



## Exercise 1

■ Choose the correct word and fill in the gap.

- |                         |                      |                     |                     |
|-------------------------|----------------------|---------------------|---------------------|
| 1. a) <i>Registered</i> | b) <i>Recorded</i>   | c) <i>Annalled</i>  | d) <i>Archived</i>  |
| 2. a) <i>Suggesting</i> | b) <i>Signifying</i> | c) <i>Meaning</i>   | d) <i>Intending</i> |
| 3. a) <i>Embedded</i>   | b) <i>Imposed</i>    | c) <i>Expressed</i> | d) <i>Impressed</i> |
| 4. a) <i>Approach</i>   | b) <i>Mode</i>       | c) <i>Method</i>    | d) <i>Custom</i>    |
| 5. a) <i>Ancient</i>    | b) <i>Previous</i>   | c) <i>Arcane</i>    | d) <i>Former</i>    |
| 6. a) <i>Principal</i>  | b) <i>Beginning</i>  | c) <i>Genesis</i>   | d) <i>Outset</i>    |
| 7. a) <i>Stocks</i>     | b) <i>Traditions</i> | c) <i>Customs</i>   | d) <i>Cultures</i>  |

### ***Ever Heard Of Cuneiform?***

One of the earliest **Q1.** ..... forms of writing was called cuneiform and dates back over 3000 years to West Asia. The name 'cuneiform' comes from the Latin "cuneus" **Q2.** ..... wedge and "forma" meaning form. It is one of the earliest known forms of writing and consisted of wedge –shaped marks **Q3.** ..... into clay tablets with a blunt instrument (usually a reed which is the stem of a strong water grass).

It was very common in ancient times as a **Q4.** ..... of recording everything from daily life, from how many sheep someone had to a letter from a king. It was used much in the same way that the **Q5.** ..... Egyptians used hieroglyphics (pictures to tell stories and record information). The earliest known cuneiform clay tablets date back over 300 years and in the **Q6.** ..... was almost exclusively used for record keeping and accounting.

This system of writing was used by many of the ancient civilizations, such as the Sumerian, Persian and Babylonian **Q7.** ..... that spread across West Asia, then called Mesopotamia, now modern day Iraq, Iran, Afghanistan and Turkey.



## Exercise 2

■ Write the difference between the following words.

**Q1. Apartment/flat**

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**Q2. Fare/fee**

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**Q3. Principal/principle**

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**Q4. Frontier/border**

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## Exercise 3

- Choose the correct phrasal verb (and change the tense if necessary) from the following list. Remember that some phrasal verbs need to be separated.

**Run down**  
**Watch out**  
**Try on**  
**Knock down**

**Feel up to**  
**Go out**  
**Catch up**  
**Call in**

**Show off**  
**Get at**  
**Pull up**

- Q1.** The car ..... outside the hotel and four well-dressed men got out of it; I think they were going to a business conference that was taking place that weekend.
- Q2.** I just do not ..... working today. I have a massive headache and the project is due on Wednesday, it's just too much stress.
- Q3.** The young boxer managed to ..... the champion ....., but could not knock him out.
- Q4.** Can you reach that tin of soup for me? I've been trying to myself but I can't ..... it.
- Q5.** Juan missed almost the whole course but managed to ..... by studying his book and attending some extra classes.
- Q6.** People who have particularly good figures often like to ..... them. .... on the beach in the summer.
- Q7.** You need to ..... when you are walking around the streets at night alone as there has been a lot of crime recently.
- Q8.** If you don't ..... clothes ..... in the shop before you buy them, sometimes it is necessary to take them back.
- Q9.** It is nice and warm in the cabin in the early evening, but at 3 o'clock in the morning, once the fire has ....., you will find it is freezing.
- Q10.** Although my new phone is much better than my old one, the battery tends to ..... much faster than it did before.
- Q11.** How about we ..... on your sister and see how the baby is?



## Exercise 4

■ Choose the correct word missing from the sentence.

**kettle**  
**territory**  
**drain**

**childhood**  
**merely**  
**tiny**

**mainland**  
**leak**

- Q1.** The water ran off the roof and down the .....
- Q2.** I had quite a happy ..... I was always playing and I saw my family a lot.
- Q3.** The bear defended its ..... and killed any other animal that tried to take it.
- Q4.** The water tank had started to ..... again and so they had to call in a plumber.
- Q5.** I wouldn't worry, it was ..... a joke, he didn't mean anything.
- Q6.** She heated the water in the ..... to make a nice cup of tea.
- Q7.** The Scilly Isles (Islas Sorlingas) are not far from the ..... of England.
- Q8.** I'm not very hungry, please just give me a ..... piece.



## Exercise 5

■ Which word does not belong in the sentence?

**Q1.** I went to the hospital for to see a doctor.

**Q2.** Maria had been eaten a large amount of pasta.

**Q3.** I am not be able to speak Spanish even though I've studied it for two years.

**Q4.** He's is speaking to her about what happened last night.

**Q5.** They were walking by the river when they saw something that scared them, so they quickly walked back at home.

**Q6.** Toulouse is a main important city in France.

**Q7.** The children go to the school to be educated.

**Q8.** Music was been listened to by Paul.



## Exercise 6

- Correct the mistakes in the following sentences (**e.g.** change the words that aren't correct, edit the tenses, and so on).

**Q1.** I always find odds socks when I'm doing my laundry.

.....

**Q2.** Berlin, that is the capital of France, is a popular destination for tourists all over the world.

.....

**Q3.** I put down my clothes when I go to bed at night.

.....

**Q4.** People pay for most things nowadays for bank card.

.....

**Q5.** They got married after only dating for four months, because it was love in first sight.

.....

**Q6.** He cleared off all his old clothes and gave them to charity.

.....

