

**B** Burlington Books

Mastering  
**Grammar**  
and **Lexis**

for B2 Exams

**Georgia Graham** with Alan Walker

Teacher's Edition

UNIT  
7

## Modal Forms: Active and Passive

MODALS	USE	EXAMPLES
<b>can</b>	a. ability or possibility in the present or future b. request (informal) c. permission (informal)	Jessica <b>can play</b> the guitar well. <b>Can you pass</b> me that pen? Of course you <b>can borrow</b> my bike.
<b>can't</b>	a. inability b. something impossible or hard to believe	I <b>can't understand</b> these instructions. You <b>can't be</b> tired – you've just got up!
<b>could</b>	a. ability in the past (past form of <i>can</i> ) b. possibility in the present / future (less certain than <i>can</i> ) c. polite request d. suggestion	Harry <b>could walk</b> when he was a year old. The shopping centre <b>could be</b> open until 10 pm, but I'm not sure. <b>Could I speak</b> to you in private, please? You <b>could paint</b> your bedroom purple.
<b>couldn't</b>	a. inability in the past b. impossibility in the present	The students <b>couldn't answer</b> the question. That <b>couldn't be</b> Tom; he's abroad.
<b>may</b>	a. present or future possibility b. polite request (for <i>I</i> and <i>we</i> only) c. giving / refusing permission (formal)	Liam <b>may come</b> to the party on Saturday. <b>May I ask</b> you a question? You <b>may not leave</b> the exam room.
<b>might</b>	a. present or future possibility (less certain than <i>may</i> ) b. past form of <i>may</i>	We <b>might go</b> to Spain next year. The shops <b>might not be</b> open yet. The doctor said I <b>might need</b> an X-ray.
<b>will</b>	a. future certainty or a prediction b. willingness / spontaneous decision c. request d. refusal or impossibility (negative)	Don't worry. Max <b>will solve</b> the problem. The bags are heavy. I'll <b>carry</b> them. <b>Will you turn off</b> the lights, please? I <b>won't apologize</b> to Sue.
<b>would</b>	a. polite request b. past habit or repeated action c. past form of <i>will</i>	<b>Would you send</b> me the file today? Every summer, they <b>would visit</b> their cousins. We knew the film <b>would make</b> money.
<b>shall</b>	a. suggestion or offer with <i>I</i> and <i>we</i> b. future, with <i>I</i> and <i>we</i> as subject (formal)	<b>Shall we go</b> to the cinema on Saturday? I <b>shall arrange</b> the meeting for tomorrow.
<b>should / ought to</b>	a. obligation b. advice c. polite suggestion (when unsure of the answer) d. what we expect to happen	We <b>ought to thank</b> Ryan for his gift. You <b>shouldn't miss</b> your doctor's appointment. Well, <b>should we tell</b> Charlotte the news? The food at that café <b>ought to be</b> good.
<b>must</b>	a. strong necessity or obligation b. almost certainty c. strong recommendation	We <b>must try</b> to cut down on our spending. Leo's won the race! He <b>must be</b> delighted! The film's great! You <b>must see</b> it!
<b>mustn't</b>	prohibition	You <b>mustn't stand</b> too close to the fire.
<b>needn't</b>	lack of necessity ( <i>don't have to</i> )	You <b>needn't pay</b> me back today.

SEMI-MODALS	USE	EXAMPLES
<b>be able to</b>	a. ability, instead of <i>can</i> (used in all tenses and after <i>may</i> , <i>might</i> , <i>should</i> , etc.) b. specific past ability / managing to do something despite difficulty	I <b>won't be able to help</b> you next week. Jack <b>might be able to pick you up</b> . They were <b>able to put out</b> the fire before it spread. ( <b>not</b> : They could put out ... X)
<b>have to / don't have to</b>	obligation or necessity (used in all tenses)	I <b>didn't have to pay</b> for parking.

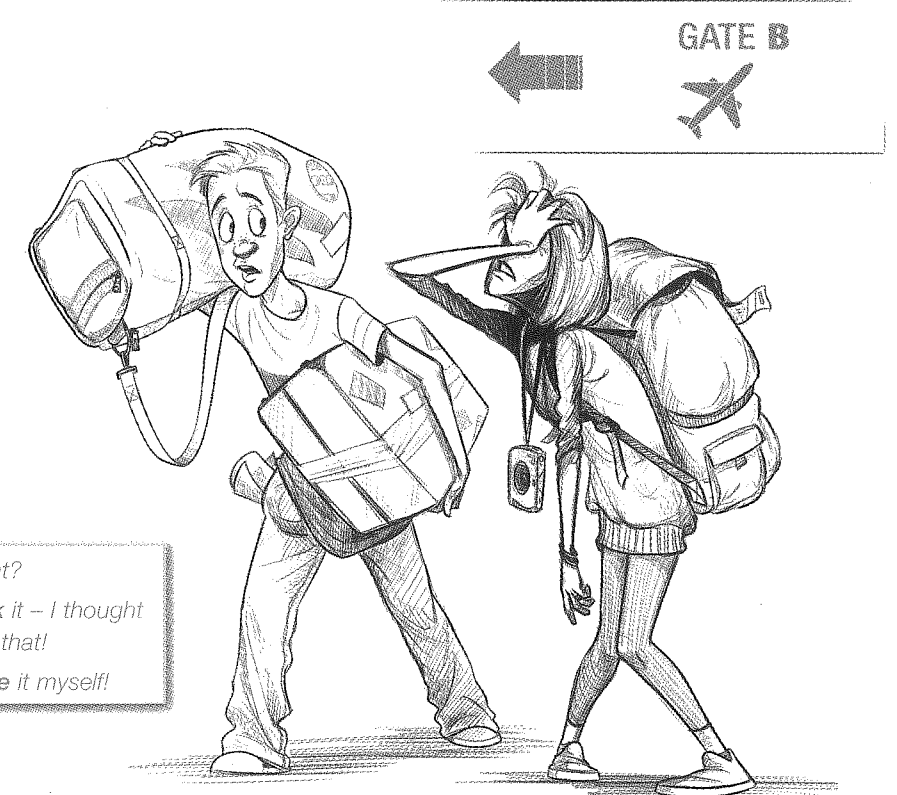
MODAL PERFECTS	USE	EXAMPLES
<b>must have + past participle</b>	certainty about a past action (positive statements)	There's no pizza left! Mia <b>must have eaten</b> it all.
<b>can't have + past participle</b>	when we are sure that something did not happen or was not true	You <b>can't have forgotten</b> your keys; you put them in your pocket.
<b>could have + past participle</b>	when we had the opportunity to do something in the past but did not do it	We <b>could have gone</b> to the football match but we didn't bother.
<b>may / might / could have + past participle</b>	when we are guessing about what happened in the past	Sarah hasn't arrived. She <b>might have taken</b> a wrong turn in town.
<b>should have / ought to have + past participle</b>	a. when advice was not followed b. when obligations or expectations were not fulfilled	You <b>shouldn't have spent</b> that money. It was after midnight! You <b>ought to have phoned</b> us to say you were all right.
<b>would have + past participle</b>	willingness to do something which wasn't done	I <b>would have visited</b> you but I didn't have time.
<b>will have + past participle</b>	a. an action that will be completed by a certain time in the future b. certainty about something which has already happened	By this time next month, I <b>will have started</b> my new job. I am sure Jake <b>will have fixed</b> the TV by now.
<b>needn't have + past participle</b>	when something was done that wasn't necessary	You <b>needn't have bought</b> any milk because I got some yesterday.

## Notes

## 1. Modals, semi-modals and modal perfects can also be used in the:

- **passive**: I think they **will show** the game on television. → I think the game **will be shown** on television.  
You **don't have to deliver** the parcel. → The parcel **doesn't have to be delivered**.  
They **should have cleaned** the rooms this morning. → The rooms **should have been cleaned** this morning.
- **continuous form**: Julie is sitting at her desk. She **might be studying** for her test.  
I saw Tom outside the cinema. He **could have been waiting** for a friend.

## 2. For a list of irregular verbs, see page 210.



Holly: You locked the house, right?  
Dylan: I didn't know I **had to lock** it – I thought you were supposed to do that!  
Holly: I knew I **should have done** it myself!

UNIT  
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## The Passive and the Causative

The **Passive** is used when we want to stress the action rather than the person / thing that does or causes the action (the agent) or when we do not know who the agent is. When moving from active to passive, the tense does not change.

PASSIVE FORM	ACTIVE	PASSIVE
<b>Present Simple</b> am / is / are + past participle	They clean the house. →	The house is cleaned.
<b>Present Continuous</b> am / is / are being + past participle	They are cleaning the house. →	The house is being cleaned.
<b>Present Perfect Simple</b> has / have been + past participle	They have cleaned the house. →	The house has been cleaned.
<b>Past Simple</b> was / were + past participle	They cleaned the house. →	The house was cleaned.
<b>Past Continuous</b> was / were being + past participle	They were cleaning the house. →	The house was being cleaned.
<b>Past Perfect Simple</b> had been + past participle	They had cleaned the house. →	The house had been cleaned.
<b>Future Simple</b> will be + past participle	They will clean the house. →	The house will be cleaned.
<b>Future Perfect Simple</b> will have been + past participle	They will have cleaned the house. →	The house will have been cleaned.
<b>be going to</b> be going to + be + past participle	They are going to clean the house. →	The house is going to be cleaned.
<b>Modal</b> modal + be + past participle	They must clean the house. →	The house must be cleaned.
<b>Semi-modal</b> semi-modal + be + past participle	They have to clean the house. →	The house has to be cleaned.
<b>Modal Perfect</b> modal + have been + past participle	They may have cleaned the house. →	The house may have been cleaned.
<b>With certain verbs</b> believe, consider, expect, know, say and suppose verb + to + bare infinitive with it as a subject It + verb + that + subject + sentence	People say he is an expert on China. → Everyone knows that the artist grew up in Milan. →	He is said to be an expert on China. It is known that the artist grew up in Milan.
<b>Verbs that take two objects</b> give, lend, offer, pay, sell, send, teach The person or object can become the subject of the sentence.	He offered the job to Sarah. / → He offered Sarah the job.	Sarah was offered the job. / The job was offered to Sarah.

## Notes

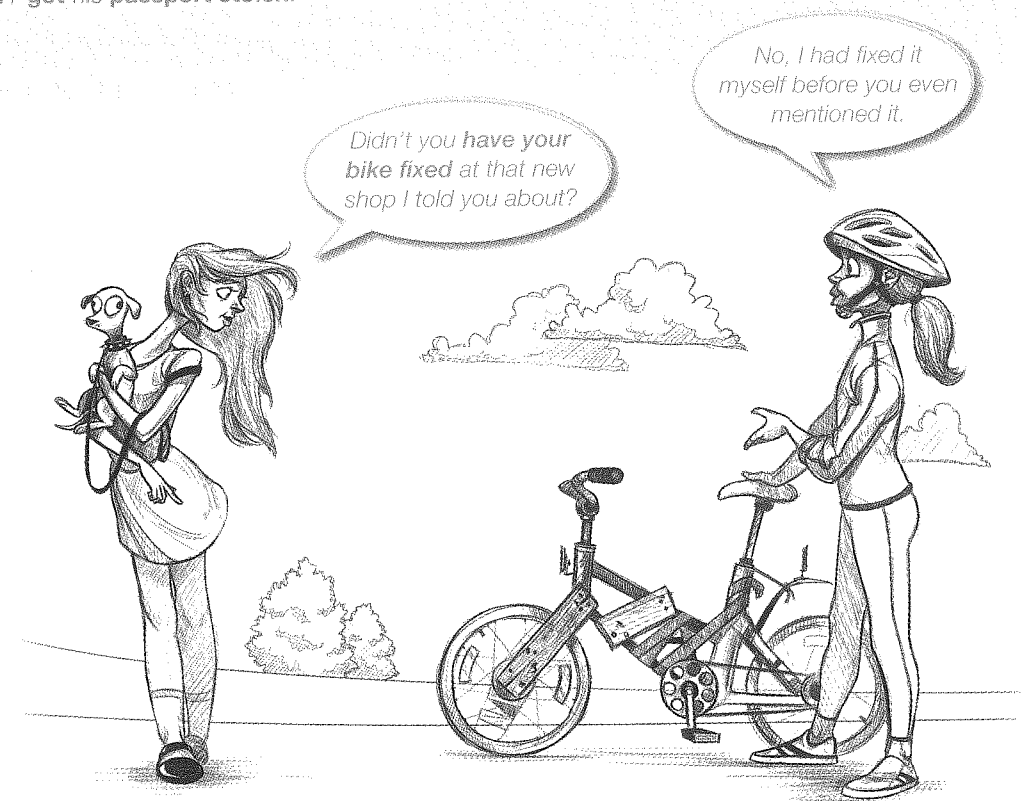
- There is no passive form of Present Perfect Continuous, Past Perfect Continuous, Future Continuous and Future Perfect Continuous.
- We use **by + agent** when it is important to know who does the action.  
Steven Spielberg made the film. → The film was made **by Steven Spielberg**.
  - We use **with + agent** when we refer to an instrument or tool used by someone.  
This key can open the box. → The box can be opened **with this key**.
- Don't forget the particle when using phrasal verbs in the passive.  
Someone **broke into** our car last night. → Our car **was broken into** last night.
- For events that are unpleasant, unexpected or accidental, we sometimes use **get + past participle**.  
I fell asleep in the sun and **got burned**. (focus on the person, not the agent)
- For a list of irregular verbs, see page 210.

