**English Grammar for International Studies - first edition 2010**

**1 The tenses of ‘be’**

**A**

1. been
2. were
3. will/shall be
4. have been
5. will be
6. are
7. will/shall be
8. were; was
9. been
10. been
11. will/shall be
12. been

**B**

1. have been
2. were
3. have been
4. had been
5. would have been
6. will/shall be
7. would be
8. had been
9. is; is
10. had been
11. would have been

**C**  
1. was, 2. is, 3. has been, 4. were, 5. had been, 6. have been, 7. has been, 8. will be, 9. is.

**2 Word order**

**A**

1. I sometimes feel tired/Sometimes I ...
2. The meeting took place last week./Last week the ...
3. Does he still work ...
4. They usually stay at the same hotel./ Usually they stay …
5. I quite understand ...
6. He had a conference in London last month./Last month he ...
7. Our flights are sometimes overbooked./Sometimes our flights ...
8. I heard the news yesterday./Yesterday I ...
9. He slowly walked to the door./He walked to the door slowly.
10. I have never been to Greece.
11. They lived in New York for twenty years.
12. She is rarely ill.
13. Have you ever won a prize?
14. I would never have ...
15. The consignment will be delivered to your warehouse tomorrow./Tomorrow the … to your warehouse.
16. She always goes to bed before 11.
17. I could hardly understand him.
18. He paid his staff badly.
19. He politely asked permission./He asked permission politely.
20. They had packed the vases carefully./They had carefully packed …
21. They have often been to England.
22. He had an accident in Germany a few weeks ago./A few weeks ago he … in Germany.
23. He is still unemployed.
24. He calmly left …/He left … room calmly.
25. I fully understand …
26. They will probably take over…/Probably they …
27. I usually get u …/Usually I get up …
28. … departed from Miami airport at ten o’clock./ At ten o’clock the plane departed from …
29. Tomorrow I …?/I am having … interview tomorrow.
30. Do you often get …
31. She nervously answered …/She answered nervously …
32. She was born in Morocco in 1995./In 1995 she … Morocco.
33. She rarely goes out.
34. I saw her … party a few weks ago./A few weeks ago I …
35. The shareholders’…. in London next week./Next week the shareholders’ … in London.
36. Our … increased considerably.
37. Always check …

**B**

1. We rarely receive complaints.
2. The ship arrived here yesterday./Yesterday the ship ...
3. We always guarantee a high quality.
4. The train will leave from platform 2 at six o’clock./ At six … from platform 2.
5. She works at a department store on Saturdays.
6. You should always ask for a written confirmation.
7. We usually ask cash payment./Usually we ..
8. He started a business in New Zealand ten years ago./Ten years ago he ...
9. We will arrive at Heathrow airport tomorrow./Tomorrow we ...
10. Mr Green is in a meeting at the moment./At the moment Mr Green ...
11. He worked in South Asia for three years./For three years he ...
12. She nervously looked at the clock./She ... clock nervously.
13. I fully understand what you mean.
14. Our latest models will be shown at the Rome fashion fair in May./In May our latest …
15. We usually send our new catalogue in January./Usually we … in January.
16. The containers will be delivered to your warehouse tomorrow./Tomorrow …

**C**

1. I usually get up: **Adverbials of indefinite time** like ‘usually’ are put immediately**before**the verb when there is only **one**verb.
2. I would never have expected: **Adverbials of indefinite time** like ‘never’ are put **after the first verb** when there are more verbs.
3. … in Leeds in 1980: When an adverbial of place and an adverbial of time occur **side by side,**the adverbial of place usually **precedes** the adverbial of time.
4. She quickly ate …/ She … breakfast quickly: **Adverbials of manner** like ‘quickly’are put **immediately before the verb** or **at the end of the sentence.**
5. 5 I completely agree: **Adverbials of degree** like ‘completely’ are put **before** the verb they refer to.
6. Yesterday I played …/I … football yesterday: **Adverbials of definite time** like ‘yesterday’ have **front** or **end**position.
7. Read the instructions carefully. /Carefully read: **Adverbials of manner** like ‘carefully’are put **immediately before the verb**or **at the end of the sentence**
8. correct
9. … we always refund your money. **Adverbials of frequency** like ‘always’ are put immediately **before** the verb when there is only **one** verb.
10. correct
11. Not until this morning did I receive …. When **negative adverbials** (e.g. *never/ not until*) are put **at the beginning** of a sentence for emphasis, the normal order of subject and predicator is inverted. This change in word order is called **inversion**.
12. He had completely forgotten … **Adverbials of degree**like ‘completely’ are put **before** the verb they refer to.
13. He gladly accepted …/He … invitation gladly. **Adverbials of manner** like ‘carefully’are put **immediately before the verb** or **at the end of the sentence**.
14. Interest rates have fallen considerably. *Considerably* is nearly always placed after the verb.

**D**

1. are usually classed
2. are generally
3. can cause damage
4. should always clean up
5. you never know
6. they usually replicate
7. reluctantly agree/ agree reluctantly
8. … fully guaranteed
9. … its prices considerably
10. … should never have been closed ...

**3 Irregular verbs**

**A**  
1. began, 2. paid, 3. beaten, 4. forgotten, 5. chosen, 6. lent, 7. rang, 8. taught, 9. sank, 10. rented, 11. bled.

**B**

1. lay – lain
2. dug – dug
3. shook – shaken
4. burst – burst
5. tore – torn
6. swore – sworn
7. stuck – stuck
8. laid – laid

**C**

1. gone
2. sent
3. become
4. began
5. built
6. broken
7. drunk
8. cut
9. grown
10. felt/was feeling
11. spent
12. won
13. became
14. taught
15. threw
16. dealt
17. rose
18. arisen
19. hidden
20. worn
21. blown

**D**

1. bitten
2. frozen
3. cost
4. fed
5. broadcast
6. driven
7. grew
8. drank
9. fled
10. lay/was lying
11. struck
12. spread
13. shown
14. risen
15. lit
16. held

**E**

1. drew
2. bought
3. heard
4. correct
5. correct
6. drank
7. correct

**F**

1. hit
2. said
3. lsot
4. fell/had fallen
5. spent/had spent
6. risen
7. sold
8. meant

**G**

1. lay
2. risen
3. found
4. fled
5. flew
6. worn

**4 The present tense**

**A**  
1. catches, 2. obeys, 3. relies, 4. enjoys, 5. carries, 6. flies, 7. delays, 8. goes, 9. pays, 10. focuses, 11. applies, 12. fixes.

**B**

1. developing, 2. lying, 3. referring, 4. succeeding, 5. exhibiting, 6. committing, 7. cancelling, 8. obeying, 9. dying, 10. occurring, 11. controlling, 12. revealing.

**C**  
1. get, 2. do not work, 3. answers, 4. is talking, 5. take, 6. starts, 7. am making, 8. get, 9. deliver, 10. import, 11. pay, 12. travels, 13. are building, 14. use, 15. sells, 16. get up.

**D**

1. manufactures
2. buys
3. watches
4. are falling
5. sells
6. travels
7. publish
8. flows
9. opens
10. do you watch
11. does; works
12. contains
13. read
14. are you waiting; am waiting
15. criticises
16. am having
17. are leaving/leave
18. are you doing; am filling in
19. is trying
20. visit
21. buys; sells
22. are checking
23. am trying
24. owns
25. are listening

**E**

1. are flying
2. drink
3. are looking
4. contains
5. flies
6. are talking
7. am thinking
8. influences
9. refund
10. are developing
11. am leaving
12. is increasing
13. sells
14. are meeting
15. starts
16. lives

**F**

1. it is snowing: The present continuous is used to describe an action that is **going on at the moment of speaking**
2. she goes: The present simple is used to talk about **habits** or things that happen **regularly**.
3. correct
4. supplies: When the verb ends in a *consonant*+ y, the **y** changes into **ie**.
5. is repairing: The present continuous is used to describe an action that is **going on at the moment of speaking**.
6. correct
7. correct
8. are they talking about: The present continuous is used to describe an action that is **going on at the moment of speaking**.
9. correct
10. correct
11. is interviewing: The present continuous is used to describe an action that is **going on at the moment of speaking**.
12. sell: The present simple is used to talk about **habits** or things that happen **regularly**./ The present simple is used to describe something that is **always or usually true**.

