МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
СУМСЬКИЙ ДЕРЖАВНИЙ УНІВЕРСИТЕТ

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ENGLISH GRAMMAR EXERCISES
(SOME BASIC POINTS)

ВПРАВИ З АНГЛІЙСЬКОЇ ГРАМАТИКИ
(ДЕЯКІ ОСНОВНІ ПИТАННЯ)

ДЛЯ УЧНІВ ГІМНАЗІЙ ТА СТУДЕНТІВ І-ІІ КУРСІВ
ДЕННОЇ ФОРМИ НАВЧАННЯ

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PREFACE

A rule in grammar is a generalization. It is a formula that one makes to account for how a given grammatical construction usually behaves.

The best method of improving your use of English grammar is to study the rules, formulas and sample sentences. After that do the practice exercises.

If you still make errors, revise the explanations again and analyze your mistakes to find out what your stumbling points are.
ARTICLE

1. Put in the, a/an or — (= no article).

1. Who opened _______ window?
2. She lives in _______ centre of Glasgow.
3. I’d like _______ glass of water.
4. My sister is married to _______ farmer.
5. _______ man in _______ next flat is French.
6. He’s _______ oldest child in _______ school.
7. Who’s _______ girl by _______ piano?
8. They’ve got _______ boy and _______ girl. _______ boy’s two years older than _______ girl.
9. Today is _______ only day that I’m free.
10. “Which coat is yours?” “_______ red one.”

2. Complete the following sentences with a, an, the or — (= no article).

1. _______ audience clapped and cheered.
2. People say _______ British are not very friendly but I disagree.
3. If we do not protect _______ nature, our environment will get worse and worse.
4. I pick up _______ kids from _______ school and take them _______ home when Mary is at _______ work.
5. Take these letters to _______ post office, will you?
6. Are we going round to _______ Wilsons for _______ supper on Saturday?
7. Where do you work during _______ day?
8. What will you do if they cut _______ electricity off?
9. She kissed him on _______ cheek.
10. The government should tax _______ rich more and _______ poor less.
11. ______ power doesn’t interest him but ______ money does.

12. We arrived at Heathrow and got ______ taxi which took us to ______ Oxford Street.

3. Put the or no article in each blank.

There must be something wrong with me. ______ people usually think that ______ babies are sweet and ______ teenagers are annoying. Not me. I think ______ babies are boring. For me ______ children are only interesting from about ______ the age of two, when you can understand ______ things that they say. But ______ time between ages thirteen and twenty are ______ years that I like best. Oh. It’s difficult at times, but I still prefer talking about ______ money with a teenager to cleaning a baby’s bottom.

4. Complete the sentences with some of the expressions given below.

the aeroplane / the ballpoint pen / the Bible / the camera / the computer / the dog / the fax machine / the novel / the personal stereo / the typewriter / the violin / the whale / the wheel / the X-ray machine

1. Before people invented ____________________, they couldn’t transport heavy loads easily.

2. In its early years, ____________________ wasn’t thought to be good reading for young ladies.

3. Scientific calculations were much slower before the invention of ____________________.

4. ____________________ is one of the hardest instruments to play.

5. What did people write with before ____________________.

6. ____________________ is a much faster way of sending letters than the post.

7. What can we do to save ____________________ from dying out?

8. ____________________ is a valuable tool for doctors, but it has its dangers as well.
5. Put in the, a/an or — (= no article).

A.
Do you see ______ man standing near ______ door? He works as ______ assistant in ______ same shop as I do. Well, I saw him the other day and he was driving ______ big red Porsche. And do you see ______ expensive clothes he is wearing? Where does he get ______ money to pay for it all? ______ month ago he hadn’t got ______ penny. I told you about ______ burglary that we had at ______ shop, didn’t I? Do you think I should go to ______ police?

B.
1. “How do you usually get to ______ town to do your shopping?”
   “Oh, I usually go there on ______ foot, but sometimes if I have a lot to carry I go by ______ bus or by ______ car.”
2. After a hard day at ______ work my mother used to come home and go to ______ bed to rest for half an hour before making supper.
3. Children go to ______ school to learn to read and write.
4. Does your family usually go away at ______ Christmas or do you stay at ______ home?
5. Don’t drink coffee in ______ evening if you have trouble sleeping at ______ night.
6. When Juliet was studying at ______ university, she broke her leg and had to stay in ______ hospital for two weeks.

C.
1. ______ diplomat is ______ person who can tell you to go to hell in such a way that you actually look forward to ______ trip. Caskie Stinnett
2. ______ dog is ______ only thing on earth that loves you more than you love yourself. Josh Billings
3. ______ Americans like ______ fat food and ______ thin women. Russell Baker
4. ______ accountant is ______ man who is hired to explain that you didn’t make ______ money you did. Anonymous
5. _______ actor’s _______ guy who, if you ain’t talking about him, ain’t listening. Attributed to Marlon Brando

6. _______ optimist is someone who thinks _______ future is uncertain. Anonymous

7. _______ death is _______ nature’s way of telling you to slow down. Anonymous

8. _______ diplomacy is the art of saying “nice doggie!” until you can find _______ a stone. Wynn Catlin

9. _______ equality is _______ lie - _______ women are better. Anonymous

10. _______ birds do it; bees do it; even educated fleas do it. Let’s do it. Let’s fall in _______ love. Cole Porter

11. I always pass on _______ good advice. It’s _______ only thing to do with it. It’s never any use to oneself. Oscar Wilde

12. I love acting. It is so much more real than _______ life. Oscar Wilde

13. Never put anything on _______ paper, my boy, and never trust _______ man with _______ small black moustache. P.G.Wodehouse

14. Nothing’s illegal if _______ hundred businessmen decide to do it, and that’s true anywhere in _______ world. Andrew Young

15. Remember that as _______ teenager you are at _______ last stage in your life when you will be happy to hear that _______ phone is for you. Fran Lebowitz

16. Save _______ water, shower with _______ friend. Anonymous

17. _______ happiest time of anyone’s life is just after _______ first divorce. John Kenneth Galbraith

18. Treat _______ work of art like _______ prince: let it speak to you first. Attributed to Arthur Schopenhauer

19. When I was _______ boy of fourteen, my father was so ignorant I could hardly stand to have _______ old man around. But when I got to be twenty-one, I was astonished at how much he had learned in seven years. Mark Twain

20. When I was born, I was so surprised that I couldn’t talk for _______ year and _______ half. Gracie Allen
21. A banker is _______ man who lends you _______ umbrella when _______ weather is fair, and takes it away from you when it rains. 

*Anonymous*

22. California is _______ great place – if you happen to be _______ orange. *F. Allen*

23. Writing about _______ art is like dancing about _______ architecture. *Anonymous*

6. Insert the definite article where it is necessary.

Dear Pierre,

Let me tell you about the town I live in. It’s a big town with a university, lots of schools and churches, of course, and it even has a prison! _______ school which I go to isn’t far from our house, that’s probably why I’m late most mornings! I don’t like _______ school very much, because it’s very big and modern, but then I don’t like _______ school anyway! I’d like to go to _______ college or even to _______ university when I leave _______ school, though, because then I would have lots of free time to play football! It’s only a bus – ride from _______ university to the football ground.

Not far from _______ university is _______ hospital where I had to lie in _______ bed for four weeks with my leg in plaster! I managed to break it playing football. I didn’t mind being in _______ hospital so much, because I didn’t have to go to _______ school! Nor did I have to go to _______ church! _______ church we go to is about a ten minutes’ walk from our house.

