

02

Present continuous for trends / developments

Fill each space with an appropriate verb from the box in the correct tense.

find rely spend	go incorporate have	play refuse	use realise
-----------------------	---------------------------	----------------	----------------

- 1 People of all ages _____ more and more on computers in the modern world.
- 2 More and more children _____ time playing computer games.
- 3 This means that increasing numbers of children _____ it more difficult to socialize with their peers.
- 4 They _____ fewer team games and _____ outside much less.
- 5 On the positive side, they _____ the Internet to help them with their studies.
- 6 In fact, teachers _____ the potential of the Internet and _____ its use more and more into their lessons.
- 7 Adults who didn't learn how to use computers when they were young _____ to take computer courses to improve their chances of finding employment.
- 8 Increasingly, employers _____ to employ people without IT skills.

03

Describing present habits

- 1 Put these words in the right order to make sentences. The punctuation for each sentence is in brackets.
 - 1 think tend I to time clothes splash on from so time I to out but new (.,)
 - 2 bed oh they'll and loads videos sit of to go late watching (!,)
 - 3 never we almost have but any ourselves to great time (.,)
 - 4 it read I tend the generally to on tube (.)
 - 5 really phases early go I through waking actually of (.,)
 - 6 take I to of exercise lots and go bed tend early well to (.,)
 - 7 out she yes get seems to days these never (.,)
 - 8 upsets I not tend my remember to them which wife (!,)
 - 9 nothing we'll laze often do about just (. -)
 - 10 hard I phases doing go days through for then of working and nothing (.)
- 2 Now match them to these questions.
 - a So what do you get up to at the weekends?
 - b Do you have any problems sleeping?
 - c Are you good with money?
 - d Aren't you worried about Mae?
 - e So how does it feel to be parents?
 - f When do you read the newspaper?
 - g How do you remember important dates?
 - h So what do the children do when you're away?
 - i You're looking great! What's your secret?
 - j Do you find studying hard?

04

Multiple tenses (present perfect simple / continuous, past simple)

1 Choose the most suitable word or phrase.

- 1 Have you been working here **at the moment** / **for long**?
- 2 Jack is **currently** / **recently** working on a new project.
- 3 We **recently** / **lately** heard about his promotion.
- 4 Are they living abroad **from time to time** / **at the moment**?
- 5 We **still** / **yet** get a Christmas card from the Taites every year.
- 6 Kenny has been very ill **all the time** / **all this year**.
- 7 I always try to finish work **by** / **until** 6 o'clock.
- 8 Most people **continually** / **traditionally** get married on a Sunday.
- 9 Actually, we've only been seeing each other **for a short time** / **forever**.
- 10 He hasn't called me **for ages** / **a while ago**.

2 Choose the most suitable word or phrase to complete the sentences.

- 1 _____ this new job quite difficult, but it's still early days.
a) I find b) I'm finding
- 2 Please tell me who _____ yet.
a) hasn't arrived b) isn't arriving
- 3 We're painting the kitchen as soon as _____ the living room.
a) we're finishing b) we've finished
- 4 What _____? There's mud all over the carpet.
a) did you do b) have you been doing
- 5 Sheila _____ to London. She just got back last night.
a) 's been b) 's gone
- 6 _____ Celine? She's not at her desk.
a) Have you seen b) Did you see
- 7 We're having a party next Friday. _____ to come?
a) Are you wanting b) Do you want
- 8 What kind of work _____ up till now?
a) are you involved in b) have you been involved in
- 9 They _____ all night, but it still isn't ready.
a) 've been working on it b) 've worked on it
- 10 I _____ for a checkup yesterday, but they couldn't find anything wrong with me.
a) went b) 've been

05

so, such, really

Correct the sentences that are wrong.

- 1 Don't you think David is so a good-looking man?
- 2 That scarf goes such well with your new suit.
- 3 We can't afford such expensive holiday as last year.
- 4 You're looking really much better than you did before you took time off.
- 5 She's a such kind person – always thinking of others.
- 6 Don't make such a noise – you'll wake the baby.
- 7 There are really many to choose from.
- 8 Why did you buy so many fruit when you don't even eat it?
- 9 Mary plays the bagpipes really beautifully that you can almost imagine the castles in the mist.
- 10 I'm so happy you could come.

