<tr>
<td>at the weekend (on the weekend: Am. English)</td>
<td>in two hours (two hours from now)</td>
<td>on that day</td>
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We never use **at, in or on** before **yesterday, tomorrow, next, this, last, every**. She's leaving **next Sunday**.

## Concrete Noun - Abstract Noun - Verb - Adjective

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<tr>
<th>Concrete Noun</th>
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<th>Verb</th>
<th>Adjective</th>
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<td>youth, youngster</td>
<td>warning</td>
<td>visit</td>
<td>various, variable, (un)varied</td>
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<td>young, youthful</td>
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Progress Test 1 (Units 1 - 2)

NAME: .............................................................. DATE: ..............................................................
CLASS: ............................................................. MARK: ..............................................................

(Time: 40 minutes)

A  Choose the correct item.

1  Would you be ............... kind as to give me a lift home?
   A very     B so     C much

2  The dress is ............... long for me to wear.
   A too     B so     C enough

3  I don’t like this food. It ............... awful!
   A is tasting     B has tasted     C tastes

4  I’m hungry. I think I ............... something to eat.
   A will make     B make     C am making

5  John is in bed. He must ............... 
   A sleep     B be sleeping     C have slept

6  I’d like ............... to the cinema tonight.
   A going     B to be going     C to go

7  He decided ............... his job.
   A to quit     B quitting     C quit

8  I’ve been learning English ............... two years.
   A for     B since     C before

9  Call me as soon as you ............... home.
   A will get     B get     C have got

10 Did Ann ............... work before she got married?
    A use to     B used to     C use

11 When Mary arrived at the party, most of the guests ............... .
    A already left     B have already left     C had already left

12 They ............... to America last summer.
    A had travelled     B have travelled     C travelled

13 My sister is used ............... to bed early.
    A to go     B to going     C going

14 As he ............... home from work, he ran into his boss.
    A walked     B was walking     C had been walking

15 She was upset because she ............... the exam.
    A won’t pass     B hasn’t passed     C hadn’t passed

16 My little brother is afraid ............... a bicycle.
    A of riding     B to riding     C riding

17 He had a glass of milk and went on ............... his homework.
    A doing     B do     C to doing

18 He denied ............... in the exam.
    A having cheated     B to have cheated     C to cheating

19 The car seems ............... repaired.
    A having been     B to have been     C to having been

20 I resent ............... to me in that tone of voice.
    A you to speak     B your speak     C your speaking
B Underline the correct item.

21 He doesn’t know about the party. He is in for / about for a surprise.
22 Is there anything good on / at TV tonight?
23 They are very attached with / to each other.
24 I’m sorry, I don’t agree by / with you.
25 It wasn’t my fault; don’t put the blame on / to me!
26 She’s really bad at / with cooking; she doesn’t even know how to fry an egg.
27 He’s been complaining of / about a terrible headache all day.
28 We had to call off / of the meeting because the boss had an urgent appointment.
29 After a long discussion, he managed to bring her round / about to his point of view.
30 She’s very slim; she takes good care of / about her figure.

C Complete the sentences using the words in bold. You must use between two and five words. Do not change the words given.

31 He’s a very noisy boy; I can’t tolerate him anymore.
   put He’s a very noisy boy; I can’t ................................................... him anymore.
32 She has never tasted such a delicious cake.
   ever It’s the most ................................................................. tasted.
33 The car has to be repaired.
   needs The ................................................................. repaired.
34 You’re always complaining about your work.
   complaints You’re ................................................................. your work.
35 The lesson finished and then John arrived.
   had By the time John ................................................................. finished.
36 My friend hasn’t seen this film yet.
   still My friend................................................................. this film.
37 His behaviour at school does not meet with his teacher’s approval.
   approve His teacher................................................................. behaviour at school.
38 He has never eaten Chinese food before.
   time It’s the ................................................................. Chinese food.
39 The last time we went out was a month ago.
   for We ................................................................. a month.
40 She spent an hour preparing dinner.
   took It ................................................................. prepare dinner.
Choose the correct item.