On Saturday mornings, Tim and I go to _______ market, to _______ open market in the centre of town. Usually we try the apples on the fruit stalls. Once we got caught and the stall-keeper said that we’d end up in _______ prison if he caught us again. He didn’t believe that we’d bought them from another stall. They weren’t half as good as the ones in Farmer Watson’s orchard, anyway!

There are about ten cinemas in the town. Tim and I go to _______ cinema nearly every week. We like cowboy and detective films best.
Now it’s time to go to _______ bed, so I’d better stop writing. When I write letters or do homework in _______ bed, I usually get ink all over the bedclothes, and for some reason my Mother always gets cross!

Write soon!

Ben

7. Complete the paragraph below with a, an, the or — (= no article).

This morning I woke up around ten. I made _____ cup of coffee, took it into _____ bedroom and put it on _____ table next to _____ bed, on _____ side my wife sleeps on. I go through this ritual twice _____ week – I do it on _____ Saturday and _____ Sunday mornings. On _____ other days of _____ week, we go to _____ work at different times and I always get up first to get _____ kids ready for _____ school. I drop them off outside _____ school which is an old Victorian building on the corner of _____ Hill Road, and then go straight to _____ work.

I work in _____ office in _____ city centre and I always have _____ problem finding _____ parking space. My wife says I’m always complaining about _____ traffic and the pollution, which is true – you see, I grew up in _____ country, close to _____ nature and I have never got used to living in _____ city. I think the only thing I would miss about living in _____ big city like this is going to _____ concerts of all kinds. I love rock and classical music, too, and especially going to _____ cinema, which I am particularly keen on. I also like _____ good food and occasionally we go out and have _____ dinner in a nice restaurant, but most of the time we eat at _____ home, where the food is delicious –except when I make it!

8. Articles have been removed from the following passage. Write it again including 18 missing articles.

London Bridge is Falling down.

Romans invaded Britain in AD43 and, chasing ancient Britons along Thames, they came to first place where it was easy to cross. They built
garrison there – and London was born. They also erected bridge over river. Garrison became major trading post. Later, bridge suffered neglect and whole area was raided by Vikings. In AD886 Alfred Great drove out raiders, bridge was repaired and city prospered again. Hundred years later, Vikings returned but King Ethelred sailed up Thames, attached ropes to London Bridge, headed downriver and pulled it down.

9. Fill in each blank with a, an or the. If no article is needed, place — in the blank.

We explored the countryside together. We liked to call ourselves “the New Robinsons”. We became excited when we discovered _____ new area of _____ countryside. In late afternoon, we loved to sit on _____ big rock with _____ two deep crevices, under _____ old olive tree, watching _____ sun changing colors in _____ sky. When _____ chameleon appeared in _____ grass, we liked to watch it, as it changed its colors according to _____ colors of the weeds and the earth. We discussed how people seem like chameleons in the way they try to please. As the night fell around us and changed _____ colors into gray, we were still sitting on _____ big rock, wondering and dreaming about _____ future. Perhaps it would be our last summer in _____ country.

During the summer noons we liked to wear _____ big straw hats and _____ very large glasses, and walk around _____ big yards of _____ house, or in _____ streets of the village. When at last we felt exhausted by _____ hot sun of the noon, we fell asleep until late afternoon.

Our great enjoyment was to steal fruits from the surrounding orchards. In our afternoon promenade in the fields, we climbed trees and found branches with _____ fresh ripe pears and plums. We cut the fruits down with _____ great pleasure and we ate them very hurriedly because we didn’t want _____ stranger’s eye to see us, so the syrups dripped from our mouths and we always returned home with _____ dirty dresses.
VERB TENSES

1. Put in the correct tense (simple present or present progressive).

1. Vegetarians are people who (not eat) meat.
2. Look out! My husband (come).
3. Some people still think the sun (go) round the earth.
4. I (play) tennis every weekend.
5. Who (sit) in my chair?
6. What (happen) in golf if you lose the ball?
7. An alcoholic is a person who (drink) too much and can’t stop.
8. Look! She (wear) the same shoes as me.
10. I (stay) with John for a few weeks until my flat’s ready.
11. We (usually stay) with Peggy when we go to Chicago.
12. Can you explain why water always (run) downhill?
13. What (you do) with my coat?
14. Nobody (get up) early for fun
15. Not many passenger planes (fly) faster than sound.

2. Match the questions and answers.

2. What are you doing? b. French. She’s from Belgium.
3. Where do you work? c. I want to get this car started.
4. Where are you working? d. I’m an architect.
5. Does your son play the violin? e. I’m in Cardiff this week.
6. Is your son playing the violin? f. In a big insurance company.
7. What language does she speak? g. It sounds like Russian.
8. What language is she speaking? h. Me – can I have some more?
9. Who drinks champagne? i. Me, when I can afford it.
10. Who’s drinking champagne? j. No, the piano.
3. Here are some exchanges from an interview between an American journalist and a French film star. Can you complete them with the correct tenses?

1. “How do you start work on a film?” “I (read) the script and (make) notes.”
2. “I (make) notes of our interview. I hope you don’t mind.” “No, that’s OK.”
4. “I’m glad we (do) this interview in English. My French isn’t very good.”
5. “Who (play) that guitar?” “My son, when he has time.”
6. “Who (play) the piano upstairs?” “My sister. She’s got a concert tomorrow.”
7. “What (she play)?” “I think it’s a piece by Mozart.”
8. “(She play) anything else?” “The violin. She’s very musical.”
9. “Your daughter’s very keen on sport, isn’t she?” “She (play) tennis.”
10. “Where is she now?” “She (play) tennis as usual.”
11. “What’s that delicious smell?” “My husband (cook).”
12. “Is that usual?” “Yes, normally I (shop) and my husband (cook).”
13. “What a lovely clock!” “It (not work), I’m afraid – it’s been broken for years.”
14. “Could I use your phone?” “I’m afraid it (not work) at the moment.”

4. Study the examples carefully, then insert the correct form of the present tense (simple or progressive) of the verbs in brackets.

Father: Where did you get that black eye from?
Ben: I had another quarrel with Tim Johnson.
Father: It seems to me that you are always quarrelling with Tim Johnson! Why? Does he bother you in class?
Ben: Yes! He’s continually hitting me. In fact, he hits me every time the teacher’s not looking!
Father: And do you hit him as well?
Ben: No! I never hit him – at least, not in class!
Father: And does he copy your homework perhaps?
Ben: Yes! He always (copy) my homework. He (copy) it nearly every time I do any.
Father: Well, that can’t be very often, anyway. And does he ever let you copy his homework?
Ben: No! He never (do) any!
Father: And does he steal your sweets?
Ben: Oh, yes! He always (steal) my sweets and chocolate!
Father: And does he ever give you any of his sweets?
Ben: Not likely! He never (give) anyone his sweets. I have to pinch them back from him.
Father: And does he ever make fun of you?
Ben: Of course! He always (tease) me in front of the other boys. In fact, he (tease) me whenever he can.
Father: And does he bully you?
Ben: Oh, no! He never (bully) me, because I’m a bit bigger than he is.
Father: Well then, if he forever (bother) you and you are bigger than him, why don’t you give him a black eye now and again?
Ben: Because he knows how to get into football matches without buying a ticket and he often (take) me with him.