**Q7.** I was ill for a month and found it very difficult to catch on with all the other students and their work.

.....

**Q8.** Coffee drinkers are on the majority in this country.

.....

**Q9.** I find mathematics more easy than French.

.....

**Q10.** My sister is taller than me, and she is always remembering me of it.

.....



## Exercise 7

### Phrasal Verbs

- Choose the correct phrasal verb that fits into the space in the sentence. Make sure to also put it into the correct tense.

**Q1.** I ..... the bus at the stop near my house.

- a) Get in                                      b) Get off                                      c) Get out of

**Q2.** If there was a fire in this building, you could ..... it ..... by using water.

- a) Put off                                      b) Put out                                      c) Put on

**Q3.** The company ..... the workers ..... after their trial period.

- a) Pay off                                      b) Count in                                      c) Keep on

**Q4.** Can I ..... these trousers ..... please?

- a) Try out                                      b) Try on                                      c) Put on

**Q5.** She knew she'd done wrong, but she refused to ..... it.

- a) Face up to                                      b) See through                                      c) Get along with

**Q6.** All the hours she works must make her so tired, she really needs to ..... on holiday.

- a) Get back                                      b) Get across                                      c) Get away

**Q7.** They should ..... their notes before the exam.

- a) Look up to                                      b) Look over                                      c) Look into

**Q8.** Has he ..... his notice?

- a) Hang out                                      b) Hand out                                      c) Hand in

**Q9.** ..... me .....! The last time I went there, the food really put me off.

- a) Count on                                      b) Count in                                      c) Count out

**Q10.** The car ..... him ....., but fortunately he wasn't injured.

- a) Knock down                                      b) Break down                                      c) Knock out

**Q11.** Do you know anyone who ..... a monster when they're angry?

- a) Turn out                                      b) Turn over                                      c) Turn into



## Exercise 8a

### 'May Well', 'Could Well' And 'Might Well'

- Rewrite the following sentences using either **may well**, **could well** or **might well**.

*E.g.* They have just moved in together, so they will probably get engaged soon.

**They have just moved in together, so they may/might/could well get engaged soon.**

**Q1.** He is excelling in his job, so he will probably get a promotion before Christmas.

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**Q2.** If you leave your house right now, perhaps you will make the next train.

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**Q3.** She loves travelling so much, so she will probably end up settling abroad.

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**Q4.** I have been running almost every day over the last few months and I think I will probably run a marathon next year.

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**Q5.** If Hitler had not been born, the world would probably be a very different place now.

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**Q6.** Carmen's school is full of intelligent students, who will probably secure highly respected jobs in the future.

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## Exercise 8b

### 'May Well', 'Could Well' And 'Might Well'

**Q7.** We went on a month-long trip to Asia and loved it, so we will do the same trip again next year.

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**Q8.** John has just started learning Japanese, and if he keeps at it, he will probably have a good level in a few years' time.

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**Q9.** I have a lot more free time this week than I usually do, so I will probably spend a few extra hours at the gym.

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**Q10.** They will probably be able to buy a house next year, that is, if they can save enough money.

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## Exercise 9

### Draw

■ Rewrite the sentences without using the verb **draw**.

Q1. The car drew into the parking lot.

.....

Q2. He is drawing the table across the room.

.....

Q3. The train draws out of the station.

.....

Q4. Summer is drawing near.

.....

Q5. The hounds of winter are drawing ever closer.

.....

Q6. Night drew in and everything turned to darkness.

.....

Q7. I drew a square on the piece of paper.

.....

Q8. He drew a bath for himself.

.....

Q9. I am drawing a picture of an elephant in my mind.

.....

Q10. Vincent drew his gun from its holster.

.....



## Exercise 10

### Feel like/Feel up to

- Fill in the gaps in the following sentences, using either **feel like** or **feel up to**.
- E.g.** Sarah has just returned home from a long, exhausting trip to New York. I don't suppose she **feels up to** going for a drink tonight.
- Q1.** If you had just spent many months in China eating only the local cuisine, it is likely that you wouldn't ..... eating Chinese food for while.
- Q2.** When my parents go to the cinema, they usually ..... watching action films and nothing else.
- Q3.** I've been off work all week with the flu. If someone dares to ask me to go out anywhere this weekend, I'll definitely say: "I don't ..... it".
- Q4.** After returning from a holiday which involved a packed schedule, people don't usually ..... taking another too soon afterwards.
- Q5.** When young people go out on a night of heavy drinking, they sometimes don't ..... doing much the next day.
- Q6.** On cold, rainy days, the only thing he usually ..... doing is watching television in bed with a lot of unhealthy snacks.
- Q7.** If an unreliable friend cancelled your plans at the last minute because they didn't ..... leaving the house, you'd probably assume they didn't want to see you.
- Q8.** After having a heated argument with her close friend, she ..... crying.
- Q9.** John doesn't ..... cooking tonight because he's just caught a cold. He is going to order a pizza instead.
- Q10.** If you were a company owner and one of your employees told you they didn't ..... coming to work because they were slightly ill, would that be an adequate reason for not coming to work?



## Exercise 11

### General Advice For Writing

■ Write the correct answers to the following questions.

**Q1.** What is it best to do before starting a piece of writing?

.....

**Q2.** a) Is it a good idea to write all the information in one big chunk without separating it?

.....

b) What should we do instead?

.....

**Q3.** What can we do in our writing to connect our ideas together?

.....

Give some examples: .....

**Q4.** How can we decide whether we should include contractions in our writing or not?

.....

**Q5.** a) What must we remember to put at the start of our writing?

.....

b) What is the purpose of putting this at the start of our writing?

.....

**Q6.** If you were writing a cover letter for a job, would it be appropriate to use contractions?

.....