The **Causative** has a passive meaning and is used when we arrange for someone else to do something.

FORM	USE	EXAMPLES
have / get + object + past participle	when we arrange for someone else to do something for us	James is <b>having</b> his flat painted. I <b>get</b> my hair cut every two months. (less formal than <i>have</i> )
have + agent + bare infinitive + object	when we arrange for someone else to do something for us and we mention the agent	Liz had her brother carry her suitcase. I will have Dad pick me up.
get + agent + to + bare infinitive + object	when we arrange for / persuade someone else to do something for us and we mention the agent	You should get a doctor to look at your hand. Dan got Mike to lend him some money. (less formal than <i>have</i> )

## Notes

**have / get + object + past participle** can also be used when something unpleasant happens to someone.  
The tourist **had / got** his passport stolen.



## Grammar Practice

A. Underline the verb in each sentence and write A (Active) or P (Passive).

- This play was written by William Shakespeare. ...P....
- A fire has started in the forest about two miles from our home. ...A....
- Daniel was raised in Belfast, in Northern Ireland. ...P....
- All books have to be returned to the library. ...P....
- They will have finished painting the museum by September. ...A....
- The new sports centre is going to be opened by a famous footballer. ...P....
- The game of rugby is played all over the world. ...P....
- The team had been training for three hours when they finally stopped for a rest. ...A....

## Relative Clauses

A **relative clause** gives information about a noun. It immediately follows the noun it describes and often begins with a relative pronoun such as *who*, *which* or *when*. Relative pronouns can be used to combine two sentences that refer to the same person or thing. The pronoun from the second sentence is not repeated.

Anne bought the game. It was advertised on TV. → Anne bought the game **which** was advertised on TV.

- A defining relative clause identifies the person or thing it refers to.  
The boy **who** sits next to me in class is called Thomas.
- A non-defining relative clause gives extra information about a person or thing that has already been clearly identified. It can be omitted from the sentence without confusing the meaning. We separate non-defining relative clauses from the rest of the sentence with commas.  
Calcium, **which** is found in milk products, is good for the bones.

RELATIVE PRONOUN	USE	EXAMPLES
<b>which</b>	a. for animals and things	The book <b>which</b> you ordered has arrived. (defining) The hotel, <b>which</b> has a swimming pool, is close to the beach. (non-defining)
	b. to refer to a whole clause	Bill passed the exam, <b>which</b> is great news.
	c. after prepositions in defining clauses	The book <b>to which</b> you are referring is out of print. (not: the book <b>to that</b> you are referring ... X)
<b>that</b>	a. for people, animals and things; replaces <i>who</i> , <i>which</i> or <i>when</i> in defining relative clauses only	This is the girl <b>that</b> helped me find my keys. Do you like the shirt <b>that</b> I bought?
	b. often used after words like <i>all</i> , <i>none</i> , <i>little</i> , <i>few</i> , <i>anything</i> , <i>nothing</i>	There is nothing <b>that</b> I need right now.
	c. after superlatives (often with the Present / Past Perfect), <i>the first / last time</i> , etc.	This is the best holiday <b>that</b> we've ever had. It was the first time <b>that</b> I had ever tried sushi.
<b>who</b>	for people	The coach <b>who</b> taught me to play tennis was very good. (defining) My brother, <b>who</b> is older than me, is learning Chinese. (non-defining)
<b>whom</b>	a. for people – as the direct object of a verb (formal)	The singer <b>whom</b> the journalist interviewed was very friendly. (defining) Matt, <b>whom</b> I met at university, lives in New York. (non-defining)
	b. after prepositions in defining clauses (formal)	Nobody knew the girl <b>with whom</b> Dan was dancing. Nobody knew the girl <b>who</b> Dan was dancing with. (informal English)
<b>whose</b>	to show possession	The girl <b>whose</b> phone was stolen is upset. (defining) The old house, <b>whose</b> windows are all broken, stands on the edge of the wood. (non-defining)
<b>where</b>	for places (when the meaning is <i>in / at / to</i> a place)	The college <b>where</b> I study is not far from my home. (defining) We visited Kew Gardens, <b>where</b> many exotic plants are grown. (non-defining)
<b>when</b>	for time (can be replaced by <i>that</i> in defining clauses only)	Do you remember the day <b>when / that</b> we got lost? (defining) Last summer, <b>when</b> I was in Florida, I saw an alligator. (non-defining)
<b>why</b>	to show reason	Emma told me the reason <b>why</b> they are moving.
<b>what</b>	to replace <i>the thing(s) which / that</i>	<b>What</b> Leo said made me very angry. I hope the store can supply <b>what</b> I need to build this model plane. But: We haven't found the book <b>that</b> you asked for. (not: the book <b>what</b> you asked for ... X)

## Notes

1. In a defining relative clause, *which*, *who*, *whom* or *that* can be left out when it is the object of the verb in the relative clause.  
The school (**which / that**) Simon attends has excellent sports facilities.  
All the people (**who / that**) I met on holiday were very friendly.  
Is Mary the sales assistant (**whom / that**) you spoke to?
2. When a relative clause contains *who / which + be + present or past participle*, the relative pronoun + *be* can be left out.  
The children (**who are**) playing on the beach are happy.  
The food (**which was**) served at the wedding was delicious.
3. In non-defining clauses, quantifiers (e.g. *all*, *none*, *both*, *some*, *many*, *neither*, *one*, *few*) can be used with *of which / of whom*.  
I have two close friends, **both of whom** live nearby.  
The churches here, **many of which** need renovating, were built over 500 years ago.



## Grammar Practice

A. The relative pronoun is missing from each of the sentences below. Put the pronoun in the correct position.

1. We ordered a pizza, <sup>that / which</sup> had a lot of onions and peppers on it.
2. The singer, <sup>who / that</sup> won the reality show was very talented.
3. Summer, <sup>which</sup> is not my favourite season, can be very hot here.
4. The Queen's Theatre, <sup>where</sup> the play will be performed, is in central London.
5. Michael, <sup>whose</sup> sister works for an airline, often travels business class.
6. What's the tallest building, <sup>that</sup> has ever been built?
7. Stella forgot her phone, <sup>which</sup> meant she couldn't contact anyone.
8. I once had a friend with, <sup>whom</sup> I shared all my secrets.
9. Do you know the reason, <sup>why</sup> she doesn't like me?
10. I can't believe, <sup>what</sup> Tom said about the food in that restaurant.

Temporals, Conditionals, *wish*

FORM	USE	EXAMPLES
<b>Temporals</b> time expression + present tense + future / modal (e.g. <i>after, as soon as, before, by the time (that), once, so / as long as, the moment that, till, until, when</i> )	to talk about the future	<b>Before</b> we go on holiday, I <b>will</b> buy a new swimsuit. We can have a game of tennis <b>as long as</b> it's <b>not</b> raining.
<i>after / once</i> + Present Perfect Simple + future tense	to show one action has finished before another	<b>After</b> you <b>have seen</b> the film, you'll want to read the book. <b>Once</b> I <b>have saved</b> enough money, I'll go backpacking in Australia.

FORM	USE	EXAMPLES
<b>Zero Conditional</b> <i>If</i> + Present Simple + Present Simple	a. facts or general truths b. habitual results	<b>If</b> water <b>freezes</b> , it <b>turns</b> to ice. <b>If</b> I <b>listen</b> to music, I <b>feel</b> relaxed.
<b>First Conditional</b> <i>If</i> + Present Simple + <i>will / can / may</i> + bare infinitive	future possibilities	<b>If</b> you <b>take</b> this pill, you <b>will</b> feel better. I <b>may</b> go for a walk <b>if</b> I <b>have</b> time. You <b>won't</b> pass the exam <b>unless</b> you try harder. <b>If</b> the phone <b>rings</b> , please answer it.
<i>If</i> + Present Simple + imperative	commands	
<b>Second Conditional</b> <i>If</i> + Past Simple + <i>would / could / might</i> + bare infinitive	a. hypothetical or imaginary situations in the present or future b. advice, hopes and ambitions We use <i>were</i> instead of <i>was</i> for all subjects in the second conditional.	<b>If</b> Lewis <b>had</b> more money, he <b>would</b> travel business class. <b>If</b> I <b>won</b> the lottery, I'd <b>buy</b> myself a boat. <b>If</b> I <b>were</b> you, I <b>wouldn't</b> apply for the job.
<b>Third Conditional</b> <i>If</i> + Past Perfect Simple + <i>would / could / might</i> + <i>have</i> + past participle	a. unfulfilled past conditions that we cannot change b. regret about the past	<b>If</b> Jennifer <b>had entered</b> the race, she <b>might</b> have won. I <b>wouldn't</b> have chosen that hotel <b>if</b> I <b>had known</b> it was so old.
<b>Conditionals without <i>if</i></b> <i>suppose / supposing (that)</i>	to ask <i>What if ... ?</i> (the result clause is usually a question)	<b>Suppose</b> you were invited to Emily's party, would you go?
<i>as / so long as on condition (that) provided (that) / providing (that)</i>	= <i>only if</i> to express an idea of strong limitation	I'll watch a film with you <b>as long as</b> it's not a horror film. You can have a party at home <b>providing that</b> you clean up afterwards.
<i>in case in case of + noun / noun clause</i>	to refer to things we do in advance to be prepared for events that may / may not happen	Take a key <b>in case</b> you get home before me. <b>In case of</b> emergency, you can phone me.
<i>otherwise</i>	= <i>if not</i> to say what would happen if something were not done	Add some more sugar. <b>Otherwise</b> , the cake won't be sweet enough.

## Notes

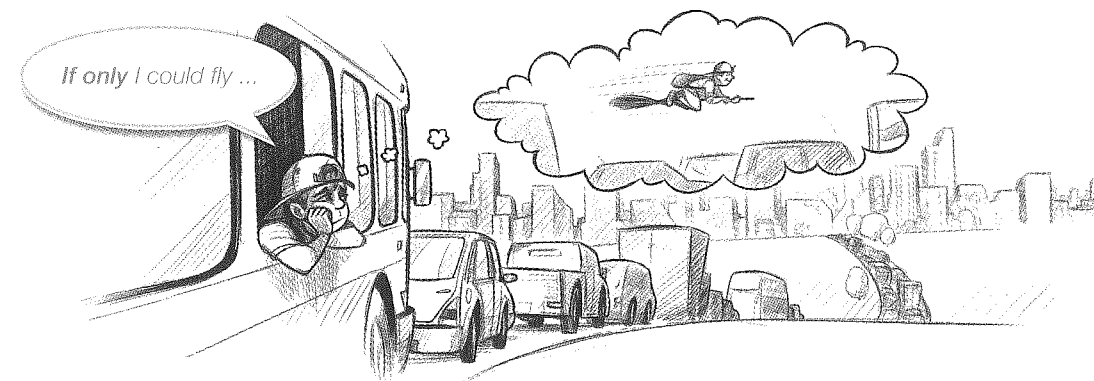
Passive forms can also be used in conditional sentences.