5. Insert the correct tense of the verbs in brackets (simple present or present progressive).

Jane: Look! Isn’t that Margaret over there?
Sally: Where? I can’t see her.
Jane: Well, there’s a girl who (sit) in the corner over there who (look) just like Margaret.
Sally: I can’t see the corner from here. There are too many people. Is she alone or (sit) she with someone?
Jane: She (talk) to a man in a leather jacket. I wonder if he’s her new boyfriend?
Sally: What (say) she to him? Can you hear?
Jane: No, unfortunately. They’re too far away.
Sally: What (wear) she?
Jane: Well, she usually (wear) her red dress when she’s out with anybody special. But today she (wear) a blue one. And they both (smoke)!
Sally: Smoking? But Margaret (not smoke)!
Jane: Well, she (be) at the moment! The man just (light) another cigar.
Sally: Cigars, eh? Expensive tastes! But Margaret (not like) men who (smoke) cigars!
Jane: Oh, look! Now they (leave). The man (pay).
Sally: How annoying! I can’t see them.
Jane: Well, they’ve left now. Oh! They just (get) in a red sports car! He (open) the door for her. No, she (sit) in the driver’s seat! She’s going to drive!
Sally: Well, that can’t be Margaret then. She (not drive) these days. She had her driving licence withdrawn. Don’t you remember? So you must have been mistaken, and next time something interesting (go on) I’ll sit in your place!

6. Put in the correct tenses (past progressive, past simple).

1. At six o’clock this morning I (have) a wonderful dream, but then the alarm (go) off.
2. This time yesterday I (lie) on the beach.
3. When I walked in they (all talk) about babies.
4. I saw Sid when I (come) to work this morning. He (shop).
5. She (meet) her husband while she (travel) in Egypt.
6. While I (talk) to Mrs. Singleton somebody (walk) into my office and (steal) the computer.
7. When Jake (come) in everybody (stop) talking.
8. I (look) out of the window and (see) that we (fly) over the mountains.
9. I woke up to find that water (pour) through the bedroom ceiling.
10. He (break) his leg while he (play) football.
11. I (go) to see how she (be) and found she (cry).
12. She (tell) me she (have) a bad time with her husband.
7. Insert the correct tense (simple past or past progressive) of the verbs in brackets.

What a rotten day I’ve had! Everything went wrong! This morning I just (hang out) the washing when it (start) to rain, so I had to bring it all in again! Then I decided to clean out the kitchen cupboard, and while I (wipe) the top shelf I (lose) my balance and (fall off) the stool! As I (wash) the kitchen floor, the dog (rush) in and (knock over) the bucket of water! After that, I thought I’d earned a nice cup of coffee, so I put on the milk and (let) it boil over while I (talk) to my mother on the phone. Then I (manage) to break three of the best glasses while I (do) the washing up. And just before you came, I (cut) my finger when I (peel) the potatoes. And the best is still to come! As I (reverse) the car out of the garage, I somehow (forget) about that new gatepost I’d put up and I (bump) into it. I’m afraid we need a new rear light and a new bumper. But the gatepost’s OK!

8. Insert the correct tense (simple past or past progressive) of the verbs in brackets.

Helen: I (have) a wonderful dream last night. I (dream) that I was a lady of leisure who (not do) any housework! You (do) it all instead! I (dream) that while I (lie) in the sun, you (cut) the lawn. While I (relax) in the bath, you (iron) the shirts! While I (take) a swim in the pool, you (hang out) the washing! While I (watch) TV, you (cook) the meal! While I (buy) new clothes in town, you (clean) the house! Wasn’t that a marvelous dream?

Bill: And while you (dream), I (have) an even better one. I (dream) that you (have) to go to that union meeting next Saturday and Sunday.
9. *Put the correct forms.*

Dear Eileen

Hope things are OK with you. The doctor (come) yesterday. He (not like) my cough. I (lie) in bed looking at the ceiling since Tuesday, and I can tell you, I’m fed up with it. I (never be) ill like this before – don’t know what’s happening to me. And the weather’s terrible. It (rain) all day, and I can’t even have a cup of tea to cheer myself up, because the milkman (not come) this morning. Don’t know why – I’m sure I (pay) his bill.

Alice (get) married last week, so now all Mary’s kids (leave) home. She won’t know what to do with herself, will she?

Lucy Watson (move) to Doncaster. Since Fred (die) she (be) all alone. It (be) a heart attack, apparently. I’m sorry she (go) – we (be) neighbors for over thirty years, and she (always be) friendly and ready to help out.

Amy (leave). My cleaning lady, you remember? I’m glad. She (not be) much use, and I (not trust) her since she (break) all those plates and (say) it (be) the cat.

There (not be) much change in the village. Some new people (take) over the shop. They seem quite nice. Hope they ‘re more efficient than old Joe.

No more news. Write when you’ve got the time.

Love
Emma

10. *Put in the simple past or past perfect.*

1. I (be) sorry that I (not be) nicer to him.
2. Nobody (come) to the meeting because Angela (forget) to tell people about it.
3. I (see) her before somewhere – I (know).
4. Because he (not check) the oil for so long, the car (break) down.
5. She couldn’t find the book that I (lend) her.
6. All the people we (invite) turned up, and some that we (not invite).
7. They (never find) where he (hide) the money.
8. It was a firm that I (never hear) of.
9. When she (come) in, we all knew where she (be).
10. The lesson (already start when I (arrive)).

11. Choose the correct tense (simple past and past perfect).

When I (go) to Paris last spring for a job interview, I (not be) there for five years. I (arrive) the evening before the interview, and (spend) a happy hour walking round thinking about the good times I (have) there as a student.

As I was strolling by the Seine, I suddenly (see) a familiar face – it was Nedjma, the woman I (share) a flat with when I was a student, and whose address I (lose) after leaving Paris. I could tell she (not see) me, so I (call) her name and she (look) up. As she (turn) towards me, I (realize) that she (have) an ugly scar on the side of her face. She (see) the shock in my eyes, and her hand (go) up to touch the scar: she (explain) that she (get) it when she was a journalist reporting on a war in Africa.

She (not be) uncomfortable telling me this: we (feel) as if the years (not pass), as if we (say) goodbye the week before. She (arrive) in Paris that morning, and she (have) a hospital appointment the next day. The doctor (think) that they could remove the scar, but she would have to stay in Paris for several months. Both of us (have) the idea at the same time: if I (get) the job, we could share a flat again. And we could start by having a coffee while we (begin) to tell one another everything that (happen) to us in the past five years.
Dear Pierre
I’m glad that you are my new pen-friend. Let me tell you something about myself and my hobbies!
I’m 12 years old and I (attend) our local comprehensive school almost 2 years. I don’t like school too much! I prefer riding my bicycle and playing football. I (ride) a bicycle I was 7 and I (play) for the school team last January. It’s great fun! But I (not play) with the team the last four weeks, because the weather’s been too wet.
I haven’t got any favorite school subjects - apart from sports. I (learn) French at school a year now, but I don’t really enjoy it.
I have some interesting hobbies. I often go to football matches and two years now I (build) a model railway with my father.
I also have a favorite uncle in France. He (work) in Paris the summer before last. He often writes to us, but I (not write) to him his birthday.
I (lie) in bed ill over a week now! I (have) a bad cold and high temperature last Saturday, so I (not be able) to go to school a week! Isn’t that a great pity? I (not do) any homework over a week, either!
Please write to me soon!

