

A Put in an apostrophe where one is necessary in the following sentences :

- I think its an elephant, but its so far away I cant see its trunk.
- Johns brothers wife went to the grocers for us.
- The womens changing room is opposite the mens.
- The Smiths provided the food, the Jacksons organized the transport.
- Two wrongs don't make a right.
- This car cant be mine but might be my parents because theirs is quite old.
- Peter asked Jennys father for all the customers addresses.
- The girls entrance used to be separate from the boys; now theres only one entrance for everybody.
- She wont go to the dentists because its too late.
- Whats the sense in saying its Jacks ?
- My skis are new; hers are my mothers old ones.
- Its exact translation is somewhat difficult, isn't it ?

C In the following sentences, the linking words and phrases are missing. Choose the most appropriate linking words and put them in the gap so that they make a complete sense. In some cases, more than one option is possible.

- We are writing to you _____ clarify certain confused points.
a) to b) in order to c) so as to d) for
- Our reply has been delayed _____ the recent postal strike.
a) because of b) owing to c) for d) by
- These matters are difficult to deal with in writing. _____ we feel that it would be better for us to have a meeting
a) This is why b) That is why c) This is because d) Consequently
- I am sending you my curriculum vitae, as well as other information _____ you will have a chance to study it before our interview.
a) so that b) because c) since d) for
- Unfortunately, your letter arrived after the final date for applications. _____ we cannot consider you for the post.
a) As a result b) That is because c) Consequently d) For this
- _____ you are an import-export company, you will no doubt be pleased to know that I speak several foreign languages.
a) For b) Since c) As d) Because of
- I have had no regular work during the last year _____ a persistent illness.
a) because b) owing to c) because of d) for
- You suggest a visit in the first week of June. _____ June 2nd is a public holiday in our country, we would like to suggest the second week instead.
a) For b) Because c) Unfortunately d) Since
- Most companies take their holidays in August. _____ there is little chance of much work being completed then.
a) So b) Therefore c) Thus d) So that
- I'm enclosing a photocopy of the letter _____ you can judge its tone for yourself.
a) so that b) in order to c) because d) since

H Preposition of Time

Circle the appropriate Preposition



China Dream
Mr Martinez retired **from/at** his job at the end of last month. He used to take care **from/of** all the foreign accounts and the company relied **of/on** him for years. He has always dreamed **at/of** visiting China and he heard **about/to** an interesting job teaching English there, so he has written **to/with** the school, applying **for/at** the job. At the moment he is waiting **of/for** his visa to arrive, as he plans to leave **for/to** Nanking in March. When he retires, the company will give him some money, which he will spend **for/on** the flight. He also has some money saved, which he will be able to live **at/on** for a few months before he starts work. He plans to see all the interesting tourist sites in China.



B The following sentences go together to form a complete letter, but they are in the wrong order. Put the sentences in the right order so that they make a complete sense.

Bertler House,
Firs Hill,
Hampstead,
London

1 August Ref. no. BZ 463

Dear Sir or Madam,

a) He would be perfectly happy if I accompanied him in my accustomed position.
b) Moreover, on numerous occasions I have had to take on the duties of the housekeeper, since the lady who has occupied this post has had several prolonged bouts of illness.
c) I am a single, 34 years of age, and I trained at the Cordon Blue School in Finchley from 1980-1983.
d) My work with the Bartler family has always been interesting and rewarding, and I personally would not have chosen to move.
e) This explains why I am now seeking another post in this country.
f) With reference to your advertisement in The Times of 30 July, I should like to apply for the post of a cook/ housekeeper.
g) I enclose three references and a full curriculum vitae as requested and I look forward to hearing from you soon at your earliest convenience.
h) My duties here have included general supervision of the six kitchen staff, as well as personal preparation of special dishes for banquets, formal dinners etc.
i) I therefore feel confident that I can combine the two activities quite adequately if necessary.
j) I, on the other hand, have no wish to leave Britain permanently.
k) On finishing my training, I took up the position of a cook with Lord Bartler, and I have been with him ever since.
l) However, Lord Bartler is planning to leave active political life and settle in India.

Yours faithfully,
(Miss) D.J Winterbottom

ANSWER KEY TO THE LAST EIS PAGE ACTIVITIES (DATED DECEMBER 29, 2014)

K KEY: (1) I'm (2) I'm (3) I'm having (4) don't have/haven't got (5) need (6) is waiting (7) want (8) need (9) have (10) know (11) I'm not (12) need (13) want (14) think (15) like (16) have (17) seems (18) are (19) don't remember (20) do they make (21) sell (22) does seems/seems (23) understand
L KEY: (1) of (2) of (3) at (4) to (5) to (6) to (7) for (8) into (9) from (10) from (11) for (12) for (13) of

E Some of the expressions in the following letter are missing. Choose the right expression from the box to make the letter meaningful.