If Jane **is given** an award, she'll be very happy. If you apologized, you **would be forgiven**.

FORM	USE	EXAMPLES
<b>wish</b> <i>wish</i> + <i>could</i> + bare infinitive	to refer to possibility in the present or future	I wish I could get in touch with John.
<i>wish</i> + <i>would</i> + bare infinitive	a. a complaint about a present situation b. dissatisfaction with the present and a wish for change in the future Note: <i>wish</i> and <i>would</i> can only be used with different subjects	I wish it would rain. I wish Emma would stop smoking. I wish Liam would find a job. ( <b>not</b> : I wish I would find a job. <b>X</b> Instead, we say: I wish I could ... )
<i>wish</i> + Past Simple / Past Continuous	a. dissatisfaction with a present situation or hopes and dreams b. with the verb <i>be</i> we often use <i>were</i> instead of <i>was</i>	Katie wishes she were taller. I wish I knew how to drive. I wish I were old enough to drive a car. She wishes she were going on the cruise.
<i>wish</i> + Past Perfect Simple	regret about the past (similar to third conditional)	I wish I hadn't lied to my best friend. Toby wishes his team had won the match.
<i>if only</i>	to replace <i>wish</i> , and is often used to emphasize a wish or to express a strong desire or regret	<b>If only</b> I could buy those jeans! <b>If only</b> the rain would stop! <b>If only</b> we had visited her.

## Notes

*Wish* cannot be used with present or future tenses because a wish is hypothetical. For possible situations, we use *hope*.  
I **hope** we meet up later. (we may do so) I **wish** we could meet later. (but we can't)



## Grammar Practice

## A. Match to form sentences.

- |  |   |
|--|---|
| 1. I would have studied abroad ... <b>c</b> ..<br>I would study abroad ... <b>b</b> ..<br>I may study abroad ... <b>a</b> ..                   | a. if I have the opportunity.<br>b. if I had the opportunity.<br>c. if I had had the opportunity. |
| 2. Supposing we save some money, ... <b>b</b> ..<br>Unless we save some money, ... <b>a</b> ..<br>Provided we save some money, ... <b>c</b> .. | a. we can't go on a cruise.<br>b. shall we go on a cruise?<br>c. we can go on a cruise.           |
| 3. Ella will take a map ... <b>a</b> ..<br>Ella must take a map. ... <b>c</b> ..<br>As long as Ella takes a map, ... <b>b</b> ..               | a. in case she gets lost.<br>b. she won't get lost.<br>c. Otherwise, she might get lost.          |
| 4. I'm going to talk to Lucy ... <b>c</b> ..<br>I can't talk to Lucy ... <b>a</b> ..<br>I may talk to Lucy ... <b>b</b> ..                     | a. until she has come home.<br>b. providing she comes home.<br>c. the moment she comes home.      |

UNIT  
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## Indirect Speech

When we report what someone has said and the reporting verb is in the past tense, we move the verb of the sentence back one tense. The chart below reviews these changes from direct to indirect speech.

DIRECT SPEECH	INDIRECT SPEECH
<b>Present Simple</b> → She said, "I <b>play</b> the guitar."	<b>Past Simple</b> She said (that) she <b>played</b> the guitar.
<b>Present Continuous</b> → She said, "I <b>am making</b> a cake."	<b>Past Continuous</b> She said she <b>was making</b> a cake.
<b>Present Perfect Simple</b> → I said, "I <b>have seen</b> the film."	<b>Past Perfect Simple</b> I said (that) I <b>had seen</b> the film.
<b>Present Perfect Continuous</b> → He said, "I <b>have been waiting</b> for an hour."	<b>Past Perfect Continuous</b> He said (that) he <b>had been waiting</b> for an hour.
<b>Past Simple</b> → Lucy said, "I <b>bought</b> James a gift."	<b>Past Perfect Simple</b> Lucy said (that) she <b>had bought</b> James a gift.
<b>Past Continuous</b> → Alex said, "I <b>was working</b> late."	<b>Past Perfect Continuous</b> Alex said (that) he <b>had been working</b> late.
<b>Future</b> → The friends said, "We <b>will meet</b> at two o'clock." He said, "I <b>will be waiting</b> at the station." Olivia said, "I <b>am going to buy</b> an iPad."	<b>Future in the past</b> The friends said (that) they <b>would meet</b> at two o'clock. He said (that) he <b>would be waiting</b> at the station. Olivia said (that) she <b>was going to buy</b> an iPad.
<b>Imperative</b> → I said, " <b>Lock</b> the door, Sophie!" My mum said to me, " <b>Don't worry!</b> "	<b>to + bare infinitive</b> I told Sophie <b>to lock</b> the door. My mum told me <b>not to worry</b> .
<b>Modal / Semi-modal</b> → Michael said, "I <b>can't help</b> you." They said, "We <b>may go</b> swimming tomorrow." The teacher said, "You <b>must try / have to try</b> harder." Emma asked, " <b>Shall I call</b> the police?"	<b>Past form of modal</b> Michael said (that) he <b>couldn't help</b> me. They said (that) they <b>might go</b> swimming the following day. The teacher said (that) I <b>had to try</b> harder. Emma asked if she <b>should call</b> the police.
<b>First Conditional</b> → He said, "If I <b>come</b> to London, I <b>will call</b> you."	<b>Second Conditional</b> He said (that) if he <b>came</b> to London, he <b>would call</b> me.
<b>Wh- questions</b> → Tom asked me, " <b>Who is your favourite singer?</b> " I asked Dan, " <b>When will Pete arrive?</b> "	<b>wh- word + subject + verb</b> Tom asked me <b>who my favourite singer was</b> . I asked Dan <b>when Pete would arrive</b> .
<b>Yes / No questions</b> → Ben asked Tom, " <b>Can you meet</b> me later?" I asked Tia, " <b>Did you pay</b> for the taxi?"	<b>if / whether + subject + verb</b> Ben asked Tom <b>if / whether he could meet</b> him later. I asked Tia <b>if / whether she had paid</b> for the taxi.

## Notes

- There is no tense change with:
  - Past Perfect Simple or Past Perfect Continuous  
She said, "I **had read** the book." → She said (that) she **had read** the book.
  - could / should / would / might / ought to*  
Dad said, "It **might snow** later." → Dad said (that) it **might snow** later.
  - second and third conditional  
Sean said, "If I **had time**, I **would meet** her for lunch." → Sean said (that) if he had time, he **would meet** her for lunch.
  - statements that are still true  
He said, "We **live** in a quiet suburb." → He said (that) they **live** in a quiet suburb.
  - a reporting verb in Present Simple or Present Perfect  
Anne **says**, "I really **like** the flat." → Anne **says** she really **likes** the flat.

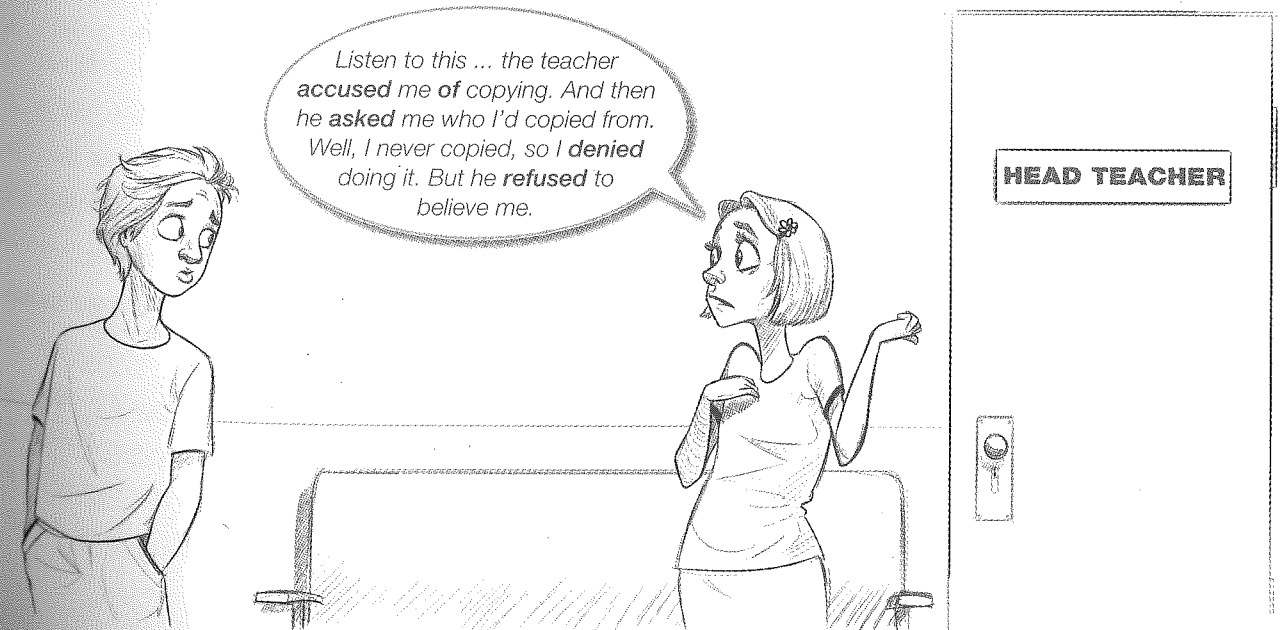
- Time expressions often change from direct to indirect speech.  
now → then  
today / tonight → that day / night  
yesterday → the previous day, the day before  
tomorrow → the next / following day, the day after  
next week / month → the following week / month  
last week / year → the previous week / year, the week / year before  
a month / year ago → the month / year before
- Other words which sometimes change are:  
here → there      this → that      these → those

**Reporting Verbs** We can report the general meaning of what someone said without using their exact words. We use a reporting verb that expresses a similar idea to the one expressed in the direct speech sentence.

FORM	DIRECT SPEECH	INDIRECT SPEECH
<b>verb + verb + ing</b> <i>accuse someone of, admit, advise someone against, blame someone for, complain about, deny, insist on, recommend, suggest</i>	She said, "Let's order a pizza." →	She suggested ordering a pizza.
<b>verb + to + verb</b> <i>agree, decide, demand, offer, prefer, prepare, promise, refuse</i>	He said, "I'll print your photos." →	He offered to print my photos.
<b>verb + object + to + verb</b> <i>advise, ask, beg, encourage, instruct, invite, persuade, remind, warn</i>	Dad said, "Don't be late." →	Dad warned us not to be late.
<b>verb + that + clause</b> <i>agree, complain, explain, suggest</i>	Mum said, "The music's too loud." →	Mum complained that the music was too loud.
<b>verb + that + change of subject + bare infinitive</b> <i>advise, demand, insist, recommend, request, suggest</i>	I told Ella, "You should look online for information." →	I recommended that Ella look online for information.

