

Complete these sentences using *be going to*, *will*, the Present Continuous or the Present Simple. Use the verbs in brackets.

- | | |
|---|---|
| 1 Look, that car over there (crash)! | 6 Nina often (visit) her parents. |
| 2 I can't come tonight because I
(stay in) to watch TV. | 7 I (be) rich one day! |
| 3 The Prime Minister (travel) to
Brussels tomorrow. | 8 According to my diary, we (meet)
at 3pm tomorrow. |
| 4 The match (start) at 3pm as always. | 9 We (win) the European Cup
next year. |
| 5 Don't worry about the car; I
(phone) for a taxi. | 10 The National Theatre (celebrate)
its thirtieth anniversary soon. |

Put the verb in brackets into the most suitable form of the future.

- 'What you this evening?' (**do**) 'Nothing'.
'Well, we to that new pizzeria?' (**go**)
- In 2004 the Olympic Games in Athens. (**take place**)
- Which showing do you want to go to? The film at nine and eleven. (**start**)
- I work at five – so shall we meet at a quarter past? (**finish**)
- Seven o'clock isn't possible as I something else then. (**do**)
- This lesson is boring. When it to ? (**finish**)

Underline the most suitable form of the future in the following text.

AQUARIUS

All Aquarians this month (1) *get off / are getting off* to a good start with some good news on the home front. The news (2) *is helping / will help* to relax recent tensions and give you the chance to make a fresh start. There (3) *shall / will* be lots of new things on other fronts this month. It really (4) *is going to be / is being* a time of great opportunity. A special person (5) *shall come / is coming* into your life soon – and you mustn't think this (6) *is going to be / is being* just another friendship. At work, you (7) *are needing / will need* to rise to new challenges that (8) *are testing / will test* your character to the utmost. If you (9) *make / are making* a wrong move, you (10) *will probably regret / probably regret* it. In short, this is a month which (11) *will bring / shall bring* many opportunities but there (12) *will be / are being* risks, too, so be careful!

-
- WOMAN: *I'm getting married on Saturday and we're having a traditional wedding.*
 MAN: *Are you having a white wedding?*
 WOMAN: *Yes, and I'm going to wear my grandmother's dress.*
 MAN: *And what's your grandmother going to wear?*

Practice

Complete the sentences using these words and phrases.

was leaving can't might starts am would be becomes take should

- 1 If I not busy, I'll visit you.
- 2 If he careful, he wouldn't break things.
- 3 If he were slimmer, he much more attractive.
- 4 If she Prime Minister, she'll raise taxes.
- 5 Unless you stop wasting time, I'm right now.
- 6 If you don't give me more information, I help you.
- 7 If a fire, the alarm goes off.
- 8 You make your own food if you don't like my cooking.
- 9 more exercise and you'll soon feel better.
- 10 If the weather improves, I go for a stroll.

Write two sentences using the information.

The first should express a *likely* event and the second a *less likely* but still possible event.

Example: we leave at eight / we arrive on time

likely: If we leave at eight o'clock, we'll arrive on time.

less likely: If we left at eight o'clock, we'd arrive on time.

- 1 am not busy / come and pick you up
likely:
less likely:
- 2 you fall / break your leg
likely:
less likely:
- 3 I drink too much wine / I feel sleepy
likely:
less likely:
- 4 you get the job / you have more freedom
likely:
less likely:
- 5 the questions be easy enough / everyone pass the test
likely:
less likely:
- 1 Give us your vote and we promise to make this country great again. **long**
We'll make this country great again us your vote.
- 2 There will be no more unemployment, if we win the elections. **jobs**
If we come to power, for everybody.
- 3 We will build more schools if we can afford to. **enough**
Provided , we will build more schools.
- 4 They won't let you into the theatre without a ticket. **unless**
You can't get into the theatre a ticket.
- 5 Bring your sun lotion because a heatwave is possible. **case**
Bring your sun lotion a heatwave.

Make Third Conditional sentences for each of the following situations.

Begin with the words given.

Example: I was tired. I went to bed early.