**I**  
1. grows, 2. depends, 3. undergoes, 4. saw, 5. are having, 6. contracts, 7. expands, 8. increases, 9. decreases, 10. reach, 11. fall.

**5 The past tense**

**A**  
1. sponsored, 2. preferred, 3. dialled, 4. focused/focussed, 5. denied, 6. carried, 7. omitted, 8. succeeded, 9. delayed, 10. developed, 11. benefited, 12. obeyed .

**B**

1. occurred: Before -ed, the final consonant is doubled when it is preceded by **one stressed vowel**.
2. 2 correct
3. 3 correct
4. 4 controlled: In British English, the final **l**is doubled except when it is preceded by **two vowel letters.**
5. 5. conquered: Before -ed, the final consonant is doubled when it is preceded by **one stressed vowel**. This is not the case with ‘conquer’. ( It has the stress on the first syllable and the final consonant is preceded by two vowel letters.)
6. 6. preferred: Before –ed, the final consonant is doubled when it is preceded by **one stressed vowel.**
7. 7. correct
8. 8 cancelled: In British English, the final l is doubled except when it is preceded by **two vowel letters.**
9. 9. correct
10. 10. correct
11. 11. dried: When the verb ends in a*consonant*+ y, the **y**changes into **i**.
12. 12. exhibited: Before –ed, the final consonant is doubled when it is preceded by **one stressed vowel**. In ‘exhibit’ the stress is on the second syllable.
13. 13. correct
14. 14 dialled: In British English, the final**l**is doubled (5) except when it is preceded by **two vowel letters**.*Dialled*is an exception.
15. 15. correct

**C**  
1. carried out, 2. did they open, 3. have gone up, 4. merged, 5. have lost, 6. have passed, 7. have broken, 8. received, 9. moved, 10. has crashed, 11. started, 12. have you finished, 13. have already booked.

**D**

1. sent
2. have had
3. has become
4. developed
5. have received
6. did you meet
7. have just heard
8. opened
9. wrote
10. invented
11. bought
12. remitted
13. have transferred/transferred
14. offered
15. founded

**E**  
1. worked, 2. were driving, 3. was watching, 4. was living, 5. watched, 6. was shopping, 7. took; was raining, 8. were sleeping; broke, 9. heard; were having, 10. arrived; was being, 11. was giving; interrupted, 12. happened; were cleaning, 13. joined; were dropping, 14. sold; were rising.

**F**

1. lived: The past simple must be used when we describe something that **took place in the past at a specified time**. In this sentence there is an **indication of past time**: ‘when he was a child’.
2. applied: When the verb ends in a *consonant* + y, the **y**changes into **i**.
3. did you receive: The past simple must be used when we describe something that **took place in the past at a specified time**. In this sentence there is an indication of past time: ‘when’.
4. started: The past simple must be used when we describe something that **took place in the past at a specified time**. In this sentence there is an indication of past time: ‘in 2001’.
5. correct
6. profited: The final consonant can only be doubled when the stress is on the last syllable; ‘profit’ has the stress on the first syllable.
7. was climbing: When two actions are described in one sentence the **past continuous** must be used for the **longer**action.
8. I visited: The past simple must be used when we describe something that **took place in the past at a specified time**. In this sentence there is an indication of past time: ‘last year’.
9. correct
10. did these firms merge: The past simple must be used when we describe something that **took place in the past at a specified time**. In this sentence there is an indication of past time: ‘when’.
11. I was working: When two actions are described in one sentence the **past continuous**must be used for the **longer**action.
12. died: The past simple must be used when we describe something that **took place in the past at a specified time**. In this sentence there is an indication of past time: ‘in World War II’.
13. correct

**G**  
1. announced, 2. fell, 3. acquired, 4. merged, 5. renamed, 6. were.

**6 The present perfect tense**

**A**  
1. cancelled, 2. catered, 3. taught, 4. worn, 5. delayed, 6. lent, 7. paid, 8. transferred, 9. delivered, 10. risen, 11. copied, 12. interpreted, 13. spent, 14. chosen, 15. developed, 16. omitted.

**B**

1. have cancelled
2. have exceeded
3. have profited
4. have paid
5. has applied
6. have escaped
7. has gone bankrupt
8. has passed
9. have merged
10. has increased

**C**  
1. sent, 2. met, 3. have not sold, 4. married, 5. heard, 6. have never seen, 7. booked, 8. have just received, 9. have cut.

**D**  
1. have imported, 2. fired, 3. has been, 4. have lived/have been living, 5. built, 6. have been playing, 7. moved, 8. became, 9. have been trying, 10. has been.

**E**

1. we have imported/have been importing
2. have known
3. worked
4. have sold/have been selling
5. has worked/has been working
6. made; have not yet replied
7. have never seen
8. fell
9. I have been working
10. have gone up/have been going up
11. has worked/has been working
12. has been
13. has just left
14. I have broken
15. am getting; I have been playing
16. have you played/have you been playing; I have played/have neen playing; started
17. moved; has been
18. have been waiting
19. had
20. have been trying
21. has been rising
22. increased
23. passed
24. has been
25. has been

**F**  
1. for, 2. since, 3. for, 4. for.

**G**

1. has been dead: The present perfect must be used when something **began in the past and continues in the present**.
2. died: The past tense must be used because there is an indication of past time in the sentence (some years ago).
3. has been staying: The present perfect must be used when something **began in the past and continues in the present**.
4. for three days: :. **For** refers to a **whole period**. (**Since** refers to the **beginning of a period**.)
5. worked: The past tense must be used because there is an indication of past time in the sentence (before we were married).
6. correct
7. have just returned: with **just**the **present perfect** is used.
8. have been increasing: The present perfect must be used when something **began in the past**and **continues in the present**.
9. correct
10. have had: The present perfect must be used when something **began in the past**and **continues in the present**.
11. correct
12. correct
13. has worked/has been working: The present perfect must be used when something **began in the past**and **continues in the present**.
14. I have been looking: The present perfect must be used when something **began in the past** and **continues in the present**.
15. Since they met: The past tense must be used because there is an indication of past time in the sentence. In this sentence the context (school) functions as an indication of past time. they have been friends: The present perfect must be used when something <emphasis role="double">began in the past</emphasis> and continues in the present</emphasis>.

**H**  
1. increased, 2. has provided

**I**  
1. have tried/have been trying, 2. have been, 3. has sold/has been selling, 4. has forced/forced, 5. has grown/has been growing, 6. announced, 7. will merge, 8. are, 9. have been, 10. innovated.

**7 The past perfect tense**

**A**  
1. had broken, 2. had known, 3. have lived/have been living, 4. had been, 5. fell; have been going up, 6. had arrived, 7. had worked/had been working, 8. would have made, 9. has been, 10. had been working, 11. had been, 12. had known, 13. had been waiting, 14. had been losing, 15. had worked, 16. have received/have been receiving, 17. have been studying.

**B**

1. had finished
2. had been downloading
3. had worked/had been working
4. had known; would have made
5. had been falling
6. went bankrupt
7. was checking
8. had changed
9. have been waiting
10. had accepted
11. had been falling
12. had hurried

**C**

* 1. had been married: The past perfect tense must be used to express that something (being married) **began in the past and continued at a later moment in the past**(when they divorced).
* 2. had listened: after **if**the past perfect is used to refer to something that did not happen.
* 3. have been waiting: The present perfect must be used when something (waiting) **began in the past**and **continues in the present**.
* 4. had not felt/had not been feeling: The past perfect tense must be used to express that something (not feeling well) **began in the past and continued at a later moment in the past**(when he decided to see a doctor).
* 5 for months: **for** must be used because a **whole period**(three months) is mentioned. (**Since**refers to the **beginning of a period**.)
* 6. had left: the perfect tense is formed with the auxiliary ‘have’.
* 7. have been rising: The present perfect must be used when something (rising) **began in the past**and **continues in the present**.
* 8. have known: The present perfect must be used when something (knowing him) **began in the past** and **continues in the present**.
* 9. had worked/had been working: The past perfect tense must be used to express that something (working) **began in the past and continued at a later moment in the past**(when he retired).
* 10. established: The past tense must be used because there is an indication of past time in the sentence (forty years ago).
* 11. have manufactured/have been manufacturing: The present perfect must be used when something (manufacturing) **began in the past**and **continues in the present**.
* 12. had been an MP: The past perfect tense must be used to express that something (being an MP) **began in the past and continued at a later moment in the past**(when he became Prime Minister).

