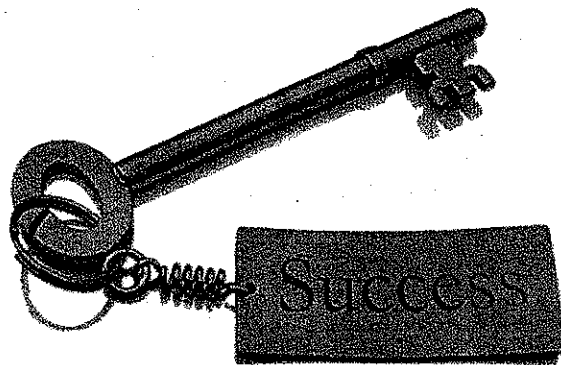


Grammar Exercises

Year 4



You get motivated by DOING things,
NOT THINKING about them.

(Andrew Matthews)

February 2018



Mad about media?

Try our quiz and see how much you know ...

- 1 Newspapers are read by _____ people in the world every day.
a 100 million b 300 million c 1 billion
- 2 The five most popular newspapers in the world are all sold in the same country – which one?
a Japan b China c the USA
- 3 The printing press was invented by Johann Gutenberg in _____.
a 1447 b 1503 c 1655
- 4 When were the first photographs printed in a newspaper?
a 1880 b 1920 c 1965
- 5 Which of these international magazines has been published for the longest time?
a Newsweek b Rolling Stone c National Geographic
- 6 Which of the magazines in Question 5 is the most popular? (It is bought by about nine million people around the world.)
- 7 *The Sun* is the UK's most popular daily newspaper. Every day it is bought by about _____ people.
a 1.2 million b 3.7 million c 10.4 million
- 8 How many newspaper websites have been created since 1990?
a dozens b hundreds c thousands

1 Look at the photo and answer the questions.

- What sort of newspapers or magazines are the people in the photo reading?
- What daily newspapers do you read?
- Do you read sports / gossip / fashion / computer / music magazine? How often do you read them?

2 Match Passive sentences (1-3) with Active sentences (a - c). Then circle the correct answer in the grammar rule.

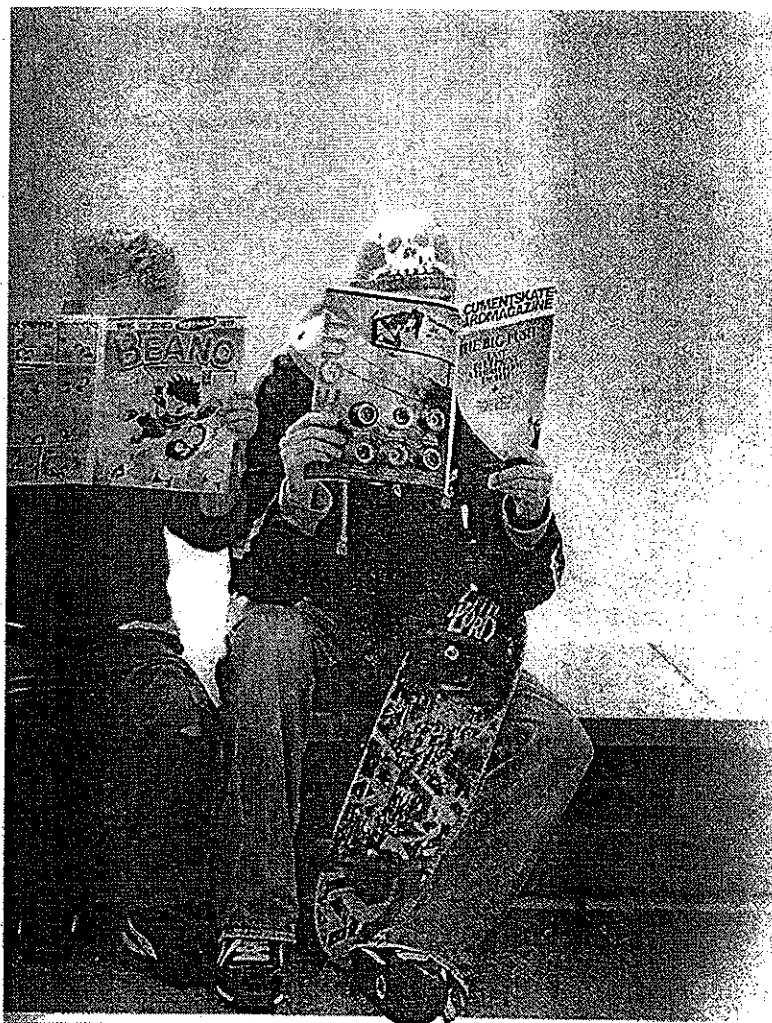
PASSIVE

- 1 *The Sun* is bought by about 3.7 million people every day.
- 2 The printing press was invented by Gutenberg in 1447.
- 3 Thousands of newspaper websites have been created since 1990.

ACTIVE

- a Gutenberg invented the printing press in 1447.
- b People have created thousands of newspaper websites since 1990.
- c 3.7 million people buy *The Sun* every day.

We use Active / Passive when we are more interested in the action than the person who does it.



Look at the underlined verbs in sentences 1 - 3. Complete the rules with the words in the box.

am/is/are has been / have been was / were

We form:

- the Present Simple Passive with and the Past Participle.
- the Past Simple passive with and the Past Participle.
- The Present Perfect Passive with and the Past Participle.

The Passive

We use the Passive when we are more interested in the action than the person who does it. We often use the word *by* to indicate who does the action.

To form the Passive we use the correct form of the verb *to be* and the Past Participle.

The Sun is bought by about 3.7 million people every day. (Present Simple)

When was the printing press invented? (Past Simple)

This story has not been reported in the press. (Present Perfect)

Complete extracts a - f with the correct passive form of the verbs in brackets. Then match them with the newspaper section below.

gossip column readers letters
science TV guide sports
international news

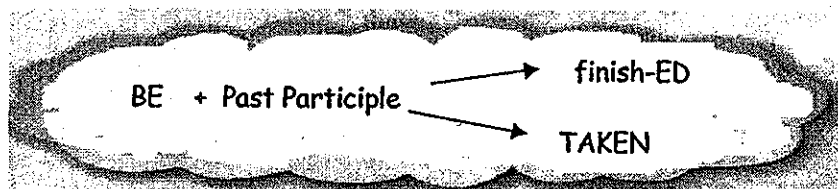
- a In your article you say that every year hundreds of cyclists ¹ (kill) by drivers. How many drivers ² (kill) by bikes last year?
- b The world 100 metres record ³ (break) for the second time this week!
- c A new planet ⁴ (find) in the constellation Aquarius. The planet ⁵ (discover) by astronomers in California early last week.
- d Jimmy Deep stars in this comedy. Deep ⁶ (not ask) to play comic roles very often, but he is really funny.
- e Glamour couple Chrissie Butros and Spike Dare ⁷ (photograph) everywhere they go. It's part of their daily life.
- f More than 2,500 people ⁸ (kill) in an earthquake in Iran. The earthquake measured 6,7 on the Richter scale.

Complete each sentence using the Passive so that it means the same as the sentence above it.

- a In the early 1960s people proposed the idea of computer networks.
In the early 1960s the idea of computer networks was proposed.
- b In 1965 somebody connected two computers by telephone across the USA.
In 1965 two computers
- c Ray Tomlinson invented email in 1972.
Email
- d Search engines have counted at least eight billion web pages.
At least eight billion web pages
- e Today over a billion people use the Internet.
Today the Internet

THE PASSIVE

We form the passive with the form of the verb BE and past participle (-ed, 3rd form of the main verb)



The Present Passive

Affirmative		
I	am / 'm told	the news
She	is / 's sent	an e-mail.
We	are / 're invited	to the party.
Negative		
I	'm not asked	any questions.
He	isn't given	any money.
They	aren't woken up	by their mother.

- We are always invited to their birthday party.
- We aren't invited to his birthday party.
- Are we invited to her birthday party?

The Past Passive

Affirmative		
I	was told	the lie.
She	was sent	some photos.
We	were invited	to my friend's place.
Negative		
I	wasn't asked	any favour.
He	wasn't given	anything to drink.
They	weren't woken up	by loud music.

- I was told about the new exhibition.
- I wasn't told about the new exhibition.
- Were you told about the new exhibition?

The Present Perfect Passive

Affirmative		
I	have been / 've been told	the truth.
She	has been / 's been sent	some emails.
We	have been / 've been asked	to bring some food.
Negative		
I	haven't been asked	any questions.
He	hasn't been given	anything to eat.
They	haven't been woken up	by the doorbell.

- Lisa has already been told about her promotion.
- Lisa hasn't been told about her promotion yet.
- Has Lisa been told about her promotion yet?

The Present Continuous Passive

Affirmative		
I	am BEING told	the news
She	is BEING sent	an e-mail.
We	are BEING invited	to the party.

The Past Continuous Passive

Affirmative		
I	was BEING told	the story.
She	was BEING sent	some letters.
We	were BEING invited	to my friend's place.

▪ PRESENT SIMPLE TENSE

We create many personal webpages.

Many personal webpages ARE created.

▪ PRESENT CONTINUOUS TENSE

We are creating many personal webpages.

Many personal webpages ARE BEING created.

▪ PAST SIMPLE TENSE

We created many personal webpages.

Many personal webpages WERE created.

▪ PAST CONTINUOUS TENSE

We were creating many personal webpages.

Many personal webpages WERE BEING created.

- PRESENT PERFECT TENSE

We have created many personal webpages.

Many personal webpages HAVE BEEN created.

- FUTURE SIMPLE TENSE

We will create many personal webpages.

Many personal webpages WILL BE created.

We use the passive:

- when we DONT KNOW or there is no need to say who does or did the action. The action is more important than the person who does the action.

My bag was stolen last night. (I don't know who stole it.)

The cars are taken to Europe every week. (It doesn't matter who takes them.)

- when we want to put emphasis on WHO did something. When we say who does or did the action, we add a 'by-phrase'.

This book was written by Dan Brown.

Important adverbs:

- | | |
|---------------|--|
| ▪ since / for | I have lived in this small place for 20 years.
I have lived in this small place since 1998. |
| ▪ already | Katy has already signed the contract. |
| ▪ yet | Has Katy sent the contract yet?
The company hasn't received the signed document yet. |
| ▪ just | The board members have just taken the final decision. |
| ▪ still | They still haven't published the article. |
| ▪ so far | Matt has completed seven out of ten tasks so far. |
| ▪ up to now | You have finished all the tasks up to now. |
| ▪ recently | The employees have worked very hard recently. |
| ▪ lately | We haven't seen the manager lately. |

EXERCISES (The Passive)

1 Put the verbs in brackets into the PRESENT Simple passive.

- a A lot of paper ¹ (make) from wood.
- b Arabic ² (write) from left to right.
- c Some classes ³ (teach) on Wednesday afternoon as well.
- d More chocolate ⁴ (eat) in the USA than in any other country.
- e Not very much ⁵ (know) about Shakespeare's childhood.
- f The park over there ⁶ (call) Hyde Park.
- g Our windows ⁷ (clean) once a month.
- h Diamonds ⁸ (not find) in Scotland.
- i My name ⁹ (not spell) with a Y.
- j Those programmes ¹⁰ (watch) by millions of people every week.

2 Put the verbs in brackets into the PAST Simple passive.

- a The fire ¹ (see) in Reading, a kilometre away.
- b Most of the matches ² (win) by the American team.
- c Nobody ³ (tell) what happened.
- d He ⁴ (send) away to school when he was twelve.
- e Yesterday a man ⁵ (catch) trying to burn down the Town Hall.
- f These notebooks ⁶ (leave) in the classroom on Monday.
- g Our passports ⁷ (take) by a tall man in a uniform.
- h The *Mona Lisa* ⁸ (steal) from the Louvre in 1911.
- i Unfortunately, the stolen painting ⁹ (not find) by the police.
- j The famous Sistine Chapel in Vatican ¹⁰ (paint) by Michelangelo.

3 Complete the sentences using the PRESENT passive form of the verbs in brackets.

- a Ice hockey ¹ (watch) by millions of people all over the world.
- b My car ² (not clean) every week.
- c Oranges ³ (not grow) in cold places.
- d Mobile phones ⁴ (use) by a lot of people nowadays.
- e London ⁵ (visit) by millions of tourists every year.
- f My dog Max ⁶ (give) food twice a day.
- g These chocolates ⁷ (make) in Belgium.
- h Colds ⁸ (not cause) by cold weather.
- i Vitamin C ⁹ (find) in oranges and lemons.
- j Pasta ¹⁰ (serve) in all Italian restaurants.

4 Complete the sentences using the PAST passive form of the verbs in brackets.

- a I ¹ (tell) to drink a lot of water.
- b When ² the Eiffel Tower (build)?
- c The car ³ (repair) in two hours.
- d The letters ⁴ (send) to all the ministers.
- e The president ⁵ (ask) a lot of interesting questions.
- f Our tests ⁶ (check) within one week.
- g The film *The Hobbit* ⁷ (direct) by Peter Jackson.
- h The Harry Potter characters ⁸ (create) by J.K. Rowling.
- i The key ⁹ (find) under the doormat yesterday evening.
- j The doctor ¹⁰ (call) ten minutes ago.

5 Fill in the correct form of the verbs. Form passive sentences.

- a The students ¹ (take) to the gallery last month.
- b The lessons ² (attend) by the students during the week, from Monday to Friday.
- c The swimming pool ³ (reconstruct) last year.
- d The museum ⁴ (design) three years ago.
- e The mobile phones ⁵ (use) on a daily basis.
- f The desk ⁶ (repair) by my friend last week.
- g The bananas ⁷ (buy) by Stacey yesterday.
- h The glass surfaces ⁸ (clean) last week.
- i Flowers ⁹ (cut) every day.
- j The school report ¹⁰ (write) by Bill yesterday evening.

6 Put the verbs in brackets into Past Simple passive.



Did you know that the greatest explosion in the world
¹ (cause) by a volcano? Krakatoa, an
 island in Indonesia, erupted in 1883. More than half the island
² (completely, destroy). The
 explosion ³ (hear) in India and
 Australia. Rocks ⁴ (throw) more than 55 kilometres high into the air.
 Surprisingly, only a few people ⁵ (kill), but a huge wave, 35 metres high,
⁶ (create) by the explosion. Several small islands
⁷ (cover) by the wave. 163 villages ⁸
 (damage) and 36.000 people ⁹ (drown). Dust
¹⁰ (carry) all round the world, and the weather everywhere
¹¹ (affect) for many years afterwards.

7 Rewrite each sentence beginning with the words given.

- a Archaeologists discovered a new tomb in the Valley of Kings.

A new tomb

- b The President opened the new sports stadium last Saturday.

The new sports stadium

- c One of the most famous painters in the world painted this portrait.

This portrait

- d They redecorate our school during summer holidays.

Our school

- e Our company sells more than a thousand computers every week.

More than

- f Alexander Fleming discovered penicillin in 1928.

Penicillin

- g Two million people use the London Underground system every day.

The London Underground system

- h They built this museum in the city centre more than five decades ago.

This museum

- i The Greeks use a lot of olive oil in their cooking.

A lot of olive oil

- j The band *Green day* sings the song '21 Guns'.