1. we go to the theatre?
   A. Should   B. Will   C. Shall

2. He's not a very driver.
   A. careful   B. carefully   C. more careful

3. You see a doctor as soon as possible.
   A. need   B. should   C. ought

4. He doesn't drive as as I do.
   A. better   B. well   C. good

5. I come to the party yesterday because I had a lot of work.
   A. shouldn't   B. couldn't   C. might not

6. Take the umbrella with you. It rain.
   A. can   B. must   C. might

7. I've only met her once. I know her.
   A. rarely   B. hard   C. hardly

8. You have cooked so much food.
   A. could   B. needn't   C. oughtn't

9. He always came for class.
   A. late   B. lately   C. later

10. I'd rather stay at home go to the cinema.
    A. from   B. than   C. that

11. Her brother is a doctor.
    A. old   B. oldest   C. eldest

12. you mind closing the door?
    A. Could   B. Should   C. Would

    A. to   B. from   C. than

14. It's quite late. We better leave now.
    A. should   B. would   C. had

15. The team is to win the match.
    A. surely   B. likely   C. highly

16. This report isn't better than the previous one.
    A. any   B. very   C. most

17. You come to this lecture. It's optional.
    A. mustn't   B. didn't have to   C. couldn't

18. The Hilton Hotel is luxurious than the Intercontinental.
    A. much   B. most   C. more

19. My brother likes the cinema. I like the theatre.
    A. while   B. when   C. where

20. I'm sure they will be here .
    A. surely   B. shortly   C. nearly
B Underline the correct item.

21 If she doesn’t do what they want, they will carry on / out their threat.
22 The children will come into / in money when they’re twenty years old.
23 Have you heard from / of your new pen-friend yet?
24 The factory owner was very fortunate at / in his choice of business partners.
25 “Have you got any good ideas about the party?” “Not yet, but I’m sure I’ll come up with / out with something.”
26 Are you at all experienced at / in teaching English to adults?
27 The maths teacher put emphasis on / at our understanding the theory.
28 If she wants to lose weight, she must cut down on / away with bread and sweets.
29 I’m a bit hungry, I could do with / to a sandwich.
30 James was delighted by / with the book he bought.

C Complete the sentences using the words in bold. You must use between two and five words. Do not change the words given.

31 It wasn’t necessary for us to go to the wedding.
   need We .............................................. to the wedding.
32 It would be a good idea for him to look for a new house.
   better He .............................................. a new house.
33 They will probably get married.
   likely It .............................................. get married.
34 Mary is better-looking than Joanna.
   good-looking Joanna .............................................. Mary.
35 No other employee is as efficient as he is.
   more He is .............................................. employee.
36 My jacket was cheaper than his.
   cost My jacket .............................................. his.
37 He runs more slowly than I thought.
   as He doesn’t .............................................. I thought.
38 The Way We Live isn’t as bad a film as The Star.
   far The Star is .............................................. The Way We Live.
39 Shall I make you an omelette?
   me Would you .............................................. an omelette?
40 I’m sure he lost his key.
   have He .............................................. his key.
A Choose the correct item.

1. Remember to turn off the lights ........... you leave.
   A after       B before       C since

2. You can't go ........... I've checked all your homework.
   A after       B as soon as       C until

3. She is attending the seminar with a view to ........... more qualifications.
   A acquire             B having acquired       C acquiring

4. The policeman rushed forward to prevent the bank robber ........... hitting the clerk.
   A from       B of       C away from

5. The flight was ........... bumpy that I felt sick.
   A so       B as       C such

6. ........... of the fact that he's a very clever boy, he never gets good marks at school.
   A Despite       B In spite       C Though

7. ........... rich his family may be, he still lives in a small flat.
   A However       B No matter       C Though

8. He behaves ........... he is wealthy.
   A as       B as how       C as if

9. ........... a clever boy!
   A Which       B How       C What

10. No matter ........... everybody says, I think she's a very nice person.
    A what       B that       C how

11. It was ........... a boring film that we fell asleep.
    A so       B such       C much

12. He hasn't tried it himself. He would like to, ........... .
    A although       B though       C even though

13. The bank ........... last night.
    A was robbed       B has been robbed       C had been robbed

14. Dinner ........... at 7 o'clock.
    A was served       B is served       C has been served

15. My cat needs ........... five times a day!
    A been fed       B to be fed       C to being fed

16. When I arrived at the meeting, the leaflets ........... distributed.
    A were already       B have been already       C had already been

17. Olive oil ........... in Italy, Spain and Greece.
    A produces       B has been produced       C is produced

18. By this time tomorrow you ........... informed of our decision.
    A will have been       B should be       C will be

19. This omelette is made ........... mushrooms and cheese.
    A by       B with       C from

20. My car was repaired ........... an engineer.
    A by       B with       C from
B Underline the correct item.

21 She always does whatever she likes; there is no one who can reason with / about her.
22 Go over / into the contract before you sign it to check that you understand everything.
23 The little girl knows exactly how to get about / round her father.
24 It was obvious to / at everyone that he was lying.
25 The article is quite vague and lacking for / in facts.
26 The teacher was very pleased about / with his students' results.
27 If you will hold up / on for a while, the manager will be right with you.
28 The doctors decided to operate in / on the woman immediately.
29 The teams are ready, there is no need for / of more training.
30 The volcano has been giving up / off clouds of smoke for weeks now.

C Complete the sentences using the words in bold. You must use between two and five words. Do not change the words given.