If I *hadn't felt tired*, I *wouldn't have gone to bed early*. or:

If I *hadn't felt tired*, I *would have gone to bed later*.

- 1 I didn't have enough money. I didn't take a taxi.
If
- 2 I wasn't interested in the film. I didn't go to the cinema.
If
- 3 We took the wrong turning. We arrived late.
If
- 4 Romeo thought Juliet was dead. He committed suicide.
Romeo wouldn't
- 5 Oliver was punished. He asked for more food.
If Oliver
- 6 The building had weak foundations. It fell down.
The building wouldn't have
- 7 I didn't go downstairs. I was afraid of the dark.
I might
- 8 You didn't run fast. You didn't come first.
You could
- 9 I didn't know she was the examiner. I made a silly joke.
Had
- 10 She didn't have a car. She couldn't have driven there.
If she

Fill each space in the following text with one suitable word.

All the difference

I often wonder how my life would have (1) different if on that particular day I (2) walked in the other direction. Or what (3) have happened if – in those few seconds – I (4) walked just a little bit faster? She wouldn't (5) been able to do what she did, say the things she said. If it (6) not been for these shy words of greeting, I would not (7) here now – I would probably (8) in the same city I grew up in. It is amazing how our lives depend on

the most minute details: a split-second decision which makes all the difference. (9) I ever have found romance at all (10) I hadn't met Francesca that day and if she (11) decided not to walk on that path beside the trees? I couldn't possibly (12) done what I did in my life if we (13) not met on that bright, sunny morning. And if the sun had not (14) shining and the birds singing, she would probably have (15) even spoken to me.

Complete these pairs of sentences using the Future Simple, the Future Continuous or the Future Perfect. Use the verb given in brackets.

- 1 **a** part in our play? You're a really good actor, we need you! (**take**)
b I know you're a keen member of the drama group. I suppose you part in the play this year. (**take**)
- 2 **a** I in London next year, still doing the same old job. (**be**)
b I in London for ten years by next June. (**be**)
- 3 **a** By Friday, I this new book by Marquez. (**finish**)
b If I don't have too much work this year, I think I all of Marquez's novels. (**finish**)
- 4 **a** This time tomorrow, Maria on a beach in Majorca. (**sunbathe**)
b I expect she until she gets badly burnt – that's what she did last year. (**sunbathe**)
- 5 **a** Don't make too much noise after midnight – I soundly, I hope. (**sleep**)
b Wake me up by nine o'clock – I long enough by then. (**sleep**)
- 6 **a** We to Australia later this summer. It's a long flight. (**fly**)
b It's strange that when we get to Sydney, we half way round the world. (**fly**)
- 7 **a** Look, I can give you a lift to the station – I that way anyway. (**drive**)
b You'll be late for your train – I you to the station if you like. (**drive**)

Fill in the spaces using the Future Simple, the Future Continuous or the Future Perfect of the verb in brackets. The first (0) is given as an example.

- ROSA When shall I come round. (0 *come round*)? Is Thursday still OK?
- MARIA Well, don't come at six – I (1 *work*) then.
- ROSA What time do you think you (2 *be*) free?
- MARIA Let's see, I (3 *work*) on the manuscript all day as I told you, and I expect I (4 *complete*) the second chapter by about seven. OK?
- ROSA Yes, because I (5 *be*) quite busy at about six tomorrow as well. I've got an appointment with my dentist and I don't think she (6 *finish*) much before seven.
- MARIA Well, we really must be getting on with the book, you know – by the end of this month we (7 *work on*) the project for a whole year. It's taking far too long.
- ROSA Yes, I (8 *jump*) for joy when it's finished.
- MARIA Me too. By the way, (9 *go*) near the post office?
- ROSA Probably. It's not far from the dentist.
- MARIA You see, I've been expecting an important parcel and I think it (10 *arrive*) by Thursday. If you (11 *go*) past there anyway, could you collect it for me?
- ROSA No problem. So, I (12 *see*) you later. Bye for now.

Match the first sentence (1–14) with the second sentence (a–n) to make short exchanges.