**D**  
1. confessed, 2. had joined, 3. had acquired, 4. had refused, 5. explained, 6. disclosed, 7. had become, 8. came, 9. bought, 10. have had.

**8 The future tense**

**A**

1. 1. C
2. 2. A,B,C,D
3. 3 A, B

**B**  
1. will/shall, 2. Shall, 3. will, 4. will, 5. will/shall, 6. Shall, 7. will, 8. will/shall, 9. Shall.

**C**

1. leaves/will leave/is leaving
2. are dining/will (shall) dine/will (shall) be dining
3. begins/will begin
4. expires/will expire
5. will send
6. will (shall) write; have
7. starts/will start
8. will phone; arrives
9. are having/have/will have/will be having
10. are going/will (shall) go; will (shall) be going
11. are moving/will move/will be moving
12. am seeing/will (shall) see/will (shall) be seeing
13. am
14. would go/was going/would be going
15. would

**D**

1. leaves/will leave/is leaving
2. are going/will (shall) go/ will (shall) be going
3. sign
4. have
5. will be flying
6. would emigrate
7. will (shall) wait; are
8. would buy
9. will (shall) sign; refuses
10. is having/will have/will be having
11. starts/begins/will start/will begin
12. visits/will visit

**E**

1. they will: **shall**can only be used in the **first person**.
2. correct
3. Shall: **Shall I**is used to make an offer.
4. am playing/will play/will be playing: The **present continuous**is used to talk about things we have **arranged**to do in the future. In this case we can also use **will**or the **future continuous**.
5. shall: **Shall we** is used to make a suggestion.
6. correct
7. correct
8. I arrive: The **present simple**must used to refer to the future in **subclauses of time**(as soon as I arrive).
9. correct (more formal than ‘will’)
10. I will wait: The **present future simple**tense is used to make a promise.
11. I will be doing: the **present future continuous**must be used to describe that something **will be going on in the future**.

**F**  
1. announced, 2. will examine/is examining/is to examine/will be examining (as in original text), 3. makes, 4. ensures, 5. provide, 6. cancelled, 7. confirmed, 8. are talking, 9. fell, 10. would.

**9 The passive (1)**

**A**

1. passive
2. active
3. passive
4. passive
5. passive
6. active
7. active
8. passive
9. passive

**B**  
1. are made, 2. is spoken, 3. are dealt with, 4. is produced, 5. is read, 6. are paid, 7. is grown, 8. are manufactured, 9. are caused, 10. are held, 11. is sold, 12. is tested, 13. are checked; are packed.

**C**  
1. was held, 2. was built, 3. were you fired, 4. was chosen, 5. was asked, 6. were beaten, 7. was met, 8. were fed, 9. was opened, 10. were arrested, 11. were made.

**D**  
1. will be signed, 2. will be sent, 3. will be checked, 4. will be used.

**E**  
1 and 2.

**F**

1. Millions of chips are produced by Intel.
2. The interest rates will probably be raised by the bank.
3. He was laughed at by the girls.
4. We were given an order by UPC./An order was given to us by UPC .
5. Their annual meet is always held in May.
6. Staff who perform well will be given extra payments …/Extra payments will be given to staff who …
7. These socks are made by a Chinese firm.
8. The business was established by his grandfather.
9. She was offered an excellent job./An excellent job was offered to her.
10. The press would be given more information …/More information would be given to the press …
11. This new line was created by one of our best designers.
12. I was shown the house by the estate agent./The house was shown to me by an estate agent.

**G**  
1. was founded, 2. was exhibited, 3. were produced, 4. are made, 5. is bolted, 6. are attached, 7. is assembled, 8. are fitted.

**10 The passive (2)**

**A**

1. She had been given a pay rise./A pay rise had been given (to) her.
2. I had been offered a 10 per cent …/A 10 per cent discount had been offered (to) me.
3. A new drug has been developed by …
4. The thief has been arrested by …
5. He has been promised a company car./A company car has been promised (to) him.

**B**

1. was published
2. was repaired
3. are you being served
4. have been built
5. was stolen
6. was shipped
7. is being repaired
8. was founded
9. were ordered
10. has been brewed
11. will be broadcast
12. is being renovated

**C**

1. has been raised
2. have been paid
3. has been appointed
4. has been put
5. has been discovered
6. has been received
7. has been carried out

**D**

1. had been stolen
2. had been postponed
3. had been killed
4. had been sent
5. had been delivered

**E**

1. to be found
2. to solve
3. to be hoped
4. to lose/to be lost
5. to understand
6. to be expected
7. to find
8. to be trusted
9. to be done/to do

**F**

1. is being installed
2. were made
3. be demolished
4. be copied
5. to be hoped
6. was being repaired
7. have been prosecuted
8. to be found
9. were being cleaned
10. were informed
11. is being translated
12. be fired
13. be exchanged
14. be carried out
15. are being loaded

**G**

1. was confirmed
2. be paid
3. be met
4. be raised/increased
5. was signed
6. been asked
7. were built
8. was told/have been told
9. being served
10. was being attacked
11. to lose/to be lost
12. to be found
13. will be held
14. is hoped
15. will be increased/raised

**H**

1. is being designed: The passive continuous must be used when an **action is going on**.
2. have been made: If something (making chips) **started in the past**and is still **going on in the present**, the **present perfect tense** of the passive must be used.
3. were fired: If there is an **indication of past time** in a sentence, the **past tense** of the passive must be used.
4. correct
5. was being loaded: The passive continuous must be used when an **action was going on**.
6. 6. was founded: there is an**indication of past time** in the sentence (twenty years ago) so the **past tense** of the passive must be used.
7. 7. was stolen: there is an **indication of past time** in the sentence (last week) so the **past tense** of the passive must be used.
8. 8. correct
9. 9. it is to be hoped: this is **an expression** with the passive infinitive.
10. 10 easy to find: after an **adjective** (easy) no passive infinitive but an **active** infinitive (to find) is used.

**I**  
1. are (After ‘a number of’ a plural verb form is used.), 2. are, 3. been, 4. were, 5. been, 6. was, 7. been, 8. was, 9. being, 10. are, 11. been, 12. is, 13. be, 14. has, 15. be.

**J**  
1. be found, 2. lose/be lost, 3. be trusted, 4. worn.

**11 Ability, possibility and request**

**A**

1. B
2. E
3. 1 and 2
4. B

**B**

1. Could you
2. cannot
3. Could you
4. could not work
5. might
6. will be able
7. may
8. could not
9. could have warned
10. was able
11. may
12. could
13. have not been able
14. may

**C**

1. be able to
2. be able to
3. been able to
4. could/might
5. been able to
6. be able to
7. be able to
8. have been able to
9. Could
10. be able to
11. to be able to
12. could have/would have been able to
13. be able to
14. was able to
15. were able to
16. have been able to
17. could have been/might have been
18. have not been able to

**D**

1. was able to: **‘Could’ cannot be used** if the past ability refers to what really happened in **one particular situation**. In such a case, **was/were able**or **managed**is used.
2. may: **may** is used to express a **possibility**.
3. correct
4. were able to: **“Could” cannot be used**if the past ability refers to what really happened in **one particular situation**. In such a case, **was/were able**or **managed**is used.
5. would have been able/could have: an **unrealised ability**is expressed by **could have**or **would have been able to**.
6. correct
7. correct
8. were not able: The **past tense**must be used because there is an **indication of past time**in this sentence (yesterday).
9. would have been able to get/could have got: an **unrealised ability**is expressed by **could have**or **would have been able to**.
10. correct
11. correct
12. were able to: **Could cannot be used** if the past ability refers to what really happened in **one particular situation**. In such a case, **was/were able** or **managed** is used.

**E**

1. spent
2. would be able
3. had bought
4. were sold
5. sold
6. has not been able
7. could have
8. lost

**12 Permission**

**A**

1. A
2. B

**B**

1. ability
2. ability
3. (refusing) permission
4. possibility
5. criticism
6. request
7. possibility
8. permission
9. request
10. permission
11. ability
12. (unrealised) ability or self-criticism
13. crticism
14. permission
15. (unrealised) ability

**C**

1. may
2. am I allowed/ may I
3. may I
4. am I allowed/may I
5. may I

**D**

1. Am I allowed to smoke in this pub?/ May I …./ Can I …
2. You may not/cannot/are not allowed to use my photo.
3. Can/Could/May I use the toilet?
4. It may/might rain tomorrow./ Perhaps/maybe it will rain tomorrow.
5. You could/might have phoned me earlier/sooner.