06

Articles

1 Choose the correct option to complete each sentence.

- 1 **The / A** problem with Mary is that you can't trust her to keep a secret.
- 2 So what's your position on **the / –** environmental issues?
- 3 **– / The** children nowadays have less respect for their teachers than they had when I was a lad.
- 4 Can you give me **the / a** hand with this suitcase?
- 5 It's not hard to tell when Alice is in **the / –** love!
- 6 Wait on **a / the** corner and I'll pick you up in five minutes.
- 7 Mike's so thrilled at the idea of going to **the / –** university this year.
- 8 Don't fall asleep on **a / the** job or you'll get fired!
- 9 Where's **the / a** local hospital, please?
- 10 She has **the / an** unusually beautiful voice.

2 Read the following email, find ten mistakes with articles and correct them.

Hi Jill

How's it going at the office? You'll never believe what happened on way home last night. You remember that guy in the black leather jacket who was sitting in the corner at a party? Well, I kept looking at him and I was thinking, 'I know you from somewhere.' A funny thing was, he was looking at me too.

Anyway, after you got into taxi, I was just getting my coat when he came up to me and asked if he could walk me home. Well, we both know that I never walk anywhere, but I said OK and started off along a road.

He didn't say anything for a while and I was beginning to feel really uncomfortable. Then he suddenly said, 'How's Jamie?' 'Jamie?' I said. Well, Jamie's the cat we had when I was the kid. He died five years ago! 'How do you know about the Jamie,' I asked. 'You don't recognise me, do you?' he replied. 'I'm David, David Moore.' And suddenly I realised that he was a boy who used to live next door when I was still at the school. Well, he's certainly lot better looking now!

Write back if you want to know the rest of the story!

Love

Mary

09

Countable and uncountable quantity expressions

Read the newspaper headlines and a sentence from the articles. Then correct the mistakes in the sentences using the expressions below. Two expressions are possible for each sentence.

a great deal of	a great many
vast amounts of	a small number of
the overwhelming majority of	a large number of
a tiny minority of	a small amount of

e.g. **2% say yes!**

The overwhelming majority of MPs voted in favour of the motion.

A tiny minority of / small number of MPs voted in favour of the motion.

1 Huge slick moves west

Virtually no oil was lost in the accident, investigators said.

2 It's a miracle

Amazingly only a great many people were injured in the blast.

3 Scientists close to cure for cancer

Scientists say they are making considerable progress as virtually none of their experiments have been successful.

4 Butter mountain climbs to peak

The EU has now stockpiled a small amount of butter.

5 99% reject strike

The overwhelming majority of workers downed tools in a wildcat strike.

12

Narrative verb forms

- 1 Read the following interview and choose the correct form of the verbs underlined.

Detective Could you please tell me what you (1) were doing/had done between the hours of 10 pm and 12 pm on the night of April 4th?

Witness Certainly. I (2) was working/worked on my latest novel.

Detective Where?

Witness At home.

Detective All night?

Witness Yes.

Detective And was there anyone else with you?

Witness Well, actually, my cousin (3) stayed/was staying with me that weekend.

Detective And (4) did he help/was he helping you with your writing?

Witness Of course not. He (5) was walking/had been walking the dog for me.

Detective For two hours?

Witness No. He probably (6) took/had taken the dog out just after 10.15 and then (7) was joining/joined some friends of ours for a drink in the local pub.

Detective And what (8) had he done/had he been doing up until 10.15?

Witness Well, as (9) he'd just arrived/he was just arriving that evening, I imagine (10) he'd been unpacking/he'd unpacked. I don't make a habit of spying on my guests!

- 2 Decide if the underlined verbs below are in the correct form. Correct any incorrect ones.