**Q7.** When we have finished our work, what should we check?

.....

**Q8.** When we are writing a text, why is it important to ensure our sentences are not too long?

.....



## Exercise 12

### Emphasis: Inversions after negative and limiting adverbials

- Make the following sentences more emphatic by using an inversion.

**Q1.** John had no idea his best friend had bought him a car.

.....

**Q2.** They rarely practise sports together.

.....

**Q3.** He isn't a friendly person by any means.

.....

**Q4.** I had barely finished lunch when my sister called me.

.....

**Q5.** He rarely speaks Spanish.

.....

- Write a sentence starting with these negative and limiting adverbials.

**Q6.** By no means.

.....

**Q7.** Under no circumstances.

.....

**Q8.** No sooner.

.....

**Q9.** Not only.

.....

**Q10.** Never.

.....



## Exercise 13

### Common Prefixes (1)

- Put the right prefixes in the following sentences: **re-**, **co-**, **un-** and **inter-**.

- Q1.** When the weather is miserable, it makes me feel .....happy.
- Q2.** Let's look at this information again. We should .....view it before the test.
- Q3.** The hotel offers .....connecting rooms for family groups.
- Q4.** John refused to .....operate with the police when he was being arrested.
- Q5.** He wasn't accepted for the job, but I told him he could .....apply next year.
- Q6.** An .....national medical conference was established for the .....classification of infectious diseases.
- Q7.** A number of charities are .....ordinating their efforts to distribute food to the regions affected by war.
- Q8.** Don't just put the clothes in the suitcase anyhow, it's very .....helpful. Now, I have to .....pack it.



## Exercise 14a

### Writing an informal letter or email

■ Answer the following questions using full sentences.

**Q1.** What is the best way to begin an informal letter or email?

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**Q2.** Do we usually include the person's last name when we provide the initial greeting?

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**Q3.** Is the use of contractions appropriate for this kind of writing?

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**Q4.** In what kind of situations would it be relevant to write an informal letter or email?

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**Q5.** Would you write an informal letter to someone if you were complaining about a product you had recently bought?

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## Exercise 14b

### Writing an informal letter or email

**Q6.** Give some examples of expressions that we use when we are telling the reader that we are nearing the end of the letter.

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**Q7.** Tell me some ways in which we can finish such a letter or an email

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**Q8.** When we are ending this kind of writing, do we usually use the word 'kisses'?

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**Q9.** Give me some examples of words that can only be used in informal writing:

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## Exercise 15a

### Writing a cover letter

■ Answer the following questions using full sentences.

**Q1.** What is a cover letter?

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**Q2.** What must we remember to send with a cover letter when we are applying for a job?

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**Q3.** Why exactly do we write a cover letter?

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**Q4.** a) If we know the name of the person dealing with job applications, how should we start the cover letter?

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b) How should we end such a letter?

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**Q5.** a) If we don't know the name of the person dealing with job applications, how should we start the cover letter?

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b) How should we end such a letter?

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## Exercise 15b

### Writing a cover letter

**Q6.** What sort of things should we include in the introduction paragraph?

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**Q7.** When we are writing the main part of the letter, what is it important to emphasise?

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**Q8.** What would happen if you showed no enthusiasm or interest in the particular company you were applying for?

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**Q9.** Are there any other things you can think of that are important to include in the main paragraphs?

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**Q10.** What information should we include in the conclusion of our cover letter?

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**Q11.** What things should we check when we have finished writing the letter?

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## Exercise 16

### Common verb suffixes

- Complete sentences Q1-Q10 by forming verbs from the words in brackets and the suffixes **-ate**, **-ize**, **-en** or **-fy**.

**E.g.** If you work for a large company where you are constantly surrounded by people, it is important to **socialize** (*social*) with your colleagues.

**Q1.** In a situation where there is a large fire in a building, the fire alarm is usually .....  
..... (**active**).

**Q2.** It is common knowledge that exercising on a daily basis can .....  
(**energy**) you, and help you to get through the day.

**Q3.** One of the most important aspects of a flight attendant's job is to ensure that passengers have ..... (**fast**) their seatbelt before taking off and landing.

**Q4.** When you have just moved into a new house and you don't have many decorations, something simple like some flowers can help to ..... (**beauty**) the place.

**Q5.** Well-known celebrities often have rumours ..... (**circle**) about them in the press.

**Q6.** Many people add sugar to their coffee in order to ..... (**sweet**) it.

**Q7.** I always ..... (**simple**) my language when I'm speaking to very young children so that they can understand what I'm saying.

**Q8.** You can ..... (**maximum**) your chance of winning the lottery by buying lots of tickets.

**Q9.** My parents believe that you can ..... (**broad**) your knowledge of the world by visiting a variety of different countries.

**Q10.** My sister is a big fan of art. Every time she sees an impressive painting, she .....  
..... (**fix**) on it.



## Exercise 17

### Peer

■ Rewrite the following sentences with the word **peer**.

**Q1.** I'd feel very uncomfortable if someone was looking over my shoulder at my phone when I was on the metro.

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**Q2.** It is common for an outgoing person to be popular with their fellow work colleagues.

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**Q3.** When a pupil looks at another pupil's answers in an exam and they are caught, they are usually removed from the exam.

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**Q4.** It is the main wish of any parent for their child to feel comfortable socializing with their classmates.

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## Exercise 18

### Set off/Set out

- Please fill in the gap with either **set off** or **set out**. Remember to put the phrasal verb in the appropriate form.