**E**

1. May/Can/Could
2. are not allowed to/may not/cannot
3. were not allowed
4. May/Can/Could
5. will be allowed to
6. might/could
7. were not allowed to
8. may/are allowed to/can
9. could/was allowed to
10. have not been allowed to

**F**

1. was not alowed to interview
2. May/Can/Could I use
3. correct
4. correct
5. correct
6. correct

**G**

1. may
2. may/are allowed to
3. are allowed
4. may
5. may
6. may

**13 Necessity and obligation**

**A**

1. 1 en 4
2. D
3. 1 en 2
4. C

**B**

1. has to/needs to/must
2. had to/needed to
3. should/ought to
4. should/ought to
5. have to/need to
6. have to/need to/must
7. should always/ought to always
8. need not/should
9. have to/need to
10. should/ought to/must
11. need
12. ought
13. must
14. have to/need to
15. have to/need to
16. had to/needed to
17. ought
18. have to/need to
19. should always/ought to always
20. must
21. should/ought to
22. had
23. should
24. should always/ought to always

**C**

1. Did she have to go …
2. Do they have to work …
3. Does she have to work …
4. Do we need to ..
5. Must we …

**D**

1. You need not pay/You do not need to pay ...
2. You do not have to fill ,,,
3. We will not have to leave/won’t have to leave
4. You should not have helped …
5. He did not have to work.

**E**

1. I must have met
2. You should not talk/ought not to talk
3. I had to work
4. correct
5. I had to work
6. correct
7. ought to know
8. you should have waited/ought to have waited
9. You must be
10. correct

**F**

1. have not been able
2. need to repay
3. earn
4. will never have to repay
5. graduates
6. has to repay
7. should not worry

**14 -ing form**

**A**

1. losing
2. to see
3. hearing
4. satisfying
5. to leave
6. moving
7. to increase
8. closing
9. launching
10. complaining
11. to obey
12. smoking
13. visiting
14. buying
15. biting
16. to be/being
17. walking

**B**

1. to share
2. storing
3. writing/that you (should) write
4. coming in
5. to meet
6. to carry out
7. receiving
8. Starting
9. to improve
10. answering
11. meeting
12. to take over/taking over
13. having
14. walking/to walk
15. discussing
16. asking/to ask
17. packing
18. to rain/raining
19. laughing

**C**

1. Developing
2. Buying
3. Advertising
4. Making
5. Finding
6. Travelling
7. Manufacturing
8. Starting
9. Collecting
10. Restoring

**D**

1. hearing
2. going
3. driving
4. making
5. losing
6. calling
7. evading
8. advertising
9. saying
10. interrupting
11. forging
12. reading
13. asking

**E**

1. taking
2. staying/to stay
3. speaking
4. lending
5. Considering
6. visiting
7. to do/doing
8. looking for
9. to make
10. walking
11. eating
12. raining
13. being/to be
14. talking
15. surfing/(how) to surf
16. shopping

**F**

1. drinking: The **-ing**form must be used after a **preposition**. (to)
2. sponsoring: The **-ing**form is used after the verb ‘consider’.
3. learning: The **-ing**form must be used after a **preposition**. (at)
4. meeting: The **-ing**form is used after the verb ‘avoid’.
5. meeting: The **-ing**form must be used after a **preposition**. (to)
6. repairing: The -ing form is used after **worth**.
7. admiring: The **-ing**form is used after the expression ‘could not help’.
8. writing: The **-ing**orm is used after the verb ‘finish’.
9. seeing: The **-ing**form is used after the verb ‘put off’.
10. correct
11. closing: The **-ing**form is used after the verb ‘mind’.
12. crying: The **-ing**form is used after the expression ‘it’s no use’.
13. Parking: The **-ing**form is used when you start a sentence with a verb.
14. paying: The **-ing**form must be used after a **preposition**(without).
15. to swim: ‘manage’ is not one of the verbs followed by an –ing form.

**G**

1. buying
2. paying
3. taking
4. showed
5. found; has found
6. risen
7. buying
8. will have to/have to/had to/have had to
9. climbing
10. buying
11. buying
12. fear
13. making
14. bought
15. been
16. being
17. rising/to rise
18. agree
19. will
20. encouraging/having encouraged

**15 Direct object + infinitive**

**A**

1. I had it installed./I had this software installed.
2. They had it painted./They had the house painted
3. I had it translated./ I had this letter translated.
4. I am going to have it repaired./ I am going to have my computer repaired.

**B**

1. had my car repaired
2. have their accounts audited
3. make me laugh
4. make/made work
5. have the agreement translated
6. have my lawyer draw up
7. have a new computer system installed
8. have my secretary copy
9. have the errors in the contract corrected
10. have a chartered accountant check
11. are having a factory built
12. have my digital camera repaired
13. have our books printed
14. made her cry
15. made the bank clerk open
16. have a new logo designed
17. had his secretary book
18. made
19. have
20. made

**C**

(The first form is the more frequent of the two.)

1. ringing/ring
2. happen/happening
3. lock/locking
4. crying
5. score/scoring
6. arribve/arriving
7. arresting/arrest
8. talk/talking
9. talking
10. assembling/ assemble
11. waiting
12. raining

**D**

1. you to stay
2. her husband to smoke
3. me to book
4. me to close
5. that he passed/has passed
6. their daughter to go
7. everybody to do/that everybody will do
8. our customers to be
9. him to apply
10. us to meet/that we will meet
11. the protesters to move on
12. me to stop
13. everybody to have
14. me to finish
15. us to smoke
16. me to lift/me lift
17. she found/has found
18. everybody to be

**E**

1. this article to be published
2. the production to be transferred
3. the report to be finished
4. the petrol price to be raised
5. the test to be used
6. her house to be demolished
7. the plan to be approved
8. the concert to be held
9. the prison camp to be closed

**F**

1. laugh: *Make* is followed by an direct **object + infinitive**when it means ‘cause’.
2. correct
3. correct, but ‘crossing’ is more common because the action is going on for some time.
4. him start/starting: after ‘hear’ both forms can be used.
5. correct
6. allow people to copy: After ‘allow’ a **direct object + to-infinitive**is used.
7. want you to do this: after ‘want’ the **direct object + to-infinitive**is used.
8. you to use a company car: after ‘prefer’ the **direct object + to-infinitive**is used.
9. correct
10. helped me translate/to translate: after ‘help’ the infinitive is used with or wthout ‘to’.
11. permit her photo to be published: After ‘permit’ a **direct object + passive to-infinitive**is used because the person who does the action is not mentioned.

**G**

1. you to promise
2. my body to be cremated
3. me to do
4. you to send

**H**

1. have
2. makes
3. have; have
4. makes

**16 The noun (1)**

**A**

1. enquiries
2. thieves
3. a ten-dollar note
4. potatoes
5. photos
6. Eskimos
7. fifty euros
8. employment agencies
9. a hundred kilos
10. volcanoes/volcanos

**B**

1. supplies
2. delays
3. taxes
4. bikinis
5. tattoos
6. visas
7. viruses
8. negroes
9. discos
10. safes
11. wives
12. keys
13. handkerchiefs/handkerchieves
14. MPs
15. employees
16. scarfs/scarves
17. DVDs
18. embryos
19. cargoes/cargos
20. pizzas

**C**

1. bikes
2. coats
3. hours
4. euro
5. lives
6. years
7. mile
8. hours
9. books
10. year
11. programmers

**D**

1. fiancée
2. actress
3. female driver/woman driver
4. waitress
5. heroine
6. female teacher/ woman teacher
7. female lawyer/ woman lawyer
8. saleswoman/salesgirl/female salesperson
9. female doctor/woman doctor
10. heiress
11. niece
12. female cousin

**E**

1. male nurse
2. fiancé
3. male secretary
4. bridegroom/groom
5. nephew
6. widower

**F**

1. skis
2. vacancies
3. facilities ; employees
4. subsidiaries
5. knives
6. copies; photos
7. cargoes/cargos; lorries
8. euro/euros; tomatoes
9. euro
10. losses
11. cameras