31 The manager threw the employee out of his office.
   thrown The employee ............................................. his manager's office.
32 The detective found Susan's missing car.
   had Susan ......................................................... by the detective.
33 He persuaded his father to buy him a sports car.
   got He ............................................................ him a sports car.
34 The boss insisted that I finish the project within a week.
   made I ......................................................... the project within a week.
35 You should have checked the departure time before we left for the airport.
   been The departure time ........................................... before we left for the airport.
36 When she returned, her brother asked her to go to the cinema with him.
   until Her brother waited ........................................... he asked her to go to the cinema with him.
37 The children hid the kitten, because they were worried their mother might not want it.
   fear The children hid the kitten ................................... not want it.
38 If you don't want to participate, you don't need to ask all these questions.
   unless You don't need to ask all these questions ........................ participate.
39 Call me the minute you get home.
   as Call me ....................................................... home.
40 You'll come with me even if you don't like it.
   or You'll come with me ............................................................ not.
Choose the correct item.

1. Don't be so quiet; .......... something.
   A tell       B speak     C say

2. He can't lie; he always .......... the truth.
   A says       B tells      C talks

3. He .......... me he would come to the party.
   A told       B said       C told to

4. She said she .......... back next year.
   A had come   B would come  C has come

5. He said he .......... out the previous night.
   A had gone   B would go    C has gone

6. She said she .......... forward to the party the following weekend.
   A would be looking B has been looking C was looking

7. He .......... going to the cinema.
   A insisted    B suggested C wanted

8. He .......... me to see a doctor.
   A permitted   B suggested C advised

9. We .......... what time the lecture started.
   A claimed     B complained C wondered

10. If he finds a ticket, he .......... to the match.
    A would go   B will go   C would have gone

11. If you .......... any questions, don't hesitate to ask me.
    A have       B had       C were having

12. If I .......... you, I would have told him off.
    A were       B had been   C am

13. .......... they offer you a good salary, will you accept the job?
    A Supposing  B Only if   C As long as

14. I wish I .......... to your party last Sunday.
    A will come  B could come C had come

15. You can't take the driving test .......... you're over 18.
    A unless     B provided   C as long as

16. You can leave earlier today .......... that you make up the time tomorrow.
    A unless     B provided   C as long as

    A will borrow B borrow    C borrowing

18. He looked as if he .......... by lightning.
    A was struck  B had been struck C has been struck

19. I'd rather you .......... me with the housework than sit and watch!
    A were helping B helped    C had helped

20. My sister bought a red jacket, but she would rather .......... a blue one.
    A bought     B had bought C have bought
B Underline the correct item.

21 Do the exercises on your own and don’t look up / over the answers in the key.
22 Don’t believe everything she says; very often she makes stories off / up.
23 Look up / through this essay and correct all the spelling mistakes.
24 It is his own fault; I can’t sympathise with / towards him.
25 He was truly sorry for / about breaking my favourite vase.
26 She paid off / away her debts as soon as she could.
27 Professor Reed specialises at / in Chemistry.
28 I’ve warned you for / about him; he’s not a person to trust.
29 It’s typical of / for Susan to make rude comments.
30 Would you please look over / after my pet while I’m away?

C Complete the sentences using the words in bold. You must use between two and five words. Do not change the words given.

31 “What am I expected to talk about?” she said.
   wondered She ...................................................... to talk about.
32 “No, I won’t come with you to the meeting,” she said to him.
   go She ...................................................... meeting with him.
33 “I am sorry if I caused you any trouble,” she said.
   for She ...................................................... any trouble.
34 She pretends she is a university professor.
   passes She ...................................................... a university professor.
35 The classroom was so small that they had to move the students.
   such It was ...................................................... they had to move the students.
36 The police arrived late so the thief got away.
   immediately If the police ......................................................, the thief wouldn’t have got away.
37 I would never have finished the project if he hadn’t helped me.
   for But ......................................................, I would never have finished the project.
38 I’ll buy the shirt but only if it’s a reasonable price.
   will Only if it is ...................................................... buy the shirt.
39 She was offered a job in a big company but she didn’t take it.
   down She ...................................................... was offered in a big company.
40 She took some days off work because she had some health problems.
   due She took some days off work ...................................................... health problems.
Choose the correct item.