We were in this hotel in Bangkok on the way back to Britain from a superb holiday in New Zealand. We (1) had a great time, and had been just about everywhere. Anyway, on the way back we stayed in this hotel, and there was this huge pond right in the middle of the foyer, full of the most incredible tropical fish. I (2) was sitting in the bar one evening, and I decided to go and have a closer look. There were signs all around the pond telling you not to feed or disturb the fish. A bamboo bridge (3) had been built over the pond, just as an ornament, but I (4) thought it was stronger than that. I (5) climbed up to get a closer look at the fish and (6) leant against the parapet when... *crack!* The next thing I (7) was knowing I was face down in the water. Unknown to me, my mates (8) came to find me and (9) witnessed the whole thing. They (10) had been howling with laughter. You should have seen our final bill though.

Fronting with adverbial expressions

- 3 Add a suitable adverbial expression to the sentences from the ones below. Supply the missing pronoun in each case.

and out () leapt	so off () ran
and there () was	off () went
here () is	round and round () went
and there () stood	under () went
so in () marched	down () fell

- You'll never guess who I saw the other day. Joanna! I walked into this shop, _____.
- I wanted to give them a piece of my mind. _____ . 'Who the hell do you think you are?' I shouted.
- I couldn't get her out of my mind. She was the only thing I could think about. Anyway, I had this feeling that somebody was watching me, so I turned around, _____.
- One minute he was right next to me, and then suddenly _____ . He didn't even say goodbye.
- Talk about unlucky. It was meant to be a safe street, but there was this high wall, _____ from behind it, no warning. He got all my money.
- I couldn't believe they'd left without me, _____ to catch up with them.
- The surfboard hit me right on the head and _____.
- She tripped on the top step and _____.
- 'Where's John?' _____ .
- It was an unbelievable ride. _____ until I thought I was going to pass out.

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Verb patterns

- 1 Fill each space with an appropriate verb from the box in the correct tense. There are more verbs than spaces.

accept	congratulate	confess	arrange
apologize	plead	refuse	turn down
accuse	promise	invite	swear
recommend	urge		

- 1 He _____ to the murder after many hours of interrogation.
 - 2 The doctor _____ taking a few days off to get over the infection.
 - 3 I absolutely _____ to listen to any more of your nonsense.
 - 4 The university has _____ me to be a guest speaker next month.
 - 5 The hostages _____ with the rebels to at least set the children free.
 - 6 My grandmother _____ her gold watch to me before she died.
 - 7 My mother _____ me to wait a bit before getting married.
 - 8 'I can't _____ enough for having ruined your evening!' she cried.
 - 9 'Don't you start _____ me of being mean,' he snarled. 'You never spend a penny!'
 - 10 We really cannot _____ such behaviour. It sets a bad example to the students.
- 2 Put the verbs in brackets in the correct form and choose the correct preposition where appropriate.
- 1 I recommend (take) lots of exercise, (stop) smoking and (have) a few more early nights.
 - 2 They invited us (come) for a drink with them.
 - 3 How can you refuse (accept) my offer when you say it's what you've always wanted?
 - 4 She's accused **by / of** (shoplift) from the local supermarket.
 - 5 I pleaded **with / for** him (let) me on the bus.
 - 6 They've arranged **to / for** us (stay) in a nearby bed and breakfast.
 - 7 It's time you owned up (send) Jane those roses – we all know you did!
 - 8 Have you congratulated Simon **for / on** (get) engaged?
 - 9 Don't tell the dog off **for / in** (bark) – it's his job!
 - 10 If you apologise **of / for** (be) late, I might forgive you.

16

Talking about plans

Rewrite these sentences using the word in **bold**, keeping the meaning the same.

