

A BIT OF GRAMMAR & VOCABULARY

SECTION A is do-it-yourself activities. Use a dictionary when you need it.

NO ANSWER IS PROVIDED FOR THIS SECTION.

SECTION A

Vocabulary

EXERCISE 1 Choose the best word to fill the gap.

- It's important to understand how other cultures behave so you don't cause -----
A. offence B. problem C. disaster D. behaviour
- In some countries it is quite ----- to use the correct title when talking to business colleagues.
A. offensive B. likely C. formal D. tricky
- Having good ----- may help you to make deals more easily.
A. entertaining B. manners C. demonstrations D. handshaking
- Ian has to be very organised as his work involves meeting tight -----
A. problems B. responsibilities C. challenges D. deadlines
- Lesley doesn't like having to wait for other people to ----- work for her.
A. generate B. solve C. resolve D. tackle
- Paul enjoys working at Small World because he finds the ----- stimulating.
A. installation B. environment C. application D. opportunity
- If someone looks me straight in the eye without ----- I tend to think they are honest.
A. yawning B. sighing C. blinking D. sniffing
- Your body ----- usually gives other people information about how you really feel.
A. appearance B. impression C. language D. relationship
- Bob and Tony are business ----- and have arranged to meet at the sales conference.
A. delegates B. customers C. associates D. officers
- I've given the latest sales ----- to Mr Allen but he hasn't had a chance to look at them yet.
A. systems B. figures C. worksheets D. facts

EXERCISE 2 Fill in the gaps with the correct nationality.

- He lives in Holland so he must be -----
- She comes from the USA so I think she's -----
- They speak French so they could be from (France/Canada) -----
- He's a Swede but he can't speak any Swedish -----
- I became a citizen when I married a woman from Hungary -----

Reading



EXERCISE 3 Put these sentences (A-D) in right order so that it makes a meaningful dialogue.

