

LEVEL 4

THE KEY TO ENGLISH

COURSEBOOK

Unit	Theme	Speaking	Listening	Grammar	
1	Everyday living	household pets	form completion identifying information (T, F or N/S)	Present Simple & Continuous Adverbs of frequency Past Simple & Continuous	
2	Technology	computers technology in our homes	identifying information (T, F) gap filling	Expressing the Future (Future Simple & Continuous, be going to, Other future forms) Perfect Simple Tenses (Present, Past & Future)	
3	Extreme sports	rock climbing & caving extreme sports	identifying information (T, F) text completion	Perfect Continuous Tenses (Present, Past & Future)	
4	Modern-day living	the use of mobile phones daily vs weekend activities	identifying information (T, F or N/S) text completion	Prepositions of place, time & movement	
5	Fact or fiction?	strange creatures & events	multiple choice	have been to / have gone to / have been in Stative Verbs Expressing Habits (Past Simple, would, used to & be/get used to)	
PHRASAL VERBS REVIEW A: break, hold, let, cut, do, fall, give, run, pass, pull					
REVISION TEST 1: UNITS 1-5					
6	Art	street art & graffiti art as a hobby vs profession	text completion identifying information (T, F)	Passive Voice (personal & impersonal structures)	
7	What's entertainment?	television & music video games & board games	identifying information (T, F or N/S) fact sheet completion	Infinitive (full & bare) Gerund	
8	The universe	planets & stars life forms in other galaxies	identifying information (T, F or N/S) diagram labelling multiple choice	Modal Verbs (present, past & future)	
9	What's in?	fashion victims & trends	multiple choice	Reported Speech (reported statements, questions & commands/requests) Reporting Verbs Question Words	
10	Inventions & discoveries	important inventions & discoveries	multiple choice identifying information (T, F or N/S)	Conditionals (zero, 1st, 2nd, 3rd & mixed) Wishes (wish & if only) It's (high/about) time Unreal Past (would rather/sooner, prefer & as if / as though)	
PHRASAL VERBS REVIEW B: get, make, come, bring, call, take, carry, catch, check					
REVISION TEST 2: UNITS 6-10					
11	Going places	places to visit means of transport holidays	brochure completion form completion	Countable & Uncountable Nouns Quantifiers	
12	Nature's surprises	climate change natural disasters	multiple choice note completion	Causative Form	
13	Legends of the past	popular people & heroes	identifying information (who said what)	Adjectives & Adverbs Comparisons / Comparative Structures Adjectives as Adverbs / Participles as Adjectives	
14	Friends & friendship	pets as friends the value of friendship	identifying information (T, F or N/S)	Subordinate Clauses (reason, result, purpose, concession & manner)	
15	Historical places	the importance of preserving historical buildings	web page completion	Question Tags / Inversion Inverted Conditionals / The Subjunctive	
PHRASAL VERBS REVIEW C: go, take, look, set, show, turn, put					
REVISION TEST 3: UNITS 11-15					
Word List					
Irregular Verbs					