- 1 I'm thinking of meeting up with some old college friends this weekend.

might

- 2 What are you doing tonight?

plans

- 3 John and I had been hoping to get married in the spring.

going

- 4 I'm sorry I can't make it on Friday, but I've got a rehearsal until late.

rehearsing

- 5 Has your brother got any plans for when he leaves university?

lined

- 6 I'll be working till 7, but I can meet you later.

to

- 7 We'll have to call off our date as my parents are coming to dinner.

arranged

- 8 Jenny would like to have had a holiday in the States, but she can't spare the time.

hoping

- 9 The teachers have arranged to have a staff meeting on Friday afternoon.

got

- 10 Have you got anything lined up for the Christmas holidays?

doing

The passive

- 1 Rewrite each sentence using a passive form and without the underlined words.
 - 1 People believe that the government isn't really addressing the problem of homelessness.
 - 2 You will have to submit an application form by the end of this month.
 - 3 We have reported this incident to the proper authorities.
 - 4 My personal assistant is dealing with all general enquiries as they come in.
 - 5 It's time we discussed these matters in the open.
 - 6 The company will give your complaints due consideration.
 - 7 They gave no specific details about the wedding.
 - 8 The previous occupants have left no forwarding address.
 - 9 The school authorities should already have announced the name of the new head teacher.
 - 10 We will have issued all our new members a comprehensive information pack by the end of the week.
- 2 Rewrite the following sentences, using the verbs in brackets in the tenses indicated.
 - 1 When they (tell) about the new timetable? (*'going to' future passive*)
 - 2 Orders (issue) on how to contain the problem. (*present continuous passive*)
 - 3 We feel that the situation (not look into) satisfactorily. (*present perfect passive*)
 - 4 We assure you that the occupants (inform). (*future perfect passive*)
 - 5 You (provide) with all the essential information. (*past simple passive*)
 - 6 The necessary arrangements (make). (*'will' passive*)
 - 7 The rooms all (prepare) in advance? (*present continuous passive*)
 - 8 How much the substitute teachers (pay)? (*'used to' passive*)
 - 9 The old systems all (not replace). (*present perfect passive*)
 - 10 Half of the books (steal) from the library. (*past simple passive*)

Similarities and differences

Correct the mistakes in this conversation.

-
- Jane** So, what do you think of the new man in the office?
- Hazel** Well, he's considerably better looking as that last guy.
- Jane** Do you think so? I think Jamie had a many more interesting face.
- Hazel** I suppose so, but he was bit overweight.
- Jane** No...he was just a well-built.
- Hazel** Anyway, Bob is more infinitely intelligent. Even after one conversation, you can tell that he's nothing as the kind of men we usually have to work with.
- Jane** Hmm. If I didn't know you were already engaged, I would say that you're slightly very interested in the new man. He's certainly not as nice than your fiancé!
- Hazel** Oh, don't worry. I know that. He's nowhere close as sensitive and besides, he earns a far less!
-

19

Reduced relative clauses

1 Match the two halves of each sentence.

- 1 The people who were attending the funeral
- 2 We sat on the beach and watched
- 3 I helped the members who were organizing
- 4 The fans who were supporting the winning team
- 5 The teacher gave extra help to
- 6 We should do what we can for
- 7 People who are attending the conference should
- 8 The family friends who were staying at the nearby hotel
- 9 Not everyone who is waiting for concert tickets
- 10 Police are looking for a man
 - a the charity event.
 - b those who are suffering from shock.
 - c all had breakfast together before the wedding.
 - d who was last seen driving a G-reg Ford Escort.
 - e were mainly dressed in black.
 - f can be assured of getting one.
 - g the sun which was setting over the sea.
 - h collect their welcome packs by 10am.
 - i were all waving flags and banners.
 - j the students who were taking their exams.

2 Reduce the relative clauses in the completed sentences.

should conditionals

Rewrite each of these sentences using *should* (in order to make them more formal).

- 1 Whatever problems you have, don't hesitate to let us know.
- 2 If you have any complaints about the service, please fill in a complaints form.
- 3 Any suggestions? Send them in to the programme.
- 4 If you can't get through to us on the phone, why don't you try our web site.
- 5 If you need to contact reception for any reason, dial 0.
- 6 Whatever you require, we're here to help.
- 7 The agency will be open from 9am to midday, if you want to make any enquiries.
- 8 If the cost of petrol goes up any further, we may have to increase airfares.
- 9 Whenever there is an emergency, break the glass.
- 10 Enclosed are some tips on what to do if you fall ill on the journey.