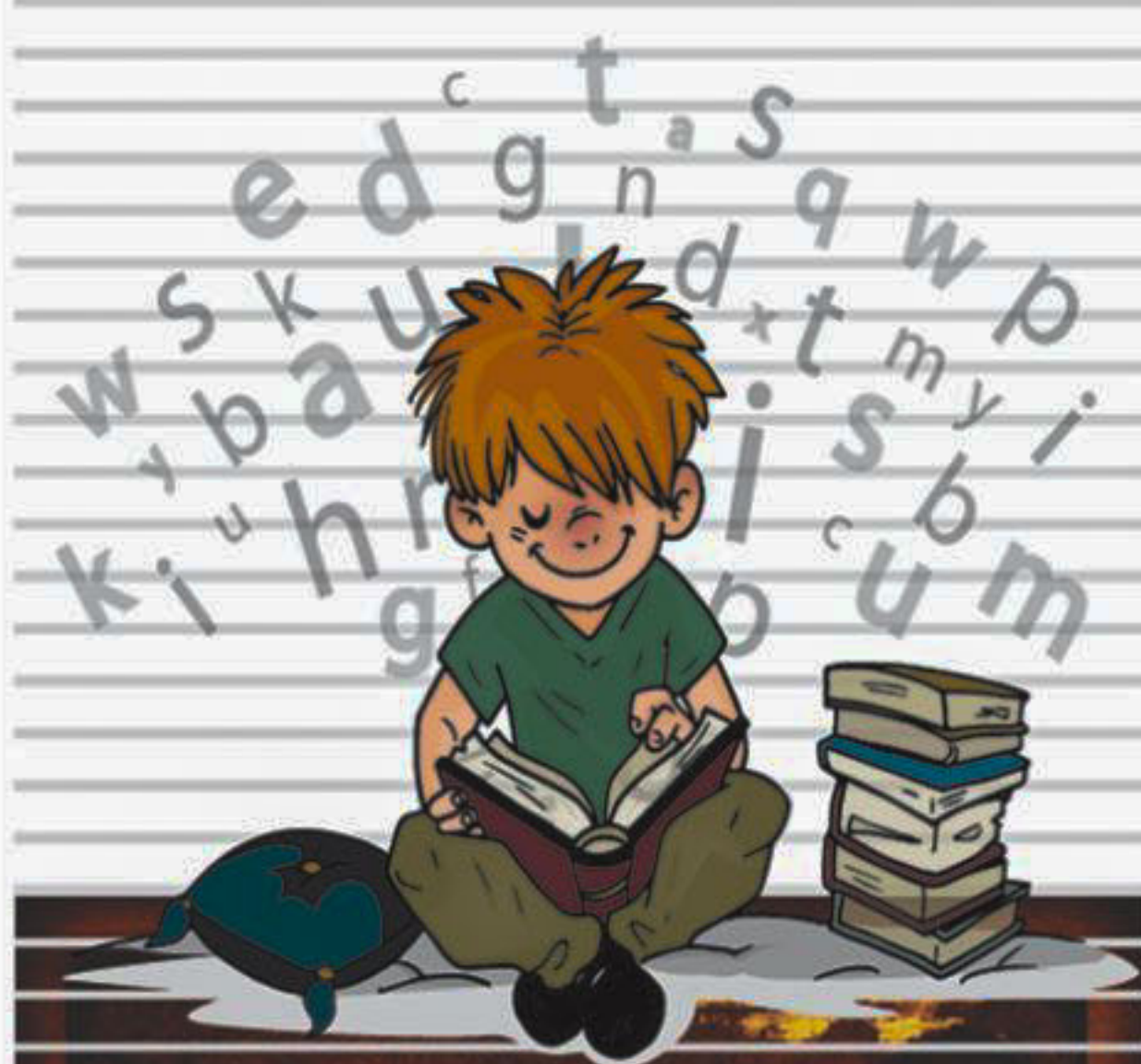
- A. Very well, thanks. Let's get down to business, shall we?
B. I'm fine, thanks. How are you?
C. Hello again! How are you getting on?
D. Yes, all right.
- A. Miss Smith, I'd like you to meet Mrs Jones.
B. Oh, please call me Liz.
C. How do you do, Mrs Jones?
D. And I'm Claire.
- A. Oh, yes. I've heard of you.
B. The name's Alex White.
C. I'd like to introduce myself.
D. Pleased to meet you.
- A. I wondered if I might take Friday off?
B. Yes, Tony, of course.
C. Oh, Friday's rather difficult.
D. Mrs Lang, could I have a word please?
- A. What do you think?
B. Yes, sure, Bob.
C. Geoff, could you come over here a minute?
D. Aha, yes, you've put a lot of work into it.

Vocabulary

EXERCISE 1 Choose the best word to fit the gap.

- There is always a lot of ----- to attend to on a Monday morning.
A. letters B. correspondence C. communications D. information
- Please leave a message on the answer phone if you need to contact us ----- office hours.
A. outside B. over C. through D. against
- The annual general meeting was ----- in the conference centre.
A. conducted B. provided C. run D. held
- One of the ----- advantages of writing over talking to someone face-to-face is that you can take your time.
A. remaining B. related C. relative D. relevant
- Make sure that the addressee's job ----- is correct.
A. title B. description C. name D. type
- A well laid out letter always gives a good -----
A. idea B. reaction C. impression D. effect
- If you are ----- in attending, please let me know as soon as possible.
A. concerned B. pleased C. sure D. interested
- You must ----- your application by the end of the week.
A. submit B. subject C. subscribe D. subcontract
- There has been a ----- agreement to supply Texmills with our products and services.
A. long-winded B. long-lasting C. long-standing D. long-lived
- Managers should ----- staff to maintain the no-smoking policy throughout the building.
A. suggest B. encourage C. support D. co-operate