Example: ○ + ○

- | | |
|---|--|
| (0 'Look at all those dark clouds.') | a 'Shall I have a word with her?' |
| 1 'Mum, I've dropped my glass of milk.' | b 'I'll be with you in just a minute.' |
| 2 'The meeting will be held on Tuesday at 3pm.' | c 'That's easy. I'm going to get a job that earns me lots of money.' |
| 3 'What time did she say she's going to get here?' | d 'Thanks. That will be very helpful.' |
| 4 'I told her to tidy her room but she won't.' | e 'Actually she's going to have a baby.' |
| 5 'How much longer are you going to be?' | f 'Never mind. Accidents will happen.' |
| 6 'I feel awful. I think I'm going to faint.' | g 'I'm not sure I'll be able to come.' |
| 7 'I'll come and help you clear the attic in a moment.' | h 'She'll probably be here by 9.30.' |
| 8 'Tessa seems to have gained a lot of weight.' | 'I'll call the doctor right away.' |
| 9 'Shall we go now? I've had enough.' | j 'Let's just have fish and chips.' |
| 10 'Will you please shut the door?' | k 'Perhaps I'll see you tomorrow.' |
| 11 'What shall I get for dinner?' | 'No, I won't. Do it yourself.' |
| 12 'When am I going to see you again?' | m 'Are you? I'll come with you.' |
| 13 'What do you think you'll do when you finish?' | n 'OK. I'll just get your coat.' |
| 14 'I'm just going to go to the post office.' | (o 'Yes, there's going to be a storm.') |

Complete the conversation using *will/won't*, *shall/shan't*, *going to/not going to* and the verbs given at the end of the lines. The first is given as an example.

- | | | |
|-------|--|---------------|
| ROSA | Hi, what <i>are</i> you <i>doing</i> this evening? | do |
| | I (1) round? | come |
| MARIA | Not this evening. I (2) busy till late. | be |
| ROSA | When do you think it (3) convenient for me to pop round? | be |
| MARIA | Well, we (4) the dates? | check |
| | Have you got your diary handy? Now, let's see. Today is Tuesday the 20th so tomorrow (5) Wednesday 21st. I (6) so busy tomorrow – what about you? Do you think you (7) free? | be |
| ROSA | I (8) my dentist tomorrow. Is Thursday OK? | see |
| MARIA | Yeah. I think that (9) fine. | be |
| ROSA | OK. What time I (10) round? | come |
| MARIA | I (11) the house at all on Thursday so I don't think it (12) a problem, whatever time you come. | leave |
| | | be |
| ROSA | That's fine. | |
| MARIA | And you (13) the manuscript with you? | bring |
| ROSA | Don't worry. I (14) it. | forget |
| MARIA | OK. I (15) you Thursday then. Cheers. | see |

Things *will get worse* before they *get better*. (ENGLISH SAYING)

Things *will get worse* before they *get worse*. (PESSIMIST)

Practice

Fill in each space using the correct form of the verb in brackets.

Example: The police report that the missing person (find)

The police report that the missing person *has been found*.

- 1 The news every day from 6am to midnight. (broadcast)
- 2 At this very moment the suspect by the police. (interview)
- 3 And now a newsflash. The President with committing perjury. (charge)
- 4 A new security system in all our offices in the next few weeks. (install)
- 5 By November 30 a new government (elect)
- 6 There must be a mistake: the hotel bill by my wife. (pay)
- 7 When we got home, we realised the house (burgle)
- 8 The building when a second bomb went off. (evacuate)
- 9 The Government says tax reforms in the new year. (introduce)
- 10 Newspapers in some countries in kiosks as well as shops. (sell)

• Rewrite these sentences in the passive.

- 1 We do not add any preservatives to our products.
- 2 The Government is now building a lot of new schools in the provinces.
- 3 The police have just arrested him on suspicion of murder.
- 4 Will they publish her new book next month?
- 5 They will have completed the new motorway by Christmas.
- 6 We haven't cleaned the house for weeks.
- 7 The company cut the water off because Mr and Mrs Dixon hadn't paid their bill.
- 8 They are going to open the new supermarket next week.
- 9 They couldn't use the car because the garage was servicing it.
- 10 They publish a lot of books on information technology.

