

Grammar Revision (Tenses)

See Grammar Review page 147



A Read the text below and complete each blank with one word. All missing words are auxiliary verbs (is, was, have, has, had, do, does, did etc.).

My life (1) _____ improved a lot since last year. You see, before that I (2) _____ been working in the same job for five years and I (3) _____ beginning to feel rather bored. I (4) _____ getting ready to apply for another job when one day my boss called me into her office. "Our company (5) _____ planning to expand overseas," she said. "We (6) _____ thinking of starting with Spain, therefore we will (7) _____ needing some of our best employees to support our new branch there. (8) _____ you think you would be interested in a transfer?" Naturally I accepted, although at the time I (9) _____ not know that they (10) _____ also going to promote me to assistant manager.

By the end of this month, I will have (11) _____ living in Madrid for a year. You can't imagine how exciting my life (12) _____ become.

B Put the verbs in brackets into the Past Simple, Past Progressive, Present Perfect Simple or Present Perfect Progressive and complete the boxes with the time words below. Use each time word only once.

for while yet still when ago already since

1 _____ Mary _____ (have) a bath yesterday evening, I was in the kitchen. I _____ (cook) her favourite dish because I _____ (want) to surprise her. _____ she _____ (come) into the kitchen, she couldn't believe her eyes!

2 **Jim:** Mum, I _____ (look) for my black belt _____ the past hour and I _____ (not find) it. _____ you _____ (see) it anywhere?

Mother: No, but I think you _____ (lend) it to your brother about a week _____.

Jim: Oh, you're right. He _____ (not give) it back to me. I bet he _____ (wear) it all week. Where is he now, Mum?

Mother: I'm afraid Mark _____ (leave). He _____ (get) up about an hour before you _____ (do).

3 I _____ (work) on this project _____ this morning but I _____ (not finish) it _____. What am I going to tell my boss?

Points to remember

- ④ My sister loves cats. ✓
She loves cats. ✓
~~My sister she loves cats.~~
(Only one subject in each sentence.)
- ④ There is a book on the table.
It is Susan's.
(Use **there** when mentioning sth for the first time.
Use **it** for sth already mentioned.)
- ④ They ~~don't have~~ a car. ✓ (have = own)
They ~~haven't got~~ a car. ✓ (have got = own)
~~They don't have got a car.~~
~~They haven't a car.~~
- ④ He **has** a bath every morning. ✓ (have = take)
He ~~doesn't have~~ a bath every morning. ✓
He ~~has got a bath every morning.~~
- ④ James ~~didn't use to~~ smoke so much. ✓
James ~~didn't used to smoke so much.~~
(did/didn't + bare infinitive)
- ④ I **do** speak French. ✓ (emphasis)
He **does** eat snails. ✓
They **did** buy a house. ✓
We did see the thief.
(do/does/did + bare infinitive)
- ④ She **has gone** to Italy. (She is still there.)
She **has been** to Italy. (She has returned.)
- ④ I **bought** this bike two years ago. ✓
(Past Simple + ago)
~~I have bought this bike two years ago.~~
~~I bought this bike two years before.~~
I **have had** this bike for two years. ✓
(Present Perfect + for)
~~I have this bike for two years.~~
I **have had** this bike **since** 1998. ✓
(Present Perfect + since + time)
I **have had** this bike **since** I was sixteen. ✓
(Present Perfect + since + Past Simple)
~~I have had this bike since two years ago.~~
(Only one time word in each sentence.)
- ④ I **haven't studied** for a week. (refers to the past: The last time I studied was a week ago.)
I **have to study** for a week. (refers to the future: I must study for a week before I do sth else.)
- ④ I **haven't eaten** spaghetti for six months. ✓
~~I have to eat spaghetti for six months.~~

Key Transformations

- ④ I have never been to Malta before.
It is the first time I have ever been to Malta.
- ④ I had never been to Malta before.
It was the first time I had ever been to Malta.
- ④ When did he start working?
How long has he been working?
How long is it since he started working?
- ④ The last time I saw her was a year ago.
I last saw her a year ago.
I haven't seen her for a year.
It has been a year since I last saw her.
It is a year since I last saw her.

A Read the text below and think of the word which best fits each space. Use only one word in each space.