	Vocabulary	Reading	English In Use & Writing	Page
	gap/text completion (family members) word definitions labelling (professions)	Family Values	multiple-choice cloze sentence meanings multiple choice	4
	word meanings table completion (technology & appliances)	The Computer	word formation multiple-choice cloze multiple choice transformations	14
	synonyms word building labelling (extreme sports)	Caving	functions of the verb 'have' / error correction multiple choice / word formation sentence meanings / key word transformations	24
	collocations (daily life)	Young people & Stress	error correction / word formation gap filling (prepositions) / multiple-choice cloze <i>Writing: compositions</i>	34
	multiple-choice cloze suffixes	Centaur, The Loch Ness Monster, Hecate, Yankee Doodle The White Horse of Uffington	word formation / multiple-choice cloze error correction / gapped text key word transformations	44
				54
				56
	word building labelling (art forms) prefixes word meanings (synonyms)	TV or Net TV? A website for film fans	multiple-choice cloze text completion (Active/Passive Voice) / word formation transformations (personal/impersonal structures) / gapped text	60
	collocations words easily confused expressions	Board Games Video Games	text completion / transformations (infinitive/gerund) sentence meanings / gap filling (infinitive/gerund) word formation / multiple-choice cloze	70
	labelling (outer space) multiple choice	Space Tourism The Big Bang	multiple choice sentence meanings (modals) multiple-choice cloze (modals)	80
	word definitions (fashion) multiple choice (clothing)	EMO: Fad or a Way of Life? iPhone, iPod, iTunes, iMac	open cloze (question words / reported questions) multiple-choice cloze transformations (Reported Speech)	90
	multiple choice word meanings	Jets and Rockets	text completion (conditionals) / transformations (conditionals) multiple-choice cloze (wishes / Unreal Past) gap filling (wishes / Unreal Past) multiple choice (derivatives) error correction / sentence meanings	100
				110
				112
	words easily confused	London's Black Taxis	multiple choice / transformations (quantifiers) multiple-choice cloze / word formation error correction	116
	word definitions (weather / natural disasters)	The Lisbon Earthquake	multiple-choice cloze (Causative Form / Passive Voice) gapped text / gap filling / sentence meanings <i>Writing: informal letters/emails</i>	126
	word meanings (synonyms) labelling (famous people & professions)	Flying Solo Torvill & Dean	sentence meanings transformations (comparisons) multiple-choice cloze / word formation	136
	multiple choice (synonyms)	Friends	key word transformations multiple-choice cloze / error correction multiple choice / sentence meanings <i>Writing: narrative essays</i>	146
	multiple choice	Historical Buildings of England Choose your tour!	error correction / key word transformations (inversion) word formation / multiple-choice cloze	156
				166
				168
				172
				179



Speaking

For all Speaking activities there are indicative answers on pages 180-181.

Study the pictures and then ask and answer with a partner.

1. What do the pictures show?
2. What do you think the people in the pictures are thinking?
3. Can a pet be considered part of the family? Why / Why not?
4. Do many people in your country have household pets?



Listening

A.

Listen to Taco talking about his family and complete his father's passport application form. Some sections have been done for you. You will hear the speaker twice.

Passport Application Form			
Surname:	<i>Holland</i>	Height:	<i>180cm</i>
First Name:	¹ <i>Claude</i>	Colour of Eyes:	⁶ <i>blue</i>
Marital Status:	² Single <input type="checkbox"/> Married <input checked="" type="checkbox"/>	Name of Spouse: (if relevant)	<i>Cindy</i>
Date of Birth:	³ <i>21st</i> <i>June</i> ⁴ <i>1966</i>	Colour of Hair:	⁷ <i>red</i>
Place of Birth:	⁵ <i>Paris</i>	Current Address:	<i>Georgetown, USA</i>

B.

You will hear a conversation between two friends. Decide if the statements are True, False or Not Stated. You will hear the conversation twice.

STATEMENTS

	T	F	N/S
1. The afternoon is sunny.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Dogs are not fond of rainy weather.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Sally's dog is destructive when he is kept in the house.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sue believes that a happy pet makes for a happy home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sue's dog is called Rex.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. When he can't go out, Rex ruins anything which is lying around the house.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The game with the paper towel tube keeps Sue's dog occupied for 30 minutes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Water bottles can be dangerous if pets play with them without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Sue's brother gives her dog lots of small biscuits.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Sally, Sue and Sue's brother each have a dog.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. "Fetch" not only keeps dogs occupied, but also gives them exercise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sue's parents don't mind her dog jumping on the household furniture.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Vocabulary



Complete what the people are saying using the words from the box.

stepson stepfather uncle great-grandmother brother-in-law grandparents

- "This is Keith. He is married to my sister, so he is my brother-in-law."
- "Paula and David are my parents' parents. They are my grandparents."
- "Nicole is my great-grandmother. She is my father's grandmother."
- "This is James. He is my stepson, my wife's son by her first marriage."
- "Patrick is my stepfather. He is my mother's second husband."
- "David is my mother's brother. He is my uncle."