The song '21 Guns'

8 Rewrite the sentences in the passive. Start each sentence with the words given.

- a In Australia, we see some unique animals, such as koala and kangaroo.

In Australia, some

- b Someone invented the wheel in prehistoric times.

The wheel

- c The Prado museum in Madrid exhibits Goya's paintings.

Goya's paintings

- d The paintings show the viewer scenes of happiness and humour.

Scenes of happiness

The viewer

- e Someone found the pictures in an old house.

The pictures

- f They played the same piece of music again and again.
The same
- g Someone steals a lot of bikes in our street.
A lot of
- h They didn't invite us to the wedding reception.
We
- i People make a lot of remedies from plants.
A lot of remedies
- j The police found the stolen car in an abandoned neighbourhood.
The stolen car

9 Circle the correct underlined possibility.

- a We ¹are helped / were helped yesterday.
- b Bread ²is bought / will be bought every day.
- c Nicky ³is sent / was sent to school yesterday.
- d Elizabeth ⁴was given / will be given a new doll tomorrow.
- e This book ⁵is published / was published ten years ago.
- f The newspaper ⁶is delivered / was delivered every day.
- g The house ⁷is bought / was bought last month.
- h Sam ⁸is invited / will be invited to the birthday party tomorrow.
- i The tests ⁹are written / were written every three months.
- j The block of flats ¹⁰is built / was built five years ago.
- k Alexandra ¹¹is given / was given her homework every day.
- l Monica ¹²will be seen / was seen in the bar yesterday.

10 There's a mistake in each sentence. Find and correct the mistakes.

- a The address were written at the back of the letter.
- b The T-shirt is make of cotton.
- c Thousands of packages is received every day.
- d The lessons are gave to all the students.
- e This plane is flying by my cousin.
- f The car keys was lost two days ago.
- g That mobile is bought last month.
- h My allergy are caused by pollen.
- i Vitamins are find in fruit and vegetable.
- j When have contact lenses developed?

11 Read this invitation to a graffiti competition. Put the verbs in brackets into FUTURE passive.

GRAFFITI COMPETITION



A graffiti competition ¹ will be held (hold) next week for all Miami's young artists. The age limit is fifteen.

All the competitors ² (invite) to attend a graffiti session in the town hall from 2 p.m. to 6 p.m. on Saturday, the 9th April.

Competitors ³ (ask) to create graffiti designs for the entrance of the new town hall, which ⁴ (open) at the beginning of the month.

Large sheets of paper and spray paint ⁵ (provide).

Entries ⁶ (judge) by five professional artists.

Winners ⁷ (contact) by telephone on the 13th April. The names of the winners ⁸ (print) in 'Miami News' on the 15th April.

Three prizes of \$50, \$30 and \$20 ⁹ (award). Prizes ¹⁰ (present) by the Mayor. The winner

¹¹ (invite) to spray paint the entrance hall of the new town hall with the winning design.

12 Rewrite the sentences without changing the meaning.

a Young people read teen magazines.

Teen magazines

b A lot of people watch the Oprah show.

The Oprah show

c Fashion influences young people.

Young people

d Millions of tourists have visited the popular Mediterranean resorts since 1980s.

The popular Mediterranean resorts

e Teachers say that children work hard at school.

Children

f Robbie Williams won't release a new single until March.

A new single

g A lot of interesting things can be done in this town.

You

- h They serve really tasty food in this restaurant.
Really tasty food.....
- i Did Brian buy the present yesterday?
Was
- j Tanya will send an email to her business partners.
An email
- k A famous architect has designed the new sports stadium.
The new sports stadium
- l The Lumière brothers created the first modern cinema in France in 1899.
The first

13 Put the sentences into the passive.

- a They send two million books to America every year.
Two million books
- b Someone has given Luke a lot of money.
.....
- c We check the engine thoroughly.
.....
- d We have invited all the students in the school.
.....
- e The police arrested two hundred protesters.
.....
- f They have cancelled the meeting.
.....
- g We will tell him not to be late.
.....
- h They sent all the e-mails yesterday.
.....
- i The machine wraps the bread automatically.
.....
- j They paid me a lot of money to do the job.
.....
- k We send the newspapers to Scotland by plane.
.....
- l Someone broke this mirror last night.
.....
- m They grow this fruit in very hot countries.
.....

- n Someone washes the towels in the hotel every morning.
.....
- o We export this type of mobile phones to seventy different countries.
.....
- p The postman will deliver the letters by 9 p.m.
.....
- q The scientists have discovered a new planet.
.....
- r A famous journalist wrote a book about the war in Afghanistan.
.....
- s They opened the shop at noon.
.....

14 Rewrite the sentences. Put them into passive.

- a Someone is interviewing the prime minister at the moment.
The prime minister
.....
- b You mustn't use this computer after 6 p.m.
.....
- c They were painting the outside of the ship when the accident happened.
.....
- d You must clean this machine every time you use it.
.....
- e You should keep these orchids in a warm, sunny place.
.....
- f They're mending your bike at the moment.
.....
- g Someone will drive your car to Dublin on Monday evening.
.....
- h We don't allow smoking in this part of the café.
.....
- i You should play your bill before you leave the hotel.
.....
- j I have told the children about the trip to Disney World.
.....
- k About thirty million people are watching the programme.
.....
- l We expect students not to talk during the exam.
.....

m You mustn't touch this button while the experiment is in progress.

n Someone will blow the whistle if there is an emergency.

o Someone was carrying the bomb to a safe place when it exploded.

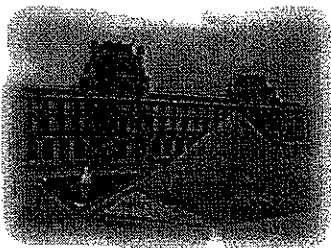
p Someone's moved my things.

q The police are questioning Mr Davidson.

r We invited two hundred people to our wedding reception.

s They have redecorated their house.

15 Put the verbs in brackets into the correct passive tense.



The Louvre is the national museum and art gallery of France. In 1546, work on the Louvre ¹ (start) by king Francis I. The Louvre ² (use) as a royal palace until 1682. It ³ (open) to the public as a museum and art gallery in 1793.

Today, many of the world's most famous paintings ⁴ (keep) in the Louvre, as well as the sculptures, jewellery and other forms of art. It ⁵ (visit) by millions of people every year.

16 Complete the text with the correct form of the verbs brackets. Use Present Simple or Present Simple Passive.



Koalas ¹ (find) only in Australia. They are about 60 - 80 centimetres tall, and they ² (cover) with silver grey or chocolate brown hair.

Koalas ³ (not live) in groups. They ⁴ (have) strong, sharp claws and long toes to help them climb. Nearly all their time ⁵ (spend) to climb and to hold onto the tree branches.

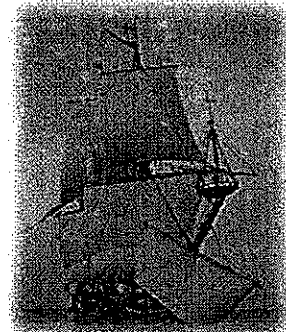
They ⁶ (sleep) most of the day and ⁷ (feed) and ⁸ (move) from tree to tree mainly at night.

The number of koalas living in Australia today ⁹ (not know), but it is certain that this number is getting smaller. Why? Because in the areas where koalas ¹⁰ (live), more and more eucalyptus trees ¹¹ (cut down) every year.

17 Put the verbs in brackets into the correct form of the Past tense. Some of the verbs are passive and some are active.

THE MARY ROSE

The warship Mary Rose ¹ (build) in the years 1509 - 10. In 1544 England ² (start) a war against France, and in 1545 French ships ³ (send) across the Channel towards England. Some English ships ⁴ (go) out from Portsmouth to meet them. One of these ships ⁵ (be) the Mary Rose. It was carrying 91 guns and 700 men - twice as many as normal. It ⁶ (sink) quickly to the bottom of the sea even before it ⁷ (attack) by the French. About 650 men ⁸ (die). This terrible accident ⁹ (see) by the king of England himself.



18 Complete each sentence in the passive. Look at the example.

- a The Europeans found the temple in 1813.
The temple was found in 1813.
- b Kate is cleaning the windows now.
The windows once a week.
- c Tommy Hilfiger designed the film star's dress.
The film
- d We don't allow children in the pub.
Children
- e Somebody stole my dictionary yesterday.
My dictionary yesterday.
- f We have bought the concert tickets on the Internet.
The concert tickets
- g They use this credit card also outside the UK.
This credit card the UK.
- h The editor will choose the newspaper articles.
The newspaper
- i Agatha Christie wrote many good crime stories.
Many good crime stories
- j Do you include meals in the price?
Are the in the price?

EXTRA EXERCISES - PASSIVE

1 Rewrite each sentence with a passive voice.

- a You cannot expect children to understand these problems.
.....
- b They announced the arrival of the next plane over the loudspeakers.
.....
- c No one has climbed this mountain before.
.....
- d He disappeared and no one has seen him so far.
.....
- e People have expressed hopes that the government will act.
.....
- f People all over the world heard the Queen's message.
.....
- g They performed the concert for the first time last Saturday.
.....
- h He gave me the letter of mandate.
.....
- i Has anyone ever called you a liar before?
.....
- j They have turned down all our suggestions.
.....

2 Rewrite the sentence using the words given. The meaning shouldn't be changed.

- a Last Thursday we appointed a new marketing manager. (WAS)
.....
- b Smith Ltd is supplying our company with electrical appliances. (SUPPLIED)
.....
- c William the Conqueror built this castle in the 11th century. (BY)
.....
- d No decision has yet been made. (DECIDED)
Nothing
- e People believe that someone murdered Jenkins. (WAS)
It
- f The police were following the suspects. (BEING)
.....
- g No one has seen Peter since the day of the party. (BEEN)
.....

3 Complete the sentences with the correct passive form of the verb in brackets.

- a 190 million items of clothing ¹ (throw away) each year.
- b More clothes ² (import) from the Far East in the next few years.
- c Most of the cotton which ³ (use) in the fashion industry
⁴ (not grow) organically.
- d The first platform boots ⁵ (wear) in the sixteenth century and
⁶ (call) 'chopines'.
- e In a few years time, new fabric ⁷ (develop) which can generate power to your mp3 player using thermal energy.
- f The world's oldest gold necklace ⁸ (make) in Peru over 4,000 years ago.
- g In 80 years' time, clothes ⁹ (design) by computers, not people.
- h Most of the world's cotton ¹⁰ (grow) in the USA, China and India.
- i Their products ¹¹ (sell) all over the world so far.
- j Trousers ¹² (not wear) by women in the 1920s.
- k In the future, most T-shirts and jeans ¹³ (make) from natural material.
- l eBay ¹⁴ (start) in the USA in September 1995.
- m Since eBay started in the USA, it ¹⁵ (set up) in Europe and Asia.
- n Millions of objects ¹⁶ (sell) on eBay every day.
- o A wide range of things ¹⁷ (can, buy) including cars, antiques - and even boats!
- p Things like drugs and tobacco ¹⁸ (mustn't, sell) on eBay.
- q Billions of dollars ¹⁹ (make) by eBay next year.
- r eBay ¹⁰ (use) by many people for more than 20 years now.

4 Tick (✓) the sentences that sound better, active or passive.

- a A Someone will organise a charity auction soon.
B A Charity auction will be organised soon.
- b A How much was paid for the painting at the auction?
B How much did a person pay for the painting at the auction?
- c A A person donated an expensive painting to the auction.
B An expensive painting was donated to the auction.
- d A We raised over £200 at the auction.
B Over £200 was raised by us at the auction.
- e A The captain of the team, all the players and the coach autographed the football shirts.
B The football shirts were autographed by the captain of the team, all the players and the coach.
- f A I paid the highest price and won the auction.
B The highest price was paid by me and the auction was won.

READING

1 Read the sentences from the article.

- A In addition to news, the World Service broadcasts drama, sports and educational programmes.
- B In countries around the world where the news is tightly controlled or censored
- C The BBC is known all over the world for its fair and informative reporting.
- D World Service radio programmes are broadcast twenty-four hours a day, seven days a week.

Do you think the article will be about BBC:

- a television programmes
- b radio broadcasts
- c radio and television
- d radio programmes

2 Match the sentences in Exercise 1 with the correct paragraphs.

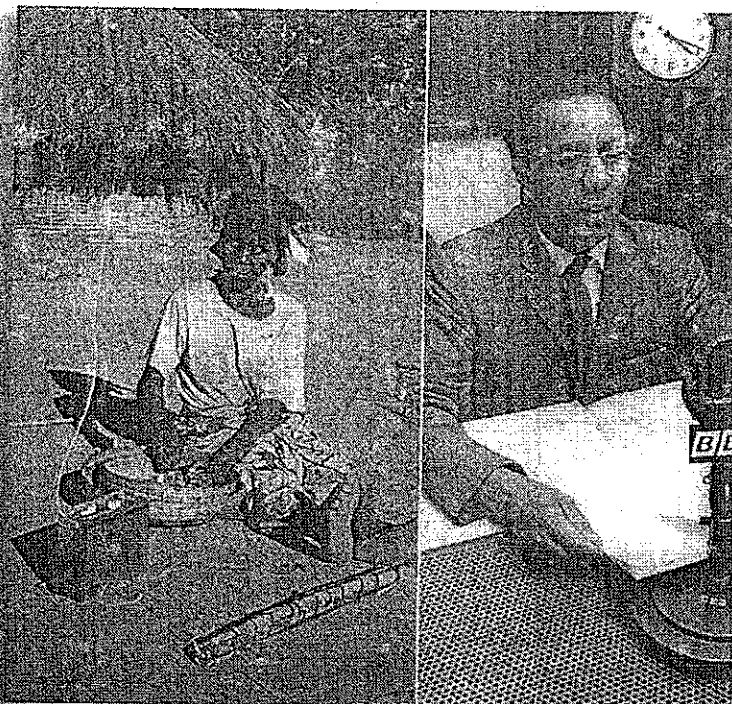
3 Find the verbs (1 - 4) in the article. Match them with the correct definition. There is one extra definition.

- 1 fund ☐ a
- 2 ban ☐
- 3 evacuate ☐
- 4 extend ☐

- a to officially say something can't happen
- b to make longer
- c to give information
- d to give money
- e to move people from danger to safety

4 Read the article again. Tick true and cross false.

- 1 The BBC is famous for its independent news programmes. ☒
- 2 In Britain, BBC radio and TV aren't paid for by advertising. ☐
- 3 The World Service is paid for by the British government. ☐
- 4 You can listen to the World Service at any time. ☐
- 5 You can only hear the World Service in Europe. ☐
- 6 BBC staff stopped working in 1985 because they disagreed with the government. ☐
- 7 Some governments don't allow their citizens to listen to the BBC. ☐
- 8 You can only listen to news on the World Service. ☐
- 9 The World Service has been used to send information to British people away from home. ☐
- 10 After the tsunami, a few people looked for information on the BBC website. ☐



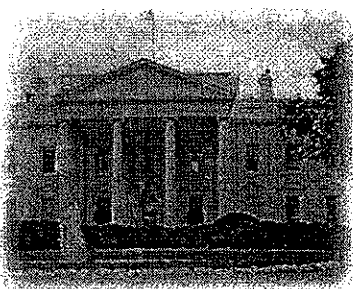
1 In the UK, BBC radio and TV is paid for from the listeners' and viewers' licence fees. However, the World Service, which is broadcast to almost every country in the world, is funded by a government department called the Foreign and Commonwealth Office. Despite this, the World Service has editorial independence which means the government can't control what is broadcast.