**Q1.** I felt bored at home, so I decided to ..... on a journey to Sitges.

**Q2.** I was travelling the next day, so I ..... all my clothes on my bed.

**Q3.** The manager of the shop told his employees to carefully ..... all the products on the shelf.

**Q4.** After the TV show finished, we ..... to the local supermarket.

**Q5.** I decided to have a cup of tea before ..... to work.

**Q6.** The builder ..... all his tools on the floor.

**Q7.** Don't forget to call your mother before you .....!

**Q8.** Before he could ..... on his flight, the customs officer told him to ..... everything in his pocket on the tray.

**Q9.** Before he ..... on his long trip, make sure he goes to the toilet.

**Q10.** When playing poker, remember not to ..... your cards in front of you.



## Exercise 19

### Common Prefixes (2)

■ Follow the instructions below.

**Q1.** Add a prefix to the word 'view' to mean 'to see before'.

.....

**Q2.** Add a prefix to the word 'large' to mean 'to make bigger'.

.....

**Q3.** Add a prefix to the word 'lead' to mean 'to lie to'.

.....

**Q4.** Add a prefix to the word 'communicate' to mean 'exclude from church'.

.....

**Q5.** Add a prefix to the word 'judge' to mean 'to form a judgement without information'.

.....

**Q6.** Add a prefix to the word 'sure' to mean 'to make sure; guarantee'.

.....

**Q7.** Add a prefix to the word 'fortune' to mean 'bad luck'.

.....

**Q8.** Add a prefix to the word 'President' to mean 'a previous President'.

.....

**Q9.** Add a prefix to the word 'plan' to mean 'to plan ahead'.

.....

**Q10.** Add a prefix to the word 'understand' to mean 'to understand incorrectly'.

.....



## Exercise 20

### 'Odd' and 'Even'

■ Choose the correct answer.

**Q1.** Choose the odd number:

- a) 356                                      b) 431                                      c) 758

**Q2.** Choose the **even** number:

- a) 761                                      b) 949                                      c) 362

**Q3.** What other word can be used to describe an odd person?

- a) Unbalanced                                      b) Uneven                                      c) Strange

**Q4.** A field is uneven after it has been .....

- a) Walked on                                      b) Ploughed                                      c) Evened

**Q5.** Can 9 glasses of wine a day be called an odd glass every day?

- a) Yes                                      b) No

**Q6.** If you heard an odd sound outside, what would you do?

- a) Make it even                                      b) Go out and investigate                                      c) Plough

**Q7.** Does  $79 + 383$  equal an odd or even number?

- a) Even                                      b) Odd

**Q8.** Would a dirt road in the outback of Australia be uneven?

- a) Yes                                      b) No

**Q9.** Does it rain on the odd day in Barcelona?

- a) Yes                                      b) No

**Q10.** Does an overripe banana have an odd smell?

- a) Yes                                      b) No

## Exercise 21

### Get Back

- State, in other words, the meaning of **get back** in each of the following sentences.

**Q1.** The policeman told me to get back from the side of the road.

.....

**Q2.** If you ordered something online and it didn't arrive, you'd definitely be able to get your money back.

.....

**Q3.** My boyfriend has been doing a lot of overtime this week. He has been getting back home at unusual times.

.....

**Q4.** My family were upset because they lent a dear friend a large amount of money four months ago, and they still haven't got it back.

.....

**Q5.** If you tried to get too close to the scene of a serious crime, you'd be told to get back.

.....

**Q6.** When someone has been on a fantastic holiday for two weeks, they are not usually very enthusiastic about getting back and doing all the washing.

.....

**Q7.** Sarah's flight back from Australia was severely delayed and she wasn't able to get back in time for the wedding.

.....

**Q8.** In a situation where a man is causing physical harm to someone, somebody ought to tell him to get back!

.....

**Q9.** Would you be upset if you lent a friend a very important item and it took ages for you to get it back?

.....

**Q10.** When I heard my mother was dangerously ill, I knew I had to get back to my country as soon as possible.

.....





# Answers

## Exercise 1

■ Choose the correct word and fill in the gap.

- |                         |                      |                     |                     |
|-------------------------|----------------------|---------------------|---------------------|
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| 7. a) <i>Stocks</i>     | b) <i>Traditions</i> | c) <i>Customs</i>   | d) <i>Cultures</i>  |

### Ever Heard Of Cuneiform?

One of the earliest **A1. b) recorded** forms of writing was called cuneiform and dates back over 3000 years to West Asia. The name 'cuneiform' comes from the Latin "cuneus" **A2. c) meaning** wedge and "forma" meaning form. It is one of the earliest known forms of writing and consisted of wedge-shaped marks **A3. d) impressed** into clay tablets with a blunt instrument (usually a reed which is the stem of a strong water grass).

It was very common in ancient times as a **A4. c) method** of recording everything from daily life, from how many sheep someone had to a letter from a king. It was used much in the same way that the **A5. a) ancient** Egyptians used hieroglyphics (pictures to tell stories and record information). The earliest known cuneiform clay tablets date back over 300 years and in the **A6. b) beginning** was almost exclusively used for record keeping and accounting.

This system of writing was used by many of the ancient civilizations, such as the Sumerian, Persian and Babylonian **A7. d) cultures** that spread across West Asia, then called Mesopotamia, now modern day Iraq, Iran, Afghanistan and Turkey.



## Exercise 2

- Write the difference between the following words.

**A1.** *Apartment/flat*

**Apartment** is the American English word for flat. In the United Kingdom, the word 'apartment' is used for a larger and more expensive type of flat.

**A2.** *Fare/fee*

**Fare** is the price you pay to travel somewhere on a bus, train or plane for example, whereas a fee is the price we pay someone for their services.

**A3.** *Principal/principle*

**'Principal'** is an adjective and means 'the most important' whereas **'principle'** is a noun and means a basic or fundamental rule or law.

**A4.** *Frontier/border*

A **'border'** is where two countries meet and a **'frontier'** is the same thing but is used in a more military sense.