## Notes

- The most common reporting verbs are *say*, *tell* and *ask*. Be careful not to confuse them.  
Dad **said** (that) he was busy.      Dad **told me** (that) he was busy.      John **asked me if / whether** I was busy.
- We use phrases like *Could you tell me ...* and *I would like to know ...* to ask questions in a more polite way. After these phrases, we use the word order of a regular sentence as in indirect questions, with no change in tense.  
Could you tell me **whether there are** rooms available in this hotel? (**not**: Could you tell me whether are there ... ? X)  
I would like to know **how much this coat costs**. (**not**: I would like to know how much does this coat cost. X)



Gerunds, Infinitives, Bare Infinitives, Special Structures

FORM AND USE	EXAMPLES
<p><b>Gerund (verb + ing)</b></p> <p>a. as a noun: as the subject of a sentence as the object of a sentence</p> <p>b. after prepositions</p> <p>c. for activities after the verb go</p> <p>d. after certain verbs and expressions</p>	<p>Swimming is a healthy form of exercise. I hate packing.</p> <p>Thank you for giving me a lift home.</p> <p>How often do you go walking?</p> <p>The couple postponed moving for a week. Do you feel like seeing a film tonight?</p>
<p><b>Infinitive (to + verb)</b></p> <p>a. after certain adjectives (e.g. glad, happy, pleased)</p> <p>b. after too / enough + adjective</p> <p>c. after certain verbs and expressions</p> <p>d. after certain verbs followed by a noun / pronoun</p>	<p>We were glad to hear the good news. You're not strong enough to carry that box.</p> <p>Dan agreed to help us. I didn't have a chance to call Amy.</p> <p>Megan invited me to join her for lunch.</p>
<p><b>Bare Infinitive (verb without to)</b></p> <p>a. after modals</p> <p>b. after the verbs let, make, help</p> <p>c. when there is a change of subject with ask / advise / demand / insist / propose / request / recommend / suggest that ... / it's important / necessary / essential / vital / imperative that ...</p>	<p>We must hurry!</p> <p>Dad lets me stay out late at weekends. My teacher didn't make us do projects.</p> <p>Tom recommended that Chloe take a break. It's essential that a parent explain the dangers of smoking to a child. (active) It's important that every student be given a list of things for the school trip. (passive)</p>

1. Verbs and expressions followed by a gerund (verb + ing)

admit	delay	fancy	imagine	mind	resent	stop
appreciate	deny	feel like	it's no use / good	miss	resist	suggest
avoid	discuss	finish	it's worth	postpone	risk	understand
can't help	dislike	forget	keep (on)	practise	spend (time)	
can't stand	end up	hate	look forward to	recall		
consider	enjoy	have trouble	mention	recommend		

2. Verbs and expressions followed by an infinitive (to + verb)

afford	be ready	demand	hesitate	mean	promise	wait
agree	be willing	deserve	hope	need	refuse	want
appear	beg	expect	intend	offer	seem	wish
arrange	care	fail	it's difficult / easy	plan	tend	would like
ask	claim	forget	it's time	prefer	the idea is	would prefer
attempt	consent	have a chance	learn	prepare	threaten	
be pleased	decide	help	manage	pretend	volunteer	

3. Verbs followed by a noun / pronoun and an infinitive (to + verb)

advise	cause	enable	force	invite	persuade	teach
allow	challenge	encourage	help	need	prefer	tell
ask	convince	expect	hire	order	remind	want
beg	dare	forbid	instruct	permit	require	warn

Notes

- There is no passive form of let. We use be + allowed + infinitive. Their parents let them stay out late at weekends. → They were allowed to stay out late at weekends.
- In the passive, make is followed by an infinitive. At the airport, we were made to open our suitcases.
- When referring to past actions, the perfect gerund is also possible. I remembered having posted the letter a week ago.
- Some verbs can be followed by the infinitive or gerund without a change in meaning. These include: begin, can't bear, continue, hate, intend, love, prefer, start. I can't bear listening / to listen to the news.

Some verbs can be followed by a gerund or infinitive but with a change in meaning.

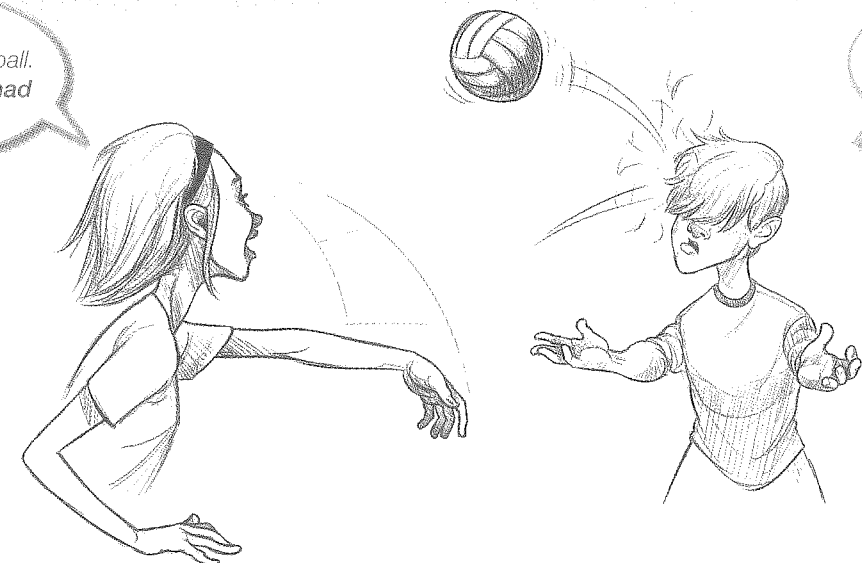
FORM AND USE	EXAMPLES
<p><b>forget + verb + ing</b> forget what happened in the past (often in negative sentences)</p> <p><b>forget + to + verb</b> forget what you must do</p>	<p>I'll never forget seeing my favourite band play live.</p> <p>Don't forget to write your English essay tonight.</p>
<p><b>remember + verb + ing</b> remember what happened in the past</p> <p><b>remember + to + verb</b> remember what you must do</p>	<p>Jake clearly remembers locking the door.</p> <p>You must remember to bring your camera.</p>
<p><b>regret + verb + ing</b> be sorry about what happened in the past</p> <p><b>regret + to + verb</b> be sorry about something unpleasant one must do</p>	<p>Sarah regrets arguing with her best friend.</p> <p>I regret to tell you the flight has been delayed.</p>
<p><b>stop + verb + ing</b> stop a habit or an action</p> <p><b>stop + to + verb</b> stop one thing in order to do something else</p>	<p>The boy stopped running when he felt tired.</p> <p>I'd been working hard so I stopped to have a rest.</p>
<p><b>try + verb + ing</b> to experiment with something</p> <p><b>try + to + verb</b> to attempt to do something</p>	<p>Try adding garlic to the meat. It tastes better.</p> <p>The climber tried to reach the summit but failed.</p>

Special Structures

FORM AND USE	EXAMPLES
<p><b>be used to + noun / gerund</b> be accustomed to something (can be used in all tenses)</p>	<p>I'm not used to such cold weather.</p> <p>We weren't used to speaking English.</p>
<p><b>get used to + noun / gerund</b> the process of becoming accustomed to something (can be used in all tenses)</p>	<p>I haven't got used to my new phone.</p> <p>It took ages to get used to living here.</p>
<p><b>would rather + bare infinitive</b> preference about the present / future (one subject)</p>	<p>Rosie would rather not go out tonight.</p> <p>Would you rather stay at home?</p>
<p><b>would rather + past tense</b> preference about the present / future (change of subject)</p>	<p>I'd rather you made the holiday arrangements.</p> <p>I'd rather you didn't call me.</p>
<p><b>would rather + Past Perfect</b> preference about the past (change of subject)</p>	<p>James would rather his brother hadn't borrowed his favourite jacket.</p>
<p><b>it's about time / it's high time + second subject + past tense</b> to emphasize or complain about something that should be done</p>	<p>It's late! It's about time we left.</p> <p>It's high time they apologized!</p>
<p><b>had better + bare infinitive</b> a polite way to give advice, a warning or a threat (= ought to)</p>	<p>You had better leave now or you'll miss the bus.</p>

Look at you! You can't even catch the ball. It's about time you had a haircut.

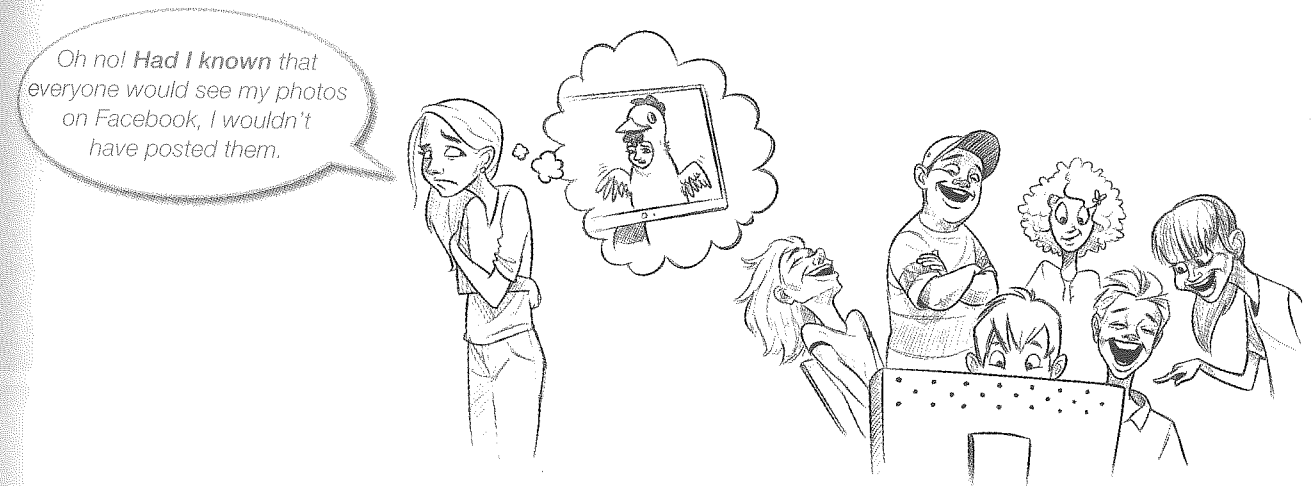
Yeah, you're right. I suppose I'd better go tomorrow.



## Connectors and Inversion

FORM AND USE	EXAMPLES
<b>Connectors</b>	
<b>to show contrast</b> <i>although / though / even though</i> + subject + verb	<b>Although she had</b> a bad cold, Maria went to school. The car isn't reliable <b>even though it cost</b> a lot of money. James loves travelling, <b>whereas Ben prefers</b> to stay at home. Tom felt nervous. <b>Nevertheless, he passed</b> the job interview.
<i>while / whereas</i> + subject + verb	
<i>However / Even so / Nevertheless / Still / Yet</i> + subject + verb	
<i>On the one hand</i> + subject + verb ... <i>On the other hand</i> + subject + verb	<b>On the one hand</b> , I love drinking coffee. <b>On the other hand</b> , it is not healthy for me.
<i>On the contrary</i> + subject + verb	"I suppose you were bored at the party." <b>On the contrary</b> , I really enjoyed it."
<i>Contrary to / In contrast to</i> + noun / gerund	<b>Contrary to popular belief</b> , many cats dislike milk.
<i>In spite of / Despite</i> + noun / gerund	<b>In spite of the rain</b> , we went for a walk. <b>Despite arriving late</b> , Dan managed to catch his train.
<i>In spite of / Despite the fact that</i> + subject + verb	<b>Despite the fact that I had eaten</b> breakfast, I felt hungry.
<b>to show reason / cause and effect</b> <i>as / because / seeing that / seeing as / since / as</i> + subject + verb	Lisa went to the dentist <b>because she had</b> toothache. Let's go out and celebrate <b>seeing that it's</b> your birthday.
<i>because of / on account of / owing to / due to</i> + noun	I can't concentrate <b>because of the noise</b> . The game was cancelled <b>owing to heavy rain</b> .
<b>to show result or consequences</b> <i>As a result / Consequently / Therefore</i> + subject + verb	Tom didn't train for six months. <b>As a result</b> , he was very unfit.
<i>As a result of</i> + noun / gerund	<b>As a result of his bravery</b> , James was given a medal.
<b>to show purpose</b> <i>so that</i> + subject + modal	I arrived early <b>so that I could get</b> a good seat. ( <i>that is often omitted in spoken English</i> )
<i>in order to / so as to</i> + bare infinitive	I called my hairdresser <b>in order to make</b> an appointment.
<b>to add information / an idea</b> <i>Furthermore / Moreover / In addition</i> + subject + verb	Many of my friends eat junk food. <b>Furthermore, they don't exercise</b> regularly.
<i>as well as / in addition to / besides</i> + noun / gerund	This shop sells handbags <b>as well as shoes</b> . <b>In addition to speaking</b> French, I also speak Greek.
<i>besides</i> + subject + verb (introduces a second, often stronger, argument)	I don't feel like going out. <b>Besides, there's</b> a good film on TV.
<b>to show exception</b> <i>except (for) / apart from</i> + noun / gerund	We all had an ice cream <b>except for Ian</b> , who prefers chocolate. <b>Apart from walking</b> , what else do you do in your free time?
<b>to link two ideas / things</b> <i>not only ... , but also</i> + noun / verb	I lost <b>not only my wallet, but also my keys</b> . Sarah <b>not only plays</b> the piano, <b>but she also sings</b> well.
<b>to refer to an alternative</b> <i>instead of</i> + noun / gerund	<b>Instead of staying in</b> , why don't we go for a walk?
<b>to talk about two possible alternatives</b> <i>either</i> + noun / verb + <i>or</i> + noun / verb	You can take <b>either a bus or a taxi</b> . You can <b>either read a book or watch TV</b> .
<b>to link two negative ideas together</b> <i>neither</i> + noun / verb + <i>nor</i> + noun / verb	<b>Neither Dan nor James</b> plays football. Sue <b>neither drives nor walks</b> to work. She takes a bus.