With best wishes,
Ben

A few days after Sue’s encounter with the policeman, she decided to visit her parents. It was a long drive and she felt rather nervous on account of her lack of driving experience. It earlier that morning and the roads still (be) wet. Before she (get in) the car, she (check) that her rear lights were working properly! When she (make sure) that the road behind her was clear, she (drive off).
She (be) on the road for about twenty minutes when she (see) a warning sign for a sharp bend. By this time, it (start) raining again and the roads (be) slippery. She (look) in her rear mirror and (see) to her horror that a sports car behind her, driving much too fast, was just about to overtake! It was heading for a collision with an oncoming Mini! Sue (jam on) her brakes and (pull up) at the side of the road to give the sports car room to pass. The two cars (scrape) against each other and came to a sudden halt. Luckily, there were no serious injuries. As soon as the drivers (recover) from the shock, they (get out) to view the damage.

Ten minutes later, a policeman already (arrive) at the scene of the accident, the same policeman Sue (encounter) the week before! When he (see) Sue, he (say):
“Oh! So it’s you again, is it?” But before he (can) continue, the driver of the Mini broke in: “If this young woman (not react) so quickly, officer, I might have been killed! She’s obviously a very experienced driver!”

14. Insert the correct tense (simple future, simple present or present perfect) of the verbs in brackets.

Peter: Good morning. This is Peter Dale speaking. I’ve been wondering whether any decision has been taken yet on the applications for the post of graphic designer.

Secretary: I’m afraid I can’t help you very much at the moment, Mr. Dale. Mr. Finch (not be able) to come to a decision until he (interview) all the applicants.

Peter: He (let) all the applicants know as soon as he (reach) a decision?

Secretary: He (not be) in a position to offer anyone a post officially until he (speak) to the Board. When his decision (be passed) by the Board, he (make) an offer to the successful candidate immediately

Peter: You (inform) me as soon as you know his decision?

Secretary: If you like I (ring) you at your home number as soon as Mr. Finch (dictate) a reply to you.
Peter: That would be most kind. You’ll understand that the matter is rather important to me. Thank you very much. Goodbye.

Secretary: Goodbye, Mr. Dale.

15. *Choose the right tenses: present perfect, past perfect (simple or progressive), simple past, past progressive.*

a) 1. Reports are coming in that a train (crash) near Birmingham. According to eyewitnesses, it (hit) a concrete block which somebody (put) on the line.
2. Halfway to the office Paul (turn) round and (go) back home, because he (forget) to turn the gas off.
3. I (do) housework all day today. I (clean) every room in the house.
4. I (lie) in bed thinking about getting up when the doorbell (ring).
5. It wasn’t surprising that she (start) getting toothache. She (not go) to the dentist for two years.
6. I (play) a lot of bridge recently.
7. When I (get) home everybody (watch) TV.
8. We (not see) your mother for ages.
9. How long (you learn) English?
10. London (change) a lot since we first (come) to live there.
11. “How many times (you see) this film?” “This is the first time I (see) it.”
12. “Who’s that?” ‘ I (never see) him before in my life.”
13. I hear Joe (get) married last summer.
14. I (often wonder) where she (get) her money.
15. (you read) Pam Marshall’s latest book?
16. They (just discover) a new fuel – it’s half the price of petrol, and much cleaner.
17. (You hear) the storm last night?
18. My sister (be) married three times.
19. While she (talk) on the phone the children (start) fighting and (break) a window.
20. He used to talk to us for hours about all the interesting things he (do) in his life.
21. You know, she (stand) looking at that picture for the last twenty minutes.
22. The old cross (stand) on top of the hill as long as anybody can remember.
23. I (spend) a lot of time travelling since I (get) this new job.
24. When I (be) at school we all (study) Latin.
25. After he (finish) breakfast he (sit) down to write some letters.
26. When I (meet) him he (work) as a waiter for a year or so.
27. I (never learn) to ski.
28. (you finish) with the bathroom yet?
29. We (live) in Scotland until I (be) eighteen.
30. She (have) a hard life, but she’s always smiling.

b) Going to the Pictures

That afternoon we all (get) ready to go to the pictures. We (get) a 63 bus to take us to the Elephant and Castle, because the pictures are just next door. There (be) a great big queue waiting to go in and we (be) at the very back. Soon we (get) in. The picture (already start) and it was very dark in there. We had to go down some stairs to get to our seats but instead of walking down them we (fall) down them. Soon we were in our seats. We (sit) there watching the film when something (hit) me on the head. It was an ice-cream tub. I (turn) round to see who it was and a little boy who (sit) two rows behind me said, “I am very sorry. It wasn’t meant to hit you. It was meant to hit the boy in front.”

c) The Little Girl and the Wolf

One afternoon a big wolf (wait) in a dark forest for a little girl to come along carrying a basket of food to her grandmother. Finally a little girl did come along and she (carry) a basket of food. ”Are you carrying that basket to your grandmother?” asked the wolf. The little girl said yes, she was. So the wolf (ask) her where her grandmother lived and the little girl (tell) him and he (disappear) in the wood.
When the little girl (open) the door of her grandmother’s house she (see) that there was somebody in bed with a nightcap and a nightgown on. She (approach) no nearer than twenty five feet from the bed when she (see) that it was not her grandmother but the wolf, for even in a nightcap a wolf does not look like anybody’s grandmother. So the little girl (take) an automatic pistol out of her basket and (shoot) the wolf dead.

Moral: It is not so easy to fool little girls nowadays as it used to be.

16. Insert the correct tense (either simple future or future progressive) of the verbs in brackets.

Bill: Well, the holidays (be) soon here!
Helen: I know! Isn’t it exciting? Next week at this time, we (travel) to the airport.
Bill: No, we won’t! We (sit) already in the plane, ready for take off.
Helen: Yes, just think! In a few days’ time we (lie) in the Spanish sun under one of those big umbrellas.
Bill: It (be) hotter than in Margate.
Helen: Oh, yes. And we (get) browner than we would in Margate.
Bill: Yes, and in the evening we (dine) in a Spanish tavern, watching the flamenco dancers.
Helen: Do you think we (like) the food?
Bill: Well, it (be) a real change from our fish and chips and pork pies, no doubt.

17. Which form do you feel is best?

1. Here’s the builder’s estimate. It (will cost/ is going to cost) about $7,000 to repair the roof.
2. I think it (will cost/is going to cost) about $3,000 to rebuild the garage.
3. Alice (will have/is going to have) a baby.
4. (I will play/I am playing tennis with Stan on Sunday.
5. (He’ll win/He’s winning) He always does.
6. Don’t tell her. (She’ll tell / She is going to tell) everybody else.
7. (She’ll get married/ She’s getting married) on Friday at the local church.
8. (It will rain / It is going to rain) – look at those clouds.
9. If it gets any colder, (it will snow / it is going to snow).

18. In each of these sentences decide which tense is most appropriate:
   present simple – timetables and fixed times; going to + infinitive – intentions; present continuous – arrangements; will + infinitive – decisions, offers, promises.

1. My friend (come) to visit me this weekend.
2. ‘I am so busy. I never get time to clean my car.’
   ‘I (do) it for you.’
3. John (come) to clean my car for me tomorrow, as I never have time.
4. I (look) around the shops. Do you want anything?
5. ‘Would you like to order now?’
   ‘Yes, we (have) steak and chips, please.’
6. ‘You still haven’t tidied your room although I’ve been asking you for ages.’
   ‘I (do) it this weekend, honestly.’
7. ‘When (you, leave)?’
   ‘Next Sunday, I (get) the train to London and then (fly) to Paris.’
   ‘What time (be) your train?’
   ‘It (leave) at 9 a.m. and (stop) at every station. It (take) two hours!’
   ‘Oh, no! I (give) you a lift to the airport in my car.’
   ‘That’s great, thank you.’
8. I can come on Sunday. I (give) Rose a lift to the airport.
9. ‘Don’t forget to ring me and tell me what time to expect you.’
   ‘Don’t worry, I (forget).’
10. Do you think smart cards _______ become popular?
11. Hurry up, the train is already in the station. We _______ miss it.
12. I think Greece _________ win the next World Cup.
13. Looking at our statistics, we can predict that crime rates ______ increase in the next few years.
14. I believe there ______ be a complete change in attitudes towards money in the next decade.
15. The fortune teller who reads my palm tells me I ______ have four children.
16. Do you think Anna ______ accept the new job she has been offered.