2 The programmes are in more than forty languages including Arabic, Greek, Mandarin Chinese, Polish, Romanian and Spanish and they are listened to by about 150 million people. The only time that the service has stopped was in 1985 when BBC workers went on strike. The strike was because the British government had wanted to ban a documentary which included an interview with a member of Sinn Féin (the political party which wants to unite Ireland).

3 the BBC is trusted to be honest and truthful. Some governments try to stop their people listening by either blocking the radio signals or the BBC website.

4 It is also used to send emergency messages to British people overseas. For example, in 1970, a message told British listeners in Jordan to evacuate the country immediately. More recently, when the tsunami hit Asia on 26th December 2004, programmes were extended to bring the latest news to the people in the disaster areas. Within hours of the tragedy, online sites were giving information to the victims and their families and the message boards were looked at by more than two million people.

1 Complete the sentences. Use the Past Simple or the Past Continuous Tense.



The White House is thought to be among the most haunted houses in the world. It is said that the ghost of Abraham Lincoln often visits it. A young clerk describes his experience:

"When I ¹ came (come) into a bedroom there
² (be) a man there. He
³ (sit) on the bed and
⁴ (take) off his boots. He ⁵ (look) like
 President Lincoln. I ⁶ (try) to excuse myself but I
⁷ (cannot) open my mouth. I ⁸ (cannot)
 move either. While I ⁹ (stand) there, paralyzed with fear, he
¹⁰ (stare) right through me. It ¹¹ (seem)
 like ages. Suddenly, he ¹² (stand up) and ¹³
 (disappear). I ¹⁴ (run) out of the room, panic-stricken. I
¹⁵ (have) terrible nightmares for a long time after that.

2 The ghost of Kate Penfound can be quite talkative. Complete her story. Use the Present Simple, the Present Continuous, the Past Simple or the Past Continuous Tense.



'When I ¹ visit (visit) my home, Penfound Manor, I often
² (stay) in my old bedroom. I
³ (use to) enjoy being there when
 I ⁴ (be) alive.
 If I ⁵ (get) restless during my
 nightly visits, I ⁶ (walk) up and down the stairs. The third step from the
 top always ⁷ (make) a creak and the sound
⁸ (disturb) the residents. Last week, when I
⁹ (go) down the stairs, someone ¹⁰
 (start) to scream in one of the bedrooms. It ¹¹ (scare) me to death.
 Today I ¹² (sit) here in my window seat. Everyone in the house
¹³ (sleep) peacefully and ¹⁴ (dream)
 about something nice.
 John never ¹⁵ (enter) the house. He ¹⁶
 (prefer) walking in the garden. We ¹⁷ (meet) my father at least once a
 year - on April 26th. Our lives ¹⁸ (end) on that day in 1694. John and my
 father ¹⁹ (fight) fiercely so I ²⁰ (step)
 between the two of them to make them stop. My father ²¹ (injure) me
 and soon we ²² (be) all dead.'

3 Complete the sentences with the right form of the verbs in brackets. Use the Past Simple or the Present Perfect Tense.

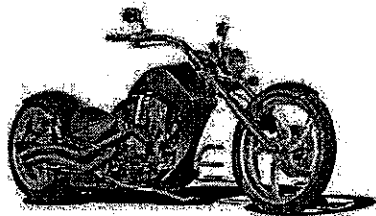
- a A new cat café ¹ has opened (open) in our street. You can cuddle cats there. Two hundred and fifty people ² visited (visit) it on the first day.
- b A scientific team ³ (discover) fossilized bones of a giant snake. It ⁴ (be) about fourteen metres long, it ⁵ (weigh) a tonne and, fortunately, it ⁶ (live) fifty-eight million years ago.
- c The Duke and Duchess of Cambridge (Kate and William) wax figures ⁷ (arrive) at Madame Tussauds, London. A team of thirty people ⁸ (take) four months to complete them.
- d A team of surgeons from Manchester ⁹ (use) 3D technologies during an operation. They ¹⁰ (use) special 3D glasses among other things.
- e A 93-year-old woman from Florida ¹¹ (drive) the same car for 48 years. She ¹² (buy) it in 1964 and ¹³ (drive) 900,000 km in it. She ¹⁴ (have to) stop driving a few months ago because of her poor eyesight.
- f James Cameron, a Hollywood director, ¹⁵ (dive) to the deepest point on the Earth - about eleven km deep in the Pacific Ocean. He ¹⁶ (travel) in a specially built submarine. It ¹⁷ (take) him over two hours to get to the bottom and he ¹⁸ (stay) on the ocean floor for about four hours to explore it.

4 Mixed tenses. Insert the correct form of the verb.

My family ¹ come (come) from New Zealand, but at the moment we ² (live) in the USA. My dad ³ (work) as an engineer since he ⁴ (graduate). My mum ⁵ (be) a housewife now, but before she ⁶ (have) children she used to work as a nurse. I also have two younger sisters. When I ⁷ (be) younger, we ⁸ (fight) a lot, but now we ⁹ (be) great friends. Yesterday we ¹⁰ (decide) to spend the evening together. We ¹¹ (watch) a DVD when, all of a sudden, we ¹² (hear) a strange noise. At first we ¹³ (think) it was a burglar and we were really scared. But we soon ¹⁴ (realize) it was just a branch that ¹⁵ (hit) the window again and again. It was one of the scariest moments I ¹⁶ (ever experience) but I'm sure we ¹⁷ (laugh) at this memory one day.

5 Complete the text with the right form of the verbs in brackets. Use Past Simple active or passive.

CHOPPERS



A Chopper is a type of motorcycle that has been modified from an original motorcycle design ('chopped') or built from scratch to have a hand-crafted appearance. It all ¹ started (start) after the Second World War when some people ² (not be) satisfied with Harley-Davidson motors. They

³ (need) something different.

First the fenders ⁴ (remove) from the bikes and the handlebars

⁵ (raise) high. The front tyre ⁶ (make) thinner.

Anything that ⁷ (not need) had to be removed.

When the film Easy Rider ⁸ (release) in 1969, more and more people

⁹ (want) a Chopper. Not just a Harley-Davidson, but other brands

¹⁰ (use) to make them. The most valuable Choppers were those that

¹¹ (make) from scratch.

6 Rewrite the sentences by changing them from active to passive.

TGV trains



a They built the first TGV train in 1981.

The first TGV train

b Many people in France use TGV trains.

.....

c TGV trains hold the world speed record, which stands at 574.8 kph.

.....

d Engineers designed the trains to be eco-friendly.

.....

e The lights on the trains use low-energy light bulbs.

.....

f They compact the waste and recycle the waste water.

.....

g TGV trains connect cities across France and neighbouring countries.

.....

h They used the duplex TGV for the first time in 1995.

.....

i The duplex TGV features two sitting carriages.

.....

7 Choose the correct verb form to complete the sentences. Circle a, b or c.

DID YOU KNOW THAT ...

- in 1642, while still a teenager, Blaise Pascal ¹ some pioneering work on calculating machines and after three years of effort and 50 prototypes he ² the mechanical calculator?
- the first working computer ³ by Frederic C. Williams and Tom Kilburn at the University of Manchester in 1948?
- the first commercial desktop computer was Programma 101? It ⁴ by Italian manufacturer Olivetti. It ⁵ \$3,200, which equalled \$23,000 in 2011. About 44,000 units ⁶, primarily in the USA.
- there are over 200 social networks and you ⁷ to register with most of them unless you are 13 or older?
- more than 92% of connections on Facebook ⁸ through a friend of a friend?
- Google ⁹ by two Stanford University students who decided not to obtain doctor's degree, but create a company instead?
- Google uses various versions of their logo for use on holidays, birthdays of famous people and major events, such as the Olympics. They ¹⁰ as Google Doodles.
- Google ¹¹ after a very large number, googol - a one, followed by one hundred zeros. This number ¹² to show that the search engine wants to provide large quantities of information for people, but they ¹³ it.



- | | | |
|-----------------|------------------|-------------------|
| 1 A starts | B started | C was started |
| 2 A invented | B is invented | C was invented |
| 3 A developed | B is developed | C was developed |
| 4 A produced | B was produced | C were produced |
| 5 A cost | B costs | C was cost |
| 6 A sold | B are sold | C were sold |
| 7 A don't allow | B aren't allowed | C weren't allowed |
| 8 A make | B made | C are made |
| 9 A founded | B is founded | C was founded |
| 10 A know | B are known | C were known |
| 11 A named | B is named | C was named |
| 12 A chose | B is chosen | C was chosen |
| 13 A misspelled | B are misspelled | C were misspelled |

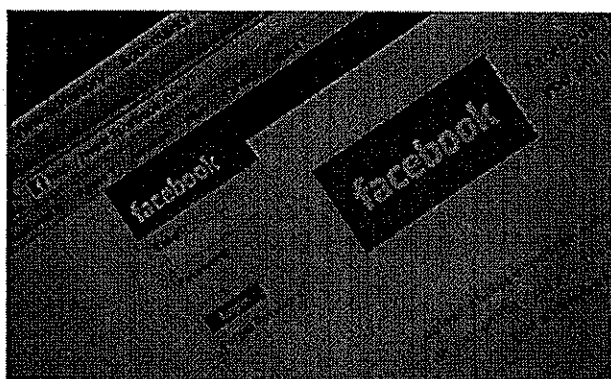
Read the article *Facebook, bigger than Brazil* and choose the correct answer.

Facebook, bigger than Brazil

by Meg Kane

The social networking website now has more than 200 million users. But that doesn't mean it's here to stay.

Are you on Facebook? Don't lie to me. Do you have a profile? What is your relationship status? Political views? Don't forget to tell me about your religious beliefs. Oh, and how we know each other. You're my cousin's hairdresser? Great, good enough for me. Let's be friends.



Don't be self-conscious about it either, because if you are a member of this popular social networking site, you are hardly in the 0. In fact, Facebook announced last week that they just acquired their 200 millionth member. 200 million! Can you remember the last time 200 million people across the world were ever members of the same club, especially considering the club is only a mere five years old? Me neither. 1 to Facebook creator Mark Zuckerberg and his team, if Facebook were a country, it would be the fifth largest in the world (more than Brazil, fewer than Indonesia). That's incredible.

It would seem that Facebook is brilliantly snaking its way into almost every manner of online interaction. There's the marketplace, where you can buy/sell/trade with "Users Near You". There's the "People You May Know" feature, which 2 you to reconnect with that groomsman from your college roommate's wedding which could, in theory, lead to a charming Facebook-inspired romance. Even job opportunities, 3 to your interests, are posted on the side of your Facebook homepage.

And don't forget everyone's favourite microblogging tool, the status update. 160 delicious, self-absorbed characters to convey who-the-hell-cares-what: "Meg is reading a book ... Meg thinks it's time for a cup of coffee! ... Meg can't wait to watch *Lost*! ... "

In reality, the status update in combination with the News Feed feature makes it possible for your friends to insert themselves in to your day as often as they'd like and 4 you remove yourself from the site (an act alarmingly referred to as "Facebook suicide") you are powerless to stop them. You will know who is a fan of Madonna, who is attending the "Save the Sea Turtles rally", and and who made it to the gym after work whether you like it or not.

Because Facebook really can be quite annoying (and can also get you fired) it tends to get a bad rap. But you have to give credit where credit is 5: Facebook has certainly allowed for a unique form of social mobilisation and its spirit, speed, and versatility can not be underestimated. The ease and frequency with which users can alert friends to all kinds of "Causes" has been credited with allowing 6 to find each other through shared interests in non-profits, and has allowed for donations and fundraising for those activities near and dear to one's heart.

Users and non-users alike are probably fully aware of Facebook's presence in our presidential 7. The Facebook team explains that of 45 million active users, a whopping 80% are of voting age. And lest you still confuse Facebook with some teeny-bopper chat board for co-eds, reps will remind you that more than 50% of users are over the age of 35, and the fastest-growing user demographic is men and women aged 55 and over. It would seem that Mark Zuckerberg's network has morphed into an all-encompassing zeitgeist party bus, and you're either on board or you're left behind.

Example:

- 0 a problem
 b swim
 c majority
 ☒ d minority
- 1 a According
 b Believing
 c Compared
 d Leading
- 2 a pokes
 b forces
 c allows
 d finds
- 3 a tailored
 b opposed
 c formed
 d advertised
- 4 a whether
 b unless
 c lest
 d let alone
- 5 a due
 b undeserved
 c unexpected
 d optional
- 6 a egotists
 b do-gooders
 c shareholders
 d easy-goers
- 7 a proposals
 b advertisements
 c residences
 d campaigns

QUESTION TAGS

Here are some basic rules:

- QUESTION TAGS are short questions that can follow sentences, especially in spoken English.
- We make question tags with an auxiliary verb (= pomožni glagol), for example have, be, can, etc., and a pronoun (= zaimek), for example I, you, we, etc.
- We use question tags to ask if something is true, or to ask people to agree with us.

Examples: You haven't got my keys, have you? (asking if something is true)
This music isn't very good, is it? (asking someone to agree with us)

- If the sentence is negative, you use a positive question tag.

Example: You didn't do your homework, did you?

- If the sentence is positive, you use a negative question tag.

Example: I have done everything possible, haven't I?

- Negative tags are usually contracted (= skrajšani), for example: isn't it, haven't you, weren't you.
- The negative tag for I am is aren't I? !!!
- Be careful: The tense in the question tag has to be the same as the tense in the sentence.
- Hints: the meaning of a question tag depends on how you say it. If your voice goes down, you aren't really asking a question, you are only inviting the listener to agree with you. But if the voice goes up, it is a real question.
- After let's, the question tag is shall we? After the imperative (= velelnik), the tag is usually will you?

EXERCISES

1 Put a question tag to the end of the following sentences

- a Thomas won't be late,?
- b You're tired,?
- c You've got a camera,?
- d You weren't listening,?
- e Peter doesn't know Dominica,?
- f Let's go out tonight,?
- g You wouldn't tell anyone,?
- h Don't drop that vase,?
- i He won't mind if I use his phone,?
- j Ann's applied for the job,?

2 Rewrite the sentences and add a question tag. Begin as shown.

- a Donna isn't going to the theatre tonight.
Donna isn't going to the theatre tonight, is she?
- b The band was singing a very popular song.
The band
- c The teacher told us to read the book in English.
The teacher
- d Richard hasn't got a clue about her cheating.
Richard
- e Monica likes brown bread.
Monica
- f You haven't got a pound.
You
- g James could help us.
James

3 Make a new sentence with a question tag which has the same meaning as the first sentence. Begin as shown and make any necessary changes.