# Answers

## Exercise 3

- Choose the correct phrasal verb (and change the tense if necessary) from the following list. Remember that some phrasal verbs need to be separated.

Run down

Feel up to

Show off

Watch out

Go out

Get at

Try on

Catch up

Pull up

Knock down

Call in

- A1.** The car **pulled up** outside the hotel and four well-dressed men got out of it; I think they were going to a business conference that was taking place that weekend.
- A2.** I just do not **feel up to** working today. I have a massive headache and the project is due on Wednesday, it's just too much stress.
- A3.** The young boxer managed to **knock** the champion **down**, but could not knock him out.
- A4.** Can you reach that tin of soup for me? I've been trying to myself but I can't **get at** it.
- A5.** Juan missed almost the whole course but managed to **catch up** by studying his book and attending some extra classes.
- A6.** People who have particularly good figures often like to **show** them **off** on the beach in the summer.
- A7.** You need to **watch out** when you are walking around the streets at night alone as there has been a lot of crime recently.
- A8.** If you don't **try** clothes **on** in the shop before you buy them, sometimes it is necessary to take them back.
- A9.** It is nice and warm in the cabin in the early evening, but at 3 o'clock in the morning, once the fire has **gone out**, you will find it is freezing.
- A10.** Although my new phone is much better than my old one, the battery tends to **run down** much faster than it did before.
- A11.** How about we **call in** on your sister and see how the baby is?



# Answers

### Exercise 4

- Choose the correct word missing from the sentence.

kettle	merely
territory	tiny
drain	mainland
childhood	leak

- A1.** The water ran off the roof and down the **drain**.
- A2.** I had quite a happy **childhood**. I was always playing and I saw my family a lot.
- A3.** The bear defended its **territory** and killed any other animal that tried to take it.
- A4.** The water tank had started to **leak** again and so they had to call in a plumber.
- A5.** I wouldn't worry, it was **merely** a joke, he didn't mean anything.
- A6.** She heated the water in the **kettle** to make a nice cup of tea.
- A7.** The Scilly Isles (Islas Sorlingas) are not far from the **mainland** of England.
- A8.** I'm not very hungry, please just give me a **tiny** piece.

### Exercise 5

- Which word does not belong in the sentence?

- A1.** I went to the hospital **for** to see a doctor.
- A2.** Maria had **been** eaten a large amount of pasta.
- A3.** I am not **be** able to speak Spanish even though I've studied it for two years.
- A4.** He's **is** speaking to her about what happened last night.
- A5.** They were walking by the river when they saw something that scared them, so they quickly walked back **at** home.
- A6.** Toulouse is a main **important** city in France.
- A7.** **The** children go to **the** school to be educated.
- A8.** Music was **been** listened to by Paul.



### Exercise 6

- Correct the mistakes in the following sentences (**e.g.** change the words that aren't correct, edit the tenses, and so on).

**A1.** *I always find odds socks when I'm doing my laundry.*

I always find **odd** socks when I'm doing my laundry.

**A2.** *Berlin, that is the capital of France, is a popular destination for tourists all over the world.*

Berlin, which is the capital of **Germany**, is a popular destination for tourists all over the world.

**A3.** *I put down my clothes when I go to bed at night.*

I put **away** my clothes when I go to bed at night.

**A4.** *People pay for most things nowadays for bank card.*

People pay for most things nowadays **by credit** card.

**A5.** *They got married after only dating for four months, because it was love in first sight.*

They got married after dating for **only** four months, because it was love **at** first sight.

**A6.** *He cleared off all his old clothes and gave them to charity.*

He **got rid of** all his old clothes and gave them to charity.

**A7.** *I was ill for a month and found it very difficult to catch on with all the other students and their work.*

I was ill for a month and found it very difficult to catch **up** with all the other students and their work.

**A8.** *Coffee drinkers are on the majority in this country.*

Coffee drinkers are **in** the majority in this country.

**A9.** *I find mathematics more easy than French.*

I find mathematics **easier** than French.

**A10.** *My sister is taller than me, and she is always remembering me of it.*

My sister is taller than me, and she is always **reminding** me of it.



## Exercise 7

### Phrasal Verbs

- Choose the correct phrasal verb that fits into the space in the sentence. Make sure to also put it into the correct tense.

- A1. I **got off** the bus at the stop near my house.
- A2. If there was a fire in this building, you could **put it out** by using water.
- A3. The company **kept** the workers **on** after their trial period.
- A4. Can I **try** these trousers **on** please?
- A5. She knew she'd done wrong, but she refused to **face up to** it.
- A6. All the hours she works must make her so tired, she really needs to **get away** on holiday.
- A7. They should **look over** their notes before the exam.
- A8. Has he **handed in** his notice?
- A9. **Count** me **out**! The last time I went there, the food really put me off.
- A10. The car **knocked** him **down**, but fortunately he wasn't injured.
- A11. Do you know anyone who **turns into** a monster when they're angry?



## Exercise 8

### 'May Well', 'Could Well' And 'Might Well'

- Rewrite the following sentences using either **may well**, **could well** or **might well**.