Present perfect / continuous, past simple

Identify the ten mistakes in this conversation and correct them. All the mistakes are either *present perfect simple*, *present perfect continuous* or *past simple*.

-
- May** What were you up to since I've last seen you?
- Ian** Oh nothing much. This and that.
- May** What do you mean, nothing much. Haven't you been to the Lake District for a weekend?
- Ian** Oh yes, you're right. God, it seems ages ago now.
- May** Well, was it fun?
- Ian** Mainly, yes. But it's been raining most of the time and it was quite cold too.
- May** Well, at least you've been away. I was stuck in the office since Christmas and I'm so in need of a break.
- Ian** You're right. It was good fun and I shouldn't be complaining about the weather. We've still had a great time. The best bit was when we've been windsurfing on Lake Windermere.
- May** Hasn't it been a bit touristy?
- Ian** Oh sure. But it's so beautiful that it hasn't mattered. Anyway, how about you? Have you been doing anything apart from work?
- May** Yeah. I'm still going to the gym and last week I played squash for the first time in ages.
- Ian** I didn't know you play squash. I didn't play since university, but I'd love a game sometime.
-

23

Dramatic inversion

Rewrite each sentence beginning with the word given so the meaning stays the same.

- 1 China's the only place where you will find this speciality.
Only...
- 2 She collapsed soon after reaching the front door.
Hardly...
- 3 It's not often you'll see a thing like that.
Rarely...
- 4 It didn't dawn on me till I got in.
Only...
- 5 It was the first time we had seen a whale in the flesh.
Never before...
- 6 There was no way I was going to change my mind.
Under no circumstances...
- 7 He failed the driving test and crashed the car all in one go.
Not only...
- 8 I realised I had forgotten my keys the moment I got to the front door.
No sooner...
- 9 Don't give him the cheque whatever you do.
Under no circumstances...
- 10 He waited until he had heard from his mother before making a decision.
Not until...

Past conditionals

1 Complete these sentences by putting the verbs in brackets into an appropriate tense to make a past conditional sentence.

- 1 If we _____ (listen) to the weather forecast this morning, we _____ (not/be caught) in the rain.
- 2 What do you think you _____ (do) differently if you _____ (realise) how dangerous the situation was?
- 3 We _____ (be) at the refuge by now, if we _____ (not/get) lost.
- 4 If you _____ (call) me to say you were coming, I _____ (prepare) some dinner.
- 5 How _____ (you/react) if she _____ (tell) you the truth earlier?
- 6 If you _____ (know) what you know now, _____ (you/help) us?
- 7 He _____ (not/be) so lonely now if he _____ (not/reject) people's friendship at the beginning.
- 8 We _____ (not/be) able to book our holiday so soon if we _____ (not/take) out that loan.
- 9 If you _____ (not/suggest) going together, I don't think I _____ (go) alone.
- 10 What _____ (you/do) last night if the police _____ (not/arrive) in time?

2 Read the following statements and write sentences about them beginning *If*.

e.g. We went for a walk without our waterproofs and got soaked on the way home.

If we had taken our waterproofs we wouldn't have got soaked.

- 1 We had an exceptional meal at the new Italian restaurant Julie suggested eating at.
- 2 They never answered the phone so eventually people stopped trying to keep in touch.
- 3 The party didn't cost us that much as we prepared all the food ourselves.
- 4 The manager spoke to everyone personally so that they wouldn't feel hard done by.
- 5 We booked well in advance so we wouldn't be disappointed.

- 6 I took plenty of books on holiday and enjoyed reading them on the beach.
- 7 I felt a bit left out when no one told me they were going to meet after work.
- 8 There was no one on the door so we couldn't get in.
- 9 I found it very difficult to communicate as I had absolutely no knowledge of Spanish.
- 10 There were so many mosquitoes in our room that we couldn't sleep.

if only..., wish

3 Rewrite each sentence using the key word so that the meaning stays the same.

e.g. Looking back, I shouldn't have left.

wish

Looking back, I wish I hadn't left.