- a I know Andrew hates tennis.
Andrew hates tennis, doesn't he?
- b I'm checking if he's in school now.
He
- c You know this house gets hot in summer.
This house
- d You're checking if the train is late.
The train
- e You're sure there was a phone call for you.
There
- f You want to know if there has been any snow this year.
There
- g You wish to know if Jake's sister has gone to America.
Jake's sister
- h I'm checking if you're going to France this year.
You
- i I'm checking if your name is James.
Your name
- j I know you'll be late due to heavy traffic.
You

4 Add question tags

- a I can't tell him everything,?
- b You remember that film,?
- c They aren't in the garden now,?
- d Jessie must do that,?
- e The Petersons will come,?
- f We don't go shopping every day,?
- g Your uncle has got a new car,?
- h You would like to go home,?
- i It is difficult to learn English,?
- j We can help them,?
- k You went to bed very late,?
- l Martin wrote twenty short stories,?
- m He was repairing his car yesterday,?
- n We'll soon be there,?
- o They were singing all the time,?
- p Your friends are coming tomorrow,?

5 Add question tags to the following sentences

- a We don't need any money,?
- b Smoking is bad for you,?
- c You came to work late again,?
- d People can all make mistakes,?
- e The bus won't leave the station before 9 o'clock,?
- f She's not very happy in her new job,?
- g You heard about the meeting,?
- h You are coming with us,?
- i They didn't arrive yesterday,?
- j He was waiting for me at the airport,?
- k Life was better 100 years ago,?
- l Money isn't everything,?
- m You didn't like some of the music you heard today,?
- n She won't be very happy in the new town,?
- o His parents didn't like him,?
- p I am here to listen to you,?
- q You heard the latest news,?
- r Jane can't ski,?
- s It takes about half an hour to get there,?
- t We'll go together,?

6 Add question tags to the following sentences.

- a Your friend speaks a few foreign languages,?
- b Matt is planning holidays at sea,?
- c We don't earn a lot of money,?
- d You've just moved to this town,?
- e Katie wasn't driving fast,?
- f We can go home now,?
- g It's going to be stormy tonight,?
- h You will help me with this,?
- i The book isn't very interesting,?
- j Hannah's very talented,?
- k It wasn't a very good film,?
- l You haven't seen *Stormbreaker*,?
- m She sings very well,?
- n I'm in the play,?
- o You are from a musical family,?
- p The audience loved the show,?
- q We aren't training today,?
- r The auditions will be on Monday,?
- s You could win the game,?

7 Read the dialogue. Correct the underlined mistakes.

- Emma: You are new at this school, are you?
- Joan: Yes, I've just moved to this town.
- Emma: You aren't from Los Angeles, do you?
- Joan: No, I was born in Adelaide, Australia.
- Emma: So, you speak English and French, aren't you?
- Joan: Yes, that's right.
- Emma: You haven't been in the UK long, haven't you?
- Joan: No, only about three weeks.
- Emma: And you like it here, did you?
- Joan: Yes, it's great. I really enjoy the after-school clubs.
- Emma: You can't act, do you?
- Joan: Well, I was in a few plays in my old school.
- Emma: We need people in our drama club. You will join, don't you?
- Joan: Okay, thanks.
- Emma: Brilliant! Now, can I ask you ...?
- Joan: Er, it's time for class.
- Emma: Oh, sorry, I'm asking a lot of questions, amn't I?

REVISION EXERCISES (Question Tags)

1 Complete the sentences about Australia with the correct question tag.

- Australia is the country 'Down Under',?
- The Inuit aren't the indigenous people from Australia,?
- In Australia, they don't use pounds,?
- Australians don't speak English,?
- Kangaroos live in Australia,?
- There are a lot of sheep in Australia,?
- Sydney isn't the capital city of Australia,?
- James Cook discovered Australia,?
- Tasmania is named after Abel Tasman,?
- Aborigines have lived in Australia for many years,?

2 Put in suitable tags. Be careful!

- a Everybody's here, aren't?
- b You're never happy,?
- c There's no juice left,?
- d Nothing matters,?
- e Nobody likes the professor, do?
- f She hardly spoke,?
- g Somebody has forgotten their keys,?
- h You never wrote,?
- i Nobody helped me,?
- j There's no solution to this problem,?

3 Respond to the statements with questions to show interest. Look at the example first.

- a I broke my ankle. - Did you?
- b We haven't seen any of *The Lord of the Rings* films. -?
- c Josh lives in a boat house. -?
- d We'd like to go to the next World Cup. -?
- e My friends are learning to drive. -?
- f This is the best book I've read so far. -?
- g My dog can jump onto my desk. -?
- h Students often come to exams unprepared. -?
- i The film was too long. -?
- j I'll study law. -?

REVISION EXERCISES (Tenses)

1 Read about the accident in the mountains. Complete the text with the correct verb form - Past Simple (did) or Present Perfect Tense (have done).



Victoria and David Beckham ¹
(have) very successful, but very different careers. They first
² (meet) in 1997, when David
³ (play) football for Manchester
United. At that time, Victoria ⁴
(be) a singer in the Spice Girls. David and Victoria ⁵ (get) married in 1999.
Victoria and David ⁶ (have) three children. They
⁷ (be) in the public eye since they ⁸ (meet).

2 Complete the sentences with Present Perfect Simple and Present Perfect Continuous Tense.

- a I ¹ (play) volleyball for more than five years.
- b My team ² (win) only two matches so far.
- c The others ³ (be, always) better.
- d Are we not there yet? We ⁴ (walk) for hours.
- e But we ⁵ (cover) only an area of five miles so far.
- f How long ⁶ (you, wait) for us?

3 Mixed tenses. Insert the correct form of the verb.

My family ¹ (come) from New Zealand, but at the moment
we ² (live) in the USA. My dad
³ (work) as an engineer since he
⁴ (graduate). My mum
⁵ (be) a housewife now, but before
she ⁶ (have) children she used to work
as a nurse. I also have two younger sisters. When I ⁷ (be) younger, we
⁸ (fight) a lot, but now we ⁹ (be) great friends.



Yesterday we ¹⁰ (decide) to spend the evening together. We
¹¹ (watch) a DVD when, all of a sudden, we ¹² (hear) a
strange noise. At first we ¹³ (think) it was a burglar and we were really scared.
But we soon ¹⁴ (realize) it was just a branch that ¹⁵
(hit) the window again and again. It was one of the scariest moments I ¹⁶ (ever
experience) but I'm sure we ¹⁷ (laugh) at this memory one day.

4 Complete the text with the right tense or form. Circle the correct answer (A, B or C).

A Friend in the Rain

Last week I ¹..... (walk) home after work when it
²..... (start) raining heavily.

'Oh, no, I ³..... (get) completely soaked before I
⁴..... (reach) home,' I thought. 'I wish I remembered
⁵..... (bring) my raincoat.' But unfortunately I
⁶..... (leave) it at home. 'How stupid of me! I
⁷..... (always, forget) to bring it with me.'

Luckily just then a friend of mine passed in her car and offered me a lift. ⁸..... (you, go) home or ⁹..... (you, want) to go for a drink?' she asked.

'I think I'd rather you take me home,' I ¹⁰..... (say). 'If I ¹¹..... (not change) my clothes, I know I ¹²..... (get) ill, and then I ¹³..... (not be able) to play in the tennis tournament next week. And I ¹⁴..... (practise) hard for the last month.' 'I ¹⁵..... (wait) for you to change if you like,' she told me. 'I think it's time you ¹⁶..... (relax) for a change. You ¹⁷..... (worry) too much about things lately. And people who ¹⁸..... (worry) too much ¹⁹..... (fall) ill more easily. It's got nothing to do with the rain!'



- | | | |
|---------------------------|-----------------------|---------------------|
| 1 A walked | B was walking | C were walking |
| 2 A started | B has started | C was starting |
| 3 A get | B got | C will get |
| 4 A reached | B reach | C will reach |
| 5 A bring | B to bring | C bringing |
| 6 A leave | B leaving | C left |
| 7 A always forget | B forget always | C always forgetting |
| 8 A Do you go | B Are you going | C Should you go |
| 9 A you want | B do you want | C you wanted |
| 10 A said | B say | C 'm saying |
| 11 A didn't change | B won't change | C don't change |
| 12 A will get | B won't get | C would get |
| 13 A 'm not able to | B won't be able to | C wasn't able to |
| 14 A have been practising | B has been practising | C was practising |
| 15 A would wait | B won't wait | C will wait |
| 16 A relaxed | B to relax | C relaxing |
| 17 A have been worrying | B has worried | C has been worrying |
| 18 A worried | B worries | C worry |
| 19 A fall | B fell | C falls |

REVISION EXERCISES (Tense Revision)

1 Complete the text with the correct tense or form.

MEN IN THE KITCHEN

Kevin's wife Amy ¹..... (be) a prospective business woman since she ²..... (finish) her studies.

She ³..... (work) for a large computer company for over 10 years. Every morning she ⁴..... (get) to her office before her boss ⁵..... (appear) ⁶..... (prepare) all the papers for him.

Three years ago they ⁷..... (get) a baby, a cute little daughter and since then Kevin ⁸..... (often, stay) at home ⁹..... (look) after her because his wife practically ¹⁰..... (have) no time for housekeeping and education of her children. But he often ¹¹..... (not be) very successful in the kitchen.

A week ago his wife Amy ¹²..... (go) to work as usual and ¹³..... (say) to him: "Have a nice day. I ¹⁴..... (leave) now. I ¹⁵..... (not think) I ¹⁶..... (be) back before eight in the evening. What ¹⁷..... (you, cook) today?"

"I ¹⁸..... (not know) yet, but let it be a surprise", he ¹⁹..... (reply). Amy ²⁰..... (kiss) him and while she ²¹..... (put) on her coat, she ²²..... (slip) out of the house.

It was their wedding anniversary and he ²³..... (want) ²⁴..... (prepare) something special. "I ²⁵..... (do) everything now and then in the afternoon I ²⁶..... (watch) a football match," he ²⁷..... (talk) to himself. After he ²⁸..... (put) his wife's favourite dish into the oven, he ²⁹..... (turn) on his TV and soon he ³⁰..... (forget) about the kitchen until he ³¹..... (smell) something. "Oh, no, I must ³²..... (burn) the food! It ³³..... (not happen) if I ³⁴..... (not watch) that stupid football match. He ³⁵..... (rush) into the kitchen, ³⁶..... (open) the oven, and ³⁷..... (pull) out something totally black and burnt. And he ³⁸..... (prepare) it all morning. Everything ³⁹..... (ruin) and he ⁴⁰..... (can) start all over again.

When Amy ⁴¹..... (return), she ⁴²..... (find) out immediately that he ⁴³..... (burn) something. She ⁴⁴..... (ask) him what ⁴⁵..... (happen) and he ⁴⁶..... (tell) her

everything. "Sometimes I wish you ⁴⁷ (be) a normal housewife like other women," he ⁴⁸ (add) bitterly.
 Amy ⁴⁹ (smile) ⁵⁰ (say): "Don't worry, darling, there's nothing wrong. Anyway I ⁵¹ (make) a reservation for two in your favourite restaurant this morning. We ⁵² (celebrate) our fifth wedding anniversary today, don't you know that?"

2 Complete the text with the right tense or form. Circle the correct answer (A, B or C).

LEARNING AT HOME

In Britain some families ¹ that learning at home is better than going to school. Home-schooled children can ² when they want to learn. Does this sound more enjoyable than school?

Adrian is a science prodigy and he wants to start university by the age of fourteen. He ³ school lessons ⁴ than most children, but making friends more difficult. At home, he can spend more time on his favourite subjects and is preparing to take many of his exams early. Does he ever take a break? 'Yes,' he says, 'I don't study subjects I'm not interested ⁵

Holly's parents weren't happy with the local school, so they ⁶ a decision to teach her at home. Her favourite subject is history and she often goes to museums to study. 'I couldn't do that before,' she says. 'This is more interesting ⁷ school was.'

Adrian and Holly love ⁸ at home, but some people think that studying at school is more useful because it trains you for adult life. It ⁹ you to be with people you don't like, but it can also help you to make friends. Are these things more ¹⁰ than lessons? What do you think?

- | | | | |
|-------------|-----------|---------------|---------------|
| 1 A feels | B feel | C felt | D are feeling |
| 2 A choose | B chosen | C to choose | D chose |
| 3 A found | B finding | C find | D finds |
| 4 A easiest | B easier | C more easy | D easier |
| 5 A for | B about | C in | D at |
| 6 A made | B maked | C were making | D make |
| 7 A as | B than | C then | D like |
| 8 A learn | B learned | C learning | D learns |
| 9 A taught | B teaches | C will teach | D teaching |

3 Write the correct form of the verbs in brackets in spaces provided. Don't forget: the story is narrated in the past tense.

MARK'S LUCKY DAY

It was 5 p.m. and Mark ¹ (drive) home. He was quite satisfied with the outcome of the conversation he ² (have) with his boss in the morning, so he was looking forward to seeing his wife and children to tell them about his promotion. He ³ (work) hard for the past five years and he really deserved ⁴ (promote). He ⁵ (spend) many evenings in his office and his free time had been reduced to Saturday afternoons. Now everything ⁶ (be) different. He was listening to the music on the radio and dreaming about his future when something ⁷ (happen) to stop his dreams. He saw a little girl on the bicycle who ⁸ (ride) towards him. She was talking to someone standing on the pavement. He swerved the car to avoid ⁹ (knock) the girl down. He ¹⁰ (hurry) out of the car to see what ¹¹ (happen) to the girl. She ¹² (lie) on the pavement. It seemed that her leg ¹³ (break). He could have killed the girl if he ¹⁴ (not react) so quickly. Before the ambulance arrived, he ¹⁵ (call) home telling his wife that he ¹⁶ (have) an accident on his way home and that he ¹⁷ (not be) able to come home before night. Yes, this was his lucky day. He must ¹⁸ (repeat) this sentence several times while he ¹⁹ (finally, drive) home. The girl ²⁰ (take) to hospital and she ²¹ (not seriously injure). She should ²² (be) more careful, of course, but who would bother about such things now. He ²³ (wait) for that day too long and he ²⁴ (not want) anything else to spoil his dreams.

4 Make questions. The answers are the underlined words.

a The news will be on TV five times a day.

.....

b Lisa usually drinks a cup of hot chocolate before she falls asleep.

.....

c Susan and Tom are going to work by train this week because they have sold their car.

.....

- d I have booked the plane tickets to Canada.
.....
- e Alison was trying to find a link to one of the websites.
.....
- f Oliver quickly slowed down because there was a police officer at the side of the road.
.....
- g English people always talk about the weather when they first meet.
.....
- h I'm waiting for my best friend.
.....
- i Amy had to share the room with her younger sister.
.....
- j Kelly is listening to the weather forecast.
.....
- k I stayed in New Zealand for 2 months.
.....
- l Richard is preparing drinks for his friends.
.....
- m We never eat in an expensive restaurant.
.....
- n The foreign tourists were speaking English very fluently.
.....
- o The police caught the robber yesterday.
.....
- p The nearest bank is in the High Street.
.....
- q Tom's catching the 13.30 train.
.....
- r The kids have been watching TV for more than 3 hours.
.....
- s Matt has already chosen the university.
.....

1 Complete the text with the right tense or form. Circle the correct answer (A, B or C).

..... / 8

Jake ¹ to the cinema ever since he was a child, but he rarely decides ² to animated movies such as Walt Disney cartoons. In fact, he ³ a cartoon for about two years. The last time he ⁴ a cartoon at the cinema was when he ⁵ his two children, who ⁶ now ten years old, to see Walt Disney's *Fantasia*. They ⁷ only seven at the time and so they were looking forward to ⁸ a cartoon at the cinema.