*E.g.* They have just moved in together, so they will probably get engaged soon.  
**They have just moved in together, so they may/might/could well get engaged soon.**

- A1.** He is excelling in his job, so he will probably get a promotion before Christmas.  
**He is excelling in his job, so he may/might/could well get a promotion before Christmas.**
- A2.** If you leave your house right now, perhaps you will make the next train.  
**If you leave your house right now, you may/might/could well make the next train.**
- A3.** She loves travelling so much, so she will probably end up settling abroad.  
**She loves travelling so much, so she may/might/could well end up settling abroad.**
- A4.** I have been running almost every day over the last few months and I think I will probably run a marathon next year.  
**I have been running almost every day over the last few months and I think I may/might/could well run a marathon next year.**
- A5.** If Hitler had not been born, the world would probably be a very different place now.  
**If Hitler had not been born, the world may/might/could well be a very different place now.**
- A6.** Carmen's school is full of intelligent students, who will probably secure highly respected jobs in the future.  
**Carmen's school is full of intelligent students, who may/might/could well secure highly respected jobs in the future.**
- A7.** We went on a month-long trip to Asia and loved it, so we will do the same trip again next year.  
**We went on a month-long trip to Asia and loved it, so we may/might/could well do the same trip again next year.**
- A8.** John has just started learning Japanese, and if he keeps at it, he will probably have a good level in a few years' time.  
**John has just started learning Japanese, and if he keeps at it, he may/might/could well have a good level in a few years' time.**
- A9.** I have a lot more free time this week than I usually do, so I will probably spend a few extra hours at the gym.  
**I have a lot more free time this week than I usually do, so I may/might/could well spend a few extra hours at the gym.**
- A10.** They will probably be able to buy a house next year, that is, if they can save enough money.  
**They may/might/could well be able to buy a house next year, that is, if they can save enough money.**



### Exercise 9

#### Draw

■ Rewrite the sentences without using the verb **draw**.

**A1.** The car drew into the parking lot.

**The car entered the parking lot.**

**A2.** He is drawing the table across the room.

**He is pulling the table across the room.**

**A3.** The train draws out of the station.

**The train moves away from the station.**

**A4.** Summer is drawing near.

**Summer is getting closer (*nearer*).**

**A5.** The hounds of winter are drawing ever closer.

**The hounds of winter are getting closer.**

**A6.** Night drew in and everything turned to darkness.

**Night arrived and everything turned to darkness.**

**A7.** I drew a square on the piece of paper.

**I created a square on the piece of paper (*with a pen*).**

**A8.** He drew a bath for himself.

**He made a bath for himself.**

**A9.** I am drawing a picture of an elephant in my mind.

**I am creating a picture of an elephant in my mind.**

**A10.** Vincent drew his gun from its holster.

**Vincent removed his gun from its holster.**





### Exercise 10

#### Feel like/Feel up to

- Fill in the gaps in the following sentences, using either **feel like** or **feel up to**.

*E.g.* Sarah has just returned home from a long, exhausting trip to New York. I don't suppose she **feels up to** going for a drink tonight.

- A1.** If you had just spent many months in China eating only the local cuisine, it is likely that you wouldn't **feel like** eating Chinese food for while.
- A2.** When my parents go to the cinema, they usually **feel like** watching action films and nothing else.
- A3.** I've been off work all week with the flu. If someone dares to ask me to go out anywhere this weekend, I'll definitely say: "I don't **feel up to** it".
- A4.** After returning from a holiday which involved a packed schedule, people don't usually **feel like** taking another too soon afterwards.
- A5.** When young people go out on a night of heavy drinking, they sometimes don't **feel up to** doing much the next day.
- A6.** On cold, rainy days, the only thing he usually **feels like** doing is watching television in bed with a lot of unhealthy snacks.
- A7.** If an unreliable friend cancelled your plans at the last minute because they didn't **feeling up to** leaving the house, you'd probably assume they didn't want to see you.
- A8.** After having a heated argument with her close friend, she **felt like** crying.
- A9.** John doesn't **feel up to** cooking tonight because he's just caught a cold. He is going to order a pizza instead.
- A10.** If you were a company owner and one of your employees told you they didn't **feel up to** coming to work because they were slightly ill, would that be an adequate reason for not coming to work?



## Exercise 11

### General Advice For Writing

■ Write the correct answers to the following questions.

**A1.** What is it best to do before starting a piece of writing?

**It's best to make a plan before starting a piece of writing.**

**A2.** a) Is it a good idea to write all the information in one big chunk without separating it?

**No, it isn't a good idea to write all the information in one big chunk without separating it.**

b) What should we do instead?

**We should separate the information into paragraphs.**

**A3.** What can we do in our writing to connect our ideas together?

**We can use linking words and expressions in our writing to connect our ideas together.**

Give some examples: **However, Firstly (Secondly, Finally etc), Therefore, To conclude, With this said.**

**A4.** How can we decide whether we should include contractions in our writing or not?

**We can decide whether we should include contractions in our writing or not by thinking about who will read it.**

**A5.** a) What must we remember to put at the start of our writing?

**We must remember to put an introduction at the start of our writing.**

b) What is the purpose of putting this at the start of our writing?

**The purpose of putting this at the start of our writing is to inform the reader of the text what they will read about.**

**A6.** If you were writing a cover letter for a job, would it be appropriate to use contractions?

**No, if you were writing a cover letter for a job, it wouldn't be appropriate to use contractions.**

**A7.** When we have finished our work, what should we check?

**When we have finished our work, we should check our spelling, punctuation and grammar.**

**A8.** When we are writing a text, why is it important to ensure our sentences are not too long?

**When we are writing a text, it is important to ensure our sentences are not too long because it can be difficult for the reader to follow.**



## Exercise 12

### Emphasis: Inversions after negative and limiting adverbials

- Make the following sentences more emphatic by using an inversion.

**A1.** John had no idea his best friend had bought him a car.

**Little did John know that his best friend had bought him a car.**

**A2.** They rarely practise sports together.

**Rarely do they practise sports together.**

**A3.** He isn't a friendly person by any means.

**By no means is he a friendly person.**

**A4.** I had barely finished lunch when my sister called me.

**Barely had I finished lunch when my sister called me.**

**A5.** He rarely speaks Spanish.

**Rarely does he speak Spanish.**

- Write a sentence starting with these negative and limiting adverbials.