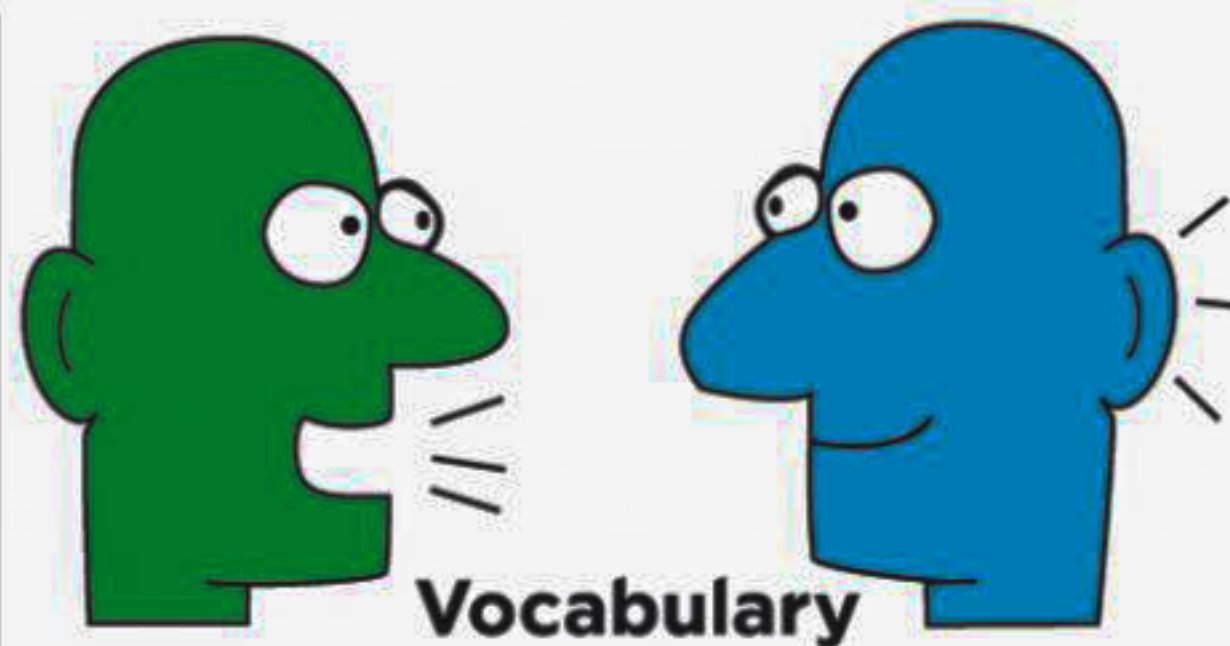
Reading



EXERCISE 2 Fill in the appropriate word from the box below.

Dear Mr Jacobs,
Thank you very much for your letter (1) ----- 5 March. (2) ----- answer to your request, we have (3) ----- in enclosing our latest (4) ----- and price list. I would like to (5) ----- your attention to the special offers. These products are available at a reduced price for a limited time only.
If you would like any (6) ----- information, please get in (7) ----- with me.
I look (8) ----- to hearing from you.
Yours (9) -----,
Howard Johnson
Sales Manager
(10) ----- : catalogue, price list, special offers supplement.

pleasure touch in catalogue of further forward enclosed draw faithfully from delight notice sincerely



EXERCISE 1 Choose the best word to fit the gap.

- Mrs Perez is writing to the arrangements she made with you.
A. conform B. confer C. confine D. confirm
- I'll see if Mr Watson is available.
A. Hold on B. Keep on C. Go on D. Stay
- I'll put you to the Sales Department.
A. over B. off C. through D. in
- Oh, dear. I think I've the wrong number.
A. put B. done C. through D. dialled
- I'm Miss Johnson's in a meeting.
A. worried B. afraid C. concerned D. frightened
- No. This is the Finance Department. I'll check the number.
A. extension B. external C. exterior D. extraction
- There are no public phones in here but there is a phone in Market Street.
A. room B. operator C. booth D. switchboard
- Would you like me to fix up an for you?
A. application B. appointment C. arrangement D. attendance
- Don't make jokes on the phone as you may be .
A. misunderstood B. misplaced C. mistaken D. misguided
- You should always speak to customers .
A. slowly B. politely C. carefully D. kindly

SECTION B

1. Underline the correct form.

Example:

We usually get up / get up usually early every morning.