*The service in the hotel was so bad that when I asked for a hot towel,
I **was told** to put a cold one on the radiator.*

Fill in the spaces in this text. Use a verb in the list and an appropriate form of the passive. The first is given as an example.

~~produce~~ interview (x2) design renovate award base build
consider (x2) show equip provide close visit

A REPORT

This report *has been produced* at the request of the Hotel and Catering Association. The survey on which the report (1) was carried out between March 25 and March 30, 1999. Twenty hotel managers (2) for the purposes of this report. The majority of the hotels which (3) (all in the Brighton area) (4) in the last twenty years and (5) to meet the needs of the modern tourist. One hotel which (6) unacceptable by the Association (7) at the end of the tourist season. Some of the older ones (8) recently and also meet the highest standards. This (9) by the fact that all the hotels (10) with modern facilities, from swimming pools to satellite TV. In addition, the usual services (11) (room service, laundry service) and the restaurant and bar service (12) satisfactory in most cases. Most of the hotel staff who (13) were highly qualified or experienced. Seventy-five per cent of the hotels in this report (14) a three or four star rating by the tourist board.

Complete the sentences using the Past Continuous, Past Perfect or Past Perfect Continuous. Use the verb given in brackets. Sometimes more than one answer is possible.

- 1 They stood under the shelter because it (rain).
- 2 The roads were wet because it (rain) all night.
- 3 He was broke. He (spend) all his money.
- 4 I (have) a nightmare when the alarm went off and woke me up.
- 5 His hands were covered in oil because he (try) to fix the car all morning. Unfortunately, he (manage) to make it start.
- 6 When she opened the window she was happy to see it (snow) lightly. In fact, it (snow) all night and snow (cover) all the rooftops.
- 7 When Mrs Morgan came into the classroom, the pupils (run) around and (scream) at the tops of their voices. They (knock) over chairs and desks and someone (draw) funny pictures on the board.
- 8 Although I (set) off early, I got there late and everyone (wait) for me to start the meeting; the chairperson told me they (wait) for a whole hour.
- 9 When we got back from our holiday we discovered that someone (break) into our house. The burglars, however, (drop) a piece of paper with an address on it as they (climb) out of the window.

Fill each gap in this text with one suitable word.

DISASTER!

About seventy years ago, a Dutch ship was (1) near the North Pole; it (2) heading for Blacklead Island. On the ship was a scientist, Edgar Greenhead, who (3) worked on the island for many years; he had (4) conducting research into the life of the local inhabitants, who were Eskimos (Inuits). Greenhead had (5) away for a long holiday and now he was (6) back to the island to continue his work.

At about midnight, Greenhead felt very tired as he had (7) writing his journal all day. After he had (8) good-night to the captain, he (9) down to his cabin. Outside there (10) a strong wind, and the waves (11) crashing onto the side of the ship. Greenhead was just (12) ready to climb into his bunk when he suddenly (13) a great crash. He dashed up on deck and although it was dark he (14) see that the ship (15) run into an iceberg.

*Before John Kennedy became President in 1960 he **had said** that the state of the country was bad; when he became President he said things were just as bad as he'd **been saying** they were.*

Fill in the gaps with the correct verb. Use the correct form of the Past Simple or Present Perfect. Use each verb once.

arrive go have hear do read tell invite come explain buy visit take look at

Interview with Katerina Denuovo, film star

Interviewer: You've never been to our country before, right? What are your first impressions?

Katerina: I (1) many interesting things about your country in magazines and newspapers; before I (2), people (3) me you were all very friendly, and when I (4) at the airport everyone brought me flowers. And it's true, your shops are wonderful! I (already) (5) some shopping – I (6) a colourful scarf and some hand-painted china.

Interviewer: you (7) time to do any sightseeing yet?

Katerina: Yes, I (8) a troll round the Old Town. At one restaurant the owner (9) me to try some of your specialities; he (10) to me some of the secrets of your cuisine – the way you prepare mushrooms is excellent.

Interviewer: What about the future? you (ever) (11) to see a fortune-teller, and do you read your horoscope?