- | | | |
|-----------------|------------------|---------------|
| 1 A was going | B has been going | C went |
| 2 A going | B go | C to go |
| 3 A hasn't seen | B haven't seen | C didn't see |
| 4 A watches | B watched | C has watched |
| 5 A took | B taken | C was taking |
| 6 A have been | B were | C are |
| 7 A were | B have been | C had been |
| 8 A see | B seeing | C seen |

2 Put the verbs in brackets into the Past Passive.

..... / 6



The explorer David Livingstone was born in Scotland in 1813. At the age of ten, he ¹ (send) to work in the local cotton factory. He ² (force) to work from six o'clock in the morning to eight o'clock in the evening. When Livingstone was a young man, he became interested in missionary work. On November 20th 1840, he and his friends ³ (ask) to go to Africa to work in a settlement. Once there, Livingstone became very popular with the natives because they ⁴ (treat) as equals. With their help, the great continent of Africa ⁵ (explore) and many discoveries ⁶ (make). At the end of his life, Livingstone was over-worked and in poor health. He died in April 1873, in a small village in Africa.

3 Rewrite each sentences beginning with the words given.

..... /5

- a The police have recently arrested some robbers in Philadelphia.

Some robbers

- b They are rebuilding the damaged roads in the suburbs.

The damaged

- c The road police take dangerous drivers off the roads.

Dangerous drivers

- d Someone stole a valuable painting from a private home last night.

A valuable

- e The city council will close the mountain road over the weekend.

The mountain road

4 Complete the text with the correct form of the verbs in brackets, Present Simple or Present Simple Passive.

..... /7



My idea of perfect happiness is being alone on a Sunday morning. I usually ¹ wake up (wake up) at about seven o'clock - that's when my copy of The Sunday Times ² (deliver) to my house by a friendly postman. I ³ (not get up) immediately, because I love staying in bed when I don't have

to go to work. After an hour, I have my favourite breakfast - coffee, croissants and jam. The jam ⁴ (import) from France and the croissants ⁵ (make) at the local bakery. I ⁶ (spend) a couple of hours reading the newspaper and then I finally get dressed at about ten o'clock. My friends phone or ⁷ (come) to the house after midday. I love talking to them or seeing them on Sunday afternoons but they know that people ⁸ (not invite) to share my Sunday mornings.

5 Form a new word

..... /5

- a Who's the of the competition?

WIN

- b My best friend is a very translator.

SUCCESS

- c Patricia has a vivid

IMAGINE

- d We had a time on holidays in New Zealand.

WONDER

- e I've made my I'm going to buy the silver one.

DECIDE

6 Use the word given in brackets at the end of each gap to form a word that fits in the space.

..... /6

People don't always show their true Somebody with a big smile on their face might actually be One of the reasons for this is that our emotional life is very Not everyone is sympathetic to our problems, so we have to ourselves. Some people, particularly teenagers, appear to be by everything, even by the things that they actually find This may be because they think it's not very cool to be excited.

FEEL

HAPPY

PERSON

PROTECTION

BORE

EXCITE

7 Add question tags to the following sentences.

..... /9

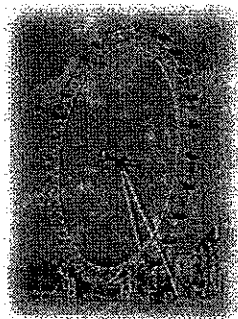
- It isn't difficult to learn English grammar,?
- Michael left the concert a few minutes ago,?
- I'm good at foreign languages,?
- Susan was travelling around Spain last summer,?
- Your friends from New York will come next month,?
- You don't go to the cinema every day,?
- Let's watch a movie,?
- Alice has done well in a test,?
- We must complete the sentences,?

8 ALL these words are misspelt. Correct the mistakes.

..... /12

- writting
- well-known
- aplication
- interview
- inemployed
- qualiffication
- responsability
- successfully
- dismiss
- fedback
- permision
- assesment

THE LONDON EYE

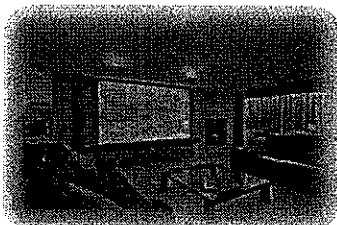


The London Eye is one of the most popular attractions in London, and people ¹..... it from all over the UK and the world. It was designed ²..... David Marks and Julia Barfield for a competition ³..... was organised by a British newspaper in 1994. The newspaper wanted a new London building ⁴..... the year 2000.

The Eye is 135 metres ⁵..... and it was the largest ⁶..... wheel in the world when it was built. Up to 800 people are carried on it at any time. Marks and Barfield designed the Eye and it was built in less than 16 months. More ⁷..... 1,700 people worked on the London Eye and much ⁸..... it was built in other countries. The wheel was ⁹..... in the Netherlands. Experts in the Czech Republic and Italy made some of the metal parts. The ¹⁰..... which the people sit in were made in the French Alps and the glass was produced by an Italian company.

- | | | | | |
|----|-----------------|----------------|---------------|--------------|
| 1 | A see | B watch | C visit | D come |
| 2 | A by | B of | C from | D at |
| 3 | A who | B what | C whose | D which |
| 4 | A a celebration | B to celebrate | C celebrating | D celebrated |
| 5 | A long | B big | C tall | D high |
| 6 | A observing | B observation | C observe | D observed |
| 7 | A than | B as | C then | D that |
| 8 | A from | B off | C on | D of |
| 9 | A develop | B development | C developed | D developing |
| 10 | A boxes | B capsules | C carriages | D crates |

SMART HOMES



Mitsuko Ohno and her 10-month-old daughter Kayoko ¹ recently / lately moved into their new house in Nagoya in Japan. From the ² outside / outdoors it looks just like any other house, but this house was built using the very latest technology. Mitsuko controls all the ³ equipment / equipments in her flat with a mini-computer, which she wears on her wrist like a watch.

This mini-computer also measures Mitsuko's electricity, ⁴ pays / pays for her bills, and stores video messages. It gives her ⁵ informations / information about when the washing machine has finished or who is at the door.

Mitsuko's fridge has a ⁶ screen / scene that provides ⁷ receipts / recipes for the ingredients inside, and lets her know if the food is ⁸ out of date / out of order. The bedroom mirror displays her timetable for the day, helps her choose her ⁹ cloths / clothes and brings her the latest weather and traffic news. When it's time to go to work, ¹⁰ everything / everyone in this home of the future automatically turns itself off.

KEANU REEVES - One of the most famous Canadian actors



Keanu Reeves was born on 2nd September, 1964, in Lebanon. His parents met while they were in Beirut. Keanu's full name is Keawealehu, which means 'cool breeze over the mountains' in Hawaiian. His grandfather was born in Hawaii.

Keanu's parents divorced when he was two, and he moved first to New York, then to Toronto, with his mother. He grew up in Toronto and later became a Canadian citizen. Keanu went to four high schools, and was expelled from one for disobeying the teachers. He never actually

got his high school diploma.

His first jobs included working at a pasta shop and sharpening skates at an ice rink. He was a brilliant ice hockey player, and was voted MVP (Most Valuable Player) on his high school hockey team.

His first movie role, in fact, was an ice hockey goalkeeper in *Youngblood*, which was filmed in Canada. He moved to Los Angeles and made a number of films. Most successful were the comedy *Bill & Ted's Excellent Adventure* and the horror film *Bram Stoker's Dracula* co-starring Winona Rider.

Then, in 1999, he starred in the science fiction hit, *The Matrix*, which made him successful again. Two sequels followed: *The Matrix Reloaded*, and *The Matrix Revolutions*. Since then, Keanu has starred in several films including the super-cool animated film, *A Scanner Darkly*, where he worked again with Winona Rider.

- a Where was Keanu born?
- b What does his full name mean in Hawaiian?
- c How old was he when his parents divorced?
- d Where did he grow up after the divorce?
- e Which nationality is he?
- f How many high schools did he go to?
- g Why was he expelled?
- h What was his first movie role?
- i Who starred in *Dracula* together with Keanu Reeves?
- j Which movie was made in 1999?
- k Was *The Matrix Revolution* his last film?

FORMAL WRITING

..... /16

Layout: /3 Contents: /5 Vocabulary: /4 Grammar: /4

Read the instructions and write a short letter. Don't forget to use all the clues.

Remember the layout is a letter!

You have been invited to attend a meeting in a company in Sydney. So next week you are visiting Mr Tim Winton, a marketing manager of WATERSTONES, Ltd.
(205 George Street, Sydney, Australia)

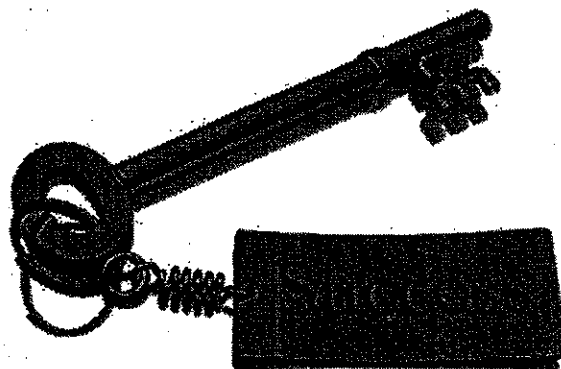
Write him a short letter of about 60-80 words in which:

- you are confirming your arrival.
- you would like him to recommend you a hotel near the Head Office.
- tell him the time of your arrival and ask him about the transportation to your hotel.
- ask him also about the time and the place of your meeting.

Here you can make some notes for your letter if you want.

Vocabulary & Writing

Year 4



You get motivated by **DOING** things,
NOT THINKING about them.

(Andrew Matthews)

March 2018

1 - Read the text and the glossary.

Applying for a job with FamAid UK

Wherever you are based, you can apply for any advertised vacancy.

Work permits

For jobs in the UK, you will usually be expected to have a valid UK work permit. For jobs outside the UK, the local FamAid office will advise you about the permit you may need.

Closing dates

Your application must reach us by the advertised closing date. Online applications will be acknowledged automatically by email.

Selection process

If we would like you to attend an interview, we will contact you. At that time, and if required, we will also assess other skills you may have or need.

If you are not successful, we will contact you and, wherever possible, give you feedback.

If you are the successful candidate, we will offer you the position, but this is subject to satisfactory references. We shall also request confirmation that you are medically fit to do the job and have the necessary permit/visa.

GLOSSARY

apply for something - ask for something in writing, often a job or course; application (N)

be based somewhere - if you are based in a place, that place is the centre for your work

vacancy - a job that is available for somebody to do

a work permit - an official document which says you are allowed to work

valid - if something is valid, it is legally acceptable and can be used.

advise somebody - tell somebody the best thing to do; give somebody advice; advice (N)

acknowledge something - let somebody know you have received something from them

automatically - without any human control

a process - a series of things that are done for a particular reason.

an interview - a meeting in which somebody is asked questions to find out if they are suitable for a job, course, etc. (the person who asks the questions is an interviewer); interview somebody (V)

contact somebody - phone or write to somebody

assess something / somebody - decide on the quality or ability of ... ; assessment (N)

give somebody feedback - give somebody advice or criticism about how they have done something.

a candidate - a person who makes a formal application for a job.

a reference - a statement or letter which describes somebody's character and ability to do a job (a person who writes this is a referee).

a confirmation - a statement in writing which says that something is true or accurate; confirm (V)

SPOTLIGHT - Formal language

In a written text like this, some language will be formal, for example: ¹ attend sth. (go to / for sth.), ² require sth. (need sth.), ³ request sth. (ask for sth.), ⁴ subject to sth. (depending on sth.), ⁵ a position (job), and ⁶ shall (will). The underlined words are more formal than the words in brackets, which we would normally use in spoken English.

2 There is a mistake in each sentence. Write the correct sentence.

- a My old boss said he would be my reference.
- b They said they'd contact to me.
- c Is she applying a new job?
- d Have you got a work permission?
- e He gave me some good advices.
- f She gave me foodback after the interview.
- g have to confirmate it in writing.
- h If you apply for a job, it's quite a long processment.

3 Replace the underlined words with more formal word or phrase with the same meaning.

- a We will contact you as soon as possible.
- b Has the company asked for references?
- c They offered me the job on Thursday.
- d I went for an interview last week.
- e If you need more information, please contact me.
- f We are going to give him the job, depending on satisfactory references.

4 Complete the sentences with a single word.

- a You can't use this visa any longer - it's not ¹ valid.
- b I work in lots of places, but I'm ² in Bristol.
- c She was angry because they didn't ³ that they had received her letter.
- d He offered me the job on the phone, but I haven't had written ⁴ yet.
- e They said they would ⁵ me by phone when they've made a decision.
- f You don't need to ask for confirmation; they will reply ⁶
- g They interviewed for other ⁷ for the job as well as me.
- h Mark wrote to the company for a job, but there are no ⁸ at the moment.
- i I hope they'll ⁹ me feedback after the interview.
- j He wants to ¹⁰ for the job, but he still has to fill in the ¹¹ form.
- k You have to do tests and have several interviews; it's quite a long ¹²

5 Read the text and glossary

CAREERS

Careers 4 U advertises jobs across a range of market **sectors**. Register by email now and you can be first in line to apply for jobs as they appear. Just complete the following:

Please select any two sectors in which you have experience and/or qualifications:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> engineering | <input type="checkbox"/> management |
| <input type="checkbox"/> military | <input type="checkbox"/> retail |
| <input type="checkbox"/> training | <input type="checkbox"/> finance |
| <input type="checkbox"/> publishing | <input type="checkbox"/> recruitment |
| <input type="checkbox"/> manufacturing | |

SPOTLIGHT - Career, Job, Profession

A **career** is the series of jobs you have in a particular area; e.g. a career in publishing.

A **job** is any work you do to earn money.

A **profession** is a job with a high level of training and / education; e.g. the medical / teaching profession.

GLOSSARY

sector - a part of the business activity of a country;

public sector - controlled by the government

private sector - controlled by private companies

experience - the things that you have done in your life

qualifications - the exams you have passed or courses you have finished

engineering - the activity of designing roads, railways, bridges...

military - connected with soldiers, or the army, navy and air force

training - the activity of teaching people the skills they need for the job; train sb. (V)

publishing - the business of producing and selling books, magazines...; publish sth.

manufacturing - the business of producing good in factories; manufacture sth.

management - the control of a business or organization

retail - selling goods to people directly in shops, on internet...

finance - the activity of managing money

recruitment - the business of finding people for job vacancies

6 What sector do these people work in?












- I produce books and then we sell them.
- I teach people their jobs.
- I'm a soldier.
- I sell clothes.
- I design motorways.
- I produce cars.
- I'm the boss of a company.
- I control the money in our business.
- I fill job vacancies in companies.

-
-
-
-
-
-
-
-
-

7 Complete the words in the text

I've just left university and I'm hoping to have a career in the private ¹ s....., and eventually I'd like to be in ² m..... and have my own business. I had a couple of jobs in small companies in my holidays, so I have a little ³ e..... . I'm hoping to work for a large company to start with; they do a lot of ⁴ t.....; and I'll be able to get some extra ⁵ q....., too. My father's in the legal ⁶ p....., but for some reason, he wants me to have some experience in the ⁷ m..... as a soldier. I have no idea why, though.