19. Study this letter to a friend, and put each verb given in brackets into the most suitable tense form.

Dear Rita,

Sorry I (not write) ______ to you for ages, but I (be) ______ very busy. Just after Christmas I (move) ______ to Sheffield and I (work) ______ as a journalist on one of the local newspapers. I (only be) ______ here for a few weeks, but I (already make) ______ a lot of new friends, and I (enjoy) ______ myself a lot.

I (not write) ______ anything interesting yet for the paper. At the moment I (learn) ______ how to be a reporter. Yesterday I (go) ______ to the local dog show, and last week I (interview) ______ an old lady on her hundredth birthday. Very exciting!

Since I (see) ______ you last, I (buy) ______ a car, so I might visit you one day. I (hear) ______ from Jim at Christmas. He (decide) ______ to make a record! Can you imagine it!

Please write soon. I’m dying to hear your news.

All my love,
Pat
PASSIVE VOICE

1. Change the structure.

1. Nothing was sent to me.
2. Papers were brought to us to sign.
3. A clock was given to Henry when he retired.
4. Stories were read to the children.
5. A new job has been offered to me.
6. French is taught to us by Mrs. Lee.
7. A car has been lent to me for the week.
8. A full explanation was promised to us.
9. A lot of lies were told to me by the secretary.

2. Choose the best sentence from each pair to build up a continuous text.

1. a. How books are made.
   b. How people make books.
2. a. First of all the printers print big sheets of paper.
   b. First of all big sheets of paper are printed.
3. a. Each sheet contains the text of a number of pages (e.g. 32).
   b. The text of a number of pages (e.g. 32) is contained in each sheet.
4. a. People fold and cut the sheets to produce sections of the book.
   b. The sheets are folded and cut to produce sections of the book.
5. a. These sections are called signatures.
   b. We call these sections signatures.
6. a. The printers put all the signatures together in the correct order.
   b. All the signatures are put together in the correct order.
7. a. Then they are bound together and their edges are trimmed.
   b. Then they bind the signatures together and trim the edges.
8. a. Finally, the cover – which has been printed separately – is attached.
   b. Finally, they attach the cover – which they have printed separately.
9. a. Now the publishers can publish the book.
b. Now the book can be published.

3. Make the sentences passive. Use ‘by’ only if it is necessary to say who does/did the action.

1. Shakespeare wrote ‘Hamlet’.
2. They have arrested her for shoplifting.
3. They are repairing your car now.
4. People in Chile speak Spanish.
5. Has anybody asked Peter?
6. My mother made this ring.
7. Electricity drives this car.
8. Somebody will tell you where to go.
9. A drunken motorist knocked her down.
10. Liverpool beat Manchester 3:0 yesterday.
11. The Chinese invented paper.
12. You need hops to make beer.
13. They don’t sell stamps in bookshops.
14. The directors are still considering your application.

4. Look at each of these active sentences. Change them to the passive, and decide whether to include the agent or not.

1. The postman has delivered a lot of letters this morning.
   A ______________________________________________
2. Someone has stolen some money from my bag.
   Some ___________________________________________
3. People are drinking more coffee than tea these days.
   More ____________________________________________
4. Pizarro first brought potatoes to Europe in 1554.
   Potatoes _________________________________________
5. You have to return all videos to the shop before 6 p.m.
   All videos _______________________________________
6. You are not permitted to smoke in the cinema.
   Smoking __________________________________________
7. An electric element in the boiler heats the water.
   The water ________________________________________
8. The company employs forty – five technicians.
   Forty – five technicians ________________________________
9. Someone invented the Espresso machine in Italy.
   The Espresso machine ________________________________
10. Some people have not returned books to the library.
    Some books ________________________________________

5. Rewrite each sentence, beginning as shown, so that the meaning of the sentence remains the same. Include a verb in the passive voice.

1. Ingmar Bergman was the director of this film.
   This film __________________________________________
2. Someone has stolen my handbag!
   My handbag _________________________________________
3. They are going to build a new theatre here.
   A new theatre ______________________________________
4. They usually serve drinks during the interval.
   Drinks ______________________________________________
5. They could plant more trees in the square.
   More trees___________________________________________
6. They have cancelled tomorrow’s performance of Hamlet.
   Tomorrow’s performance of Hamlet ______________________
7. You have to fill in this application form in pen.
   This application form __________________________________
8. Rembrandt painted all of these pictures.
   All of these pictures ___________________________________
9. You should feed the dog now.
   The dog _____________________________________________
10. We’ll pay you on Friday.
    You ________________________________________________

6. Change the active to the passive by supplying the correct form of be.

1. Tom opens the door.         The door ____ opened by Tom.
2. Tom is opening the door. → The door ___ opened by Tom.
3. Tom has opened the door. → The door ___ opened by Tom.
4. Tom opened the door. → The door ___ opened by Tom.
5. Tom was opening the door. → The door ___ opened by Tom.
6. Tom had opened the door. → The door ___ opened by Tom.
7. Tom will open the door. → The door ___ opened by Tom.
8. Tom is going to open the door. → The door ___ opened by Tom.
9. Tom will have opened the door. → The door ___ opened by Tom.

7. Change the active to the passive.

1. Shakespeare wrote that play.
2. Bill will invite Ann to the party.
3. Alex is preparing that report.
4. Waitresses and waiters serve customers.
5. The teacher is going to explain the lesson.
6. Shirley has suggested a new idea.
7. Two horses were pulling the farmer’s wagon.
8. Kathy had returned the book to the library.
9. By this time tomorrow, the president will have made the announcement.
10. I didn’t write that note. Jim wrote it.
11. Alice didn’t make that pie. Did Mrs. French make it?
12. Does Prof. Jackson teach that course? I know that Prof. Adams doesn’t teach it.
13. Mrs. Andrews hasn’t signed those papers yet. Has Mr. Andrews signed them yet?
14. Is Mr. Brown painting your house?
15. His tricks won’t fool me.

8. Complete the text with expressions from the box.

had been given  had been told  had never been taught
was given  was offered  wasn’t being paid
was promised  was given  was sent
was shown
I’ll never forget my first day at that office. I _______ to arrive at 8.30, but when I got there the whole place seemed to be empty. I didn’t know what to do, because I _______ no information about the building or where I was going to work, so I just waited around until some of the secretaries began to turn up. Finally I _______ a dirty little office on the fifth floor, where I _______ a desk in a corner. Nothing happened for an hour: then I _______ some letters to type on a computer by one of the senior secretaries. This wasn’t very successful, because I _______ how to use a computer. (In the letter I _______ when I _______ the job, I _______ computer training, but they’d obviously forgotten about this.) By lunchtime things hadn’t got any better, and decided that I _______ enough to put up with this nonsense, so I walked out and didn’t go back.
**MODAL VERBS**

1. *Which do you think is better - must or should?*

(Must is used for orders and for strong suggestions, advice and opinions. Should is used for less strong suggestions, advice and opinions. Orders and instructions can be made more polite by using should.)