1. I like watching the cartoon series with the little boy and the ten wild .............
   A. goose  B. geese’s  C. geese

2. Her husband is one of six brothers so she has five .............

3. May I give you a ............ of advice?
   A. few  B. piece  C. bit

4. She had a craving for chocolate so she went and bought a .............
   A. piece  B. bag  C. bar

5. The police ............ the thief for an hour and they haven’t caught him yet.
   A. have been chasing  B. has been chasing  C. had been chasing

6. It was Ann ............ had the idea of throwing a party.
   A. who  B. which  C. she

7. On no ............ will I lend you any money.
   A. circumstances  B. occasion  C. account

8. ............ he been asked, he would have come to the meeting.
   A. Had  B. Were  C. Should

9. Two days ............ long to wait.
   A. haven’t been  B. aren’t  C. isn’t

10. Sarah is studying ............ Maths at college.
    A. –  B. the  C. a
B  Underline the correct item.

21. The firefighters managed to put down / out the fire.
22. The escalators in the shopping centre are out of / off order.
23. Don't come to the airport to see me off / away; I don't like goodbyes.
24. He wasn't the one who stole the company's top secret file; he had been set up / on.
25. Cut the cake in / at slices so that we can all have some.
26. She waved to him until he was over / out of sight.
27. The building is in / under repair and it won't be finished for weeks.
28. Winter has finally set to / in.
29. Steve went to France on / at a business trip.
30. No decision has been made; the matter is still on / under discussion.

C  Complete the sentences using the words in bold. You must use between two and five words. Do not change the words given.

31. You should never drive on the right-hand side of the road in Britain.
   circumstances Under ________________________________ on the right-hand side of the road in Britain.
32. Mark was so sad that he didn't eat anything.
   sadness Such ________________________________ that he didn't eat anything.
33. John has never been expelled from school.
   occasion On ________________________________ expelled from school.
34. If he hadn't been careless, he wouldn't have had the accident.
   careful Had ________________________________ , he wouldn't have had the accident.
35. I had no idea she was coming with us.
   know Little ________________________________ she was coming with us.
36. Remember to take the keys with you.
   without Don't ________________________________ your keys.
37. They left although the weather was bad.
   despite They left ________________________________ weather.
38. If I were you, I would apologise to her at once.
   you Were ________________________________ apologise to her at once.
39. We don't travel abroad often.
   do Rarely ________________________________ abroad.
40. There is no way I'll talk to him again.
   account On ________________________________ to him again.
A Choose the correct item.

   A him    B his    C himself

2. Take care not to cut .......... with that knife.
   A yourself    B you    C your

3. Is .......... any milk left in the fridge?
   A here    B —    C there

4. He patted her on .......... shoulder.
   A —    B the    C her

5. This is .......... house.
   A Mary's and John's    B Mary and John\'s    C Mary\'s and John

   A by myself    B by me    C with myself

7. She thought she heard .......... knocking at the door.
   A anybody    B nobody    C somebody

8. Did you go .......... for your holidays?
   A anywhere    B somewhere    C nowhere

9. Would you like .......... more coffee?
   A some    B any    C no

10. .......... student is looking forward to this trip.
    A All    B Any    C Every

11. "Would you like to have cake or ice-cream?" ......... you want."
    A Everything    B Whatever    C Something

12. "Shall I wear the red or the blue dress?"
    ........... would be fine."
    A Either    B Any    C Each

13. The .......... class complained about the test.
    A whole    B all    C every

    A neither    B both    C either

15. She gave an application form to .......... candidate there.
    A any    B all    C every

16. She goes to the gym .......... day.
    A each other    B the other    C every other

17. Here\'s .......... boy who wants to be in the team.
    A another    B other    C the other one

18. Let\'s stop arguing and .......... peace.
    A do    B make    C keep

19. You\'ve got an umbrella with you, .......... ?
    A don\'t you    B haven\'t you    C have you

20. I\'m really unlucky, .......... ?
    A aren\'t I    B am I not    C don\'t I
B Underline the correct item.

21 What do the initials UFO stand for/up?
22 He took Bob in/for to see the manager.
23 He was taken down/aback by her insulting remarks.
24 She's a real friend. She always stands by/for me when I have a problem.
25 When she retired she took up/down gardening as a hobby.
26 They've turned the old parliament into/on a museum.
27 You need a new jacket. This one is old and has completely worn away/out.
28 Can you please turn in/down the TV? I'm doing my homework.
29 He always turns on/to me for advice.
30 There's nothing interesting on TV so I think I'll turn in/down.

C Complete the sentences using the words in bold. You must use between two and five words. Do not change the words given.

31 The only chapter he didn't study was chapter 11.
   except He ................................................. chapter 11.
32 She has opened all the presents but John's.
   only The ................................................. opened is John's.
33 I had to wait for half an hour before I saw the doctor.
   kept I ................................................. half an hour before I saw the doctor.
34 She wishes she hadn't turned down the offer.
   regrets She ................................................. the offer.
35 You should have the house painted before you rent it.
   painting The house ........................................... you rent it.
36 You can invite anyone you want to the party.
   whoever You can ........................................... to the party.
37 She had never been to a live concert before.
   first It was the ........................................... to a live concert.
38 There isn't any milk in the fridge.
   no There ................................................. in the fridge.
39 They have worked hard on this project.
   deal They have ........................................... this project.
40 "Why don't we have Chinese food for dinner?" he said.
   having He ................................................. food for dinner.
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