**G**

1. kilos: The **plural** is used when the number is more than one. potatoes: no grammar rule bananas: . The plural of nouns is formed by adding **–s**, not **‘s**.
2. studios: The plural of nouns is formed by adding **–s**, not **‘s**.
3. correct
4. shelves: Shelf is one of the nouns with a plural in **–ves**. No grammar rule.
5. hobbies: When the noun ends in a **consonant + y**, the **y** changes into **ie** in the plural.
6. loaves: Loaf is one of the nouns with a plural in **–ves**. No grammar rule.
7. CDs: With **abbreviations** the plural is formed by adding **s**.
8. correct
9. books: The **plural** is used when the number is more than one. In this sentence a number of books have been forgotten.
10. lives: The **plural** is used when the number is more than one. In this sentence a number of lives have been lost.
11. shirts: The **plural** is used when the number is more than one. In this sentence a number of shirts were taken off.
12. two-hour: The **singular** is used when the noun is preceded by a **numeral + hyphen**

**H**

1. quotas
2. week
3. refugees
4. lives
5. potatoes

**17 The noun (2)**

**A**

1. mass media
2. fish
3. Chinese
4. children
5. geese
6. mice
7. deer
8. phenomena
9. women
10. bacteria
11. stadiums/stadia
12. sheep
13. museums
14. craft
15. species
16. curricula/curriculums
17. military bases
18. Romans
19. stimuli

**B**

1. are
2. is
3. have
4. this information
5. them
6. are
7. forty pairs of jeans
8. have/has
9. have/has
10. were
11. have (because of *their*)

**C**

1. feet
2. aircraft
3. series
4. criteria
5. Japanese
6. shelves
7. teeth

**D**

1. do
2. has
3. have/has
4. have been
5. are
6. are
7. have
8. are
9. were/are
10. were

**E**

1. savings
2. pieces
3. piece
4. means
5. mathematics; economics/economics; mathematics
6. means
7. business
8. furniture
9. businesses
10. pair(s)
11. pair
12. media
13. athletics

**F**

1. information: ‘information’ is always singular and uncountable.
2. two pairs/pair of pyjamas: When ‘pyjamas’ is preceded by *a/an* or a *numeral*, **pair of**is used.
3. aircraft: the plural of ‘aircraft’is ‘aircraft’.
4. correct
5. has: ‘the United States’ is followed by a **singular**verb form.
6. have: ‘police’ is followed by a **plural**verb form.
7. a good piece of advice: ‘advice’ is always singular and uncountable. You can make ‘advice’ countable by putting ‘a piece of’ in front of it.
8. correct
9. economics: a science or a school subject.
10. have: After ‘a number of’ a plural verb form is used.
11. correct

**F**

1. have (because of ‘they’)
2. were
3. have
4. are/is

**G**

1. have
2. pair(s)
3. have
4. have (because of ‘they’)
5. are

**18 The possessive form of nouns**

**A**

1. ’s, ’ (= apostrophe)
2. ’s, of
3. ’s, of
4. ’s, of
5. ’s, of
6. ’s
7. ’s, of
8. ’s, of
9. ’, of
10. ’s, of
11. ’s, of
12. ’s, of
13. ’s, of
14. ’s, of
15. ’s, of
16. ’, of
17. ’s, of
18. ’s, of
19. ’s, of
20. ’s , of

**B**

1. both are correct
2. last year’s catalogue
3. the contents of the container
4. both are correct
5. Susan’s mobile
6. a two hours’ walk/a walk of two hours
7. Mr Jackson’s car
8. both are correct
9. both are correct
10. the price of this ring
11. yesterday’s paper

**C**

1. the window of the room
2. the salary of the employee/the employee’s salary
3. last week’s meeting
4. the owner of the dog/the dog’s owner
5. the profits of the company/the company’s profits
6. Roy’s girlfriend
7. the demands of the strikers/the strikers’ demands
8. the driver of the lorry/the lorry’s driver
9. Iris’s sister/Iris’ sister
10. the sights of the city/the city’s sights
11. the new policy of the government/the government’s new policy
12. today’s TV programmes

**D**

1. one-year course/one year’s course/course of one year
2. three weeks’ holiday/three-week holiday/holiday of three weeks
3. five-hour journey/five hours’ journey/journey of five hours
4. last week’s earthquake
5. ten-minute delay/ten minutes’ delay/delay of ten minutes
6. next Sunday’s match
7. tomorrow’s weather
8. one-month absence/one month’s absence/absence of one month

**E**

1. my sisters’room/the room of my sisters
2. This snake’s poison/the poison of this snake
3. Thomas’s bike/Thomas’ bike
4. the shareholders’ objections/the objections of the shareholders
5. a one hour’s delay/a delay of one hour/a one-hour delay
6. a twenty minutes’ delay/a delay of twenty minutes/a twenty-minute delay
7. Great Britain’s armed forces/the armed forces of Great Britain
8. My uncle’s house/the house of my uncle
9. yesterday’s paper
10. These women’s husbands/The husbands of these women
11. a three weeks’ business trip/a business trip of three weeks/a three-week business trip
12. The teachers’ cars/the cars of the teachers
13. Mr Wilson’s wife
14. tomorrow’s meeting
15. The shipowner’s wife/the wife of the shipowner
16. Joyce’s friend
17. the fingerprints of the criminals/the criminals’ fingerprints
18. the world’s largest port/the largest port of the world
19. the bank’s policy/the policy of the bank
20. The management of the company/The company’s management
21. The house of our neighbours/Our neighbours’ house
22. The museum’s collection/the collection of the museum
23. Alisha’s e-mail address

**F**

1. today’s newspaper: With nouns referring to **time** we add **’s**.
2. correct
3. Tom’s sister: With **names** ‘s is used.
4. last week’s turnover: With nouns referring to **time** we add **’s**.
5. an hour’s delay: With nouns referring to **time**we add **’s**. Also correct: a delay of an/one hour/ a one hour-delay
6. Mr Longman’s daughter: With **names** ‘s is used.
7. the top of the page: Nouns referring to **things** take **of**.
8. disdavantages of the merger: Nouns referring to **things**take **of**.
9. a three hours’ walk: **Plural** nouns ending in –s only take an **apostrophe**. Also correct: a walk of three hours/a three-hour walk.
10. Jessica’s pen: With **names** ‘s is used.
11. policemen’s: The irregular plurals *men*, *women*, *children* take **’s**. Also correct: the uniforms of the policemen.
12. correct
13. correct
14. correct

**G**

1. customers’
2. week’s
3. hours’
4. nurses’

**19 The adjective**

**A**

1. busier
2. more famous
3. cleaner
4. more difficult
5. more modern
6. wealthier
7. dirtier
8. more polite/politer
9. more important
10. more simple/simpler
11. hotter
12. worse

**B**

1. further
2. latest
3. heavier
4. more careful
5. worse
6. latest
7. worse

**C**

1. farther/further
2. more important
3. quieter/more quiet
4. more expensive
5. more difficult
6. more interesting

**D**

1. little
2. little
3. few
4. little
5. few
6. little
7. little

**E**

1. less
2. more efficient; cheaper/cheaper; more efficient
3. latest
4. latest; last
5. further; latest
6. fewer; last
7. politer
8. little
9. last; fewer
10. best-known
11. less

**F**

1. than
2. as
3. than
4. as … as
5. than
6. as … as/ not so … as

**G**

1. much
2. many
3. a lot of
4. much
5. a lot of
6. many
7. a lot of
8. much
9. many
10. a lot of

**H**

1. large ones
2. new one
3. hottest (one) red
4. smaller one bigger/larger one
5. frozen one
6. tinned ones
7. green ones
8. dangerous (one)
9. brown

**I**

1. stronger: Adjectives of **one**syllable take **-er**and **-est**.
2. further: When the meaning is ‘additional’, only *further*can be used.
3. latest news: the meaning is ‘most recent’.
4. many: **Much** is used with singular nouns and **many**with plural nouns.
5. correct
6. than last year: **Than**is used after a comparative.
7. more complex: Adjectives of **more than one**syllable take **more**and **most*.***
8. correct
9. correct
10. than the old one: **Than**is used after a comparative. more frequent: Adjectives of **more than one**syllable take **more**and **most**.
11. correct
12. brown bread or white: **One** cannot be used to replace an uncountable noun like ‘bread’. wine.
13. a lot of salt: ‘much’ is only used in questions and negative sentences.
14. many friends/a lot of friends: with **plural**nouns ‘many’ is used or ‘a lot of’.
15. correct
16. safest
17. less
18. least
19. better
20. more attractive
21. least risky
22. worst
23. more sensible
24. most aggressive
25. most sensible