Complete the text by writing the feminine form of the underlined words.

My name's Jim and I am 25 years old. I have a brother and two ¹ sisters. My dad is an accountant and my ² mum is an interior decorator. I have two uncles and four ³ aunts. My eldest brother is married and has three children: two sons and one ⁴ daughter. So that means I've got two nephews and a(n) ⁵ niece. My youngest sister, Melanie, got married last week. It was a nice wedding, especially the part where the ⁶ bride and groom got confetti thrown at them. She's only been married for a week and already has two children: a stepson and a(n) ⁷ stepdaughter. You see, her husband, Ken, used to be married, but his previous ⁸ wife works too much, so he keeps the children.



Match the professions with their definitions.

A. plumber

5

B. carpenter

4

C. civil engineer

7

D. accountant

2

E. beautician

3

F. professor

6

G. journalist

1

- someone who writes news reports for newspapers, radio, TV, etc.
- someone whose job is to keep and check financial records, calculate taxes, etc.
- someone who gives cosmetic treatments to your skin, hair, etc.
- a person who makes and repairs wooden objects and structures
- a person whose job is to supply, connect or repair water pipes, baths, toilets, etc.
- an instructor who teaches at a university
- someone who plans, builds and repairs roads, bridges, etc.



Label each picture with the profession.



1. pilot



4. sculptor



2. builder/bricklayer



5. hairdresser



3. mechanic



6. surgeon

E.

Complete the sentences using the words/phrases from the box.

chewing
cats and dogs

entertained
greedy guts

stuffing
extremely

government
close-knit

- My mother makes the best chestnut *stuffing* for a turkey you've ever tasted!
- My friends and I formed a(n) *close-knit* group during the summer as we saw each other almost every day.
- Many people who try to stop smoking start *chewing* gum in order to take their minds off it.
- I hate this weather! It's been raining *cats and dogs* for the past week.
- To be a soldier in the marines you have to be *extremely* tough.
- My sister is such a(n) *greedy guts*! She never stops eating.
- There are many ways to keep your dog *entertained* inside the house.
- The *government* spokesperson is going to announce next year's budget at a press conference this afternoon.

O

Grammar

Present Simple & Continuous

● Present Simple

- habits
- *I brush my teeth every night.*
- general truths / permanent states
- *Nowadays, almost everyone uses computers.*
- timetables / schedules
- *The match doesn't start until 6pm.*
- instructions
- *You beat the eggs and then add the sugar.*
- news headlines
- *Earthquake hits Japan.*
- narratives / descriptions / jokes / sports commentaries
- *He sees the burglar run away and calls the police.*

KEY WORDS/PHRASES: once/twice a month, every day, on Sundays, in the morning, etc.

Adverbs of frequency:

always, almost always, usually, frequently, often, regularly, sometimes, occasionally, seldom, rarely, hardly, hardly ever, never, almost never

NOTE: *He is always late.*
He never goes to school late.

● Present Continuous

- actions happening at the time of speaking
- *Listen! The phone is ringing!*
- temporary situations
- *Bill is staying with us for the time being.*
- actions in progress
- *More and more people are using the Internet these days.*
- future plans
- *I am not flying to London early in the morning, I am flying at noon.*
- expressing annoyance (+ always/constantly/continually/forever)
- *She is always coming late!*

KEY WORDS/PHRASES: now, at the moment, Look!, for the time being, these days, today

NOTE:

Stative verbs are not used in continuous tenses.
I don't like ice cream. (preference)
Do you know Peter's number? (perception)
This fabric feels very soft. (senses)
This pen belongs to Sally. (possession)

A. Choose the correct option to complete the dialogue.

A: Hi, what ¹ there?
B: Oh, ² a crossword.
A: Why aren't you dressed? ³ out with us this evening?
B: I ⁴ Where ⁵ ?
A: There ⁶ a horror film on at the Rex and I think it ⁷ seeing.
B: Thanks, but I ⁸ I will. You know ⁹ horror films.
A: ¹⁰ you ¹¹ home by yourself?
B: Definitely. I ¹² horror films. By the way, what time ¹³ ?
A: In an hour. Well, that's what it ¹⁴ on the cinema website.
B: You'd better hurry up then! I ¹⁵ you ¹⁶ it!
A: Thanks!