- 1 It's a pity he couldn't come.

only

- 2 In retrospect, I regret opening my mouth.

shouldn't

- 3 I wish we hadn't emigrated to Greece.

pity

- 4 Do you ever regret falling in love?

wish

- 5 She wishes she hadn't enrolled for the exam.

regrets

- 6 Anna really has regrets about moving in.

wishes

- 7 Karen and John wish they hadn't booked so soon.

believe

- 8 If only the weather had been on our side.

pity

- 9 It's a pity they lost.

only

- 10 Bill wishes he had bought a ticket for the game.

regrets

KEY

02

Present continuous for trends / developments

- 1 are relying / are spending
- 2 are spending
- 3 are finding
- 4 are playing, are going
- 5 are using
- 6 are realising, are incorporating
- 7 are having
- 8 are refusing

03

Describing present habits

- 1 1 I think so, but from time to time I tend to splash out on new clothes.
 - 2 Oh, they'll sit watching loads of videos and go to bed late!
 - 3 Great, but we almost never have any time to ourselves.
 - 4 I generally tend to read it on the tube.
 - 5 Actually, I go through phases of waking early.
 - 6 Well, I tend to take lots of exercise and go to bed early.
 - 7 Yes, she never seems to get out these days.
 - 8 I tend not to remember them, which upsets my wife!
 - 9 We'll often do nothing – just laze about.
 - 10 I go through phases of doing nothing for days and then working hard.
- 2 a 9 b 5 c 1 d 7 e 3 f 4 g 8 h 2 i 6 j 10

04

Multiple tenses (present perfect simple / continuous, past simple)

- 1 1 for long
 - 2 currently
 - 3 recently
 - 4 at the moment
 - 5 still
 - 6 all this year
 - 7 by
 - 8 traditionally
 - 9 for a short time
 - 10 for ages
- 2 1 b 2 a 3 b 4 b 5 a 6 a 7 b 8 b 9 a 10 a

05

so, such, really

- 1 Don't you think David is a good-looking man?
- 2 That scarf goes **so** well with...
- 3 We can't afford **as** expensive **a** holiday as...
- 4 You're **really** looking much better than you did...
- 5 She's such **a** kind person...
- 6 ✓
- 7 There **really** are **so** many to...
- 8 Why did you buy **so much** fruit when...
- 9 Mary plays the bagpipes **so** beautifully that...
- 10 ✓

06

Articles

- 1 1 The
 - 2 –
 - 3 –
 - 4 a
 - 5 –
 - 6 the
 - 7 –
 - 8 the
 - 9 the
 - 10 an
- 2 How's it going at the office? You'll never believe what happened on **the** way home last night. You remember that guy in the black leather jacket who was sitting in the corner at **the** party? Well, I kept looking at him and thinking, 'I know you from somewhere.' **The** funny thing was, he was looking at me too.
- Anyway, after you got into **the** taxi, I was just getting my coat when he came up to me and asked if he could walk me home. Well, we both know that I never walk anywhere, but I said OK and started off along **the** road.
- He didn't say anything for a while and I was beginning to feel really uncomfortable. Then he suddenly said, 'How's Jamie?' 'Jamie?' I said. Well, Jamie's the cat we had when I was **a** kid. He died five years ago! 'How do you know about **the** Jamie,' I asked. 'You don't recognise me, do you?' he replied. 'I'm David, David Moore.' And suddenly I realised that he was **the** boy who used to live next door when I was still at **the** school. Well, he's certainly **a** lot better looking now!