MONEY



There is no doubt that money, in the form that we know it today, (1) _____ what keeps modern economic life functioning. Yet, throughout history, money, in whatever form, has provided people (2) _____ the ability to buy (3) _____ sell goods. Thousands of years (4) _____, civilisations (5) _____ to rely on the barter system as a way of exchanging goods. Within this system a person had to exchange one thing for another. This meant that the two parties involved had to (6) _____ an agreement as to what they thought their products were worth. Items such (7) _____ wheat, tobacco and livestock have all been used as money at one time or another. It was not until much later that humans came up (8) _____ the idea of money in the form of metal coins. So why (9) _____ the barter system come to an end? The answer is simple. Coins were much easier to handle and carry around. Since then, the use of coins has become widespread. It has made commerce simpler and has given countries an opportunity (10) _____ development by doing business with other countries further afield, which they (11) _____ never done business with before.

In recent years, paper money has become more common all over the world, as it is easier to use. It (12) _____ not be long, however, before plastic cards take over completely, replacing coins and paper money.

B Complete the second sentence so that it has a similar meaning to the first sentence, using the word given unchanged. You must use between two and five words, including the word given.

- 1 We last went abroad a long time ago.
not We _____ a long time.
- 2 When did they start living in the suburbs?
have How _____ in the suburbs?
- 3 It's the first time she has ever had problems with the authorities.
trouble She _____ with the authorities before.
- 4 When Carl was young, he went to a holiday camp every summer.
used When Carl was young, he _____ a holiday camp every summer.
- 5 After the earthquake, the government supplied food and medicine to the homeless.
provided After the earthquake, the government _____ food and medicine.
- 6 Lucy hasn't visited me since February.
was The last _____ in February.
- 7 How long has he had this car?
bought How long _____ this car?
- 8 I haven't caught a cold for ages.
down I last _____ ages ago.

Section 2

Words easily confused

Use the correct form of the words in the boxes to complete the sentences in each group A-H below. You may use some of the words more than once. In some cases, more than one word may be correct.

A job occupation work employment profession

- 1 People in the medical _____ work long hours.
- 2 In order to get a(n) _____ as a computer analyst, you need a degree in computer science.
- 3 Betty has been out of _____ since January.
- 4 _____ agencies help people find work in their field.
- 5 I was asked to write my present _____ on the application form.

B task course duty

- 1 They were set the _____ of cleaning the room after the meeting.
- 2 It is a nurse's _____ to make the patients feel comfortable.
- 3 Her marks are quite high, so she can choose between a medical or a law _____ at university.

C employer employee colleague assistant clerk officer attendant

- 1 The shop _____ helped me choose a jumper that suited me.
- 2 The car park _____ is responsible for parking customers' cars.
- 3 All _____ are expected to be at work by 8.30. Our _____ insists on it.
- 4 Jill worked as a(n) _____ for a law firm before entering politics.
- 5 All my _____ at the office are friendly.
- 6 Bob is a senior _____ in the armed forces.

D party crew staff

- 1 A member of a political _____ gave a speech in the town centre last night.
- 2 The teaching _____ at our school have formed a basketball team.
- 3 The search _____ had no luck in finding the missing child.
- 4 The ship's _____ served drinks as the ship set sail.

E aim goal intention challenge success ambition

- 1 The Maths problem was a(n) _____ and took me over an hour to solve.
- 2 The _____ of environmental organisations is to stop environmental destruction.

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- 3 People with _____ will always try to achieve their _____.
- 4 Their first album was a great _____ and sold two million copies worldwide.
- 5 I have no _____ of changing my plans for tonight.

F achieve fulfil cope deal face succeed

- 1 John _____ in convincing his boss to give him the day off.
- 2 He doesn't _____ with crisis situations very well.
- 3 Despite his health problems, Joe _____ his ambition to play in the local football team.
- 4 The Johnstons are _____ financial difficulties after Mrs Johnston lost her job.
- 5 Kim put a lot of work into her project and _____ excellent results.
- 6 During his career as a teacher, he has _____ with students from different backgrounds.

G manage run operate undertake

- 1 You have to read the instructions carefully before you _____ the photocopying machine.
- 2 Brett couldn't find experienced staff so he _____ his business on his own for a few months.
- 3 Kate was supposed to _____ the training of the new staff.
- 4 The company is _____ by two people who share the responsibilities.

H skills qualities qualifications experience

- 1 To get the job you must have three years' _____ in telecommunications and the necessary _____, one of which is a university degree.
- 2 Leadership _____ are required by a Prime Minister, as well as communication _____.
- 3 Learning to windsurf was a fantastic _____!

Derivatives

A Look at the sentences below. What part of speech (verb, noun, adjective or adverb) is each of the words in bold type?

My sister is a **careful** driver.

The assistant handled the goods with **care**.

He **cares** about his dog.

I'm **terribly** sorry for my rude behaviour.