8 Read descriptions of different jobs and some vocabulary referring to these jobs.

Job		What does he/she do?	Glossary
plumber		installs and repairs water pipes, taps, central heating, baths, etc.	install sth put in some equipment so that it is ready to use
mechanic		repairs engines, especially in vehicles.	vehicle e.g. car, bus, lorry
electrician		installs, connects, or repairs electrical wiring.	electrical of or about electricity
carpenter		makes or repairs parts of a building and other objects made of wood.	object a thing that can be seen or touched but is not alive
nanny		takes care of, cares for children in their own home.	take care of / care for sb/sth look after sb/sth
travel agent		makes travel arrangements for people.	make arrangements for sb/sth make plans or preparations for sb/sth
estate agent		buys and sells houses or land for people.	land an area of ground, an area used for a special purpose
importer		imports goods.	import sth buy goods from another country to sell in your own country or export sth
priest		performs religious ceremonies in some religions.	
civil servant		works for the civil service, i.e. all government departments except the military.	i.e. in other words, that is (used when you are explaining or defining sth)
sales rep / representative		travels to different places and sells the products of a particular company.	produce a thing that people make or grow in order to sell

9 Are these sentences true (T) or false (F)?

- a An importer exports goods to sell.
- b An estate agent sells holidays.
- c A carpenter makes wooden objects.
- d A civil servant works for a company.
- e A priest conducts religious ceremonies.
- f A mechanic can repair vehicles.
- g An electrician fixes electrical wiring.
- h A plumber can fix your central heating.

10 Cross out one word which is wrong. Write the correct word at the end.

- a I haven't got central heating; I need a plumber to ~~repair~~ a new system. 1 install
- b Our estate agent made the arrangements; i.e. buying tickets, booking hotels. 2
- c What produces does that company make? 3
- d My sister does quite a lot of training for the civil servant. 4
- e I believe he exports silver jewellery from abroad. 5
- f A nanny takes care for children. 6
- g Sales representants have to travel a lot. 7

11 Read the text and the glossary.

CAREER STRUCTURE

Two years ago, I got a challenging job with good prospects in local radio. I worked hard and, as a reward, I was promoted. I was delighted. I was quickly transferred to a different department. Then things went wrong: one colleague got the sack and another handed in his notice. After that, ten people were made redundant. I didn't want to be out of work, so I decided to look elsewhere. I applied for a job in TV and was appointed assistant director. Amazing!

SPOTLIGHT - Dismiss, sack, fire

An employer may dismiss an employee if their work is not good enough or if they have done something wrong. In less formal English, you can say:

- sack somebody
- give somebody the sack
- fire somebody

GLOSSARY

- challenging - difficult to do, but interesting and enjoyable
prospects (pl) - chances of being successful in the future.
a reward - something you get because you have done sth.
helpful, worked hard...; reward sb. (V)
promote sb. (usually passive) - give somebody a better job at a higher level in a company; promotion (N)
transfer sb. / sth. (from ... to ...) - move from one place to another
a department - a section of a business, university ...
hand in your notice - say officially that you want to leave your job; resign, quit (synonyms)
make sb. redundant (often passive) - make sb. leave their job because they are not needed any more.
out of work - not working and unable to find a job (unemployed)
elsewhere - in or to another place
appoint sb. - choose sb. for a job

12 Complete the sentences with a single word.

- a I was glad to be ¹ appointed to the job I have. (chosen for the job)
- b My job's very ² (difficult to the business)
- c I want to transfer to another ³ (section of the business)
- d I have good ⁴ in my job. (chances of success)
- e I'd really love to be ⁵ (given a better job in a company)
- f I'm bored at work, so I'm going to look ⁶ (in another place)
- g I've never been ⁷ (out of work)
- h I'd hate to have to ⁸ someone. (dismiss)
- i If I hated my job, I would definitely ⁹ (hand in my notice)

13 Is the meaning the same or different? Write S or D.

- | | |
|---|--|
| a a challenge / a reward | g prospects / chances of success |
| b out of work / unemployed | h hand in your notice / resign |
| c be promoted / be appointed | i be sacked / be promoted |
| d get the sack / sack someone | j fire someone / dismiss someone |
| e transfer sb. / move sb. to another office | |
| f make someone redundant / fire someone | |

14 Read the dialogue and the glossary.

A JOB WITH RESPONSIBILITY

Kate: Amy, I know you work on reception at the sports centre, but what does that ¹ involve?

Amy: Well, I ² handle all customer bookings, and answer enquiries over the phone, or ³ face-to-face. Occasionally I also have to ⁴ deal with complaints from ⁵ members of the public, and if there's a problem, I'm the one who has to ⁶ solve it.

Kate: So, it's not just ⁷ clerical duties, then?

Amy: Oh, no. Some weekends I'm ⁸ in charge of the whole centre, and in an emergency it's my job to ⁹ make sure that everyone is safe. I have a lot of ¹⁰ responsibility.

GLOSSARY

what does (your job) involve? - what do you have to do (in your job)?

handle sth. / sb. - take suitable action in a situation; deal with sth. / sb.

enquiry - a question about sth.; make an enquiry

face-to-face - with and looking at sb.

complaint - a statement that you are not satisfied with sth.; make a complaint = complain

members of the public - people in general; also the public

solve a problem - find the answer to a problem; find a solution

clerical - connected with office work, especially keeping records or accounts; the person who does it is a clerk).

duties - the tasks you do when you are at work

in charge of sth. / sb. - in a position of control over sth. / sb.; responsible for...

make sure - check sth. so that you can be certain about it

responsibility - the fact or duty of being in control of sth., so that it is your fault if sth. goes wrong

15 Complete the texts

A I used to have a boring office job - I was a ¹ clerk in the civil service for five years, but I couldn't stand it and left. Now I've got a job in a tourist information office in Liverpool and I really like it. My ² d..... include helping people to find accommodation, dealing with their ³ e..... about places to visit, and finding ⁴ s..... to their travel problems. I'm also ⁵ r..... for the Beatles tour: I take people to John Lennon and Paul McCartney's childhood homes. I try to make ⁶ s..... everything goes well.

B I work in a travel agent's, and my job ⁷ i..... organizing trips for people. I love meeting the ⁸ p..... and I really enjoy ⁹ h..... the money side of things. Some of my work is just routine ¹⁰ c..... work; other times, I have a lot of ¹¹ r..... For example, if a customer's holiday goes wrong, I have to ¹² d..... with their ¹ c.....

Read the biography of Sir Timothy Berners-Lee.

Sir Timothy Berners-Lee Biography



Timothy John Berners-Lee was born on 8 June 1955 in London, England. From an early age, he was fascinated by both mathematics and electronics. As a schoolboy, he closely followed the emerging field of transistor

technology and built electronic devices to control his model trains.

As a physics student at Oxford, Berners-Lee began devising his own computer languages, and after graduating with a degree in physics in 1976, he found his services as a computer programmer in immediate demand.

After graduation, Berners-Lee worked for two years with Plessey Telecommunications. His work there included the refinement of bar code technology. The following two years were spent with D.G. Nash Ltd., where he designed a multi-tasking operating system. After working for Nash, Berners-Lee was ready to try his wings as a freelance consultant software engineer, a period that culminated in a six-month stint at CERN (1980), the European particle physics laboratory in Geneva, Switzerland.

At CERN, Berners-Lee devised a software application he called Enquire, based on the concept of "hypertext," which allowed him to link documents on the basis of single-word associations, rather than through the branching hierarchies of existing systems. Berners-Lee urged his associates at CERN to try Enquire, but found few takers.

When his assignment at CERN ended in 1981, Berners-Lee took a job at Image Computer Systems, developing communications software.

Although CERN had abandoned Berners-Lee's Enquire program, the young software engineer had made a lasting impression, and in 1984 CERN offered him a fellowship to work on distributed real-time systems for data acquisition and system control.

In March 1989, Berners-Lee proposed a global hypertext project, one that would permit researchers all over the world to share work-in-progress, transmitted instantaneously, without the delays associated with traditional scholarly publication or cumbersome mail groups. With collaborators at CERN, Berners-Lee wrote the "hypertext transfer protocol" (HTTP) for transmitting documents over the Internet. He devised the hypertext markup language (HTML) for formatting web documents, and programmed the first web server to store and transmit them. To make the proposed network visible to the end user, he created the first web browser, an application for both viewing and editing the documents online, which he named WorldWideWeb.

In 1994, Berners-Lee joined the Laboratory for Computer Science at the Massachusetts Institute of Technology, where he founded the World Wide Web Consortium (W3C), an international governing body for the web. Berners-Lee also holds an endowed chair at MIT's Computer Science and Artificial Intelligence Laboratory (CSAIL). As a Senior Research Scientist, he heads CSAIL's Decentralized Information Group.

Sir Timothy, his wife Nancy, and their two children make their home in Lexington, Massachusetts. Sir Timothy Berners-Lee remains a leading international advocate of "net neutrality," preserving the open nature of the World Wide Web.

(Pridobjeno po: <http://www.achievement.org/autodoc/page/ber1bio-1>. Pridobljeno: 5. januar 2012.)

(Vir slike: Paul Clarke, http://commons.wikimedia.org/wiki/File:Tim_Berners-Lee_in_thought.jpg. Pridobljeno: 7. april 2013.)

2. Read the biography of Sir Timothy Berners-Lee. Use the information to complete the document which is part of his job application. Use no more than three words or figures.

APPLICATION FOR EMPLOYMENT

I. PERSONAL INFORMATION

Names:	Last	First	Middle
	Example: O. Berners-Lee	Timothy	1.
Address:	Street	City	Zip
	87 Kendall Rd	Lexington	MA 02421
Contact Info:	Home Telephone	Mobile	Email
	+1 123 555 4900	+1 123 555 7891	tim.b-lee@mail.gov
Date of Birth:	8th June 1955		
Marital Status:	2.		

II. POSITION SOUGHT

Position sought:	Chief Software Engineer
Available Start Date:	April 1 st , 2014
Desired Pay Range (Per Month):	\$14,000-18,000
Are you currently employed?	3.

III. EDUCATION

College or University	Subject(s) of Study
Oxford University, UK	4.

IV. PREVIOUS EMPLOYMENT

Year	Institution/Company	Work Area
1976	Plessey Telecommunications	Bar Code Technology
1978	D.G. Nash Ltd	Multi-Tasking Operating System
1980	5.	Hypertext Software Application
1981	Image Computer Systems	6.
1984	CERN	Data Acquisition & System Control
7.	MIT	W3C, CSAIL

V. PERSONAL VIEWS

A supporter of B.

WORD FORMATION - SOME RULES

1 NOUNS

a Derivational morphemes added to VERBS

- - ER to teach - teacher; to read - reader
- - MENT to agree - agreement; to employ - employment
- - ANCE / ENCE to annoy - annoyance; to appear - appearance; to differ - difference
- - ION to act - action; to educate - education

b Derivational morphemes added to ADJECTIVES

- - NESS dark - darkness; thin - thinness
- - TY / - ITY safe - safety; real - reality; public - publicity
- - DOM wise - wisdom; bored - boredom

c Derivational morphemes added to NOUNS

- - SHIP friend - friendship; lady - ladyship
- - IST column - columnist; piano - pianist
- - ISM cynic - cynicism; critic - criticism
- - ER Hamburg - hamburger
- - ESS prince - princess; count - countess; god - goddess
- - HOOD boy - boyhood; neighbour - neighbourhood

2 ADJECTIVES

a Derivational morphemes added to NOUNS

- - FUL tact - tactful; power - powerful
- - LESS fear - fearless; hope - hopeless; thought - thoughtless
- - OUS fame - famous; glory - glorious
- - AL element - elemental; parent - parental
- - Y health - healthy; rock - rocky; water - watery
- - LY cost - costly; man - manly; order - orderly
- - ISH child - childish; self - selfish

b Derivational morphemes added to VERBS

- - ANT to please - pleasant
- - ENT to depend - dependent; to urge - urgent
- - ABLE to comfort - comfortable; to prefer - preferable
- - IBLE to flex - flexible
- - IVE to attract - attractive; to effect - effective

3 VERBS

a Derivational morphemes added to ADJECTIVES

- - EN dark - darken; black - blacken; hard - harden
- - FY pretty - prettify

b Derivational morphemes added to NOUNS

- - EN fright - frighten; length - lengthen
- - FY beauty - beautify

c Derivational morphemes added to VERBS adopted from Greek, Latin, French

- - IZE apologize, civilize, organize, scandalize, legalize, nationalize
- - ATE advocate, demonstrate, meditate, suffocate, separate, commemorate

4 ADVERBS

- - LY brief - briefly; nice - nicely
- - WISE length - lengthwise
- - WAYS side - side-ways
- - WARD(S) home - homewards

NOUN SUFFIXES

A Verbs + suffix

Many nouns are formed in this way.

<u>Verb</u>	<u>Suffix</u>	<u>Noun</u>
improve (get better)	-ment	improvement
manage (e.g. a shop or business)	-ment	management
elect (choose somebody by voting)	-ion	election
discuss (talk about something seriously)	-ion	discussion
inform (tell someone something)	-ation	information
organise	-ation	organisation
jog (running to keep fit or for pleasure)	-ing	jogging
spell (e.g. S-P-E-L-L)	-ing	spelling

Note: Sometimes there is a spelling change. The most common is the omission of the final 'e' before the suffix -ion or -ation: translate - translation, organise - organisation

B Adjective + suffix

Adjectives are also formed by adding a suffix to an adjective. Two suffixes often added to adjectives to form nouns are -ness or -ity.

<u>Adjective</u>	<u>Suffix</u>	<u>Noun</u>
weak (not strong)	-ness	weakness
happy	-ness	happiness
dark (e.g. at night, when you can't see)	-ness	darkness
stupid (not intelligent)	-ity	stupidity
punctual (always at the right time)	-ity	punctuality
similar (almost the same, not different)	-ity	similarity

C Pronunciation

The addition of these suffixes may change the pronunciation.

Nouns ending -ion or -ity have the main stress on the syllable before, so the pronunciation may be different from the verb or adjective:

<u>Verb</u>	<u>Noun</u>	<u>Adjective</u>	<u>Noun</u>
educate	education	similar	similarity
translate	translation	stupid	stupidity
discuss	discussion	punctual	punctuality

D -er / -or and -ist

These are common noun suffixes added to existing nouns or verbs, and they describe people and their jobs.

-er	-er	-or	-ist
dancer	driver	actor	artist
singer	manager	director	economist
murderer	footballer	translator	psychologist
farmer	employer	operator	journalist

Notice the common spelling changes: translate - translator, economy - economist

EXERCISES

1 Complete the tables and mark the stress on each word. The last two in each column are not on the page above, but do you know or can you guess the noun formed from them?

Verb	Nouns		Adjective	Noun
educate			stupid	
improve			weak	
jog			dark	
govern			similar	
spell			punctual	
hesitate			sad	
arrange			popular	

2 Combine the suffixes on the right with the verbs or adjectives on the left, and then complete the text below. Remember, you may need to make a small spelling change.

improve televise elect educate
weak manage govern stupid

-ment -ity -ion -ation -ness

In his first broadcast on ¹..... since he won the ²..... last month, the Prime Minister promised to make health and ³..... two of his top priorities. And in a strong attack on the previous ⁴....., he said that the present ⁵..... of the British economy was caused entirely by their ⁶..... and bad ⁷..... . He said he would act immediately and he hoped the British people would be able to see clear signs of an ⁸..... in the economy by the end of the year.