Katerina: I (never) (12) my horoscope. All I know is I'm a Scorpio!

Interviewer: Will you come here again?

Katerina: As soon as I can. I (13) Kraków yet which I (14) so much about.

Which country is Katerina visiting? Underline it.

France Poland Greece Spain

Fill each gap in the following text with one suitable word. The first letter of each word is given.

Can a famous astronaut adjust to life on Earth?

On July 16, 1969 Apollo 11 set off for the moon. After four days in space, Neil Armstrong w..... (1) down the ladder of the lunar module and s..... (2) onto the surface of the moon. It w..... (3) a historic moment. Thirty years later, the three astronauts who made history h..... (4) never planned any reunion to celebrate the anniversary of man's first step on the moon. The three spacemen have g..... (5) a bit older and, although their attitude to life h..... (6) changed over the years, they have r..... (7) friends.

Armstrong has r..... (8) to give in interview about his private life. After Apollo 11, he w..... (9) at NASA; he l..... (10) in 1971 to become an engineering professor at Cincinnati University. In 1979 he g..... (11) up teaching, and since then he has (12) working as a business consultant.

Andrew Chalmers, a space journalist, has been r..... (13) the lives of the Apollo astronauts and has h..... (14) unique access to them. He has just w..... (15) a book on the subject. He says that Armstrong is not a very easy man to know, although he is very warm once you do get to know him.

'Flying? I've been to almost as many places as my luggage!'
BOB HOPE

Present Perfect Continuous

We use the Present Perfect Continuous (present form of *have + been + -ing*) to talk about actions which started in the past and which continue up to the moment of speaking. We use it especially when we are interested in the duration of the action:

I've been waiting for a whole hour!

- Notice the difference between the Present Perfect Continuous and the Present Perfect :

Present Perfect

I've done my homework.

Present Perfect Continuous

I've been doing my homework.

- The Present Perfect emphasises the idea of completion (= the homework is finished); we use the Present Perfect Continuous to indicate that the action has lasted for a period and is incomplete. Compare:

I've read the newspaper today. (= I've finished it)

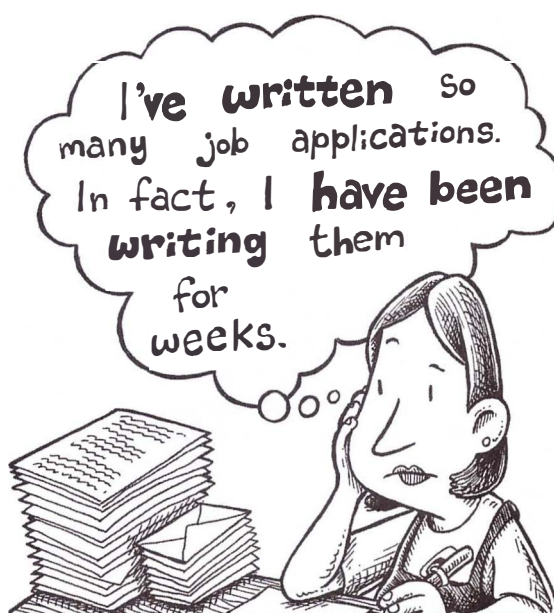
I've been reading the Encyclopaedia Britannica. (= I haven't finished it yet)

- We often use the Present Perfect Continuous with *for* and *since* (see 1d):

Those potatoes have been boiling for an hour.
And the carrots have been boiling since three o'clock.

Underline the correct tense in the following sentences.

- 1 I am writing in connection with the advertisement which *appeared* / *has appeared* on 3 December.
- 2 I originally *studied* / *have studied* mechanical engineering at university and I *graduated* / *have been graduating* with a first-class degree.
- 3 I now *completed* / *have now completed* a postgraduate degree in business and administration.
- 4 I've *been trying* / I've *tried* to find a permanent job for a considerable time.
- 5 Indeed, I *have already worked* / I *have already been working* for several companies on a temporary basis.
- 6 In my first job, I *was* / *have been* responsible for marketing.
- 7 I've *been applying* / *have applied* for several posts this year but I still *did not manage* / *have not managed* to find what I'm looking for.
- 8 The last job I *applied* / *have applied* for required applicants to speak some Japanese.
- 9 I *started learning* / *have been learning* Spanish a few months ago but I *did not obtain* / *have not obtained* a qualification in it yet.
- 10 I *did not apply* / *have not applied* for a job with your company before.
- 11 I *hoped* / *have hoped* that you would consider my application favourably.
- 12 However, I *have been waiting* / *have waited* for a reply for several weeks and I still *have not received* / *did not receive* any answer.