**A6.** By no means.

**Is John a bad singer, but he is an amazing dancer**

**A7.** Under no circumstances.

**Should you look down while you are crossing the bridge.**

**A8.** No sooner.

**Had I arrived at the office than we received the call.**

**A9.** Not only.

**Does she know a lot about palaeontology but she is also very knowledgeable about zoology as well.**

**A10.** Never.

**Have I seen such a breath-taking landscape!**



## Exercise 13

### Common Prefixes (1)

■ Put the right prefixes in the following sentences: **re-**, **co-**, **un-** and **inter-**.

- A1. When the weather is miserable, it makes me feel **un**happy.
- A2. Let's look at this information again. We should **re**view it before the test.
- A3. The hotel offers **inter**connecting rooms for family groups.
- A4. John refused to **co**operate with the police when he was being arrested.
- A5. He wasn't accepted for the job, but I told him he could **re**apply next year.
- A6. An **inter**national medical conference was established for the **re**classification of infectious diseases.
- A7. A number of charities are **co**ordinating their efforts to distribute food to the regions affected by war.
- A8. Don't just put the clothes in the suitcase anyhow, it's very **un**helpful. Now, I have to **re**pack it.



## Exercise 14

### Writing an informal letter or email

■ Answer the following questions using full sentences.

**A1.** What is the best way to begin an informal letter or email?

**The best way to start an informal letter or email is to write "Dear (Name)", or "Hi (Name)".**

**A2.** Do we usually include the person's last name when we provide the initial greeting?

**No, we don't usually include the person's last name when we provide the initial greeting.**

**A3.** Is the use of contractions appropriate for this kind of writing?

**Yes, the use of contractions is appropriate for this kind of writing.**

**A4.** In what kind of situations would it be relevant to write an informal letter or email?

**It would be relevant to write an informal letter or email when writing to a friend or family member.**

**A5.** Would you write an informal letter to someone if you were complaining about a product you had recently bought?

**No, you would not write an informal letter to someone if you were complaining about a product you had recently bought.**

**A6.** Give some examples of expressions that we use when we are telling the reader that we are nearing the end of the letter.

**Some examples of expressions that we use when we are telling the reader that we are nearing the end of the letter are: "I'd better get going now", "Looking forward to hearing from you soon", "Can't wait to see you", "Send my love to your family" etc.**

**A7.** Tell me some ways in which we can finish such a letter or an email

**Some ways in which we can finish such a letter or an email are by writing "Best wishes", "Love", "Bye for now" etc.**

**A8.** When we are ending this kind of writing, do we usually use the word 'kisses'?

**No, when we are ending this kind of writing, we don't usually use the word 'kisses'. However, we sometimes use the symbol "X" to represent a kiss.**

**A9.** Give me some examples of words that can only be used in informal writing:

**Some examples of words that can only be used in informal writing are "Hi", "a lot", "how are you", "I want" (instead of "I would like"), "Best wishes", "Love" and "Bye for now".**



## Exercise 15

### Writing a cover letter

■ Answer the following questions using full sentences.

**A1.** What is a cover letter?

**A cover letter is a formal letter we send along with our CV when we are applying for a job.**

**A2.** What must we remember to send with a cover letter when we are applying for a job?

**We must remember to send our CV with the cover letter when we are applying for a job.**

**A3.** Why exactly do we write a cover letter?

**We write a cover letter to say which job we are applying for, to persuade the reader our CV is worth reading and let them know when we are available for interview.**

**A4. a)** If we know the name of the person dealing with job applications, how should we start the cover letter?

**If we know the name of the person dealing with job applications, we should start the cover letter with 'Dear Mr/Mrs/Miss/Ms (name)'.**

**b)** How should we end such a letter?

**We should end such a letter by using the words 'Yours sincerely'.**

**A5. a)** If we don't know the name of the person dealing with job applications, how should we start the cover letter?

**If we don't know the name of the person dealing with job applications, we should start the cover letter with 'Dear Sir/Madam'.**

**b)** How should we end such a letter?

**We should end such a letter by using the words 'Yours sincerely'.**

**A6.** What sort of things should we include in the introduction paragraph?

**The sort of things we should include in the introduction paragraph are the purpose of writing, what the interviewer will read about, etc.**

**A7.** When we are writing the main part of the letter, what is it important to emphasise?

**When we are writing the main part of the letter, it is important to emphasise the experience and skills we have mentioned in our CV.**



## Answers

- A8.** What would happen if you showed no enthusiasm or interest in the particular company you were applying for?

**If you showed no enthusiasm or interest in the particular company you were applying for, the company might not consider your application.**

- A9.** Are there any other things you can think of that are important to include in the main paragraphs?

**Some other things that are important to include in the main paragraphs are qualities and abilities that you have that are relevant to the job.**

- A10.** What information should we include in the conclusion of our cover letter?

**We should thank the company for considering our application and let them know our availability for an interview in the conclusion of our cover letter.**

- A11.** What things should we check when we have finished writing the letter?

**When we have finished writing the letter, we should check our spelling, punctuation and grammar.**



## Exercise 16

### Common verb suffixes

- Complete sentences Q1-Q10 by forming verbs from the words in brackets and the suffixes **-ate**, **-ize**, **-en** or **-fy**.

**E.g.** If you work for a large company where you are constantly surrounded by people, it is important to **socialize** (*social*) with your colleagues.