FORM AND USE	EXAMPLES
<b>Inversion</b>	
<b>to form questions</b> auxiliary verb + subject + verb	Did the story have a happy ending?
<b>to agree with a previous statement (= also)</b> <i>so / neither / nor</i> + auxiliary verb + subject	"I love ice cream." "So do I." "I can't be without a phone." "Neither can I." The shops weren't open and <b>neither / nor were the restaurants</b> .
<b>for emphasis</b> (often in formal or written English) negative adverb + auxiliary verb + subject + verb <i>little, never, rarely, seldom, hardly ... when, no sooner ... than, not only ... , but also, on no account, under no circumstances</i>	<b>Under no circumstances can students leave</b> the school without permission. <b>Never has an athlete broken</b> so many records in one year. <b>No sooner had I reached</b> the airport than I realized I'd forgotten my passport.
<b>for emphasis of the if clause</b> <i>Should / Were / Had</i> + subject + verb in conditional clauses	<b>Should you hear from Alex</b> , tell him to call me. (first conditional: <i>If you hear ...</i> ) <b>Were Sophie here now</b> , she would be so happy to see you. (second conditional: <i>If Sophie were ...</i> ) <b>Had she asked me</b> , I would have helped her. (third conditional: <i>If she had asked ...</i> )
<b>for emphasis</b> (the inversion is in the main clause) after the phrases <i>not until, only after, only by, only if, only when</i>	<b>Only by lowering its prices will the store attract</b> more customers. <b>Not until the patient took the medicine did he start</b> to feel better.



## Grammar Practice

A. Tick (✓) the sentences that mean the same as the sentence in colour. There may be two correct answers.

- As well as being a good singer, Joseph is also a talented guitarist.
  - Joseph is a good singer besides being a talented guitarist. ....✓
  - Not only can Joseph sing well, but he is also a talented guitarist. ....✓
- I watched the film despite feeling tired.
  - As I felt tired, I watched the film. ....
  - Even though I felt tired, I watched the film. ....✓
- None of the hotels near the beach is fully booked except for the Sea View.
  - All the hotels near the beach are fully booked and so is the Sea View. ....
  - Apart from the Sea View, the hotels near the beach are not fully booked. ....✓
- Since it was snowing, the football match was cancelled.
  - The football match was cancelled on account of the snow. ....✓
  - The football match was cancelled seeing that it was snowing. ....✓



## Countable and Uncountable Nouns, Articles, Quantifiers

Nouns are either countable or uncountable.

NOUNS	USE	EXAMPLES
<b>Countable nouns</b>	a. can be singular and plural b. can be used with numbers c. include both regular and irregular plural forms	I have a <b>tattoo</b> . She has a lot of <b>tattoos</b> . My school has about <b>500 students</b> . cinema – <b>cinemas</b> university – <b>universities</b> woman – <b>women</b> species – <b>species</b>
<b>Uncountable nouns</b>	a. generally not used in the plural or with numbers  b. take singular verbs c. can be used with phrases to show the amount (e.g. <i>a bottle of, a piece of, plenty of</i> )	advice, chocolate, damage, food, freedom, furniture, hair, information, jewellery, litter, luggage, money, news, research, water, work The jewellery <b>was</b> stolen. Can I give you you <b>a piece of</b> advice? We have got <b>plenty of</b> work to do.

## Notes

Some nouns can be both countable and uncountable but with a change in meaning.

Isn't it awful to find **a hair** in your food? (countable)  
Your **hair** is getting too long. (uncountable)How many **times** have you been to Greece? (countable)Hurry up! We haven't got much **time**. (uncountable)Bring **two glasses** and I'll pour us some juice. (countable)  
He cut himself on a piece of broken **glass**. (uncountable)Tina told us about her **experiences** in Africa. (countable)Harry doesn't have much work **experience**. (uncountable)

ARTICLES	USE	EXAMPLES
<b>Indefinite article</b> <b>a / an</b>	with singular countable nouns a. to refer to something that is not specific b. for jobs or professions c. with certain numbers and expressions of quantity d. in expressions of price, frequency or speed	I'd like <b>an apple</b> with my lunch. My sister is <b>a computer programmer</b> . <b>Over a hundred people</b> were invited to the wedding. The singer has released <b>a couple of</b> good albums. Cherries cost <b>three euros a kilo</b> . I have a ballet lesson <b>twice a week</b> . The car was going <b>80 kilometres an hour</b> .
<b>Definite article</b> <b>the</b>	with countable and uncountable nouns a. to refer to something specific b. with a singular noun to refer to a group (e.g. a type of animal, machine) c. with an adjective to refer to a group d. before names, titles and names of events  e. before the names of rivers, seas, mountain ranges, etc. f. with unique objects (e.g. <i>sun, moon, sky</i> ) g. with superlatives	Do you like <b>the bag</b> I bought yesterday? <b>The tiger</b> is found in Asia. (=Tigers are ...) <b>The computer</b> is essential in offices today. <b>The homeless</b> need our support. <b>The Johnsons</b> are a very friendly couple. <b>The mayor</b> watched <b>the New York Marathon</b> . <b>The River Thames</b> flows into <b>the North Sea</b> . In Italy, we went hiking in <b>the Alps</b> . <b>The moon</b> can be seen in <b>the sky</b> at night. What's <b>the scariest film</b> you've ever seen?
<b>No article</b>	We do not usually use an article: a. before abstract nouns b. with the names of activities, meals, languages, countries, holidays c. before the words <i>bed, home, hospital, prison, school, university, work</i> when we refer to the idea of the noun, not a specific noun d. with means of transport	<b>Honesty</b> is a quality I respect in people. Let's play <b>table tennis</b> before dinner. We went to <b>Italy</b> at Easter. You should go to <b>bed</b> early. Harry is studying history at <b>university</b> .  I usually go to work <b>by car / by bus / on foot</b> .

QUANTIFIERS	USE	EXAMPLES
<b>much</b>	with uncountable nouns (often in negative sentences and questions)	How <b>much time</b> do we have?
<b>many</b>	with plural countable nouns with <i>too</i> meaning more than is necessary	There are <b>many ways</b> of saving water. There's <b>too much</b> sugar in this tea. <b>Too many</b> children in the world are hungry.
<b>a little</b>	with uncountable nouns; it has a positive meaning (= <i>some</i> )	I've still got <b>a little money</b> in my purse.
<b>little</b>	with uncountable nouns; it has a negative meaning (= <i>not much</i> )	Dan has made <b>little progress</b> in maths.
<b>a few</b>	with countable nouns; it has a positive meaning (= <i>some</i> ) <i>only a few</i> has a negative meaning	I read <b>a few good books</b> on holiday. <b>Only a few</b> people offered to help.
<b>few</b>	with countable nouns; it has a negative meaning (= <i>not many</i> )	<b>Few people</b> grow all their own vegetables.
<b>plenty of / a lot of / lots of</b>	with countable and uncountable nouns	There are <b>plenty of books</b> here. Did you have <b>a lot of homework</b> yesterday?
<b>some</b> <b>someone / somebody</b> <b>something</b> <b>somewhere</b>	a. with countable and uncountable nouns in positive sentences b. in polite questions, offers and requests	Let's buy <b>some drinks</b> for the journey. Can I get you <b>some biscuits</b> or <b>some tea</b> ? Would you like <b>something</b> to eat?
<b>any</b> <b>anyone / anybody</b> <b>anything</b> <b>anywhere</b>	a. with countable and uncountable nouns in questions and in negative sentences b. to mean <i>it doesn't matter who / what / which</i>	Have you heard <b>any funny jokes</b> lately? I haven't done <b>anything</b> wrong. Take <b>any bus</b> – they all go into town.
<b>no</b> <b>none, none of</b> <b>no one / nobody</b> <b>nothing</b> <b>nowhere</b>	with countable and uncountable nouns in positive sentences; <i>no</i> takes a singular verb in formal English (= <i>not any</i> )	<b>No student has</b> taken this exam yet. <b>None of my friends likes</b> sports. <b>Nobody wants</b> to go skating. There is <b>nothing</b> you can do to help.

## Notes

- We use *much of, many of, (a) little of, (a) few of* before words like *the, these, my, us, them*.  
**Many of these** students passed the exam and **a few of them** got very high marks.
- Some quantifiers can be used without a noun if the meaning is clear.  
How much did that bag cost? **A lot!** **Too much**, in fact. I paid €100 for it.  
Don't worry about soft drinks for the party. We've got **plenty**.
- The words *any / anything / nothing / nobody*, etc. can be followed by the word *left* to mean there is *none / no one*.  
We ate so much food that there's **nothing left**.



## Demonstratives, *it is / there is*, Pronouns and Possessive Adjectives, Reflexive Pronouns, Determiners

FORM	USE	EXAMPLES
<b>Demonstratives</b> <i>this</i> + singular noun <i>these</i> + plural noun	a. to refer to people and things which are close to us b. to refer to present events	This chair is very comfortable. These shoes hurt my feet. Isn't <b>this</b> film exciting! These <b>days</b> I spend a lot of time online.
<i>that</i> + singular noun <i>those</i> + plural noun	a. to refer to people and things which are not close to us b. to refer to past events	That <b>woman</b> over there is my aunt. Did you see <b>those</b> lovely earrings? That <b>meal</b> we had yesterday was delicious. Those <b>parties</b> we had last summer were great!
<i>it is / there is</i> <i>it</i> + verb to be	a. to refer to something already mentioned b. used with time, distance, weather	I gave Harry a present. <b>It was</b> a watch. <b>It is</b> very cold today.
<i>there</i> + verb to be	to introduce a subject	<b>There are</b> some great museums in London.

### Pronouns and Possessive Adjectives

Subject Pronoun	Object Pronoun	Possessive Adjective (before a noun)	Possessive Pronoun (without the noun)
I	me	my	mine
you	you	your	yours
he / she / it	him / her / it	his / her / its	his / hers
we	us	our	ours
you	you	your	yours
they	them	their	theirs

### Notes

- Possession can be shown in several ways:
  - noun + **of** + possessive pronoun I saw a **friend of yours** yesterday. That **idea of his** was brilliant.
  - 's after names / nouns for people and animals **Isabelle's** brother is an actor. Where is the **dog's** dish?
  - s' for plural names / nouns **The Thompsons'** house was burgled.
  - irregular plural nouns + 's The **children's** toys are all over the floor.
  - of the** + thing The door **of the house** is locked. (**not: the house's door** X)
- It** is usually used to refer to an animal. But if the gender (male / female) is known or the animal is a pet and we refer to it by name, we can use **he** or **she**.  
I have a dog called Kim. **He** is a good guard dog.