**20 The adverb**

**A**

1. considerably
2. badly
3. carefully
4. happily
5. possibly
6. typically
7. fast
8. long
9. early
10. economically
11. daily
12. well

**B**

1. perfectly
2. good
3. extremely
4. hard
5. free
6. annually
7. reasonable
8. commercial
9. commercially
10. considerable
11. serious
12. seriously
13. more carefully
14. worse
15. fair
16. incredibly
17. politically

**C**

1. badly
2. entirely
3. well
4. good
5. fluently
6. typically
7. specially
8. rarely
9. practically
10. direct/directly
11. Extreme; extremely
12. heavily
13. fairly
14. incredibly
15. perfect (refers to noun: English)
16. perfectly (refers to verb: speak)
17. sad
18. terribly
19. cheaply/cheap

**D**

1. … share prices improved dramatically.
2. … the economy has grown considerably.
3. Employment has risen gradually.
4. … demand for oil has dropped significantly.
5. The inflation figures have improved steadily.
6. … consumer confidence recovered slowly.

**E**

1. more often
2. more easily
3. earlier
4. worse
5. harder
6. better

**F**

1. more cheaply/cheaper
2. earlier
3. more carefully
4. more seriously
5. more respectfully
6. faster
7. worse
8. more slowly/slower

**G**

1. politically
2. well
3. commercially
4. good
5. extremely
6. badly
7. direct/directly
8. cheaply/cheap
9. seriously
10. fast
11. typically
12. monthly
13. worse
14. beautifully
15. totally
16. scientifically
17. good

**H**

1. considerably: because it refers to an adjective (higher).
2. correct
3. accurately: because it refers to a verb (work).
4. seriously: because it refers to a verb (take).
5. easily: After a consonant, **y** changes into **i**.
6. typically: The adverb of an adjective in **-ic** is formed by adding **-ally**.
7. correct
8. thoroughly: because it refers to a verb (does).
9. extraordinarily: because it refers to an adjective (difficult).
10. tragically: The adverb of an adjective in **–ic** is formed by adding **–ally**.
11. feel well: when the meaning is ‘feel in good health’, you use *feel well*.
12. correct
13. correct

**I**

1. visible
2. dramatically
3. principal
4. essentially
5. efficient
6. quickly
7. conveniently
8. roughly
9. obvious
10. efficiently
11. clear
12. Rapidly
13. ultimately
14. easily

**21 The indefinite article**

**A**

1. A
2. 1 and 4

**B**

1. an
2. a
3. a
4. an
5. a
6. a
7. an
8. a
9. an
10. an
11. an
12. an
13. an
14. a

**C**

1. a
2. -
3. an
4. -
5. a; a
6. a; an
7. a
8. -; an
9. an; a
10. -
11. -; a
12. a
13. a
14. a
15. a; a
16. -
17. a; a
18. an
19. a
20. a; an
21. a
22. a
23. -
24. as a salesgirl: The indefinite article is used before nouns referring to a**profession**.
25. a/one thousand: The indefinite article or ‘one’ is used before**thousand**.
26. correct
27. was president: The indefinite article is**not** used when a profession etc. is held by**one person at a time**
28. 5. a European: The indefinite article is**a** before a**consonant**. (the first sound in ‘European’ is a**j**)
29. 6. correct
30. 7. a visa: The indefinite article is used after**without**.
31. 8. a Muslim: The indefinite article is used before nouns referring to a**religion**.
32. 9. has been: When something**began in the past** and**continues in the present**, the present perfect is used. a teacher: The indefinite article is used before nouns referring to a**profession**.
33. 10. correct
34. 11. an Internet …: The indefinite pronoun is**an** before a **vowel**.
35. 12. a discount: the expression is ‘give **a** discount’
36. 13. as a study: After**as**, the indefinite article is used.
37. 14. correct
38. 15. an MP: The indefinite pronoun is**an** before a **vowel**. (the first sound in MP is an**e)**became minister …: The indefinite article is**not** used when a profession etc. is held by**one person at a time**.
39. 16. a uniform: The indefinite article is**a** before a**consonant**. (the first sound in ‘uniform’ is a**j)**

**E**

1. **headline**: without a cord
2. **Line 2**: without an elastic cord
3. **Line 3**: as a management trainee
4. **Line 7**: a hundred dollars
5. **Line 8**: without a cord
6. **Line 9**: as a result
7. **Line 11**: a nearby hospital
8. **Line 12**: a chance
9. **Line 13**: a headache

**22 The definite article**

**A**

1 and 3 are correct

**B**

1. (the) winter/ (the) summer
2. hospital
3. the advice
4. the prices
5. the occasion
6. the most goals
7. the hospital
8. the request
9. breakfast
10. the lunch
11. by underground
12. (the) piano
13. Big Ben
14. in most areas
15. to the school
16. knows best
17. the most cars

**C**

1. Mount Everest
2. the Internet
3. hardest
4. the next
5. prison
6. most
7. the exception
8. the fashion
9. the occasion
10. the satisfaction
11. the vote
12. the most
13. the co-operation
14. the basis
15. the next
16. fastest
17. the train
18. the summer

**D**

1. most wintersport advertisements: **No definite article** is used before **most** when it means ‘the majority of’.
2. on the occasion: This is one of the expressions with ‘the’.
3. he travels: when a ‘habit’ is expressed, the present simple is used.
4. correct
5. to hospital:**No definite** article is used before **hospital** when the **purpose** of the building is referred to.
6. breakfast: **No definite** article is used before the names of **meals**.
7. correct
8. I have played/have been playing: When something **began in the past** and **continues in the present**, the present perfect is used.

**E**

1. -
2. the
3. –
4. the
5. the
6. the
7. the; the

**23 Personal and possessive pronouns**

**A**

1. I don’t know
2. It
3. I understand
4. I think so
5. it
6. I do not mind
7. I hope so.
8. I don’t remember
9. I will try

**B**

1. It
2. They
3. them
4. it
5. them
6. them
7. him
8. They
9. us
10. her

**C**

1. I think so.
2. I am afraid so.
3. I expect so.
4. I hope not.
5. I am afraid not.
6. I suppose so.
7. I don’t think so.

**D**

1. Is he a friend of yours?
2. I met a colleague of yours.
3. She invited some friends of hers.
4. I went out with two friends of mine.
5. I was introduced to two colleagues of his.
6. We were helped by some neighbours of ours.
7. This book is hers.
8. This key is mine.
9. Is this mobile phone yours?
10. These bags are theirs.
11. Their problems are also ours.

**E**

1. mine
2. ours
3. its
4. his
5. ours
6. their
7. hers
8. yours
9. its
10. theirs

**F**

1. his own business
2. a room of their own
3. her own bank account
4. a business of my own
5. its own corner
6. a house of our own
7. a life of her own

**G**

1. of mine: If a noun is followed by **of**, you use: *mine*, *yours*, *hers*, *his*, *ours*, *theirs*.
2. correct
3. I hope not: The negative form of *I hope so* is *I hope not*.
4. of yours: this is a spelling mistake
5. its: for **things** we use **its** for singular nouns. For **group nouns** like ‘committee’ also **their** can be used.
6. I hope so: **So** is used after ‘hope’.
7. of his: If a noun is followed by **of**, you use: *mine*, *yours*, *hers*, *his*, *ours*, *theirs*.
8. correct
9. correct
10. its: a spelling mistake (it’s = it is); the possessive pronoun for things is **its**, for ships ‘her’ is also possible.
11. find it: **It** is used to refer to **things**.
12. of ours: If a noun is followed by **of**, you use: *mine*, *yours*, *hers*, *his*, *ours*, *theirs*.
13. I don’t mind (without ‘it’): **it** is omitted after ‘mind’.
14. correct
15. her own business/a business of her own: Own must be preceded by a possessive pronoun or you can use ‘of her own’.