1. You know, I think you _______ take a holiday.
2. Tell Mark he _______ tidy his room at once.
3. Visitors are reminded that they _______ keep their bags with them.
4. I’m sorry, but you _______ go. We don’t want you here.
5. I really _______ go on a diet. I’ll start today.
6. I suppose I _______ write to Aunt Rachel one of these days.
7. You absolutely _______ check the tyres before you take the car out today.
8. All officers _______ report to the Commanding Officer by midday.
9. You _______ have your hair cut at least once a week.
10. I think men _______ wear jackets and ties in restaurants.

2. *Put in must or have/has (got) to.*

(Must usually expresses the feelings and wishes of the speaker (hearer). Have (got) to often expresses obligations that come from somewhere else.)

1. I’m tired. I _______ go to bed early.
2. John _______ go to school on Saturdays.
3. We _______ get another dog soon.
4. This is a great book. I _______ read it.
5. A soldier _______ obey orders.
6. We _______ go to London for a meeting.
7. I think we _______ pay in advance.
8. You really _______ visit us soon.
9. I ______ try to spend more time at home.
10. You ______ go through Carlisle on the way to Glasgow.

3. Complete the sentences, using must not or do not have to.
(We use must not in prohibitions (negative orders). We use do not have to, do not need to or need not to say that something is unnecessary.)

1. Campers ______ play music after 10 p.m.
2. Students ______ ask permission to stay out after midnight.
3. Bicycles ______ be parked in the front courtyard.
4. Residents ______ hang washing out of the windows.
5. British subjects ______ get visas to travel in Western Europe.
6. Passengers ______ lean out of the windows.
7. You ______ pay for your tickets now.
8. It’s rained a lot, so we ______ water the garden.
9. You ______ disturb your sister while she’s working.
10. You ______ knock before you come into my room.

4. Put in can or can’t if possible; if not, use will be able to.
(We can use can if we are deciding now what to do in the future. In other cases, we have to use will be able to.)

1. I ______ pick it up tonight, if that’s convenient.
2. I think I ______ speak English quite well in a few months.
3. ‘We need some more oil.’ ‘OK, I ______ let you have some this week’.
4. Dr Parker ______ see you at twelve on Tuesday.
5. She ______ walk again in a few weeks.
6. Do you think one day people ______ travel to the stars?
7. This week’s no good, but I ______ bring the car in next week.
8. In a few years, computers ______ think better than we do.
9. She ______ give you a lesson this evening.
10. I’m free at the weekend, so the kids ______ come around.
11. I’ll post your letter, but I don’t think the postman _______ read the address.
12. I _______ do your job with no trouble at all.
13. We’re busy this week, but we _______ repair it by next Thursday.
5. Choose the best form. (Sometimes both may be possible)
1. We _______ win, but I don’t think there’s much chance. (may, can)
2. I _______ ask you to help me later. (may, can)
3. That _______ be her daughter – they’re nearly the same age. (can’t, mustn’t)
4. We _______ decide to go camping again at Easter. (can, may)
5. There _______ be enough room for everybody on the bus – we’ll have to wait and see. (may not, can’t)
6. You _______ get in without a ticket – not a chance. (may not, can’t)
7. You absolutely _______ go and see Liz. (should, must)
8. I think you _______ try to relax more. (should, must)
9. You _______ pass a special exam to be a teacher. (must, have to)
10. In this country, boys _______ do military service. (must not, don’t have to)
11. I _______ see you at eight tomorrow. (can, will be able to)
12. One day, everybody _______ say what they like. (can, will be able to)
13. When I was younger I _______ sing quite well (could, was able to)
14. At what age _______ you get a driving licence? (can, may)
15. I promise I _______ smoking. (stop, will stop)
16. I don’t know why she’s not here. She _______ have got my message. (may not, can’t)
17. He’s not answering the phone. He _______ have got home yet. (may not, can’t)
18. When I was eighteen we _______ two years in the army. (had to do, must have done)
19. See _______ very quietly – I didn’t hear her go. (had to leave, must have left)

6. Complete these sentences with needn’t, using a verb from the box.
1. You _______ - my haircut’s not as funny as all that.
2. You _______ up yet, because there’s no school today.
3. He _______ everything down. Just the name and phone number will do.
4. She _______ and see me if she doesn’t want to; I don’t mind.
5. You _______ about me. I’m fine.
6. You _______ I care about you, because I don’t.
7. Tell him he _______ the bell; he can just walk straight in.
8. I’d like to see her today, but it _______ very long.
10. You _______ to explain. I’m not interested.
**PREPOSITIONS**

*Common Prepositions*

about  before  despite  of  
above  behind  down  off  
across  below  during  on  
after  beneath  for  out  
against  beside  from  over  
along  besides  in  since  
among  between  into  through  
around  beyond  like  throughout  
at  by  near  till  
onto  inside  outside  past  
with  without  within  while  
to  up  upon  until  
under  toward(s)  

according to  far from  owing to  
ahead of  in addition to  previous to  
along with  in back of  prior to  
apart from  in front of  regardless of  
as for  in relation to  relative to  
as to  in spite of  save for  
aside from  instead of  short of  
avay from  irrespective of  subsequent to  
because of  next to  thanks to  
contrary to  on account of  together with  
due to  on top of  up to  
extcept for  out of  up until  

1. Complete the sentences with prepositions where necessary.

1. Pat’s uncle left Canada _____ 1968 and went _____ Brazil.
2. John is getting married _____ the end of the month.
3. The accident happened _____ Monday morning when Sue was driving _____ work.
4. Alan has been feeling sick _____ he ate some fish _____ last night.
5. Are you going to stay _____ the end _____ the film?
6. The birds started singing _____ half past four _____ this morning.
7. We’ll know the result _____ the exam _____ three weeks.
8. An American player won the tennis championship _____ Independence Day.
9. Robert is going to stop work _____ next February.
10. I swim _____ the sea every day _____ summer.
11. Does John really enjoy working _____ night?
12. A: How long are you going to stay here? B: _____ I speak the language perfectly.
13. Kate went to Istanbul _____ four days _____ last spring.
14. Mark works hard _____ Sunday _____ Friday, so he sleeps _____ the weekend.

2. Complete the story with prepositions.

A. Jess Brewer was a pupil _____ her local school _____ 1975 _____ 1988. _____ her last year _____ school she taught herself how to use computers, and this knowledge was very useful _____ her later. _____ leaving school, she went _____ university and studied mathematics. She was responsible _____ producing a student magazine on her computer _____ she was there. She stayed _____ university _____ four years and then decided to travel _____ finding a job. She has been working _____ a computer programmer _____ she came back _____ her travels, but she wants to go away again. She knows that she has to stay _____ the computer company _____ she has enough money to go and do what she wants.

B. I wake up _____ 7.30 a.m. _____ the week, but much later _____ Saturdays. _____ I wake up, I move very fast. In fact, I am very good _____ the mornings. I only need 20 minutes _____ the time
my alarm clock rings _____ the time I leave the house. I don’t have breakfast at home; I have to wait _____ I arrive _____ the office for a cup of coffee.

I start work _____ 9.00 a.m. and work _____ four hours. _____ lunchtime, I often sit _____ the park and read _____ I am eating my sandwiches. _____ going back to the office, I do some shopping. The afternoon passes very quickly. I work _____ 6 p.m. and then I go home. I’ve been working _____ the same company _____ 1994.

