

**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**

**СУМИ ВИДАВНИЦТВО СУМДУ  
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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.
9. "What (you look at)?" "A strange bird."
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.*

- |                                    |                                    |
|------------------------------------|------------------------------------|
| 1. What do you do?                 | a. Actually, that's the radio.     |
| 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."
3. "What language (you speak)?" "English, French and Spanish."
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.



12. *Insert the correct tense of the verbs in brackets (present perfect simple or progressive) and either **since** or **for**.*

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

13. *Insert the correct tense of the verbs in brackets, either simple past or past perfect.*

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 (rain) 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 \_\_\_\_\_



- |  |   |                                      |
|--|---|--------------------------------------|
| 2. Tom <i>is opening</i> the door.       | → | The door _____ <i>opened</i> by Tom. |
| 3. Tom <i>has opened</i> the door.       |   | The door _____ <i>opened</i> by Tom. |
| 4. Tom <i>opened</i> the door.           |   | The door _____ <i>opened</i> by Tom. |
| 5. Tom <i>was opening</i> the door.      |   | The door _____ <i>opened</i> by Tom. |
| 6. Tom <i>had opened</i> the door.       |   | The door _____ <i>opened</i> by Tom. |
| 7. Tom <i>will open</i> the door.        |   | The door _____ <i>opened</i> by Tom. |
| 8. Tom <i>is going to open</i> the door. |   | The door _____ <i>opened</i> by Tom. |
| 9. Tom <i>will have opened</i> the door. |   | The door _____ <i>opened</i> 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.*

come	get	laugh	phone	ring	take	think	try	worry	write
------	-----	-------	-------	------	------	-------	-----	-------	-------

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.
9. Just come when you like, any time. You \_\_\_\_\_ first.
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
away 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
except 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 22<sup>nd</sup> 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
2. If a thing *suits* you, you probably:
  - A. like it
  - B. dislike it
  - C. return it
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
5. Everybody apparently acted in good faith except:
  - A. Fuller
  - B. the maker of the machine
  - C. the dealer



- D. put it on
- D. the thief
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

he lost

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
3. The old lady referred to is primarily:
  - A. a picture

- 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
- framer
- B. a dealer
- C. an artist
- D. a canvas cutter
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

to Chicago

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
3. The list is probably made:
  - A. in the main office
  - B. in the letter
  - C. in the carton
  - D. in the books
4. The contents of the cartons means primarily:
  - A. letters and lists
  - B. the main office
  - C. books
  - D. a bookstore
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
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

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.