**24 Interrogative pronouns**

**A**

1. which
2. which
3. whom
4. what
5. which
6. whom
7. what
8. which
9. which
10. what

**B**

1. what
2. whom
3. whose
4. who/whom
5. which
6. what
7. what
8. which
9. which
10. which
11. whom
12. which
13. who
14. whom
15. which
16. whose
17. who/whom
18. what
19. what
20. which
21. what
22. which
23. what
24. whom
25. who

**C**

1. which of you: We use which when we have a limited number of choices in mind.
2. correct
3. From whom …/Who did you get this present from?: **Whom** is used **after a preposition** in formal English. In less formal language **who** is used and the preposition comes at the end.
4. Whose bag is this?: **Whose** is used when we want to know to whom something belongs.
5. Which day: We use which when we have a limited number of choices in mind.
6. correct
7. Which: a common spelling mistake
8. To whom …/Who did you pay the money to?: **Whom** is used **after a preposition** in formal English. In less formal language **who** is used and the preposition comes at the end.
9. correct
10. What car makes: **What** is used for things when we do not have a limited number in mind.
11. correct

**D**

1. who
2. which
3. whom
4. whose
5. whom; whose
6. which
7. which
8. whose

**25 Relative pronouns**

**A**

1. who/that
2. which
3. (when/that)
4. which
5. whom
6. whose
7. (that)
8. (that)
9. whose
10. whose
11. whom
12. whom
13. (that)
14. which
15. (who/that)
16. (who/that)
17. which
18. who/that
19. whom
20. which
21. whose
22. (that)
23. which
24. (why/that)
25. (which/that)
26. whom
27. (that)
28. (when/that)
29. whom
30. whose

**B**

1. My office, which is very small, is on the first floor.
2. We have a CEO who/that is Swedish.
3. We have a salesman whose mother tongue is Swedish.
4. They …. their house, which was built in the 1920s.
5. My computer, which is four years old, has crashed.
6. He … e-mail (which/that) I sent last week.
7. She works … company, whose head office is in London.
8. Most of the customers to whom we sent a reminder have paid./… (who/that) we sent a reminder to have paid.
9. The cashier who/that had embezzled money was fired.
10. The … house whose roof was in a very bad condition.
11. I … lady (who/that) I saw on TV two weeks ago.
12. The safe in which she kept her jewels had been forced open./The safe (which/that) she kept her jewels in had been forced open.
13. The employer for whom I worked for two years has sold his business./The employer (that/who) I worked for for two years has sold his business.
14. The manager to whom I complained listened patiently./The manager (who/that) I complained to listened patiently.

**C**

(Brackets indicate that the relative pronoun can be left out)

1. … the invoice (which/that) you were looking for?
2. … company (which/that) he worked for went bankrupt.
3. … colleague (who/that) I told you about is going to emigrate.
4. … article (which/that) you were interested in?
5. … girl (who/that) I travelled with was French.
6. … the hotel (which/that) stayed at.
7. … person (who/that) you got this information from?
8. … subject (which/that) I know very little about.
9. … the keys (which/that) you were looking for?
10. … problem (which/that) I told you about has been solved.

**D**

1. customers who/that: **Which** can only be used for things; for persons **who** is used or **that** in a restrictive relative clause.
2. customer from whom you received a complaint/customer (who/that) you received a complaint from: **whom** is used **after a preposition** in formal English. In less formal language, **who** is used and the preposition comes at the end. (or **that** in a restrictive relative clause).
3. which: a spelling mistake
4. person with whom/person (who/that) I sometimes … problems with: **whom** is used **after a preposition**
5. bike, which: In a non-restrictive relative clause you use **which** for things.
6. correct
7. woman whose car: **whose** is used to express **possession**.
8. correct
9. all that: **that** is used after ‘thing’.
10. correct
11. correct
12. Mr Carlton, to whom I spoke/ Mr Carlton (who/that) I spoke to: **whom** is used **after a preposition**

**E**

1. (that)
2. which
3. who/that
4. that/which
5. (that)
6. who/that
7. whom
8. whom
9. whose
10. which
11. who/that
12. (which/that)

**26 Indefinite pronouns (1)**

**A**

1. any
2. some
3. some
4. any
5. any
6. any
7. some
8. some
9. any
10. some
11. any
12. any
13. some
14. any
15. any
16. some
17. any

**B**

1. each/every
2. each
3. any
4. any
5. any
6. every
7. any
8. each
9. every/each
10. any
11. each
12. every/each
13. any
14. each/every
15. any
16. each
17. any

**C**

1. anything
2. everything
3. anything
4. anybody
5. somebody
6. all
7. somebody
8. everybody
9. anyone
10. all
11. anybody
12. all

**D**

1. everything
2. anything
3. any
4. anybody/anyone
5. each
6. any
7. any
8. any
9. any
10. every
11. any
12. some
13. every
14. anyone/anybody
15. each
16. any
17. any; any
18. some
19. anything
20. any
21. some
22. anything
23. each
24. anything

**E**

1. any e-mails: In **questions**, we use **any** when we do not know whether the answer will be ‘yes’ or ‘no’.
2. any questions: In a **clause of condition** we use **any**.
3. correct
4. anyone/anybody: In **questions** we use **anybody/anyone** when the speaker is **uncertain** about whether the answer is ‘yes’ or ‘no’.
5. his or her passport; his/her passport; their passport: When **each** and **every** refer to persons who can either be male or female we use **he/she**; *he or she* or *their*.
6. any stamps: In **questions**, we use **any** when we do not know whether the answer will be ‘yes’ or ‘no’.
7. any day: **Any** is used when the meaning is ‘it doesn’t matter which’.
8. anything: **Anything** is used when the meaning is ‘no matter what’.
9. every: We use **each** when we think of things/persons **separately**, one by one. **Every** is more common when we think of things/persons **together** as a group.
10. any number: **Any** is used when the meaning is ‘it doesn’t matter which’.
11. correct
12. all: When the meaning is ‘the only thing’, **all** must be used.
13. correct
14. some: When we expect people to answer ‘yes’, we use **some**.

**G**

1. any
2. anyone/anybody
3. any; any; any
4. any

**27 Indefinite pronouns (2)**

**A**

1. 2, 3, 4
2. 1 and 3
3. 1 and 2
4. 1, 2, 3

**B**

1. none
2. neither
3. none
4. neither
5. neither
6. none
7. neither
8. none

**C**

1. They expect
2. People say
3. One/You
4. they speak
5. One needs/You need
6. They say

**D**

1. one/you
2. they
3. people
4. you/one
5. they
6. you; you
7. people/they
8. one
9. one/you
10. people
11. they
12. one/you
13. one/you
14. they
15. one/you
16. they

**E**

1. anything
2. anyone
3. anything
4. anything
5. anything
6. anybody
7. anything
8. anybody
9. anything

**F**

1. It is said that the company has lost a lot of money./ The company is said to have lost a lot of money.
2. It is hoped that the patient will soon recover.
3. It is expected that the exhibition will attract thousands of visitors./ The exhibition is expected to attract thousands of visitors.
4. It is feared that the kidnapped journalist is dead./The kidnapped journalist is feared to be dead.

**G**

1. any vacancies: In a negative sentence **not … any** is used.
2. hardly any: After ‘hardly’ you use ‘any’
3. they say: **They** is used when the speaker is **excluded**.
4. none of them: **none of** is used when **more than two** persons are referred to.
5. correct
6. neither of the two witnesses/Neither witness: **neither (of)**is used when **two** people are referred to.
7. They are going: **They** is used when the speaker is **excluded**.
8. anybody: **Anybody** is used in a In a clause of **condition**.
9. people buy: **People** is used when the speaker is **excluded** and when no specific group is referred to. (*They* refers to a specific group)
10. correct
11. one’s taxes: Because the subject is **one**, the possessive pronoun **one’s** should be used.
12. trust anybody/anyone: In a negative sentence, **not … anybody/anyone** is used.
13. anything else: In **questions** we use **anything** when the speaker is **uncertain** about whether the answer is ‘yes’ or ‘no’.