_____ the evenings, I usually watch TV or maybe go out for dinner _____ some friends. I don’t go to bed late because I have to get up for work the next day. _____ the weekend my routine is very different.

3. **Put in a preposition where necessary.**

1. It was really nice _____ Lisa to send you a birthday present. You must write _____ her and thank her _____ it.

2. If you’ve got a problem, you can always talk _____ Janet _____ it. She’s very good _____ listening _____ people.

3. A: What happened _____ you? You look very wet. B: I was fed up _____ waiting _____ a bus so I walked _____ home, but then it started raining.

4. I must remember to telephone _____ Sarah tonight. I want to ask her _____ some information _____ hotels _____ Madrid. I am thinking _____ going there _____ the autumn.

5. A: Have you got any books _____ Luke Allen? Do you think I’ll like his writing? B: It depends _____ what kind of stories you like. This one, for example, is _____ his time _____ prison.

6. We’re going _____ holiday _____ Saturday. Could you look _____ the cat for us?

7. A: Martha spent three hours _____ the phone last night, talking _____ her boyfriend. B: What were they talking _____ ? A: I don’t know. But she was very nice _____ him.

8. A: Does this pen belong _____ anyone here? B: Yes, me. I’ve been looking _____ it for ages.
9. We didn’t have to wait _____ the train. It arrived _____ the station _____ time.

4. Complete the sentences with prepositions.

1. After working all day, John is too tired to go out _____ the evening.
2. Last night I went to bed _____ midnight.
3. President Kennedy was shot _____ November 22nd 1963.
4. In Christian countries, most people don’t work _____ Christmas.
5. Our cat stays out _____ night and comes back _____ the morning.
6. Jill loves skiing so she usually takes her holidays sometime _____ winter.
7. My parents’ alarm clock always rings _____ 6.30 a.m.
8. Her grandfather was born _____ 1900 so he is now a very old man.
9. Mary is expecting a baby _____ 6 weeks so she’ll finish working soon.
10. I have a lecture _____ Thursday so I can’t meet you then, I’m afraid.

5. Read each sentence and then write a new sentence using the word in brackets + a preposition.

1. I always got the best mark in History at school. (good)
2. The apples you bought yesterday were green. These are red. (different)
3. Turn the TV off, please. It’s football, and I don’t like it. (not interested)
4. This is Kate’s husband Carl. (married)
5. Jim doesn’t like storms. They frighten him. (afraid)
6. Stuart can’t cook. A boiled egg is too difficult for him. (not very good)
7. You can’t move in my grandmother’s sitting room. She’s got a lot of furniture. (full)
8. Why are you shouting at Liz? (angry)

6. Read the text and add the preposition which best fits each space.
Going to the zoo

_____ Saturday morning, we took the children _____ the zoo because _____ school they are doing a project _____ the moment on zoos – and we thought they should go _____ one and do some research _____ the spot. Later on, when we got home, they looked up some information _____ the encyclopaedia and we found out that the first public zoo _____ the world was opened _____ Paris _____ 1793; this was the famous Jardin des Plantes. _____ it there were animals, of course, but there was also a museum and a botanical garden. The next big zoo to be opened was _____ 1829 in Regent’s Park _____ London. _____ Britain, there are now many more zoos. _____ some of them animals from all parts of the world thrive, free to roam _____ the surrounding countryside.

7. Read the letter below and add the preposition, which best fits each space.

Dear Ms. Jones
I am writing _____ reply _____ your advertisement _____ secretaries to work _____ your central offices. I had already heard _____ you from a friend of mine, Jenny Mansfield, who worked _____ you a few years ago _____ the sales department. I would be interested _____ applying _____ a full-time post. I am quite experienced _____ secretarial work, and would have little difficulty _____ the duties the current job involves. I think I’m quite skilled _____ word processing. I also have wide experience _____ handling members of the public. I enclose a reference _____ my previous employer and copies _____ my certificates. I would be happy to come for an interview at any time which is convenient for you.
I look forward to hearing _____ you.

Yours sincerely,
Anne Dale
TEXT EXERCISES

1. Put one suitable word in each space.

A. Recently I decided to buy some new clothes so I ______ shopping in a large department store. I ______ on a lot of clothes, but I didn’t ______ to find anything that I really liked. Suddenly I saw the kind of jacket I _______.

It was my _______ colour, blue. It was the right _______ too, medium, so I took it to the assistant to pay. But when I looked in my _______, I realized that I couldn’t _______ to pay for it, so I asked the assistant to keep it for me. She was very polite, but told me that she wasn’t _______ to do this. I became angry, and left the shop. So I am still _______ for something to wear!

B. ______ I decided to visit an old friend of mine, Alex MacPherson, ______ lives in Scotland. I was in Glasgow on business, and so I ______ to give him a ring. Unfortunately I had forgotten his number, so I had to ______ it up in the telephone directory. Then I had another problem. I didn’t know his address, and ______ were hundreds of people in the directory with the same name. So I phoned a friend of mine and asked her ______ she knew Alex’s number. She knew his address, so I took a taxi to his house. When I ______ there, I rang the doorbell but there was no answer. One of the neighbors heard me, and came out. She ______ me that Alex ______ gone ______ London for a few days, to visit some friends

C. Last year I decided to try something different for my holiday, and I went on a package _____ to the United States. It was a very long _____ and as I ______ never been on a plane before, I felt very nervous. When we arrived _____ New York, I was very frightened, because I ______ in the country, and I am not ______ to noisy cities. _____ spending a few days touring the city, though, I really began to enjoy it. _____ you don’t go into a few
dangerous areas, ______ of the people are quite friendly, although I didn’t go out ______ night because our tour company told us it was such a good idea. The traffic is easily the ______ I have ever seen. One day when I was ______ to cross the road, I was nearly arrested for not obeying the traffic lights. But ______ you like good food, then New York is the place for you. At ______ I ate only hamburgers, but then I discovered that in New York you can eat dishes from everywhere ______ the world.

D. I often wish that I ______ more about the law. It’s difficult to know ______ you are doing something illegal or not nowadays, because there seem to be laws against just about ______. And if the police actually ______ everyone who was committing an offence, ______ probably wouldn’t be anybody left on the street. If you drive a car, especially in Britain, there are hundreds of laws that you ______ to remember about. If you own a shop or a factory, you ______ a lawyer to explain what exactly you have to do, and what you are not ______ to do. And there are thousands ______ other laws about everything from owning a cat ______ flying a plane. It’s not surprising that explaining the ______ to other people is big business for solicitors and lawyers. ______ most people, I just hope that ______ will notice when I do something wrong. If I end up ______ trouble because my car windows are dirty or my dog barks ______ much, then my excuse will be ‘ignorance of the law’.

E. For some years now people have been arguing that as a result of the popularity of television news, newspapers will soon lose their importance, and ______ even disappear completely. The news on television is inevitably more up-to-date, and often ______ interesting, because of interviews and film of recent events. And with world-wide satellite television already a fact of daily life, ______ bother to buy a newspaper? ______, people in Britain are still buying them, and for several reasons. ______ of all, people enjoy reading something ______ they are travelling to and from work, whether to find out the details of the news, or perhaps just to ______ entertained.
_____ an increasing number of people are listening _____ a personal stereo instead of reading, the newspaper remains a favourite way of _____ the time. Secondly, and more importantly, some newspapers contain far _____ detailed local news than any television programme. _____ may be more detailed local news or sports news, or political news. And the third reason is _____ political one too. _____ television channels try to avoid any obvious political view of the news. So _____ is only in your chosen newspaper that you can enjoy reading about your political party in a way that pleases you.