- | | |
|----------------------------|-------------------------|
| 1. A. do you do | B. are you doing |
| 2. A. I just do | B. I'm just doing |
| 3. A. Don't you come | B. Aren't you coming |
| 4. A. don't know | B. am not knowing |
| 5. A. do you go | B. are you going |
| 6. A. is | B. is being |
| 7. A. is being worth | B. is worth |
| 8. A. am not thinking | B. don't think |
| 9. A. I never watch | B. I'm never watching |
| 10. A. Do you mean | B. Are you meaning |
| 11. A. are staying | B. stay |
| 12. A. don't like | B. am not liking |
| 13. A. does the film start | B. is the film starting |
| 14. A. is saying | B. says |
| 15. A. am hoping | B. hope |
| 16. A. enjoy | B. are enjoying |

B. Complete the conversation using the correct form of the Present Simple or Present Continuous.



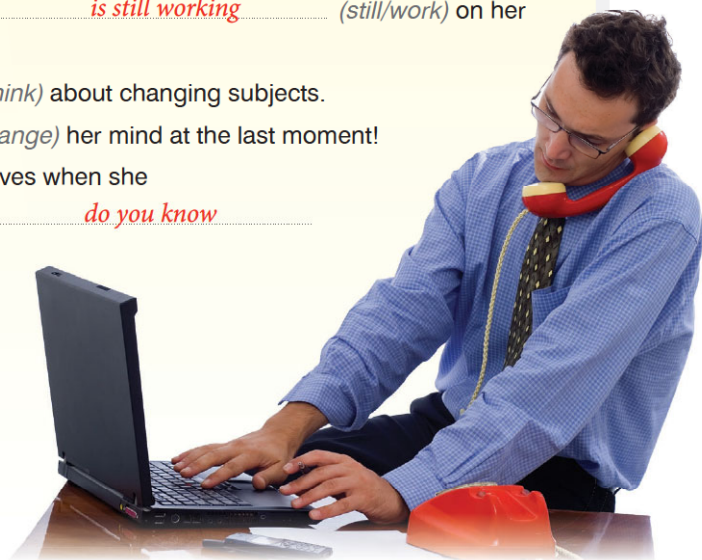
Joe: Hi, Maria; it's Joe.
Maria: Hello, Joe.
Joe: What ¹ *are you doing* (you/do)?
² *Are you* (you/be) busy?
Maria: Well, actually, I ³ *am preparing* (prepare) my project for next week.
Joe: Hah! I ⁴ *always finish* (always/finish) my projects early. At the moment, I ⁵ *am writing* (write) up a list of the students who have participated in my project.

Maria: That reminds me, ⁶ *do you have* (you/have) Kelly's telephone number? I ⁷ *want* (want) to know if she ⁸ *is still working* (still/work) on her part of the project.

Joe: Actually, I believe she ⁹ *is thinking* (think) about changing subjects.

Maria: Oh, she ¹⁰ *is continually changing* (continually/change) her mind at the last moment! It ¹¹ *really gets* (really/get) on my nerves when she ¹² *does* (do) that. Anyway, ¹³ *do you know* (you/know) her number?

Joe: No, I don't, but Anna ¹⁴ *is* (be) here. Let me just ask her. Wait a minute, she ¹⁵ *is looking* (look) for it right now in her agenda. Er, she's just found it. Hold on a sec, Maria, while I ¹⁶ *get* (get) it for you. OK, ¹⁷ *do you have* (you/have) a pen?