09

Countable and uncountable quantity expressions

- 1 Vast amounts of / a great deal of
- 2 small number of / tiny minority of
- 3 a great many of / a large number of
- 4 a great deal of / vast amounts of
- 5 A tiny minority / a small number of

12

Narrative verb forms

- 1 1 were doing
 - 2 was working
 - 3 was staying
 - 4 was he helping
 - 5 was walking
 - 6 took
 - 7 joined
 - 8 had he been doing
 - 9 he'd just arrived
 - 10 he'd been unpacking
- 2 1 had had
- 2 ✓
- 3 ✓
- 4 ✓
- 5 ✓
- 6 was leaning
- 7 knew
- 8 had come
- 9 had witnessed
- 10 were howling

Fronting with adverbial expressions

- 3 1 and there she was
- 2 So in I marched
- 3 and there she was / and there she stood
- 4 off he went
- 5 and out he leapt
- 6 so off I ran
- 7 under I went
- 8 down she fell
- 9 Here he is.
- 10 Round and round I went

13 Verb patterns

- 1 1 confessed
2 recommended
3 refuse
4 invited
5 pleaded
6 promised
7 urged
8 apologise
9 accusing
10 accept
- 2 1 taking/stopping/having
2 to come
3 to accept
4 of shoplifting
5 with him to let
6 for us to stay
7 to sending
8 on getting
9 for barking
10 for being

16 Talking about plans

- 1 I might meet up with some old college friends this weekend.
- 2 What are your plans for tonight?
- 3 John and I had been going to get married in the spring.
- 4 I'm rehearsing until late on Friday, so I can't make it.
- 5 Has your brother got anything lined up for when he leaves university?
- 6 I'm going to work till 7, but I can meet you later.
- 7 We'll have to call off our date as it's been arranged that my parents are coming to dinner.
- 8 Jenny was hoping to have a holiday in the States, but she can't spare the time.
- 9 The teachers have got a staff meeting on Friday afternoon.
- 10 Are you doing anything for the Christmas holidays?

17 The passive

- 1 1 It's believed that the problem of homelessness isn't being addressed.
2 Application forms have to be submitted by the end of this month.
3 This incident has been reported to the proper authorities.
4 General enquiries are being dealt with as they come in.
5 It's time these matters were discussed in the open.
6 Your complaints will be given due consideration.
7 No specific details were given about the wedding.
8 No forwarding address has been left.
9 The name of the new head teacher should already have been announced.

- 10 All our new members will have been issued with a comprehensive information pack by the end of the week.

- 2 1 When are we going to be told about the new timetable?
2 Orders are being issued on how to contain the problem.
3 We feel that the situation has not been looked into satisfactorily.
4 We assure you that the occupants will have been informed.
5 You were provided with all the essential information.
6 The necessary arrangements will be made.
7 Are all the rooms being prepared in advance?
8 How much did the substitute teachers use to be paid?
9 The old systems have not all been replaced.
10 Half of the books were stolen from the library.

18 Similarities and differences

- Jane** So, what do you think of the new man in the office?
- Hazel** Well, he's considerably better looking **than** that last guy.
- Jane** Do you think so? I think Jamie had a **much** more interesting face.
- Hazel** I suppose so, but he was a bit overweight.
- Jane** No...he was just **a** well-built.
- Hazel** Anyway, Bob is **infinitely more** intelligent. Even after one conversation, you can tell that he's nothing **like** the kind of men we usually have to work with.
- Jane** Hmm. If I didn't know you were already engaged, I would say that you're slightly **very** interested in the new man. He's certainly not **as** nice as your fiancé!
- Hazel** Oh, don't worry. I know that. He's nowhere **near** as sensitive and besides, he earns **a** far less!

19 Reduced relative clauses

- 1 1 e 2 g 3 a 4 i 5 j 6 b/a 7 h 8 c/i/e 9 f 10 d
- 2 1 The people attending the funeral...
2 We sat on the beach and watched the sun setting over...
3 I helped the members organizing the...
4 The fans supporting the winning...
5 The teacher gave extra help to the students taking...
6 We should do what we can for those suffering from...
7 People attending the conference...
8 The family friends staying at the...
9 Not everyone waiting for concert...
10 Police are looking for a man last seen...