Complete this letter with the correct form of the Present Simple or the Present Continuous. Use each verb in the list once. The first (0) is given as an example.

stand seem ~~write~~ be make shine stay taste look cost feel

Dear Jill,

I ~~am writing~~. (0) to you from Granada where everything (1) to be going just fine; we (2) nice and relaxed. We (3) in a gorgeous hotel just down the road from the Alhambra, which (4) an old fortress built by the Moors. It (5) at the top of the hill just opposite our hotel and we can see this wonderful building through our window. It (6) absolutely magnificent! The hotel is lovely, but unfortunately it (7) a lot to stay here! Eating out is great. Have you heard of gazpacho? It's a cold cucumber and tomato soup which they (8) with oil, vinegar and garlic and it (9) delicious.

Well, outside the sun (10) so I'm off to get a bit of a suntan; I hope everything's OK back in Birmingham.

Lucy

Read the text below and look carefully at each line. In most of the lines there is one word too many, a word that does not fit grammatically. Write this unwanted word on the right. If a line is correct, put a tick (✓). The first two are given as examples.

THE GREENHOUSE EFFECT

- 0 This week in Kyoto in Japan the latest conference
 00 on the environment is being taking place. The whole
 1 world is today watching to see what happens
 2 as delegates from more than 165 countries discuss
 3 what measures need not to be taken to reduce the
 4 fumes that do create the Greenhouse Effect. They
 5 are hope to agree on ways of reducing the amount
 6 of carbon dioxide and other gases that we
 7 send into the atmosphere. These gases to act the way a
 8 greenhouse does and, as a result, the Earth is
 9 be getting hotter and hotter all the time. The
 10 temperature it is rising gradually and
 11 in 100 years' time the Earth will be hotter by about 4°C.
 12 The problem is be getting worse as more cars
 13 are make an appearance on our already crowded roads.
 14 The solution in Kyoto is depends on what the United States,
 15 the most powerful nation on Earth, feels is in its interests.