3 Write down the name of the person who does these things.

a act d sing g economics
b employ e murder h translate
c football f psychology i manage

4 Look at the example and complete the rest of the definitions.

- a An actor is a person who acts in films, plays and on TV.
- b A journalist is a person who
- c A film director is a person who
- d A bank manager is a person who
- e An employer is a person who
- f A translator is a person who
- g A lorry driver is a person who

ADJECTIVE SUFFIXES

Suffixes change word class, e.g. from verb to noun or noun to adjective, but they can also change meaning (see sections B and C below).

A Noun or Verb + suffix

Noun or Verb	Suffix	Adjectives
danger, fame	-ous	dangerous, famous
music, politics	-al	musical, political
industry, economics	-al	industrial, economical (saves you money)
cloud, fog, sun, dirt	-y	cloudy, foggy, sunny, dirty (not clean)
attract	-ive	attractive (pretty, nice to look at)
create	-ive	creative (able to produce new ideas)

Note: Sometimes there is a spelling change. Here are some examples:

- double the consonant: sun - sunny, fog - foggy
- leave out the final 'e': create - creative, fame - famous
- leave out the final 's' before -al: politics - political, economics - economical
- change 'y' into 'i' before -al: industry - industrial

B Suffix -able

This suffix (also -ible in some words) is used to form many adjectives from nouns or verbs: enjoyable, comfortable, knowledgeable (knows a lot), suitable (right, correct for a particular situation)

Quite often, -able (-ible) has the meaning 'can be done'. For example, something that is washable 'can be washed'. Other examples include:

drinkable, comprehensible (can be comprehended or understood), reliable (can be relied on or trusted, e.g. a car or other machine that never goes wrong or breaks down).

Words ending in -able quite often express the opposite meaning by adding the prefix -un: undrinkable, unreliable, unbreakable (cannot be broken), unsuitable, uncomfortable...

Words ending -ible add the prefix -in:

incomprehensible, inflexible (somebody who is inflexible has a fixed idea about something and cannot change quickly or easily; an inflexible timetable cannot be changed easily; inedible (cannot be eaten)

C Suffixes -ful and -less

The suffix -ful means 'full of' + the meaning of the adjective: careful (full of care); helpful (full of help); painful (hurts a lot); useful; thoughtful (someone who is thoughtful is kind and always thinks about others; a thoughtful action shows care for others).

The suffix -less means 'without' + the meaning of the adjective: if you are careless (you do something 'without care'); painless (without a pain); useless (has no use or function); thoughtless; jobless; homeless (with nowhere to live)...

Note: You can see that -ful' and 'less are often used with the same words to form opposites. That is not always true: a person with a home is NOT ~~homeful~~.

EXERCISES

1 Write down an adjective (or adjectives) formed from these nouns or verbs.

thought	care	sun
attract	danger	music
create	politics	comfort
fog	enjoy	fame
home	pain	rely
use	knowledge	wash
dirt	suit	break

2 Fill in the gaps with suitable adjectives from the previous page.

- a You must be very ¹ when you drive in wet weather.
- b It was so ² this morning that I couldn't see more than twenty metres in front of me.
- c Everyone in my country has heard of her; she's very ³
- d The people in the tourist information office were very ⁴ and answered all our questions without any problems.
- e This is a very ⁵ road; there were at least three serious accidents on it last year.
- f It was very ⁶ when I hit my leg against the corner of the table.
- g This bag is very ⁷ because I can use it for work or when I go on holiday.
- h We've never had any problems with our TV in ten years; it's been very ⁸
- i The factory is in the middle of the ⁹ part of the city; surrounded by other factories.
- j I made some coffee but it was horrible. In fact, my sister said it was ¹⁰
- k I'm afraid my working hours are very ¹¹; I have to start at exactly the same time every day and finish at the same time every day.
- l It seems terrible to me that there are so many ¹² people living in a city with thousands of empty houses.

3 Write three adjectives which could describe each of these people or things. You can use the same adjective more than once.

- a the weather
- b someone who is a very bad driver
- c Wolfgang Amadeus Mozart
- d a large city
- e Albert Einstein
- f a new car
- g a speech
- h a film
- i yourself

VOCABULARY EXERCISES - Word Formation

1 Make nouns from the following verbs by adding -Y to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

enquire

injure

discover

apologize

expire

deliver

- a In England, there is no postal ¹ on Sundays.
- b He still suffers from an ² he received in a game of football ten years ago.
- c The ³ of America was made in 1492 by Christopher Columbus.
- d She accepted his ⁴ for his rude behaviour at dinner.
- e On ⁵, your passport may be renewed for a further five years.
- f Thank you for your ⁶ about our products. We enclose our current catalogue.

2 Make nouns from the following verbs by adding -ENCE to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

prefer

obey

refer

depend

reside

differ

- a Dictionaries, encyclopaedias, and atlases are called ¹ books.
- b Tea or coffee? Do you have any ² ?
- c The doctors tried to cure him of ³ on drugs.
- d I can't tell the ⁴ between butter and margarine.
- e Police dogs are trained to a high standard of ⁵
- f 'Place of ⁶ ' means the place where you live.

3 Make nouns from the following verbs by adding -ANCE to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

resist

insure

enter

attend

perform

- a The ¹ to the park is through the gate there.
- b My house ² covers me for fire, flood, theft and damage.
- c After ³ for two days, the soldiers surrendered to the enemy.
- d The teacher kept a record of every student's ⁴
- e It was the actor's finest ⁵

4. Make nouns from the following verbs by adding **-AL** to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

propose

approve

arrive

survive

rehearse

- a Thousands of people were at the airport for the ¹ of the sportsmen.
- b The first performance of the play is tomorrow. The actors are having a final ²
- c The police were amazed at the ³ of five children after a night out in freezing temperatures.
- d To get married before you are eighteen, you will need your parents' ⁴ and consent.
- e The manager wants to use different techniques, but the workers don't like his ⁵

5. Make nouns from the following verbs by adding **-SION** to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

revise

conclude

confuse

discuss

impress

- a In the final weeks before the exam, students did a lot of ¹
- b His dirty appearance made a bad ² on the judge.
- c Three boys in the class had the same name, which caused some ³
- d During the office meeting there was a ⁴ about the need for new photocopier.
- e ... and finally, in ⁵, I thank you all for coming.

6. Make nouns from the following verbs by adding **-MENT** to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

entertain

improve

arrange

encourage

announce

- a The ¹ for Monday is that we'll meet at 7 and take the train at 7.45.
- b The teachers were pleased with the ² in his work.
- c This is the city's ³ district, full of cinemas and theatres.
- d Television programmes were interrupted by a special ⁴ about the plane crash.
- e His parents gave him a lot of ⁵ in his studies.

7 Make nouns from the following verbs by adding -TION to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

repeat

compete

produce

introduce

describe

- a There's a lot of ¹ among car manufacturers to sell most cars.
- b A book sometimes sells better if it has an ² written by a famous person.
- c ³ of the new sports car has been affected by a fire at the factory.
- d If you send us a ⁴ of the missing property, we'll try to find it.
- e That must not happen again. There must be no ⁵ of the incident.

8 Make nouns from the following verbs by adding -TION to the end and making any other necessary changes in spelling. Then put each noun in its correct place in the sentences below.

invent

interrupt

react

suggest

select

- a What was his ¹ to the news? Was he pleased or angry?
- b What shall we do tomorrow? Swimming? Film? Has anyone got a better ² ?
- c His ³ of a new type of car engine brought him a lot of money.
- d If I can work all day without any ⁴, I can finish the job by this evening.
- e He was delighted by his ⁵ for the school football team.

9 Put in each space below a noun made from the adjective in brackets after the sentence.

- a South Africa has great mineral ¹ (wealthy)
- b Tell the ² (true)
- c I must drink something. I'm dying of ³ (thirsty)
- d He was very bright. He passed the exam with ⁴ (easy)
- e In his ⁵ he travelled a lot. Now he is too old. (young)
- f To be successful, you need ability and you need ⁶ (lucky)
- g It was a long, slow film. I nearly died of ⁷ (boring)
- h I think it shows ⁸ of character to admit you are wrong. (strong)
- i She felt great ⁹ at being treated so badly. (angry)
- j He left his town to find ¹⁰ in the big city. (famous)
- k The ice quickly melt in the ¹¹ of the sun. (hot)
- l The ¹² of the bridge is about two kilometres. (long)
- m What's the ¹³ of that mountain? (high)
- n Swiss watches are famous for their ¹⁴ (accurate)

- o I like the ¹⁵ of this street. It's very peaceful. (quiet)
- p Living alone in the city, she suffered from ¹⁶ at first. (lonely)
- q The Eiffel Tower in Paris is a major tourist ¹⁷ (attractive)
- r The police were there to prevent any possible ¹⁸ (violent)
- s She was delighted by the ¹⁹ of the welcome she received. (warm)
- t The international ²⁰ of the Beatles was amazing. (popular)

10 Make the adjectives from the nouns in brackets

- a a ¹ plant (poison)
- b an ² drink (alcohol)
- c a ³ business (profit)
- d a ⁴ mistake (grammar)
- e a ⁵ organisation (religion)
- f a ⁶ dress (fashion)
- g an ⁷ politician (ambition)
- h an ⁸ woman (attraction)
- i a ⁹ book (scholar)
- j a ¹⁰ magazine (week)
- k a ¹¹ painting (value)
- l a ¹² disappearance (mystery)
- m a ¹³ person (knowledge)
- n a ¹⁴ driving (danger)
- o a ¹⁵ artist (create)
- p an ¹⁶ chapter (introduction)
- q a ¹⁷ country (mountain)

11 Put the words in CAPITALS in the correct form

- a He drives very ¹ and slowly. CARE
- b A penny for your ² THINK
- c The ³ of the people didn't like it at all. MAJOR
- d His father is a very famous ⁴ SCIENCE
- e He came to the country ⁵, without any documents. LEGAL
- f My friend has a marvellous stamp ⁶ COLLECT
- g It's his ⁷ that drives me mad. IGNORE
- h Don't ⁸ me. I really want to come to your party, but I can't. UNDERSTAND

- i Having as small mobile phone as possible is very ⁹ today. TREND
- j Being an ¹⁰ is an interesting but not safe job. ART
- k Do you often face ¹¹ situations at your work? STRESS
- l He opened the box very ¹² in order not to break anything. CARE
- m Smuggling cigarettes is ¹³ LEGAL
- n There are some very popular ¹⁴ shows on TV nowadays. REAL
- o This is totally ¹⁵ How can you even think of such a stupid thing? LOGICAL
- p Scientists have made many ¹⁶ about the future. PREDICT
- q I'm recovering from an ¹⁷ I got at football. INJURE

12 Put the words in the correct form

- a We have noticed no ¹ in your grades. IMPROVE
- b He got better ² GRADUAL
- c It was a ³ nasty wound. PARTICULAR
- d Your childish behaviour is totally ⁴ MATURE
- e This railway has been ⁵ for years. USE
- f Child ⁶ is a serious crime. USE
- g You've ⁷ the machine, that's why it's broken down. USE
- h He came into the country ⁸ , with no passport. LEGAL
- i The ⁹ didn't want to say anything about the scandal. GOVERN
- j We haven't come to the right ¹⁰ yet. CONCLUDE
- k She went to the church to make a ¹¹ CONFESS
- l His rather wild ¹² surprised me a bit. REACT
- m I have to admit that your ¹³ was right. PRESUME
- n The new medicine has been ¹⁴ effective. HIGH
- o They'll organise a party if they get the head teacher's ¹⁵ PERMIT
- p Mandy is quite ¹⁶ You can't count on her. RELY
- q Peter felt so ¹⁷ that he didn't dare go out of his flat. SECURE
- r Can you give me the detailed ¹⁸ of a person you saw? DESCRIBE
- s My grandma is such a great person. She shows her ¹⁹ towards everyone. KIND
- t Among all the sports in the world football has the greatest ²⁰ POPULAR
- u Jenny studied law and made a ²¹ career. SUCCESS
- v It was ²² to sleep as it was so noisy. POSSIBLE
- w Your theory is perfectly ²³ I think you should present it. UNDERSTAND
- x She wanted to say something, but her ²⁴ was too strong. PROUD
- y We have already heard that ²⁵ before. The plane must have landed. ANNOUNCE
- z They lost a lot of ²⁶ things in the fire. VALUE

13 Put the words in the correct form

- a Girls are usually more fashion-¹ than boys. CONSCIOUSNESS
- b Excuse me. Can you tell me where the department with ² is? KITCHEN
- c I speak a little Spanish because I spent some of my ³ in Spain CHILD
- d Tom has ⁴ failed his driving test. FORTUNE
- e The Apollo mission was a hoax to ⁵ America won the space race. PROOF
- f He was piloting the plane on a way to a family ⁶ WED
- g All ⁷ should go to room 24. Will you tell them, please? APPLY
- h I didn't get the job because I didn't have enough ⁸ QUALIFY
- i The hurricane caused a terrible ⁹ along the coast. DESTROY
- j I feel so ¹⁰ that I'm going to bed. SLEEP
- k The play was ¹¹ boring. CREDIBLE
- l An ¹² bomb attack in London has injured 18 people. EXPECT
- m There is no longer a quiet residential ¹³ NEIGHBOUR
- n It is ¹⁴ to take credit for other people's ideas. MORAL
- o I could never be a teacher. I'm far too ¹⁵ PATIENT
- p We need to find a ¹⁶ to the problem as soon as possible. SOLVE
- q Juan speaks English fluently and makes very few ¹⁷ mistakes. GRAMMAR
- r The film was so ¹⁸ You knew exactly how it was going to end. PREDICT
- s In the UK it is ¹⁹ to sell cigarettes to children under 16. LEGAL
- t You need to ²⁰ the final point of the presentation. It's rather confusing. CLEAR
- u The film turned out to be a big ²¹ It was really quite boring. DISAPPOINT
- v The ²² between the city's two football teams is often quite fierce. RIVAL
- w Make sure that you ²³ the electricity before start mending this light switch. CONNECT
- x It has been ²⁴ proven that stroking a cat can lower your blood pressure. SCIENTIFIC
- y What ²⁵ have you made? DECIDE
- z J. K. Rowling writes in ²⁶ and her books have won ²⁷ awards. LONG, NUMBER

14 Use the words given in capitals at the end of each line to form a word that fits in the space in the same line.

MAKING FRIENDS AND KEEPING THEM

Making friends and ¹..... people is a gift that some
²..... people seem to be born with, while for others it
 is a skill that has to be ³..... through practice and
 hard work. It is, however, ⁴..... to know that most skills,
 particularly ⁵..... skills, can be learnt and that it is never
 too late to start improving.

INFLUENCE
 LUCK
 ACQUIRE
 COMFORT
 SOCIETY

It is possible to make yourself more popular and even to be
 the centre of ⁶..... at parties if you follow the
⁷..... in this leaflet.

ATTEND
 ADVISE
 CRITIC

If someone makes a mistake, try to avoid ⁸..... them.

Instead, pretend you haven't noticed the mistake or say something

⁹..... . We all get depressed at times and most people
 are willing to be ¹⁰..... but it does get a bit tiresome hearing
 someone grumble all the time.