### Reflexive Pronouns

FORM	USE	EXAMPLES
myself yourself himself / herself / itself ourselves yourselves themselves	a. when the subject and object are the same person ( <i>behave / burn / cut / hurt / treat yourself, make yourself at home</i> ) b. to give emphasis to the subject or object c. to mean without help (on my own = <i>by myself</i> )	I burnt <b>myself</b> on the fire. The students enjoyed <b>themselves</b> on the trip.  The manager <b>himself</b> interviewed me. We'll paint the flat <b>ourselves</b> . Try to do your homework <b>by yourself</b> . We helped <b>ourselves</b> to ice cream. (each person took for himself) Jane and Paul decided to help <b>each other / one another</b> study for the test. (Jane helped Paul and Paul helped Jane.)

DETERMINER	USE	EXAMPLES
<b>each</b>	a. with singular nouns, usually for two or more people / things b. can be used without a noun; it takes a singular verb c. <i>each of</i> + plural noun / pronoun + singular verb d. in the expression <i>each other</i>	<b>Each</b> room in the hotel has a sea view. A free gift was given to <b>each</b> customer. I painted three pictures, <b>each</b> is different. <b>Each of</b> my sisters has dark hair. They don't know <b>each other</b> very well.
<b>every</b>	a. with singular nouns, usually for three or more people / things b. with the following words and expressions: <i>almost, practically, nearly, without exception</i>	<b>Every</b> nurse at the hospital does shift work. I'm sure you haven't read <b>every</b> book on the list! Sam goes out <b>nearly every</b> evening. <b>Every</b> student, <b>without exception</b> , has to pay.
<b>all (of)</b>	a. with countable and uncountable nouns b. with time words c. often with words like <i>the, my, her, your</i> , etc.	<b>All</b> children under 18 receive free medical care. Sam has given up <b>all</b> hope of getting a date with Tina. Sarah is spending <b>all</b> day at the beach. Are <b>all (of)</b> her friends going on the trip? Don't waste <b>all (of)</b> your time watching TV.
<b>whole</b>	a. mainly with singular nouns b. often after words like <i>the, my, her, their</i> , etc.	I can't believe you ate a <b>whole</b> pizza! They spent <b>their whole</b> holiday on the beach.
<b>both (of)</b>	for two things a. <i>both</i> + plural noun + plural verb b. <i>both of + the / those / my / your</i> , etc. + plural noun + plural verb	<b>Both</b> films are worth seeing. <b>Both of</b> my sisters live in Dublin.
<b>both ... and</b>	to join two nouns / adjectives / verbs, etc.	<b>Both</b> Michael <b>and</b> Liam play football. I was <b>both</b> excited <b>and</b> worried about starting my first job.
<b>either (of)</b>	for two things a. <i>either</i> + singular noun + singular verb b. <i>either of + the / those / my / your</i> , etc. + plural noun / pronoun + singular verb	<b>Either</b> dress suits you, so choose one. <b>Either of</b> these restaurants sounds nice. <b>Has either of</b> the hotels got a pool?
<b>either ... or</b>	shows two possibilities	You can <b>either</b> walk <b>or</b> take the bus.
<b>neither (of)</b>	a. <i>neither</i> + singular noun + singular verb b. <i>neither of + the / these / my / your</i> , etc. + plural noun / pronoun + singular verb (negative meaning)	<b>Neither</b> plan is going to work. <b>Neither of</b> these guidebooks has much information about the town's history.
<b>neither ... nor</b>	to join two nouns, adjectives, verbs, etc. (negative meaning)	<b>Neither</b> sugar <b>nor</b> salt is good for you. I'm sorry but I can <b>neither</b> read <b>nor</b> speak French.



## Prepositions of Time and Place

PREPOSITION OF TIME	USE	EXAMPLES
<b>at</b>	a. with specific times b. <i>at night / at the weekend</i>  c. with certain phrases (e.g. <i>at the same time, at the age of, at the moment, at present, etc.</i> )	Tom arrived <b>at lunchtime</b> , at about 1 pm. Don't walk home alone <b>at night</b> . Let's get together <b>at the weekend</b> . School starts <b>at the same time</b> every day. The manager isn't in his office <b>at the moment / at present</b> .
<b>in</b>	a. parts of the days, months, years, seasons, historical periods  b. to show a time in the future c. with certain phrases (e.g. <i>in the future, in the past, every once in a while, etc.</i> )	Josh woke up suddenly <b>in the night</b> because he heard a noise. ( <i>during that specific night</i> ) We often go away <b>in spring</b> – usually <b>in May</b> . Joe was born <b>in 2001</b> . The house was built <b>in the 16th century</b> . <b>In six months' time</b> , Anne will be starting college. Life <b>in the past</b> was very different from life today.
<b>on</b>	a. dates b. days (or parts of days, when the day is mentioned) AmE: <i>on the weekend</i>	Sarah has a doctor's appointment <b>on June 22nd</b> . My party is <b>on Saturday / Saturday evening</b> . People often eat too much <b>on Christmas Day</b> . What are you doing <b>on the weekend</b> ?
<b>during + noun</b> <b>while + subject + verb</b>	for a period of time when an action happened	They had a chance to talk <b>during dinner</b> . They had a chance to talk <b>while they were having</b> dinner.
<b>by + noun or a specific time / date</b>	a. meaning <i>not later than</i> b. up to a point in time	Make sure you're home <b>by eleven</b> . <b>By July 20th</b> , the exams will be over.
<b>by the time + subject + verb</b>	not later than the time something happens	<b>By the time you get</b> here, it'll be midnight.
<b>until / till</b>	for an activity that continues to a point in time and stops	The children will be off school <b>until / till</b> August 25th.
<b>not ... until</b>	not before	We will <b>not</b> go out <b>until</b> it stops raining.
<b>from ... to</b>	the beginning and ending of a period of time AmE: <i>from ... through</i>	Elena lived in England <b>from 2007 to 2011</b> . The film is showing <b>from Monday through</b> Saturday.
<b>between</b>	for an activity during a period of time	The restaurant is usually busy <b>between 8 pm and 11 pm</b> .
<b>in the beginning</b> <b>in the end</b>	before subject + verb	<b>In the beginning</b> I found the course difficult. Leo was going to walk, but <b>in the end</b> he went by car.
<b>at the beginning of</b> <b>at the end of</b>	before a noun	<b>At the beginning of the lesson</b> , we gave in our essays. You will find the answer <b>at the end of the paragraph</b> .
<b>at first</b> <b>at last</b>	at the beginning of a period of time after a long time has passed	<b>At first</b> I thought Steven was lying, but he wasn't. It was a long flight, but <b>at last</b> the plane landed.
<b>in time</b> <b>on time</b>	early enough, before the last moment at the planned time	We got to the station just <b>in time</b> to catch our train. Your interview is at 10 am. Be <b>on time</b> .

## Notes

With *next / last*, we do not use *at / on / in*.  
What are you doing **next** Christmas?

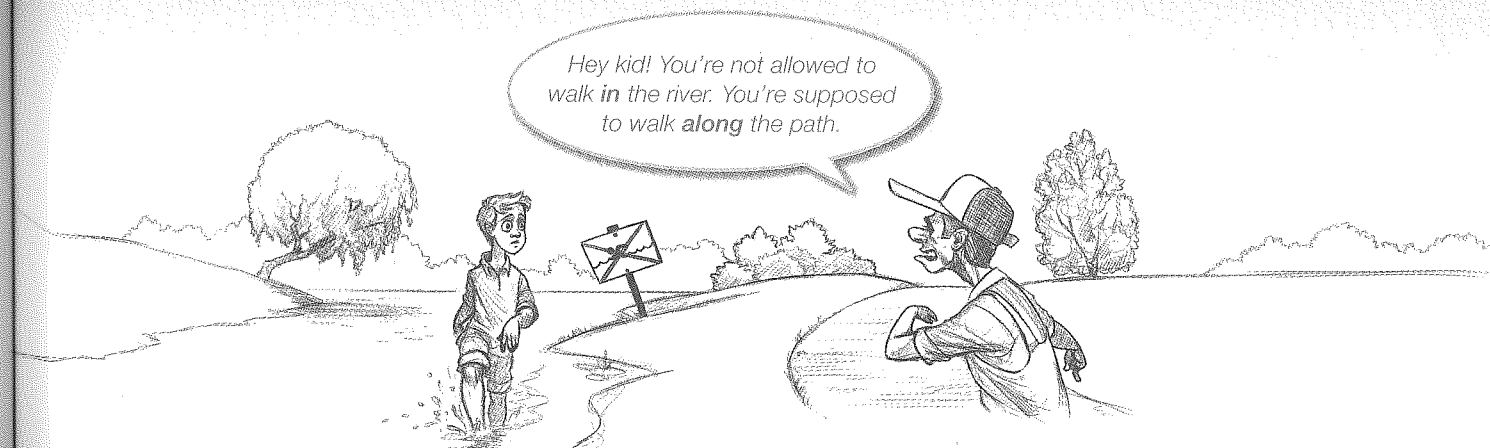
I had lunch with Sam **last** Thursday.

**Last** August, I spent a week on Poros.

PREPOSITION OF PLACE	USE	EXAMPLES
<b>at</b>	a. before a noun to show position b. with events or group activities c. places of study / institutions	Turn right <b>at</b> the corner. James is <b>at</b> football training right now. I'm a student <b>at</b> Bristol University.
<b>in</b>	a. position inside a place / thing b. with towns / countries c. with names of roads, squares AmE: <i>on + streets</i>	Jennifer feels sick so she's staying <b>in</b> her room. They live and work <b>in</b> New York. People often meet <b>in</b> Oxford Street. The Thompsons live <b>on</b> 72nd Street.
<b>on</b>	a. a particular place or position on surfaces, lakes, lines (rivers, roads, etc.) b. with phrases such as <i>on the left / right, on the edge of</i>	The city of Bristol is <b>on</b> the river Avon. You'll find the encyclopedia <b>on</b> the top shelf. <b>On the left</b> is the school and <b>on the right</b> is the park.
<b>at the front of</b> <b>at the back of</b> <b>in front of</b>	before a noun / pronoun to show position	<b>At the front of</b> the house is a large garden. Students <b>at the back of</b> the hall couldn't hear well. The car <b>in front of</b> me stopped suddenly.
<b>on the way (to)</b>	in the middle of a journey from one place to another	Alex had an accident <b>on the way to</b> work.
<b>in the / my / your / his way</b>	in a position which stops a person from moving freely or seeing clearly	Please move your chair – it's <b>in the / my way</b> .
<b>among</b> <b>beside / next to</b> <b>between</b>	to show position	My dictionary was <b>among</b> all the other books on my desk. Katie always sits <b>beside / next to</b> Amy on the school bus. The café is <b>between</b> the market and the bank.
<b>under / below</b>	a. in a lower position b. with age, money and time c. at a lower level, point or standard	There is parking <b>under / below</b> the building. Children <b>under 13</b> are not allowed to use the lift. Temperatures rarely fall <b>below</b> 15° Celsius. This summer, the fashion is for skirts <b>below</b> the knee.
<b>over / above</b>	a. at a higher position b. with numbers, age, money, time c. across / one side to another d. at a higher level, point or standard	They built a room <b>over / above</b> the garage. The car's <b>over 10</b> years old and costs <b>over</b> €10,000. There's a bridge <b>over</b> the river. Temperatures never rise <b>above</b> 20° Celsius.