A.

Read the text carefully to complete the following exercises.

Family Values



1. People say that the family has lost its meaning and that its members suffer from selfishness, greed and break-up. I don't believe it is as bad as all that. I have a wonderful family despite the fact that my mother and father got divorced several years ago. I live with my mother, my two brothers and one adopted sister. My father lives five minutes away from us and we stay at his house every other weekend.
- ① 2. Some criticise the government, big business, and the media for the unwelcome changes to the family unit. Others blame it on consumerism and financial problems. People are concerned about the way our society has become selfish, and that our sense of community is much weaker.
- ② 3. Personally, I believe it is the parents who are **at fault**. Many parents today have lost control of their children and don't know how to say 'no'. These parents think that they will gain the respect and affection of their children by letting them do what they like. However, this can have negative consequences. Children don't learn to respect their parents' wishes, appreciate the value of money or accept that everything should have a degree of moderation.
- ③ 4. Children today are never satisfied with what they have. For instance, most of my friends want to get the latest mobile phone when they see other children their age with one. Would you believe that I don't own a mobile phone and I'm already fourteen years old? My eldest brother got his first mobile phone recently and he's just turned eighteen. Our parents have explained to us that although they have the money, they don't believe young people need mobile phones, as they can be very harmful to the health. It may sound strange, but we all understand and even agree with their point of view.
- ④ 5. Our parents often tell us that, in order to understand the value of money, we have to earn the right to something we want, such as a PlayStation console or an Xbox. If, every time we asked for something, it was given to us, we would think that life was too easy.
- ⑤ 6. We respect their feelings on this issue and many other values they would like us to have. For example, my mother says that we all live in the same house so we should help out with chores as much as possible. My father agrees. He says that our schoolwork is what we should be focusing on but we all have a responsibility to our parents and our homes as well. I believe that there are many families like ours who keep family values and respect each other within the family.
- ⑥ 7. We respect their feelings on this issue and many other values they would like us to have. For example, my mother says that we all live in the same house so we should help out with chores as much as possible. My father agrees. He says that our schoolwork is what we should be focusing on but we all have a responsibility to our parents and our homes as well. I believe that there are many families like ours who keep family values and respect each other within the family.
- ⑦ 8. We respect their feelings on this issue and many other values they would like us to have. For example, my mother says that we all live in the same house so we should help out with chores as much as possible. My father agrees. He says that our schoolwork is what we should be focusing on but we all have a responsibility to our parents and our homes as well. I believe that there are many families like ours who keep family values and respect each other within the family.
- ⑧ 9. We respect their feelings on this issue and many other values they would like us to have. For example, my mother says that we all live in the same house so we should help out with chores as much as possible. My father agrees. He says that our schoolwork is what we should be focusing on but we all have a responsibility to our parents and our homes as well. I believe that there are many families like ours who keep family values and respect each other within the family.
- ⑨ 10. We respect their feelings on this issue and many other values they would like us to have. For example, my mother says that we all live in the same house so we should help out with chores as much as possible. My father agrees. He says that our schoolwork is what we should be focusing on but we all have a responsibility to our parents and our homes as well. I believe that there are many families like ours who keep family values and respect each other within the family.
- ⑩ 11. We respect their feelings on this issue and many other values they would like us to have. For example, my mother says that we all live in the same house so we should help out with chores as much as possible. My father agrees. He says that our schoolwork is what we should be focusing on but we all have a responsibility to our parents and our homes as well. I believe that there are many families like ours who keep family values and respect each other within the family.
- ⑪ 12. We respect their feelings on this issue and many other values they would like us to have. For example, my mother says that we all live in the same house so we should help out with chores as much as possible. My father agrees. He says that our schoolwork is what we should be focusing on but we all have a responsibility to our parents and our homes as well. I believe that there are many families like ours who keep family values and respect each other within the family.