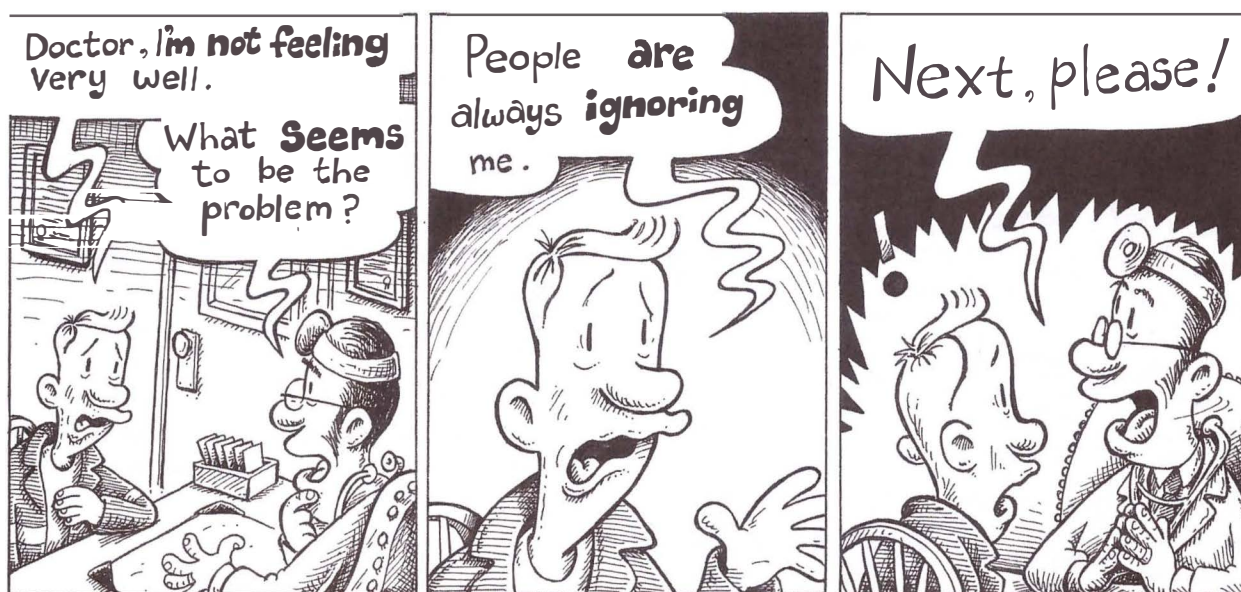
✓
being

Complete these sentences using the Present Simple or the Present Continuous.
Use the verb given in brackets.

- 1 My sister (**wait**) patiently for her exam results.
- 2 We (**not travel**) by train very often.
- 3 I (**consider**) accepting that job in Crete.
- 4 The film (**end**) with a dramatic car chase.
- 5 I'm sorry, I (**feel**) too tired to go out this evening.
- 6 We (**have**) a great time here in London.
- 7 you (**see**) much of your brother these days?
- 8 We (**rely**) on you to bring the keys with you.
- 9 I (**wish**) people didn't smoke in restaurants.
- 10 Who you (**think**) you are, speaking to me like that!

Complete these sentences using the Present Simple or the Present Continuous.
Use the verbs given in brackets. Add *never* or *always* if this is also given.

- 1 I (**use; never**) my mobile phone if I (**drive**).
- 2 I (**like; always**) to get post but I (**seem; never**) to have the time to reply.
- 3 The heroine (**prefer**) to be with Paul because James (**argue; always**).
- 4 Maria (**forget; always**) what time the soap (**start**).
- 5 You (**moan; always**) about the state of the flat but you (**help; never**) me.
- 6 Turtles (**lay; always**) their eggs on the same beach; however, they (**come; never**) in winter.
- 7 Whether I (**go**) swimming or not (**depend on; always**) the weather.
- 8 I (**shop; never**) here again – they (**be; always**) so rude.
- 9 We (**smell; always**) cooking when we (**pass**) your house.
- 10 He (**borrow; always**) money but he (**pay; always**) me back.



Match the first part (1–10) with an appropriate reporting verb (a–j).

- | | |
|--|-------------------|
| 1 'If you do that again, I'll leave,' | a she whispered. |
| 2 'I'm now going to read out the results,' | b he answered. |
| 3 'Could you bring me the wine list?' | c she shouted. |
| 4 'Of course, I'll bring it right away,' | d she threatened. |
| 5 'Our team will easily beat yours,' | e she announced. |
| 6 'Please give me another chance,' | f he claimed. |
| 7 'Shhh! The baby's sleeping,' | g he asked. |
| 8 'I'm innocent of all the charges,' | h she begged. |
| 9 'First of all, you press the button,' | i he boasted. |
| 10 'Careful! The water's deep!' | j he explained. |

Finish these sentences using the information above. Use reported speech.

- | | |
|--------------------------------|----------------------------|
| 1 She threatened | 6 She begged them |
| 2 She announced that she | 7 She whispered that |
| 3 He asked the waiter | 8 He claimed |
| 4 The waiter answered | 9 He explained that |
| 5 He boasted that | 10 She shouted to us |

Complete the following letter using the correct form of a verb from the list.

The first (0) is given as an example.

~~be~~ buy make snow give miss send cost have live plan
go love think enjoy

Dear Rose,

Thanks for your letter. I've got lots of news for you this time. We went to see 'Titanic'. Everyone had said it^{was} (0) great and that nobody should (1) it. There has been a lot of publicity on TV about it recently which told us how much it (2) to make and all that, and Liz and Tony saw it and said they (3) it. I was a bit disappointed – I didn't think it (4) up to expectations. Anyway, I suggest you (5) and see it and (6) up your own mind.