## Notes

- We use **arrive in** with towns or countries. What time did you arrive **in** Copenhagen?  
We use **arrive at** in other situations. Daniel arrived **at** the college / the station early. (**but**: I arrived home by 7 pm.)
- Prepositions of movement include: *across, along, around, down, into, off, out of, past, to, towards, through, up*.  
Don't run **across** the road without looking! On the way to York, the train goes **through** a long tunnel.



# PROGRESS TEST 1 (Units 1-4)

Name: .....

## A. Circle the correct answers.

(6 x 2 = 12 points)

1. While you are on holiday, we'll have to keep **at** / **in** / **to** touch by email.
2. It took me a week to get **across** / **out of** / **over** that cold I had.
3. With her green eyes and fair skin, Tanya takes **after** / **with** / **from** her mother.
4. Emma's parents were bursting **from** / **into** / **with** pride as they watched her dance on stage.
5. Why don't you get **in** / **at** / **to** the point and tell me exactly what you want?
6. I have always looked **up** / **out** / **down** to my older brother, who is a great athlete.

## B. Choose the word or phrase that best completes each sentence.

(12 x 2 = 24 points)

1. When I was younger, I ..... much longer hair.  
a. used to have                      b. was having                      c. would have                      d. have had
2. Katie ..... where she left her phone.  
a. not remember                      b. isn't remembering                      c. isn't remembered                      d. doesn't remember
3. The book ..... at the moment.  
a. translates                      b. is translating                      c. is being translated                      d. is translated
4. The match had ..... started than it began to snow.  
a. already                      b. since                      c. no sooner                      d. as soon as
5. The children ..... their grandparents in London twice last year.  
a. were visiting                      b. visited                      c. have visited                      d. would visit
6. Dan ..... mistakes because he is careless and doesn't check his work.  
a. is always making                      b. makes always                      c. is always made                      d. always is making
7. How long ..... for a new flat before you finally found this one?  
a. you had looked                      b. had you been looking                      c. had you been looked                      d. you were looking
8. Since I ..... to a foreign country before, I'm excited about this trip.  
a. am not going                      b. did not go                      c. have not gone                      d. have not been
9. James couldn't answer the phone as he ..... a tooth out at the dentist.  
a. had                      b. was having                      c. has had                      d. has
10. The boys are tired because they ..... football all morning.  
a. are playing                      b. have been playing                      c. were played                      d. had played
11. I have managed to send out 40 invitations .....  
a. just                      b. yet                      c. right now                      d. so far
12. Although it was 11 o'clock in the evening, we still ..... at the hotel.  
a. weren't arriving                      b. haven't arrived                      c. hadn't arrived                      d. didn't arrive

## C. Complete the sentences with the words below.

(12 x 2 = 24 points)

dictation • scar • native • thoughtful • ancestors • pronunciation  
colleague • patient • express • bilingual • announce • complexion

1. Maria is ..... and speaks both Greek and English fluently.
2. Listening to the radio helps me improve my ..... of English.
3. My ..... arrived here from France a few hundred years ago.
4. Our teacher will ..... the prize winners at the end of the week.
5. People with a fair ..... are likely to burn more easily in the sun.
6. William cut himself badly and now has a ..... on his leg.
7. My teacher at the language school is a ..... speaker of English.
8. It was ..... of Joshua to lend me his car.
9. Every week we have a ..... test of all the words we've learned.
10. Nick has been learning English for five years but he still can't ..... himself very well.
11. Try to be ..... when you have to wait a long time in a queue.
12. Kerry is a ..... of mine and works for the same advertising company.

**C. Word Formation** Read the text below. Use the word given in capitals at the end of some of the lines to form a word that fits in the gap in the same line.

**School Trips Abroad**

Today many tour companies specialize in organizing school trips for students to foreign countries. In addition to making all the travel (1) ....., the company always provides a (2) ..... guide, who remains with the group throughout the trip. Under the (3) ..... of this group leader, students can travel abroad safely and take part in activities in beautiful, outdoor surroundings.

Instead of visiting busy tourist resorts that are always overcrowded, such tour companies take students off the (4) ..... track to remote places. These include Namibia, where (5) ..... into the desert on foot is included in the itinerary. In addition, there are tours to Zambia, which is (6) ..... to be one of the best places in southern Africa to see wildlife. In Zambia's great national parks, students can observe elephants, lions and giraffes in their (7) ..... habitat. Groups usually sleep on a campsite, but accommodation may also be provided in people's homes. (8) ..... overnight in a family home gives students a chance to learn about the local culture and way of life.

The tour companies employ highly (9) ..... staff, whose aim is to offer students an experience they will never forget. They constantly look for new and unique destinations in undeveloped, and therefore, (10) ..... parts of the world.

(10 x 1 = 10 points)

ARRANGE  
PROFESSION  
SUPERVISE

BEAT  
EXPLORE  
KNOW

NATURE

STAY

QUALIFY

SPOILT

**D. Key Word Transformations** Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

(8 x 2 = 16 points)

- The last time I saw John was about a month ago. SEEN  
I ..... about a month.
- We stopped writing to each other years ago. TOUCH  
We ..... each other years ago.
- There's nothing to do here so let's go home. MIGHT  
There's nothing to do here so ..... go home.
- The head teacher is admired by all the staff. UP  
All the staff ..... the head teacher.
- Chloe will be living and working in Spain next year. BASED  
Chloe ..... Spain next year.
- It wasn't necessary for you to look after my dog while I was away. CARE  
You didn't ..... my dog while I was away.
- They are having a discussion about the project right now. DISCUSSED  
The project ..... right now.
- I won't be at work on Friday. DAY  
I'm going to ..... on Friday.

Score: ..... / 50

Choose the word or phrase that best completes each sentence.

(40 x 1 = 40 points)

- The meeting ..... until everyone had arrived.
  - didn't start
  - hasn't started
  - wasn't started
  - hadn't been started
- "William didn't get into the college he wanted."  
"He ..... be disappointed."
  - can
  - ought
  - must
  - shall
- The boys were tired because they ..... basketball for hours.
  - used to play
  - were playing
  - had been played
  - had been playing
- "It would be too expensive to stay in that luxury hotel."  
"I see what ....., but what about this one?"
  - you mean
  - you are meaning
  - you would mean
  - do you mean
- "When is the band coming to Chicago?"  
"I don't know. The tour dates ..... yet."
  - won't decide
  - aren't deciding
  - hadn't decided
  - haven't been decided
- The new science museum ..... fantastic.
  - supposes to be
  - supposed that it is
  - is supposed to be
  - is supposing been
- "Sam and Mary got divorced last year."  
"..... had they been married?"
  - Since
  - How long
  - By the time
  - When
- When Paul was working at the bank, he ..... bored.
  - has often felt
  - would often be felt
  - was often feeling
  - often used to feel
- Dan's new apartment is noisy because it ..... a busy street.
  - overlooks
  - is overlooking
  - is overlooked
  - has overlooked
- "I'm spending the weekend in Miami."  
"..... relatives?"
  - Will you be visiting
  - Are you visited
  - Do visit you
  - Are going you to visit
- Of all my friends, only Jack ..... me fix my car.
  - was helping
  - couldn't be helped
  - could be helping
  - was able to help
- I had a headache so I ..... me an aspirin.
  - had bring my sister
  - got to bring my sister
  - had my sister bring
  - got my sister brought
- "Will Claire be here in time for dinner?"  
"No, her flight ..... to land till much later."
  - isn't to be due
  - isn't due to be
  - won't be due
  - isn't due
- It was so cold that I ..... my scarf and gloves.
  - must wear
  - had to wear
  - need have worn
  - should be wearing
- It was ..... of Amy to drive you to the store.
  - considered
  - considering
  - considerate
  - consideration
- "Have you finished the report yet?"  
"No, but I ..... it by midday."
  - completed
  - had completed
  - am completing
  - will have completed
- It is thought ..... very popular with foreign students.
  - will be the course
  - that the course going to be
  - that the course will be
  - to be the course
- I moved into a house on the outskirts ..... town last week.
  - in
  - at
  - of
  - by
- The children ..... up by their grandparents.
  - are bringing
  - are being brought
  - brought
  - are brought
- "I don't know how to use this machine."  
"So why don't you get someone ..... you?"
  - show
  - showing
  - will show
  - to show

**A. Fill in the gaps (1-5) with the best options (A-H). Use each option only once.**  
**There are three options you do not need.**

**(5 x 1 = 5 points)**

A. adopted	B. grown up	C. terraced	D. relocate
E. separated	F. translated	G. valid	H. raised

1.	The estate agent told me about a [ ] house located in a row of houses in the village down by the river. They are all about 100 years old.	[ ]
2.	The company where I work has offices in France. I'm thinking of taking French lessons so that I can [ ] to Paris.	[ ]
3.	The man was turned away at the airport because his passport was not [ ]. He should have checked it before he booked his flights.	[ ]
4.	I moved to the city when I was 20, but because I had [ ] in the country, I found it really hard to get used to all the noise and traffic.	[ ]
5.	Jack and Belinda have three children together, but now that the couple is [ ], the children live with Belinda.	[ ]

**B. Read the extract from a leaflet. For each of the gaps (1-5) choose the best option (A-F).**  
**There is one option you do not need.**

**(5 x 1 = 5 points)**

A. booked	B. levels	C. set up
D. services	E. hire	F. floor

**Hendon Community Centre**

Hendon Community Centre offers a wide range of (1) ..... and classes, which cater for everyone in the town including the under-fives, single parents and elderly members of the community.

Our classes include computer courses, a local history class and cookery lessons. In addition, we also run playgroups for young children and exercise classes for all ages and (2) ..... of experience.

Our weekly yoga and aerobics classes are particularly popular. With the support of the local welfare department, the community centre has (3) ..... a special programme in which volunteers give practical help to anyone over 65 living in Hendon.

The community centre has two large rooms that clubs and private individuals can (4) ..... if they need a place to hold meetings, workshops and other events. Our café, which is located on the second (5) ..... of the building, is open to all members of public. There are special low prices for the over-sixties.

Score: ..... / 10

Final Score: ..... / 100

Choose the word or phrase that best completes each sentence.

(40 x 1 = 40 points)

1. Our teacher suggested ..... on the Internet for information.
  - a. looking
  - b. we are looking
  - c. we will look
  - d. to look
2. I wish you ..... quiet; I'm trying to sleep.
  - a. were
  - b. would be
  - c. had been
  - d. will be
3. "How's Alex doing at college?"  
"Okay, but he ..... away from home yet."
  - a. hasn't used to live
  - b. didn't get used living
  - c. not used to live
  - d. isn't used to living
4. "Is Emma all right?"  
"I don't know. She ..... today."
  - a. seems sad
  - b. is seeming sad
  - c. has seemed sadly
  - d. seems sadly
5. The doctor ..... should eat more fruit.
  - a. said Paul that he
  - b. told to Paul
  - c. said to Paul that
  - d. told Paul he
6. We ..... the trip more if the weather had been better.
  - a. would enjoy
  - b. enjoyed
  - c. had enjoyed
  - d. would have enjoyed
7. The artist was ..... by the beautiful landscape.
  - a. inspiring
  - b. inspired
  - c. inspire
  - d. inspiration
8. We can meet at 10 tomorrow unless it ..... too early for you.
  - a. is
  - b. will be
  - c. is being
  - d. were
9. This is ..... weather we've had all week.
  - a. worst
  - b. the worst
  - c. worse
  - d. worse than
10. "Aren't you going to write your composition?"  
"Yes, after I ..... the rest of my homework."
  - a. am finishing
  - b. will finish
  - c. have finished
  - d. am going to finish
11. "Did you enjoy the play?"  
"Yes, it was ....."
  - a. extremely good
  - b. extreme good
  - c. good extremely
  - d. extremely well
12. Abby, ..... parents have a holiday home by the sea, is a good swimmer.
  - a. who
  - b. who her
  - c. whose
  - d. who's
13. The longer the journey, ..... it is for young children.
  - a. the more tiring
  - b. the more tired
  - c. more and more tiring
  - d. the tired
14. Applicants for the job ..... an interview.
  - a. are made attend
  - b. have made to attend
  - c. were made to attend
  - d. had made attending
15. If students ..... kind to each other, this school would be a much better place to learn.
  - a. are always
  - b. were always
  - c. always be
  - d. will always be
16. You can borrow my bike ..... you promise to be careful with it.
  - a. provided
  - b. otherwise
  - c. until
  - d. supposing
17. "Are you going to call Sam?"  
"To be honest, I'd rather you ..... him."
  - a. phoned
  - b. had phoned
  - c. will phone
  - d. would phone
18. "Where's Amy?"  
"I don't know. She said she ..... late."
  - a. isn't
  - b. wasn't
  - c. wouldn't be
  - d. hasn't been
19. Sandra can't eat milk products, so she asked me ..... any cream in the soup.
  - a. not to put
  - b. to put not
  - c. do not put
  - d. not putting
20. This book ..... is really interesting.
  - a. that reading
  - b. which I read it
  - c. I'm reading
  - d. I'm reading it

**REVIEW TEST 2 (Units 11-20) STATE EXAM**

Name: .....