B.

Choose a heading for each paragraph from the list below. Put a tick in the correct box. There are two extra headings you will not need.

HEADINGS	1	2	3	4	5	6
A. The price of not saying no			✓			
B. Don't buy everything you want on credit						
C. Learning not to be spoilt					✓	
D. Still a close family	✓					
E. Some changes are for the better						
F. Trying to find someone to blame		✓				
G. Understanding our obligations						✓
H. Accepting their opinion				✓		

C.

Write, tick or choose the correct answer.

Paragraph 2

1. Find the word or phrase in the paragraph which means the **OPPOSITE** of:

praise

criticise

2. Find the word or phrase in the paragraph which means the **SAME** as:

worried

concerned

3. Our society is changing in a positive way.

True

False

Not Stated

TIP

- When a statement is **TRUE**, a synonymous phrase exists in the text.
- When a statement is **FALSE**, the opposite is stated in the text.
- When it is **NOT STATED**, no reference has been made to it.

Paragraph 3

4. Many parents never refuse their children's wishes because they...

- A. want them to appreciate the value of money.
- B. earn a lot of money.
- C.** want to gain their love.
- D. respect them.

5. Which of the following is closest in meaning to 'at fault' (para. 3)?

- A. at risk
- B. on edge
- C. at ease
- D.** to blame

Paragraph 4

6. The author's parents can't afford to buy a mobile phone for each of their children. True False Not Stated

7. Why did the author's brother only get a mobile phone at the age of eighteen?

- A.** His parents hadn't thought it was necessary.
- B. He thought owning one was essential.
- C. He didn't know how to use one.
- D. His friends at school were against mobile phones.

8. Find the word or phrase in the paragraph which means the **SAME** as:

opinion

point of view

Paragraph 5

9. The author's parents believe that...

- A. life is easier than we make it out to be.
- B. children should never be given expensive gadgets.
- C. kids should only get things they ask for nicely.
- D.** children should prove that they deserve the things they want.

10. What can we understand about PlayStation consoles?

- A. Parents do not buy them for their children.
- B.** They are popular with teenagers.
- C. They are not as popular as Xboxes.
- D. All teenagers have the right to own one.

TIP

In **MULTIPLE CHOICE** questions:

- It is usually easier to eliminate wrong answers first and then look for the right one.
- Be careful with words like "always, never, usually".
Compare: "He's late." vs "He's always late."
(different meaning)
- Make sure the answer you have chosen is based on evidence from the text.

Paragraph 6

11. What is a strong family value in the author's home?

- A. standing up for yourself
- B. earning an honest living
- C. being responsible at school
- D.** assisting one another

12. Find the word or phrase in the paragraph which means the **OPPOSITE** of:

little

much



Past Simple & Continuous

● Past Simple

- actions which happened and finished at a specified time in the past
- He **finished** his project a month ago.
- actions which happened in the past one after the other
- I **woke up**, **had** breakfast and **went** to school.
- habits or states in the past
- He **watered** his plants every Saturday.

Habits in the past can be expressed in two more ways:

i) used + full infinitive

- He **used to water** his plants every Saturday.

ii) would + bare infinitive

- He **would water** his plants every Saturday.

would can only be used to describe past habits, **NOT** states.

- I **loved** my dog.

- I **used to love** my dog.

- I **would love** my dog: (incorrect)

KEY WORDS/PHRASES: yesterday, last Monday/summer, ago, How long ago?, the other day, in 2000, etc.

● Past Continuous

- actions in progress for a period of time in the past
- They **were gossiping** for two hours last night!
- actions in progress at a specified time in the past
- I **was washing** the dishes when the doorbell **rang**.
- actions in progress at the same time in the past
- I **was setting** the table while he **was cutting** the bread.
- expressing annoyance (+ always/constantly/continually/forever)
- He **was always quarrelling** with his sister!
- setting the scene in narratives
- It was late in the evening. I **was sitting** in the park and I **was watching** the sun go down.