- I don't usually have / I'm not usually having dessert, but I'll have one tonight.
- Jake tries / is trying to get fit for the athletics competition next month.
- In the summer, I often cycle / I'm often cycling to work.
- What are you doing / do you do this evening?
- Helen don't work / isn't working tomorrow, so we're meeting for lunch.
- Clare buys a lot of takeaways, but I prefer / I'm preferring home-made food.

2. Complete the sentences. Use the correct form of the verb in brackets.

Example:

He was watching (watch) a film on TV when I arrived.

- I ----- (already / finish) cooking when Gill offered to help.
- As soon as I arrived, we ----- (order) our food - everyone had waited for me.
- Manchester United ----- (win) 2-0 at half time, but they lost the match 3-2.
- We were really tired when we arrived because we ----- (not sleep) for 26 hours.
- You're lucky I'm still here. I ----- (get) ready to go out when you phoned.
- I was thinking about him when he ----- (ring) me!
- Last week the boss ----- (say) he would give me a pay rise, because I was so hard-working.

3. Complete the sentences with shall / going to / will or the present continuous.

Example:

I'm sure that Jess will help (help) you if you ask her.

- A. I ----- (go) to town this afternoon. ----- (I / go) to the supermarket on my way back?
B. Yes, we need bread, milk and some fruit.
A. OK. I ----- (get) all that, and some eggs, too.
- A. I heard on the radio that the weather ----- (be) excellent this weekend.
B. That's good, because my parents ----- (come) to stay with me.
- A. I went to see Miami Vice yesterday at the cinema. It's excellent.
B. Oh good. I ----- (see) it tomorrow.
A. I know you ----- (love) it.

Vocabulary

4. Underline the odd word out.

Example:

beans salmon spicy sausages

- spicy prawns sweet fresh
- duck sausages chicken beans
- starter main course napkin dessert
- grilled baked boiled raw
- knife fork glass spoon
- frozen home-made menu low-fat

5 Complete the sentences with one word.

Example:

I get fit by running every morning.

- He got ----- when he fell on the basketball court and he couldn't finish the game.
- In the NBA a basketball ----- is about 28 metres long.
- There is a new ski ----- in my town and it is indoors.
- I play tennis, and I ----- tai-chi.
- A football ----- is about 100 metres long.
- It is very important to warm ----- before doing sport.
- Volleyball and basketball are usually played indoors in a sports -----.

6. Complete the sentences with the correct words.



Example:

Jim's really shy. He hates meeting new people.
shy . sensitive . extrovert

- You should think about how other people feel instead of being so -----!
spoilt . independent . selfish
- In sport, boys are often more ----- than girls. They always want to win.
bossy . competitive . reliable
- She's just ----- because you got a higher score in the test yesterday.
ambitious . spoilt . jealous
- Jack's so ----- . He can talk to anyone about anything.
insecure . sociable . manipulative
- You're too ----- . Please let me pay this time!
generous . honest . sensitive
- He sometimes gets ----- if he's not allowed to do what he wants.
sensible . moody . mean
- Lynne was very ----- tonight. Do you think she's OK?
extrovert . shy . quiet



ANSWER KEY TO THE LAST EIS PAGE ACTIVITIES (DATED FEBRUARY 29, 2016)

- KEY : PART A (I) Pronouns/ Verbs
1. your 2. his 3. are 4. my 5. yours
(II) Plural Nouns
1. boxes 2. potatoes 3. photos 4. babies 5. teeth
(III) A / An / The
1. a 2. an 3. an 4. The 5. a
(IV) Comparative Adjective
1. better 2. worst 3. smaller 4. more beautiful
5. most important
(I) Prepositions—Place
1. in 2. at 3. at 4. on 5. in
(II) Prepositions—Time
1. at 2. in 3. on 4. in 5. on
(III) Prepositions—Other
1. from 2. under 3. to 4. of 5. out
(IV) Conjunctions
1. and 2. or 3. but 4. so 5. because

Find the answers in next MONDAY issue