2. Read the paragraph first, and then answer the questions according to the information given in the paragraph.

A. Fuller bought an adding machine with the understanding that he might return it within thirty days if he found it to be unsatisfactory for his needs. Fuller found that the machine did not suit his needs and was preparing to return it within the stipulated time when it was stolen. The loss fell on Fuller. He had title and possession and must bear the loss.

1. Fuller’s loss amounted to:
   A. the cost of the machine
   B. thirty days
   C. a prison term of thirty days
   D. the title to the machine

4. After trying the machine out, Fuller decided to:
   A. keep it
   B. get away with it
   C. make out it had been stolen
   D. send it back

2. If a thing suits you, you probably:
   A. like it
   B. dislike it
   C. return it

5. Everybody apparently acted in good faith except:
   A. Fuller
   B. the maker of the machine
   C. the dealer
D. put it on

3. We are given to understand that the machine is now in the hands of:
A. an engineer
B. a mechanic
C. the company
D. a thief

6. This passage was most probably taken from a textbook on:
A. Engineering mechanics
B. business law
C. mathematics
D. political science

B.
The captain’s eyes were fixed on his men, but his thoughts raced ahead to the rich land where he was bound. In his mind’s eye, he could see the heavily laden mule train coming to meet him when he reached land. He could see it snaking its way along the Gold Road down to the seaport. He could almost feel the smooth hard gold in the packs on the donkeys’ backs. His eyes narrowed greedily. “Gold!” he mumbled. “Think of trading twenty ponies for their weight in gold!”

1. The captain is looking toward:
A. the crew
B. the sail
C. the sea
D. the stern

6. The captain seems to be primarily concerned with:
A. his eyes
B. his men
C. wealth
D. getting free

2. He pictures to himself:
A. the place he came from
B. the trip he has had
C. the place he is headed for
D. the cargo

7. The gold referred to is expected to be:
A. too heavy for the mules to carry
B. about the same weight as the ponies
C. as soft as the donkeys’ backs
D. in the form of pavement on the road

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3. He anticipates:
   A. an enthusiastic welcome
   B. a profitable trade
   C. dangers from wild animals
   D. trouble with the natives

4. The vessel is apparently loaded with:
   A. donkeys
   B. mules
   C. ponies
   D. snakes

5. The captain plans to return with:
   A. race-horses
   B. slaves
   C. rich land
   D. gold

8. The country for which the ship is bound probably wants:
   A. Gold
   B. Horses
   C. Workers
   D. Food

9. The author is pointing up the captain’s:
   A. Prosperity
   B. strength of character
   C. handsome appearance
   D. lust for riches

C.
A few years ago Grandma Moses received an urgent call from a New York gallery for two paintings at one hundred dollars each. Her pictures had been selling so rapidly that she was down to one – a snowy farm scene. And what did the dear, sweet, naive old lady do? She cut the canvas in two, framed both ends, and sent them off to New York without further hesitation.

1. This anecdote is intended to represent the lady as:
   A. old-fashioned and
   A. a picture
1. gullible
   B. selfish and rather miserly
   C. honest and self-sacrificing
   D. bold and not too scrupulous

2. Apparently the paintings referred to here were:
   A. much in demand
   B. misunderstood by the critics
   C. mostly hurriedly done
   D. sold at fantastic prices

4. The only picture she had left showed:
   A. a sweet old lady
   B. a farm
   C. a harvest festival
   D. a New York gallery

D.

Every week we receive several cartons of books from our main office in Chicago. At the same time, they send us a list describing what they have sent us. We examine the contents of the cartons to see whether we have received all the books on the list. If everything is correct, we simply sign the list and return it to Chicago. If there is any difference between the description on the list and the books actually received, we write a letter explaining the difference and ask for confirmation of the list.

1. Books are received:
   A. daily
   B. weekly
   C. monthly
   D. at irregular intervals

5. We have to write a letter to the main office:
   A. only if the list is correct
   B. only if the list is not correct
   C. explaining the terms of sale
   D. describing our return
2. One thing we have to do with the books when we receive them is:
   A. read them
   B. list them
   C. sign them
   D. examine them

6. If no list were received, we would probably:
   A. write to Chicago
   B. send the books back
   C. praise the main office
   D. forget the whole thing

3. The list is probably made:
   A. in the main office
   B. in the letter
   C. in the carton
   D. in the books

7. If the list checks with the contents of the cartons, we return:
   A. the cartons
   B. the list
   C. the missing books
   D. the difference

4. The contents of the cartons means primarily:
   A. letters and lists
   B. the main office
   C. books
   D. a bookstore

3. Read the paragraph first, and then check ( V ) the true statements according to the information given in the paragraph.

   A. City Pollution

   Since the introduction of the motor car at the beginning of this century, our roads have become more busy and our cities increasingly polluted. In Mexico City, for example, where there are over two million cars, children are quite used to smog. It is said that the damage being caused to children’s lungs is the same as that from smoking two packets of cigarettes a day. Car manufacturers and city planners are now working to try and control the number of vehicles and improve
the way they run to make them less polluting. One major advance has been the development of the electric car.

1. The introduction of motor cars made our roads less busy.
2. Smoking is very dangerous for children, not air pollution.
3. Cars have nothing to do with air pollution.
4. The development of the electric car might help to solve pollution problems.
5. City planners try to control the number of cars in cities.

B. The Key to Good Health
Healthy eating is undoubtedly the key to general well-being. Our bodies are made up of what we eat, so our fitness and vitality cannot possibly escape the effects of bad diet. Sweets, chocolate and cake are fine in moderation, but trouble arises when people just can’t leave them alone, greedily eating every possible sticky item that comes their way. Treatment is available for serious problems but it’s better to be very careful when it comes to desserts, and to choose cafes that offer a good selection of fruit. A reduction in your sugar intake may well hurt at first but you’ll feel better for it.

1. Our health depends on our eating habits.
2. The more sweets you eat, the better for your health.
3. You should not eat too much sugar.
4. Trouble to your health comes from fruit and vegetables.
5. Cafes that offer meat should be your choice.

C. The Ideal Speech
Giving the ideal speech is a matter of confidence in yourself and in what you are going to say. This may be easier said than done, but part of the answer lies in your careful preparation. Note down your key points, preferably on postcards or other small slips. Don’t make the mistake of trying to prepare your speech word for word. You may feel
more secure from doing this but when you come to deliver your speech it will sound unnatural. Keep it brief. It’s no good saying afterwards, “I delivered it well but they fell asleep.”

1. You can not make a good speech if you are not sure of yourself.
2. It’s necessary to prepare every word of your speech.
3. Your speech should be as long as possible.
4. It’s useful to write down the key points of your speech.
5. Careful preparation is only a part of your success.

D.

My Ideal Job
One thing I know is that I wouldn’t like to have an occupation that has anything to do with physics, chemistry or maths. I am not the scientific type at all. In fact, at school I was not good at these subjects. Neither am I very good at dealing with people, so jobs in business, administration and management are not for me. I’d like to have the chance to work outdoors and perhaps do a bit of travelling too. I am not concerned about becoming very rich but I would like to have enough to live comfortably.

1. Maths and physics were my favourite subjects at school.
2. I like to work with people.
3. Working outdoors is not for me.
4. Having a chance to travel is one of the characteristics of a good job.
5. Money is the most important thing for me.