KEY WORDS: as, while, whereas

The Past Continuous is also used to **describe plans** in the past.

KEY WORDS/PHRASES: going to, expect, intend, look forward to, plan, arrange

- We **were going to** visit the neighbours, but something came up.

- We **were (really) looking forward to** our holiday by the beach.

A.

Complete the sentences using the correct form of the Past Simple or Past Continuous.

- I **went** (go) to the shop after school **finished** (finish) in order to buy a notebook.
- Did you exercise** (you/exercise) a lot when you **were** (be) young?
- I'm sorry. I **didn't hear** (not hear) you knock at the door. What time **did you get** (you/get) here?
- My sister **was playing** (play) tennis yesterday when it suddenly **started** (start) to rain.
- We **were** (be) sad when the film **ended** (end) as it **had** (have) a tragic final scene.
- My parents **were waiting** (wait) for me when I **arrived** (arrive) at the airport.
- I **was intending** (intend) to ask Gary for help, but it **slipped** (slip) my mind.
- "I **bumped** (bump) into Mary yesterday." "Really? **Was she shopping** (she/shop) at the time?"
- She **didn't know** (not know) what to say when he **asked** (ask) to borrow her book.
- As we **were jogging** (jog) in the park, we **heard** (hear) a very loud noise.
- Were you looking forward** (you/look forward) to staying with your aunt during the summer?
- We **played** (play) football on the beach every morning while we **were** (be) on holiday.

B. Choose the correct option.

- me this tie when you were in London?
 A. Did you buy
B. Were you buying
C. Are you buying
D. Do you buy
- We at 4:30 yesterday afternoon.
 A. were studying
B. usually study
C. study
D. were always studying
- “Hi Jane, what are you up to?”
“I for a job in the paper.”
A. was looking
B. look
C. was expecting to look
 D. am looking
- “Are you coming to the cinema with us?”
“No, we last week.”
A. were going
B. would go
 C. went
D. used to go
- Sylvia a birthday party in two days.
A. used to have
 B. is having
C. was having
D. is about to have
- The train at 10 o'clock yesterday.
A. leaves
B. was intending to leave
 C. left
D. used to leave

C. Complete the conversation using the Present Simple, Present Continuous, Past Simple or Past Continuous.

Angie: I ¹ *telephoned* (telephone) you fifteen minutes ago, but you ² *didn't answer* (not answer). Where ³ *were* (be) you?

Brian: I'm sorry I ⁴ *always keep* (always/keep) my mobile phone in my desk drawer so I ⁵ *didn't hear* (not hear) it ringing until it ⁶ *was* (be) too late.

Angie: That's alright. What ⁷ *are you working* (you/work) on at the moment?

Brian: Nothing much. I ⁸ *was intending* (intend) to photocopy a report that I ⁹ *need* (need) to send

to a customer this afternoon, but there ¹⁰ *is* (be) no ink in the copier. What ¹¹ *did you want* (you/want) to speak to me about earlier?

Angie: I ¹² *was planning* (plan) to speak to Tom about his promotion, but I couldn't find him. ¹³ *Do you know* (you/know) where he ¹⁴ *is* (be) today?

Brian: I think he ¹⁵ *is taking* (take) an important client to the airport right now.



D.

Write full statements and questions using the words given and the tense in brackets.

1. Lenny/believe/have/wonderful/family

(Present Simple)

S: *Lenny believes he has a wonderful family.*

Q: *Does Lenny believe he has a wonderful family?*

3. Marie/write/important/exam/next/week

(Present Continuous)

S: *Marie is writing an important exam next week.*

Q: *Is Marie writing an important exam next week?*

2. She/not/work/hard enough/for/final/exams

(Past Simple)

S: *She didn't work hard enough for her/the final exams.*

Q: *Didn't she work hard enough for her/the final exams?*

4. We/do/washing/ten o'clock/yesterday/morning

(Past Continuous)

S: *We were doing the washing at ten o'clock yesterday morning.*

Q: *Were we doing the washing at ten o'clock yesterday morning?*

O**English in Use****A.**

Read the texts and choose the correct option.