**A. Fill in the gaps (1-5) with the best options (A-H). Use each option only once. There are three options you do not need.**

**(5 x 1 = 5 points)**

A	highlights	B	battery	C	supply	D	cut
E	commercials	F	effect	G	panel	H	layer

1.	If you installed a solar _____ on your roof, you would be able to heat water more cheaply. And by using less electricity, you'd be conserving energy too.	.....
2.	While I was watching the documentary, there was a power _____, so I missed the last half of the programme.	.....
3.	Many programmes shown at prime time are interrupted by _____.	.....
4.	There are many ways we can protect our environment. For example, we can use a rechargeable _____ and recycle our paper, plastic and glass.	.....
5.	Scientists are very concerned about the hole in the ozone _____. Apart from affecting the climate, this could cause an increase in skin problems.	.....

**B. Insert the correct form of the words which are on the left to complete sentences 1-5 below. (5 x 1 = 5 points)**

industry	1.	The water in our local river has been polluted by ..... waste. Health experts advise people not to eat fish from this water source.
narrow	2.	The British runner got off to a good start, but was ..... defeated by the Jamaican athlete in the 400-metre race.
comedy	3.	Ben Stiller, who has starred in many amusing films, is a great .....
attach	4.	Tara's boss asked her to download the ..... and print out a copy for everyone in the department.
predict	5.	Reporters for fashion magazines try to make ..... about the styles, fabrics and colours that will be popular the following year.

Score: ..... / 10

Final Score: ..... / 100



**Choose the word or phrase that best completes each sentence.**

**(40 x 1 = 40 points)**

1. Not until the rain had stopped ..... onto the court.
  - a. the tennis players came
  - b. did the tennis players come
  - c. did come the tennis players
  - d. came the tennis players
2. There's ..... juice left, but not enough for everyone.
  - a. little
  - b. a few
  - c. a little
  - d. some of
3. "Do you want to go to the art exhibition with me?"  
"No, I went ....."
  - a. last weekend
  - b. the last weekend
  - c. on last weekend
  - d. on the last weekend
4. "What do you think of my suggestions?"  
"Both ..... excellent."
  - a. of them is
  - b. them are
  - c. of them are
  - d. of is
5. They may not build the new sports complex .....  
the price of building materials is rising.
  - a. due to
  - b. owing to
  - c. on account
  - d. since
6. Please move your chair as it is ..... my way.
  - a. in
  - b. at
  - c. on
  - d. to
7. Jane's only been working here a week so she  
doesn't have .....
  - a. an experience
  - b. any experiences
  - c. many experiences
  - d. much experience
8. Danny usually arrives at work early. Today, .....,  
he was late.
  - a. moreover
  - b. even though
  - c. however
  - d. although
9. Please come in and make .....
  - a. you in home
  - b. yourself at home
  - c. at yourself in home
  - d. yours at home
10. Some of the students kept on interrupting  
Professor Marsh ..... the lecture.
  - a. while
  - b. between
  - c. during
  - d. until
11. As I have a ..... disability, I need extra help at school.
  - a. learn
  - b. learner
  - c. learning
  - d. learned
12. "Liz doesn't take Spanish lessons."  
"..... ; I'm studying Italian instead."
  - a. Neither I do
  - b. Nor do I
  - c. So don't I
  - d. Neither doesn't I
13. You can park your car ..... the house.
  - a. at front of
  - b. at the front
  - c. in front
  - d. in front of
14. "Was the storm very bad?"  
"Yes. Almost ..... house on my street was damaged."
  - a. every
  - b. all
  - c. each
  - d. many
15. Who are your friends ..... to the party tonight?
  - a. bring along
  - b. to bring
  - c. bringing along
  - d. that bring
16. What do you think you'll be doing ..... time?
  - a. in a year
  - b. in a year's
  - c. in year's
  - d. in year
17. Doctors say ..... for children to play outside in the  
open air.
  - a. it is good
  - b. is good
  - c. there is good
  - d. that is good
18. If ..... wants to come ice skating with me, I'll go  
on my own.
  - a. nobody
  - b. everybody
  - c. anybody
  - d. somebody
19. "I can't see my bag anywhere."  
"Isn't ..... ?"
  - a. yours brown one
  - b. this brown yours
  - c. it your brown one
  - d. that brown one yours
20. Joe took his dog for a walk in spite ..... tired.
  - a. feeling
  - b. that he felt
  - c. to feel
  - d. of feeling

**A. Read the extract from an article. For each of the gaps (1-5) choose the best option (A-F). There is one option you do not need. (5 x 1 = 5 points)**

A. suit	B. buy	C. spend
D. keep to	E. invest	F. combine

**Stylist to the Stars**

As a celebrity stylist, Nicole Chavez makes a living by choosing clothes and accessories for stars like Scarlett Johanssen and Katherine Heigl.

These young actresses pay Nicole to find them outfits that (1) ..... their personalities and make them look good, whether they are having a casual lunch with friends or going to a big Hollywood event. Nicole often meets with top designers to find the perfect item of clothing. Although she doesn't have to (2) ..... a budget when shopping for the stars, she sometimes chooses things from high street stores. She believes the best way to create the young, fresh look her clients want is to (3) ..... designer pieces with less expensive items.

According to Nicole, looking good doesn't depend on how much money you have. It isn't necessary to (4) ..... a fortune to dress stylishly. Her advice is to (5) ..... in a few well-made items of clothing and create your own look by shopping around for cheaper, but interesting, accessories.

**B. Complete each sentence (1-5) with the OPPOSITE of each of the words in italics. (5 x 1 = 5 points)**

- I don't like *sweet* biscuits; I much prefer **s**..... crackers with some cheese.
- I asked Leo if he would *lend* me his bike, and he kindly let me **b**..... it.
- Is that a *real* diamond in your ring or is it a **f**..... one?
- The last time I had my blood pressure taken, it was *low* but this time the doctor said it was too **h**.....
- Maths is a *compulsory* subject, so all students have to take it, whereas drama is **o**.....

Score: ..... / 10

Final Score: ..... / 100

Choose the word or phrase that best completes each sentence.

(40 x 1 = 40 points)

1. "Did you take up tennis recently?"  
"No, I ..... for about five years now."  
a. play  
b. played  
c. have been playing  
d. am playing
2. The thief has denied ..... the money.  
a. taking  
b. to take  
c. that took  
d. he has taken
3. The company's problems are more serious .....  
a. as seem  
b. as they seem  
c. than seem  
d. than they seem
4. The children really loved the ..... exhibits at the museum.  
a. interacted  
b. interactive  
c. interactively  
d. interaction
5. "Were there a lot of people at the gym yesterday?"  
"Yes, ..... It was very crowded."  
a. too many  
b. very much  
c. such a lot of  
d. too much
6. "Was your hotel within walking distance of the beach?"  
"Yes, we ..... far at all."  
a. didn't have to walk  
b. mustn't walk  
c. shouldn't have walked  
d. hadn't walked
7. "We got a lot of homework today."  
"I know. I wish our teachers ..... us so much."  
a. haven't given  
b. aren't giving  
c. hadn't given  
d. weren't giving
8. "Oh no! I forgot to mail the package."  
"Phone Mike and ....."  
a. get him to do it  
b. have it done him  
c. get to do it him  
d. have him to do it
9. "Let's go and buy something to read on the way."  
"But the train ..... in two minutes!"  
a. leaves  
b. leaving  
c. left  
d. will be left
10. In their essays, students should discuss ..... the advantages and disadvantages of boarding schools.  
a. and  
b. either  
c. also  
d. both
11. The plane can't take off ..... the weather has improved.  
a. until  
b. by the time  
c. as long as  
d. still
12. All students applying for this course ..... an essay.  
a. asked to write  
b. will be asked to write  
c. are asked for writing  
d. asked to have written
13. "Where are the tickets for the game?"  
"Justin remembers ..... them in his pocket, but now he can't find them."  
a. to put  
b. puts  
c. putting  
d. he puts
14. It is essential that children ..... how to cross the street safely.  
a. are teaching  
b. to teach  
c. to be taught  
d. be taught
15. "I'm worried about my exam tomorrow."  
"..... reason to worry. I'm sure you'll do well."  
a. It's no  
b. There's none  
c. It isn't any  
d. There's no
16. Matthew ..... glasses when he was younger.  
a. wasn't wearing  
b. didn't use to wear  
c. hasn't been wearing  
d. wasn't used to wear
17. Suppose you were invited to the wedding, ..... ?  
a. you are going  
b. did you go  
c. you were going  
d. would you go
18. If the furniture ..... by the end of the week, the customers will complain.  
a. hasn't delivered  
b. isn't delivering  
c. isn't delivered  
d. won't be delivered
19. "Did you hear Kathy's news?"  
"Yes! ..... I thought she was joking!"  
a. First of  
b. The first  
c. At first  
d. At the first
20. We helped the family ..... house was damaged in the storm.  
a. which  
b. who their  
c. whose  
d. who's

**A. Read the extract from a leaflet. For each of the gaps (1-5) choose the best option (A-F). There is one option you do not need.**

(5 x 1 = 5 points)

A. reduce	B. benefit	C. mood
D. relieve	E. pressure	F. stress

**Bananas – A Healthy Snack**

Many studies have shown that the banana is good for both our physical and mental health. Bananas contain high levels of the chemical potassium. Therefore, they can help to lower high blood (1) ..... Potassium also benefits people working in busy jobs because it can (2) ..... levels of anxiety they feel at work. In addition, bananas contain a chemical that the body uses to make the happiness hormone called serotonin. It makes us more cheerful and improves our (3) ..... Patients with stomach problems can (4) ..... from eating bananas because they are smooth, soft and easy to digest. Many people also claim that bananas can (5) ..... the pain we get from insect bites or stings. Apparently, all you have to do is peel the banana and rub the bite or sting with the inside of the skin to take away the discomfort.

**B. Fill in the gaps (1-5) with the best options (A-H). Use each option only once. There are three options you do not need.**

(5 x 1 = 5 points)

A. relaxing	B. pleaded	C. supportive	D. put out
E. insist	F. cut off	G. inspiring	H. found

1.	The trial lasted three months, and in the end the jury [ ] the man guilty of committing the crime.	[ ]
2.	We rented a house on a quiet island and enjoyed one of the most [ ] holidays we have ever had.	[ ]
3.	I'd prefer to celebrate my 21st birthday with a few close friends. But my parents [ ] on having a big party and inviting everyone we know.	[ ]
4.	The people who live in the ski resort all year round are not worried about being [ ] by snow. Only the tourists find it a problem.	[ ]
5.	Thomas believes in conservation and has always been [ ] of efforts to save forests or clean beaches.	[ ]

Score: ..... / 10

Final Score: ..... / 100