Dear Harry,

(1) I told you I was trying to get a job at ICTL? Well, I finally (2) ! Of course, I haven't been working here long, but (3) that it's a wonderful place to work. All the staff, even the directors, are (4) , and what's more, they have (5) for the employees. For instance, there's a bar and a gym and lots of other things. I'm called the Safety Equipment Officer. It may sound like (6) , but it's not a very accurate description of what I do. My main job is to (7) , such as overalls, helmets, and so on. I estimate what the (8) and then I order it from the suppliers. In this way I make sure that the various departments have everything they want. However, stationary is also my responsibility. Also, I have to supply all the offices with paper, envelopes, and so on. I find the (9) because I get the chance to go (10) Besides, the pay is a lot better than in my old job. Anyway that's all about me. What about yours? Drop me a line when you have time.

Your loving friend,
Sally

- provide protective clothing ; all over the factory and to meet everybody ; I can already tell ; an impressive title ; very friendly with everybody ; Remember that ; marvelous facilities ; job very interesting ; managed to get one ; different departments will need

It's your turn NOW! 1

G Read the two letters carefully. One of the letters is less impressive than the other. Which of the two letters do you think you dislike the most? Rewrite the letter you did not like.

Dear Sir,
Last Sunday a friend of mine and I were spending a pleasant afternoon in the garden, when some workmen started making a terrible noise in the street outside. I went to ask them what was going on, and they explained that they were digging up the road to repair the gas pipes. I fully understand that the gas company cannot send workmen only at times convenient to me, but I feel very strongly that Sunday is the wrong day to choose. Do we, the citizens of Bradfield, have to accept anything that these so-called service companies choose to do ?
Yours faithfully,
Tina Brockhouse

Dear Sir,
Last Saturday we were spending a pleasant afternoon playing bridge on a large balcony, when they started making an awful noise in the road. I went to ask them what was happening, and they told me they were digging it up to repair them. The man said that he understood my complaint, and would pass it on to them. I fully realize that the water company cannot send them only at times which suit me, but in my opinion it seems to be the wrong day to choose. Must we always accept what they decide to do ?
Yours faithfully,
J.B Thwaite

D The blanks in the following letter must be filled with words and phrases that bring out the writer's attitude to what he is saying. Choose the most appropriate suggestion from the ones given below.

Dear Sir :

I have the pleasure to inform you that your application to stage a series of World Cup matches at your ground has been provisionally accepted by the Arrangement Committee.

(1) _____ , I think you have been fortunate, since there were many other clubs interested in obtaining this concession.

(2) _____ , your ground is not totally suitable for the purpose, but (3) _____ , I am sure that you will make every effort to remedy such shortcomings as there may be.

(4) _____ , you will derive great benefit from this opportunity, since your club will be one of the centres of world attention.

(5) _____ , there are some serious modifications to be made to your main grandstand and other facilities. (6) _____ , the Press Committee insists that proper provision should be made for the hundreds of journalists who will be covering the matches. (7) _____ , this will include telephone, typewriters, secretarial and translation services, as well as canteen facilities, but the Press Committee will contact you directly with details. (8) _____ , this will require considerable expenditure on your part, but (9) _____ , it would be in your interest to comply in full with the Press Committee's requests so that all the reporters feel at home with you.

(10) _____ , I am sure that I will be able to persuade the President of the committee to ratify the provisional acceptance provided you make it obvious that you are willing to cooperate, though, of course, I cannot say this openly.

Yours faithfully,
P. J Marks (Secretary to Arrangements Committee)

SL NO	Choice 1	Choice 2	Choice 3
1	Evidently	Generally speaking	If I may say so
2	Obviously	Personally	Strictly speaking
3	Technically	Admittedly	personally
4	Naturally	Apparently	Frankly
5	Ideally	Unfortunately	In theory
6	Quite properly	Eventually	Presumably
7	To be honest	Presumably	Surely
8	In theory	Obviously	Eventually
9	Admittedly	Roughly speaking	In my opinion
10	In short	Confidentially	Apparently

It's your turn NOW! 2

F The following letter is incomplete. Working in a group, complete the letter in a way it makes sense with the rest of the letter.

Dear Anni,

Thank you for your letter. It's very nice to read all your news, and it was great of you to invite us all to come over for Christmas. Unfortunately, I really don't think we'll be able to take you up on it - and for so many reasons.

For a start, I just don't think that I could get away from the office. I know I really should take a break, but it's impossible at the moment. We're having a lot of trouble with that new rolling mill I told you about, and what's more, the engineers' union want a 25% rise. As you know, times aren't too healthy on the sales side, so the negotiations will no doubt take time.

Another thing is that Charlie wants to go and stay with these friends of his in Norway. You perhaps remember _____

Also, Sally's talking about moving to London, and you can imagine what that would involve.

Last but not the least _____

So really, what with all of the family likely to be away for some or all of the time, I don't think we'd be very good company for you. I do hope you understand, and that we'll be able to come and see you early in the New year.

Love from all the family,
Candice

Find the answers in the next MONDAY issue