- A1.** In a situation where there is a large fire in a building, the fire alarm is usually **activated** (*active*).
- A2.** It is common knowledge that exercising on a daily basis can **energize** (*energy*) you, and help you to get through the day.
- A3.** One of the most important aspects of a flight attendant's job is to ensure that passengers have **fastened** (*fast*) their seatbelt before taking off and landing.
- A4.** When you have just moved into a new house and you don't have many decorations, something simple like some flowers can help to **beautify** (*beauty*) the place.
- A5.** Well-known celebrities often have rumours **circulate** (*circle*) about them in the press.
- A6.** Many people add sugar to their coffee in order to **sweeten** (*sweet*) it.
- A7.** I always **simplify** (*simple*) my language when I'm speaking to very young children so that they can understand what I'm saying.
- A8.** You can **maximize** (*maximum*) your chance of winning the lottery by buying lots of tickets.
- A9.** My parents believe that you can **broaden** (*broad*) your knowledge of the world by visiting a variety of different countries.
- A10.** My sister is a big fan of art. Every time she sees an impressive painting, she **fixates** (*fix*) on it.





## Exercise 17

### Peer

■ Rewrite the following sentences with the word **peer**.

**A1.** I'd feel very uncomfortable if someone was looking over my shoulder at my phone when I was on the metro.

**I'd feel very uncomfortable if someone was peering over my shoulder at my phone when I was on the metro.**

**A2.** It is common for an outgoing person to be popular with their fellow work colleagues.

**It is common for an outgoing person to be popular with their peers.**

**A3.** When a pupil looks at another pupil's answers in an exam and they are caught, they are usually removed from the exam.

**When a pupil peers at another pupil's answers in an exam and they are caught, they are usually removed from the exam.**

**A4.** It is the main wish of any parent for their child to feel comfortable socializing with their classmates.

**It is the main wish of any parent for their child to feel comfortable socializing with their peers.**



## Exercise 18

### Set off/Set out

■ Please fill in the gap with either **set off** or **set out**. Remember to put the phrasal verb in the appropriate form.

- A1. I felt bored at home, so I decided to **set out/off** on a journey to Sitges.
- A2. I was travelling the next day, so I **set out** all my clothes on my bed.
- A3. The manager of the shop told his employees to carefully **set out** all the products on the shelf.
- A4. After the TV show finished, we **set off** to the local supermarket.
- A5. I decided to have a cup of tea before **setting off** to work.
- A6. The builder **set out** all his tools on the floor.
- A7. Don't forget to call your mother before you **set off**!
- A8. Before he could **set off/out** on his flight, the customs officer told him to **set out** everything in his pocket on the tray.
- A9. Before he **sets out/off** on his long trip, make sure he goes to the toilet.
- A10. When playing poker, remember not to **set out** your cards in front of you.



## Exercise 19

### Common Prefixes (2)

■ Follow the instructions below.

**A1.** Add a prefix to the word 'view' to mean 'to see before'.

**Preview**

**A2.** Add a prefix to the word 'large' to mean 'to make bigger'.

**Enlarge**

**A3.** Add a prefix to the word 'lead' to mean 'to lie to'.

**Mislead**

**A4.** Add a prefix to the word 'communicate' to mean 'exclude from church'.

**Excommunicate**

**A5.** Add a prefix to the word 'judge' to mean 'to form a judgement without information'.

**Prejudge**

**A6.** Add a prefix to the word 'sure' to mean 'to make sure; guarantee'.

**Ensure**

**A7.** Add a prefix to the word 'fortune' to mean 'bad luck'.

**Misfortune**

**A8.** Add a prefix to the word 'President' to mean 'a previous President'.

**Ex-President**

**A9.** Add a prefix to the word 'plan' to mean 'to plan ahead'.

**Preplan**

**A10.** Add a prefix to the word 'understand' to mean 'to understand incorrectly'.

**Misunderstand**



## Exercise 20

### 'Odd' and 'Even'

■ Choose the correct answer.

**A1.** Choose the odd number:

a) 356

**b) 431**

c) 758

**A2.** Choose the even number:

a) 761

b) 949

**c) 362**

**A3.** What other word can be used to describe an odd person?

a) Unbalanced

b) Uneven

**c) Strange**

**A4.** A field is uneven after it has been **ploughed**.

a) Walked on

**b) Ploughed**

c) Evened

**A5.** Can 9 glasses of wine a day be called an odd glass every day?

a) Yes

**b) No**

**A6.** If you heard an odd sound outside, what would you do?

a) Make it even

**b) Go out and investigate**

c) Plough

**A7.** Does  $79 + 383$  equal an odd or even number?

**a) Even**

b) Odd

**A8.** Would a dirt road in the outback of Australia be uneven?

**a) Yes**

b) No

**A9.** Does it rain on the odd day in Barcelona?

**a) Yes**

b) No

**A10.** Does an overripe banana have an odd smell?

**a) Yes**

b) No



## Exercise 21

### Get Back

■ State, in other words, the meaning of **get back** in each of the following sentences.

**A1.** The policeman told me to get back from the side of the road.

**To move away**

**A2.** If you ordered something online and it didn't arrive, you'd definitely be able to get your money back.

**To return money**

**A3.** My boyfriend has been doing a lot of overtime this week. He has been getting back home at unusual times.

**To return home**

**A4.** My family were upset because they lent a dear friend a large amount of money four months ago, and they still haven't got it back.

**To return money**

**A5.** If you tried to get too close to the scene of a serious crime, you'd be told to get back.

**To move away**

**A6.** When someone has been on a fantastic holiday for two weeks, they are not usually very enthusiastic about getting back and doing all the washing.

**To return**

**A7.** Sarah's flight back from Australia was severely delayed and she wasn't able to get back in time for the wedding.

**To return home**

**A8.** In a situation where a man is causing physical harm to someone, somebody ought to tell him to get back!

**To move away**

**A9.** Would you be upset if you lent a friend a very important item and it took ages for you to get it back?

**To return**

**A10.** When I heard my mother was dangerously ill, I knew I had to get back to my country as soon as possible.

**To return**