20 should conditionals

- 1 Should you have any problems, don't hesitate to let us know.
- 2 Should you have any complaints about the service, please fill in a complaints form.
- 3 Should you have any suggestions, send them in to the programme.
- 4 Should you be unable to get through to us on the phone, try our web site.
- 5 Should you need to contact reception for any reason, dial 0.
- 6 We're here to help should you require anything.
- 7 The agency will be open from 9am to midday should you want to make any enquiries.
- 8 Should the cost of petrol go up any further, we may have to increase airfares.
- 9 Should there be an emergency, break the glass.
- 10 Some tips on what to do are enclosed should you fall ill on the journey.

22 Present perfect / continuous, past simple

- May** What **have you been** up to since I **last saw** you?
- Ian** Oh nothing much. This and that.
- May** What do you mean, nothing much. **Didn't you go** to the Lake District for a weekend?
- Ian** Oh yes, you're right. God, it seems ages ago now.
- May** Well, was it fun?
- Ian** Mainly, yes. But it **was** raining most of the time and it was quite cold too.
- May** Well, at least you've been away. I **'ve been** stuck in the office since Christmas and I'm so in need of a break.
- Ian** You're right. It was good fun and I shouldn't be complaining about the weather. We **still had** a great time. The best bit was when we **went** windsurfing on Lake Windermere.
- May** **Wasn't** it a bit touristy?
- Ian** Oh sure. But it's so beautiful that it **didn't matter**. Anyway, how about you? Have you been doing anything apart from work?
- May** Yeah. I'm still going to the gym and last week I played squash for the first time in ages.
- Ian** I didn't know you **played** squash. I **haven't played** since university, but I'd love a game sometime.

23

Dramatic inversion

- 1 Only in China will you find this speciality.
- 2 Hardly had she reached the front door when she collapsed.
- 3 Rarely do you see a thing like that.
- 4 Only when I got in did it dawn on me.
- 5 Never before had we seen a whale in the flesh.
- 6 Under no circumstances was I going to change my mind.
- 7 Not only did he fail the driving test, but he also crashed the car.
- 8 No sooner had I got to the front door than I realised I had forgotten my keys.
- 9 Under no circumstances give him the cheque.
- 10 Not until he had heard from his mother did he make a decision.

if only... , wish

- 1 If only he could have come.
- 2 I shouldn't have opened my mouth.
- 3 It's a pity we emigrated to Greece.
- 4 Do you ever wish you hadn't fallen in love?
- 5 She regrets enrolling for the exam.
- 6 Anna wishes she wasn't moving in.
- 7 Karen and John believe they shouldn't have booked so soon.
- 8 It's a pity the weather wasn't on our side.
- 9 If only they'd won.
- 10 Bill regrets not buying/having bought a ticket for the game.

24

Past conditionals

- 1
 - 1 had listened / would not have been caught
 - 2 would have done / had realised
 - 3 would be / hadn't got
 - 4 had called / would have prepared
 - 5 would you have reacted / had told
 - 6 had known / would you have helped
 - 7 wouldn't be / hadn't rejected
 - 8 wouldn't have been / hadn't taken
 - 9 hadn't suggested / would have gone
 - 10 would you have done / hadn't arrived
- 2
 - 1 If Julie hadn't suggested eating at the new Italian restaurant, we wouldn't have had an exceptional meal.
 - 2 If they had answered the phone, people wouldn't have stopped trying to keep in touch.
 - 3 If we hadn't prepared all the food ourselves, the party would have cost us more.
 - 4 If the manager hadn't spoken to everyone personally, they would have felt hard done by.
 - 5 If we hadn't booked well in advance, we would have been disappointed.
 - 6 If I hadn't taken plenty of books on holiday, I wouldn't have enjoyed / have been able to enjoy reading them on the beach.
 - 7 If they had told me they were going to meet after work, I wouldn't have felt left out.
 - 8 If there had been someone on the door we could have got in.
 - 9 If I'd had some knowledge of Spanish I would have found it easier to communicate.
 - 10 If there hadn't been so many mosquitoes in our room, we would have been able to sleep.