The students listened to their teacher **carefully**.

The weather was **terrible** last weekend.

Each part of speech has a different function in the sentence.

VERBS: describe actions, events, feelings or situations.

(e.g. The two patterns **differ** from each other.)

NOUNS: refer to people, animals, things, actions, situations or ideas.

(e.g. There is a **difference** between the two patterns.)

ADJECTIVES: describe the qualities of nouns.

(e.g. This pattern is **different** from that one.)

ADVERBS: describe verbs, adjectives, other adverbs, phrases or whole sentences.

(e.g. The two patterns have been **differently** designed.)

A lot of English words can be used as **roots** for the formation of other words, which are called **derivatives**.

Most **adverbs**, for instance, are formed by adding the ending **-ly** to the **root adjective**.

careful → *carefully* *terrible* → *terribly* *different* → *differently*

B Choose the correct word A, B or C to complete the following sentences.

- The zoo's main _____ are the pandas.
A attractively B attractive C attraction
- The teacher was _____ with the student because he didn't do his homework.
A anger B angry C angrily
- Before I set off on my journey, my father told me to drive _____.
A safe B safety C safely
- What's the _____ between *increase* and *decrease*?
A difference B differently C different
- I hired a _____ to take pictures at my wedding.
A photographer B photography C photographic
- Despite his age, he leads an _____ life.
A activity B acting C active
- She completed the project _____ and was promoted.
A success B successfully C successful

C Read the sentences below and decide what part of speech is missing. Then, complete the sentences with the correct form of the words in capitals.

- I love sitting on my new sofa. It's so (Part of speech: _____) _____.
- She chose light-coloured furniture to (Part of speech: _____) _____ up her dull flat.
- It's certainly (Part of speech: _____) _____ to drive at high speed.
- August is a (Part of speech: _____) _____ month in our city, as everyone is away on holiday.

COMFORT
BRIGHT

DANGER
PEACE

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- 5 The (Part of speech: _____) _____ held up the bank and stole £200 000.
- 6 Nobody could find the (Part of speech: _____) _____ to the difficult Maths problem.
- 7 Even though they had financial difficulties, they were (Part of speech: _____) _____ married.
- 8 I feel very (Part of speech: _____) _____ today. I think I'll have some coffee.

ROB

SOLVE

HAPPY

SLEEP

Examination Practice

A Read the text below and decide which answer A, B, C or D best fits each space.

FINDING EMPLOYMENT

My first (1) _____ was as a sales (2) _____ at a large department store. I wanted to work part-time, because I was still studying (3) _____ university and I was only (4) _____ to work a few nights a week.

I came (5) _____ the advertisement in the local newspaper. I remember the interview as though (6) _____ were yesterday. The personnel manager sat behind a large desk. He asked me various questions which surprised me because all I wanted was to work in sales. An hour later, I was told that I had got the job and was given a contract to go (7) _____. I was to be trained for ten days before I took my post. Also, as a member of (8) _____, I was entitled to some benefits, including discounts.



When I eventually started, I was responsible (9) _____ the toy section. I really enjoyed it there and I loved demonstrating the different toys. I was surprised at how friendly my (10) _____ were, too. They made working there fun even when we had to (11) _____ customers who (12) _____ on our nerves. On the whole, working there was a great experience which I will never forget.

1	A occupation	B job	C work	D employment
2	A employee	B attendant	C officer	D assistant
3	A in	B on	C at	D for
4	A excellent	B able	C proud	D experienced
5	A across	B into	C on	D round
6	A it	B I	C that	D there
7	A on	B over	C ahead	D with
8	A staff	B crew	C team	D party
9	A of	B at	C with	D for
10	A assistants	B staff	C colleagues	D employees
11	A control	B deal with	C manage	D cooperate
12	A came	B went	C got	D were

B Complete the text below with the correct form of the words in capitals.

AN UNUSUAL OUTING

Last week I made a (1) _____ to my cousin Alex, offering to take him to an (2) _____ park. He was very excited because it was his (3) _____ place. However, from the moment I picked him up, he was very (4) _____, which surprised me since his behaviour was (5) _____ very different. At one point, while waiting to get on a ride, he disappeared. (6) _____, the manager, who was very (7) _____, found him an hour later amongst a crowd. Apparently, Alex had seen a famous basketball player and wanted his autograph. He (8) _____ to me immediately but I was so (9) _____ at him that we left. It was then that I made the (10) _____ never to take Alex out again.

SUGGEST

AMUSE

FAVOUR

NOISE

NORMAL

LUCK

HELP

APOLOGY

ANGER

DECIDE