Ah, yes, I got a call from your uncle in Canada who said he (7) you a parcel – have you got it yet? He said it (8) there, and everything was white but he added they always (9) a heavy winter. He also told me they (10) a new jeep and they (11) to travel round the States in it in the summer. He said he (12) us a ride in it if we popped over for a holiday. I replied that we (13) to go over if he agreed to pay all our expenses! He laughed and said he (14) about it and let us know!

Change the following into indirect questions beginning with the words given.

- Can I have some more pocket money?
The boy asked
- Where were you born?
She asked him
- 2 How far is the stadium?
He wanted to know
- 3 Are you still living in London?
She asked
- Do you work in the central branch or in the provinces?
She asked him
- Are you going to give me the money or not?
She wanted to know
- Did he bring the book back?
I didn't know
- o Who bought the Picasso painting ?
He wondered
- 9 Where did you get such a lovely pullover?
She asked her sister

Re-order these words to make *yes/no* and *wh*-questions which might be asked at a job interview.

Example: trip/did/have/you/nice/a
Did you have a nice trip?

- | | |
|--|--|
| 1 long/the/take/how/did/journey
..... ? | 8 worked/how/as/editor/long/an/you/have
..... ? |
| 2 was/in/snowing/it/Manchester
..... ? | 9 can/work/you/when/start
..... ? |
| 3 you/how/are/old
..... ? | 10 like/your/most/you/what/job/do/about
..... ? |
| 4 were/where/born/you
..... ? | 11 us/you/told/who/about
..... ? |
| 5 here/you/lived/long/how/have
..... ? | 12 good/a/what/manager/are/qualities/the/of
..... ? |
| 6 you/are/married
..... ? | 13 expect/be/much/you/do/how/to/paid
..... ? |
| you/a/do/family/have
..... ? | 14 paid/last/in/much/how/you/being/were/
job/ your
..... ? |

Read the text below and add the word which best fits each space.

I have just been through the annual humiliation of buying a swimming costume. When I was young, some were designed for the fuller figure and did a good job. I wondered (1) I would find anything suitable. After all, today's stretch fabrics are styled for a flatter shape. I saw one floral costume and (2) if I should try it on. I looked like a hippopotamus! The sales assistant tried to be kind. She wanted (3) know where I (4) going for my holidays and how long I (5) be away. At last she gave up and suggested (6) I looked for something in

the maternity department to cover my 'mature hips'. I said that I would go there the (7) day. I'll never have any luck, I (8) as I walked home. The next day I did find a plain blue costume and the assistant invited me to enter the chamber of horrors known as the fitting room. As I pulled the costume on, I stared in disbelief – my whole bust had disappeared under my armpits! A young sales girl was standing at the exit. She asked me rather rudely (9) I was going to buy the costume or (10). I pushed it into her hands and fled.

Read the following text carefully. Some of the lines are correct but in the others there is a word which should not be there. If the sentence is correct, tick (✓) it. If there is an incorrect word in the sentence, write it at the end in the space provided. The first two are given as examples.

A JOB INTERVIEW

I think the interview went well. He wanted to know whether a number of things about me and what I had been doing

whether..
✓

- 1 in the last few years. First, he asked me if I have had had
- 2 a nice trip down from Manchester and how long it
- 3 had been taken me to get there. He also wanted to know
- 4 whether or it had been snowing in Manchester. The chitchat
- 5 over, he asked from me how old I was and where I was born
- 6 although I had sent him my CV by post. He then asked
- 7 how long I had I lived in Manchester and I told him. His
- 8 next question was the whether I was married and whether I had
- 9 a family or not. I explained him that I was separated and that
- 10 I had one daughter. He asked me how long did I ad worked as an
- 11 editor and how much I was had being paid in my present job. He
- 12 asked me what was I liked most about my job and who had told me
- 13 about their company. The main questions he asked me were about the
- 14 qualities of a good manager. Finally, he asked how much have
- 15 I expected to be paid. I think the interview went very well.