Exam Stress

For most students today, exam time ¹ particularly stressful. Strangely enough, many students attempt to deal with this stress in ways that are counterproductive. Their ² and attitudes tend to diminish their performance in exams rather than ³ it. While there is no guarantee for success, there are some guidelines that students can ⁴ to help them increase their chances.

- | | |
|----------------------|---------------------|
| 1. A. is being | C. was being |
| B. is | D. was |
| 2. A. behave | C. behaviour |
| B. behaved | D. behaves |
| 3. A. an improvement | C. improving |
| B. improved | D. improve |
| 4. A. follow | C. take |
| B. do | D. get |

**Jake's Study Guidelines**

Whenever exam time ¹ along, I would keep to a regular schedule. I started revising at least a week or two ² the exams began. I never attempted to study through the night and ³ force myself to study beyond my normal limits of concentration. In fact, I ⁴ that short and regular study periods were more productive than lengthy single sessions. Last but not least, I ⁵ well-balanced meals and drink lots of fluids.

- | | |
|---------------------------------|----------------------|
| 1. A. is coming | C. was coming |
| B. comes | D. came |
| 2. A. since | C. for |
| B. before | D. ago |
| 3. A. was never | C. never |
| B. wasn't to | D. wouldn't |
| 4. A. was finding | C. found |
| B. would find | D. preferring |
| 5. A. always used to eat | C. was eating always |
| B. eat always | D. always would eat |

B. Choose the sentence closest in meaning to the one(s) given.

- 1. Mabel used to finish school at 2 o'clock. She cycled home after that.**
 - A. Mabel was cycling home at 2 o'clock.
 - B. Mabel would cycle home after finishing school.
 - C. Mabel was still at school after 2 o'clock.
- 2. I was intending to have a word with Michelle during dinner.**
 - A. I was looking forward to speaking to Michelle while we were eating dinner.
 - B. I thought that Michelle was going to speak to me during dinner.
 - C. I was planning to speak to Michelle while we were having dinner.
- 3. Judith is looking forward to her piano exam tomorrow.**
 - A. Judith is practising for her piano exam tomorrow.
 - B. I can see Judith practising for her piano exam as we speak.
 - C. Judith is eager to take tomorrow's piano exam.
- 4. I play chess at the local club every Saturday night.**
 - A. I am in the habit of going to the local club on Saturday nights for a game of chess.
 - B. I used to play chess at the local club every Saturday night.
 - C. It's Saturday night and I am playing chess at the local club again.
- 5. Jamie is forever wearing my clothes!**
 - A. I don't mind Jamie wearing my clothes all the time.
 - B. Jamie has been wearing my clothes for ever.
 - C. Jamie often wears my clothes and it annoys me.

C. Choose the correct option.

- I have never had such a month. What with moving house and my final exams, it's been very difficult.
 - A. stressing
 - B. stress
 - C. stressful
- The invention of the motorcycle helmet has made a major to road safety.
 - A. contributing
 - B. contributor
 - C. contribution
- My son collects baseball cards. Look! He only needs a couple more to this set.
 - A. completing
 - B. completion
 - C. complete
- The company's new product has a great deal of public interest.
 - A. excited
 - B. excitement
 - C. excite
- It gave me a real to see my old friend again after so many years.
 - A. thriller
 - B. thrill
 - C. thrilling
- Here! Take a look at this bill. I'm sure we've been for these wire cutters.
 - A. overcharged
 - B. recharged
 - C. discharged
- I could kick myself! I made such a mistake yesterday when totalling the money in the till.
 - A. careless
 - B. careful
 - C. carefree
- After agreeing to the terms verbally, they began to the contract.
 - A. final
 - B. finalise
 - C. finally