ENCOURAGE
 SYMPATHY

THE IDEAL SPEECH

Giving the ideal speech is a matter of ¹..... in yourself
 and in what you're going to say. This may be ²..... said
 than done, but part of the answer lies in your careful ³.....

CONFIDENT
 EASY
 PREPARE
 PREFER

Note down your key points, ⁴..... on postcards or other
 small slips. Don't make the mistake of trying to script your speech
 word for word. You may gain a sense of ⁵..... from
 doing this but when you come to deliver your speech it will sound more
⁶.....

SECURE
 NATURE

Keep it brief. It's no good saying afterwards, 'I delivered it well, but they
 fell asleep.' To grab their ⁷....., begin your speech with
 a few arresting thoughts or phrases, but steer clear of jokes.

ATTEND

As a ⁸....., you'll show your

BEGIN

⁹..... in your face as you wonder whether your joke will
 succeed. Be a top-class speaker - not an amateur ¹⁰.....!

NERVOUS
 COMEDY

HOW TO BECOME PRIME MINISTER

Jack never wanted to be a ¹..... First of all, he suffered from terrible ²..... and blushed violently when he had to make a speech. He also ³..... with people who refused to vote. After all, what difference did it make? As a speaker, he was very slow and ⁴..... and never knew what to say. He began his career as a last-minute ⁵..... for a speaker who failed to turn up. Later he learned to ⁶..... his tie, give a big smile, and read the speech which had been prepared by his ⁷..... speech-writer. People liked him. 'He has a kind of ⁸.....', they said. They did not mind that he had no ⁹....., and seemed quite ¹⁰..... in what he was saying. They applauded him and later made him Prime Minister.

POLITICS
SHY
SYMPATHY

ORGANISE

PLACE
STRAIGHT
PERSON
INNOCENT
IMAGINE
INTEREST

15 Use the words given in capitals at the end of each line to form a word that fits in the space in the same line.

STREET FOOD IN SOUTH ASIA

Southeast Asia is famous worldwide for its ¹..... cuisines. Thai cuisine, for example, has some of the most delicious dishes in Asia. But ²..... to Thailand don't need to go to ³..... restaurants to enjoy beautiful Thai cooking. Just walk down any busy street in Bangkok and you are sure to find ⁴..... street food. With little more than a pot and a frying pan, ⁵..... street cooks can create mouth-watering dishes while you watch. Many tourists, however, worry that the street food is ⁶..... to eat. Indeed, many travellers avoid street food ⁷..... and prefer to eat at their hotels. Naturally, no one wants to get food poisoning on holiday, but in reality, most street food is ⁸..... safe to eat. Most street cooks don't own fridges so they use only the freshest ingredients. What's more, most food is cooked in boiling hot oil which kills most ⁹..... germs. A good tip is to remember that the locals know best. All in all, nothing comes as close to an authentic ¹⁰..... experience as eating a meal prepared on the street. So, choose ¹¹....., but don't miss out!

WONDER

VISIT
EXPENSE
TASTE
TALENT

SAFE
COMPLETE

PERFECT

HARM

ASIA
CAREFUL

Formal Writing

The name and the address of the people you are writing to.

If you don't know the person's name, begin a letter, 'Dear Sir,' or 'Dear Sir or Madam,'
Notice the comma!

The data can also be written
March 20th 2017, or 20/3/2017
(First the date, then the month, then the year.)

Your address, but NOT !! your name.

Kranjska cesta 4
4240 Radovljica
Slovenia

26th March 2018

Winter Sports Shop
25 Baker Street
London
England

Dear Sir or Madam,

I am writing to complain about a waterproof jacket I purchased from your shop last week.

Although the jacket was supposed to be completely waterproof, I got completely wet the first time I wore it in wet weather. Furthermore, when I tried to take the jacket off, the zip would not open and when I tried to get it unstuck, the jacket tore. I sent the jacket back to your shop after having been assured by one of the assistants that I would be sent a refund. However, I still have not received one.

As a regular customer of yours, I feel disappointed with the way I have been treated and hope that steps will be taken to rectify the situation.

I trust this matter will receive your immediate attention and look forward to hearing from you soon.

Yours faithfully,

Jure Kolman

Jure Kolman

You can indent or begin on the left-hand side. It doesn't matter.
But keep to one style in one letter.

A FORMAL LETTER - Organisation

1 Notice the organisation of the letter

Paragraph 1 Introduction

Paragraph 2 The body of the letter

Paragraph 3 The conclusion

Ending 'Yours faithfully,' if you begin your letter with 'Dear Sir,'
'Yours sincerely,' if you begin the letter with 'Dear Mr Marshall,'

Your signature and your name printed clearly underneath.

2 Notice that most letters in English, formal and informal, begin with 'Dear ...'

If you know the name of the person you are writing to, begin

Dear Mr Brown,

Dear Mrs Black,

Dear Miss Jones,

Dear Ms Jackson,

(It is becoming more frequent to address women as Ms in business letters, whether you know they are married or not.)

3 Some useful phrases

a Asking someone to do something

- Could you please ...? (Not ~~Please could you...?~~)
- I would be (most) grateful if you could ...

b Saying you have included another document

- Please find enclosed a cheque for ...
- I enclose a stamped addressed envelope.

c Ending the letter

- I look forward to hearing from you soon. I look forward to ... - formal
I am looking forward to ... - informal
- I hope to hear from you soon. (slightly more informal)

d There are NO contractions in a formal letter.

I have	NOT	I've
I am	NOT	I'm

A BUSINESS WRITING

In this task you should use the information below to help you.

Remember the layout is a letter!

In her last letter, Mr Richard Ward (TKI International, 34 Kensington Road, Newport, YC WE 7, GB) confirmed his visit to your firm next week.

Write a letter of 60 - 80 words to Mr Ward to inform him that you will meet him at Brnik and then accompany him to Grand Hotel Union, where he will be staying. Remind him that he has not stated the exact date and time of his arrival. Inquire whether any members of his family will accompany him, and whether he has any special wishes as to hotel accommodation (do not forget to describe what is available to him at Grand Hotel Union!). Your firm is also planning a reception upon his arrival, and a meeting with the managing director of your firm (TKI Slovenia, Celovška cesta 122, 1000 Ljubljana, SI) Inform Mr Ward of both events.

Write the following letters in the appropriate style using 120 - 180 words.

Remember the layout is a letter!

- A You stayed at a holiday resort recommended by your travel agent. However, you did not enjoy your stay due to a number of difficulties. Write a letter describing them and asking for action to be taken.
- B You have recently bought a CD player but it does not work properly. Write a letter of complaint to the manager of the shop where you bought it.
- C Next week you are visiting Mr Bernard Clements, the personnel manager of Blue Scope Steel Limited, 333 Collins Street, Melbourne VIC 3000, Australia.

Write a short letter to Mr Clements of about 60 - 80 words, in which you are telling him about your arrival (25 - 30 April). You also want to visit the Technical Department and meet Mr Kirby Adams, the managing director. Besides, you want him to find you a hotel near Head Office.

Formal Writing

The name and the address of the people you are writing to.

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Formal Letters

- 1 Read the letter and label the paragraphs with the headings below. Say what qualifications, experience and personal qualities Steven has.

- + closing remarks
- + personal qualities
- + age / present job / qualifications
- + opening remarks / reason(s) for writing
- + experience

<p>Introduction</p> <p>Main Body</p> <p>Closing</p>	<p>Dear Mrs Hunter,</p> <p>With reference to your advertisement in Thursday's edition of the <i>Daily Star</i>, I am interested in applying for the position of primary school teacher.</p> <p>I am 28 years old and currently teaching in Margate. I have a BSc degree awarded by Glasgow University in 1997. I completed my certificate in Education at Preston Teacher Training College in 1998.</p> <p>I have been working for Margate Education Department since 1999. During this time, I have enjoyed teaching a variety of subjects, including English, General Science and Games.</p> <p>I consider myself to be punctual, hard-working and fair. I enjoy working with children and have good organisational skills.</p> <p>I enclose a reference from my present employer. I would be grateful if you would consider my application. I am available for interview any weekday morning. Look forward to hearing from you.</p> <p>Yours sincerely, <i>Steven Davies</i> Steven Davies</p>	<p>Para 1</p> <p>Para 2</p> <p>Para 3</p> <p>Para 4</p> <p>Para 5</p>
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- 2 Read the letter again and find formal expressions to match the informal ones in the table, as in the example.

Informal Style	Formal Style
About your advert ...	With reference to your advertisement ...
I want to apply for ...	
I got my teaching certificate ...	
I've had a job in ...	
I think I'm always on time ...	
I like working with kids ...	
There's a note from my boss ...	
I'd like it if you liked me ...	
I'm free to talk to you ...	
Drop me a line sometime ...	

3 Read the letters below and label the paragraphs with the headings.

- * opening remarks / reason(s) for writing
- * experience, personal qualities
- * closing remarks
- * age / qualifications
- * other information

Dear Sir/Madam, (A)

I am writing to apply for the position of part-time shop assistant which was advertised in this week's edition of the *Frankfurt English News*.

I am a 16-year-old student. In December I passed the examination for the First Certificate in English with grade A. It is my ambition to become a teacher of English. Therefore, employment in an English-language bookshop particularly appeals to me.

Despite my lack of formal work experience, I feel that I would be well-suited for the position. For the past two years I have been a volunteer helper in our school library. In my school report I was described by the librarian as enthusiastic, dedicated and reliable.

Since the school holidays include the months of July and August, I will have no other commitments and would be available to work at any time, excluding Saturdays, for as many hours as needed.

I may be contacted at the above address, or by telephone on 435 1708. I look forward to receiving a reply in due course.

Yours faithfully,
Steffi Braun

Steffi Braun

Para 1
opening
remarks/
reason(s) for
writing

Para 2

Para 3

Para 4

Para 5

Dear Manager, (B)

Hi! I've decided to drop you a line about the job you advertised in the *Frankfurt English News*.

I'm a 16-year-old student, and my English isn't bad. I got an A in the First Certificate exam! I want to be an English teacher, so it would be lots of fun to sell English books.

I haven't worked before, but I'm sure I'd be good at the job. I've helped out in our school library for ages, and the librarian says you can count on me to work hard.

I won't be doing anything in July and August. We've got our school holidays then, so I can work any hours you like (but not Saturdays).

You can get in touch with me at the above address, or give me a ring on 435 1708. Let me know soon!

All the best,

Steffi

Steffi Braun

4 Compare the two letters. Which one has an appropriate greeting and ending? Then, underline the phrases in Letter A which mean the same as the phrases in bold in Letter B. Which style is more suitable in a formal letter applying for a job. Why?

5. A Read the letter opposite, and fill in the gaps with words / phrases from the list. Then label the paragraphs with headings.

but also furthermore not only however in addition to firstly to make matters worse

- * closing remarks
- * opening remarks / reason(s) for writing
- * 1st complaint, examples / reasons
- * 2nd complaint, examples / reasons
- * 3rd complaint, examples / reasons

Dear Sir/Madam,

I am writing to express my strong dissatisfaction at the disgraceful treatment I received at the Walford branch of Simpson's Electronics yesterday afternoon.

(1), the product I was given was not the model I had asked for. The new X-401 calculator was demonstrated to me by the sales assistant, and I agreed to buy it. (2) on unpacking my purchase, I saw that I had been given the smaller X-201 model instead.

(3), this calculator was much cheaper than the model I requested and paid for. It didn't have many of the features I needed and was much more basic than the one I was shown to begin with.

(4) I was deeply offended by the behaviour of the sales assistant when I went back to the shop to complain. He was (5) impolite. (6) unhelpful. He refused to contact the manager when I asked to speak to him about the incident.

As you can imagine, I am extremely upset. I must insist on a full refund. (7) a written apology from the local manager, or else I shall be forced to take further action. I expect to hear from you as soon as possible.

Yours faithfully,
Caroline Adams
 Caroline Adams

Para 1

Para 2

Para 3

Para 4

Para 5

C Now answer the questions.

- a. Why is Mrs Adams complaining?
- b. What are her specific complaints?
- c. Does she justify her complaints? If so, how?
- d. What is Mrs Adams expecting? Tick (✓):
 - ☐ a replacement
 - ☐ a full refund
 - ☐ the calculator to be repaired
 - ☐ an apology
- e. Has Mrs Adams used a mild or a strong tone? Underline the words / phrases that justify your answer.

6. Read the phrases and mark them as F (for Formal) or I (for Informal).

- a I would also appreciate some information about ...
- b Well, I must go now ...
- c Please accept my sincere apologies ...
- d You are cordially invited to attend ...
- e I am writing in response to your advertisement ...
- f Thanks for the invitation to your dinner party ...
- g I am writing to express my strong dissatisfaction with ...
- h I look forward to meeting you in person ...
- i Just a quick note to tell you ...
- j I am writing to bring your attention to ...
- k Please do not hesitate to contact me ...
- l I'm sorry to hear you're having problems with ...
- m Write back soon ...
- n We regret to inform you that ...
- o I won't take no for an answer ...

7. Read the following extracts and say which of them are beginnings (B) and which are endings (E). What tone has the writer used in each?

1 ☐ B I am writing to complain about the quality of an appliance I recently purchased from your company. mild tone

2 ☐ I demand an immediate replacement or a full refund, or I shall be forced to take the matter further.

3 ☐ I would appreciate it if the faulty appliance could either be replaced or repaired as soon as possible.

4 ☐ I am writing to inform you that I was absolutely horrified by the rudeness of your shop assistants.

8. Write one of the following letters in the appropriate style using 120-180 words.

A You stayed at a holiday resort recommended by your travel agent. However, you did not enjoy your stay due to a number of difficulties. Write a letter describing them and asking for action to be taken.

B You have recently bought a radio player but it does not work properly. Write a letter of complaint to the manager of the shop where you bought it.

DALJŠI PISNI SESTAVEK

(Čas reševanja: 40 minut)

Zaposleni ste v podjetju *Computer Shop*. Vaš nadrejeni vas je prosil, da pisno predstavite dejavnost podjetja in stranki ponudite izdelke.

Pismo pošljite svoji novi stranki, podjetju *Rad kupujem poceni*, Mirna ulica 15, 4000 Kranj.

**COMPUTER SHOP**
7290-K Cradlerock Way
Columbia MD 21045

For Computer Sales & Service come to the Computer Shop. We specialize in carry-in and onsite hardware & software repairs and upgrades.

- ◆ PC repairs and upgrades
- ◆ Selling custom built PCs (with 3 years labor and 1 year parts warranty)
- ◆ Solving your software problems
- ◆ Software upgrades
- ◆ Network installation and configuration
- ◆ Cost-competitive PC components
- ◆ Selling computer software

**Deals
of the
Week**



WIRELESS MOUSE


MICROSOFT WORD


HEADPHONES

Enjoy terrific savings with our software Deals of the Week!

Napišite pismo - ponudbo - v približno 150 besedah (150 - 160 besed).

Namesto svojega pravega imena navedite naslednje namišljeno ime:

Ana / Jan Vese!

In your sales letter, of about 150 words, not necessarily in this order,

- state reasons of writing
- introduce your company (activities, future plans)
- point out two products or services that are very popular and say why,
- invite the customer to place an order

(20 točk)