**H**

1. have been
2. any
3. some
4. staying
5. any
6. totally
7. some

**28 Reflexive pronouns**

**A**

1. himself
2. myself
3. yourself
4. herself
5. yourself
6. ourselves
7. yourself/yourselves
8. itself
9. themselves
10. oneself
11. yourself
12. themselves
13. himself
14. yourself/yourselves
15. myself

**B**

1. –
2. itself
3. –; –
4. –
5. yourself
6. –
7. itself
8. –
9. –; –
10. myself
11. –
12. themselves
13. myself
14. –
15. yourself
16. –
17. myself
18. –; yourself
19. itself
20. himself
21. –
22. –
23. herself
24. –
25. –
26. herself
27. –

**C**

1. feel very well: ‘Feel’ is used without a reflexive pronoun.
2. ourselves: This is a spelling mistake: the plural form of the reflexive pronoun ends in: *selves*.
3. recovered sooner: ‘recover’ is used without a reflexive pronoun.
4. correct
5. concentrate (without ‘myself’): ‘Concentrate’ is used without a reflexive pronoun.
6. He told me this story himself./He himself told … When the reflexive pronoun is used for emphasis, it is placed at the end of the sentence or immediately after the word it emphasizes.
7. correct but ‘adjust’ is generally used without a reflexive pronoun.
8. themselves: This is a spelling mistake.
9. spreading to the village: ‘spread’ is used without a reflexive pronoun
10. shave with: ‘shave’ is used without a reflexive pronoun.

**D**

1. itself
2. yourself
3. ourselves

**29 Numbers**

**A**

1. A
2. E
3. A
4. A
5. A, C, D
6. B and C

**B**

1. fourteen
2. twenty-three
3. two thousand two hundred and eighty
4. forty
5. eighty-four
6. ten thousand three hundred and eight
7. fifteen
8. two hundred and sixty
9. one/a hundred thousand
10. two thousand and twenty
11. eighteen hundred/one thousand eight hundred
12. one/a million

**C**

1. first – 1st
2. third – 3rd
3. fifth – 5th
4. eighth – 8th
5. ninth – 9th
6. twelfth – 12th
7. fourteenth – 14th
8. fifteenth – 15th
9. eighteenth – 18th
10. twentieth – 20th
11. twenty-second – 22nd
12. fortieth – 40th

**D**

1. correct
2. a/one hundred: hundred must be preceded by **a** or **one**.
3. 13th: the ordinal number is formed by adding **th** except 1st, 2nd, 3rd.
4. €50,000: English uses a **comma** to separate **thousands**.
5. thirtieth: a spelling mistake
6. one hundred and ten: After **hundred** the word **and** is used before tens and units.
7. 4.5 per cent: A full stop is used before **decimals**.
8. Two mistakes: 21st: The last two letters (st) of the ordinal number twenty-first should be used May: Names of months begin with a **capital letter**.
9. ninety-nine: A **hyphen** is used between tens and units.
10. forty-four: a spelling mistake.
11. four thousand: *four thousand* is written as two separate words.
12. two hundred and eighty-four: Two mistakes: After hundred the word **and** is used before tens and units. eighty-four: A **hyphen** is used between tens and units.
13. two thousand four hundred: **And** is not used between thousands and hundreds.
14. two thirds: In fractions the ordinal number (third) is put in the **plural**.
15. Wednesday: Days begin with a **capital** letter.
16. correct

**E**

* *line 1*: Britains' should be: Britain’s
* *line 2*: 2.500 should be 2,500 ‘next year to India’ should be: to India next year
* *line 3*: center should be: centre
* *line 6*: employee’s should be: employees
* *line 10*: 1,5 should be: 1.5
* *line 11*: counseling should be: counselling advise should be: advice
* *line 12*: labor should be: labour
* *line 13*: then should be: than
* *line 15*: 4000 should be: 4,000
* *line 17*: The sentence should start with ‘yesterday’.
* *line 20*: 200.000 should be 200,000
* *line 21*: ‘will … Asia’ should be: ‘will move to Asia in the next five years’.
* *line 23*: september should be: September
* *line 24*: untill should be: until

**F**

1. th (65th)
2. st (81st)
3. th (84th)

**30 Prepositions (1)**

**A**

1. as
2. above
3. besides
4. except
5. beyond
6. at
7. by
8. for
9. at
10. at
11. for
12. in front of
13. under
14. below
15. at
16. at
17. among
18. for
19. among

**B**

1. at
2. besides
3. beyond
4. for
5. by
6. by
7. by
8. at
9. during
10. at
11. at
12. at
13. during; below
14. with/against
15. for/with
16. for/from
17. at
18. at
19. for
20. at; at
21. at
22. at
23. for
24. below
25. at
26. for
27. for
28. for
29. at
30. at

**C**

1. for/with Philips: the expression is ‘work for/with a company’
2. above zero: the expression is ‘above zero’.
3. Above the valley: not directly above.
4. besides being: ‘besides’ includes; ‘except’ excludes.
5. correct
6. like a child: the meaning is ‘in the same way as’
7. beside = next to.
8. below sea level: the meaning is ‘lower than’ but not in a vertical direction.
9. for ten years: ‘for’is used to say how long something lasts.
10. Besides cigars: ‘besides’ includes; ‘except’ excludes.
11. for six months: ‘for’is used to say how long something lasts.Two mistakes:
12. two mistakes 2.5 (no comma): English uses a **full stop** before **decimals**. by: the expression is ‘by … per cent’.
13. correct
14. paying for: You pay **for** something that is bought.
15. for the bus: the expression is: wait for; ‘on the bus’ means: in or on top of the bus.

**D**

1. at
2. with/at
3. except
4. for
5. for
6. at

**31 Prepositions (2)**

**A**

1. of
2. in
3. of
4. to
5. into
6. on
7. to
8. to
9. in
10. of
11. to
12. on
13. till
14. with
15. of
16. on
17. of
18. in
19. of
20. on

**B**

1. with
2. on
3. with/at
4. on
5. on
6. from
7. on
8. in
9. of
10. of
11. from/of
12. because of/owing to/due to
13. of
14. with
15. on
16. to
17. from
18. in
19. of
20. with
21. to
22. to
23. for
24. to
25. in
26. on
27. in/out of
28. to
29. on
30. into
31. in
32. to
33. on
34. on
35. on
36. to
37. from … to/till/until
38. with/at
39. of
40. of
41. of
42. of; of
43. of; of; of; of
44. within
45. with
46. with
47. of
48. on
49. to
50. over
51. on
52. from
53. to
54. to/till
55. to
56. of
57. of
58. from
59. on
60. to

**C**

1. into French: the expression is ‘translate into’.
2. on her promotion: the expression is ‘congratulate on’
3. bottle of: After a quantity word such as ‘bottle’ **of** is used.
4. correct
5. Two mistakes: town of Douglas: **Of** is used after ‘town’ . the Isle of Man: **Of** is used after ‘isle’ .
6. in five minutes: the expression is ‘in five minutes’ at this campsite: the expression is: at a campsite. until: a spelling mistake 3rd: The last two letters of the ordinal number ‘third’ are ‘rd’.
7. correct
8. Three mistakes:
9. from a relative: borrow is followed by ‘from’
10. correct
11. subscription to: subscription is followed by ‘to’.
12. on time: **On time** should be used when the meaning is ‘at the planned time, punctual, not late’.
13. in this photo: the expression is: in a photo
14. to London: **till** is used only to refer to **time**.
15. correct: ‘on’ can be left out in informal English

**D**

1. against/from
2. to
3. by
4. of
5. of
6. for
7. in
8. among
9. of
10. into
11. of
12. of

**E**

1. of
2. to
3. till/until
4. of
5. within

**32 Mixed grammar points**

**A**

1. isn’t it?
2. aren’t you?
3. will he?
4. was it?
5. didn’t he?
6. don’t you?
7. hasn’t she?
8. don’t you?
9. do they?
10. do you?
11. doesn’t he?
12. don’t you?
13. won’t you?

**B**

1. had
2. would
3. did not
4. not
5. did not
6. not
7. better

**C**

1 and 2

**D**

1. in order to announce/to announce
2. in order not to miss
3. in order to study/to study
4. in order not to wake up
5. in order to learn/to learn
6. in order to buy/to buy
7. in order not to disturb
8. in order to lose/to lose
9. in order to be/to be
10. in order not to oversleep

**E**

A and D

**F**

1. New Zealand: no hyphen is used in geographical names.
2. favourite: favorite is American English spelling.
3. Practise: the verb is ‘practise’; the noun is ‘practice’.
4. you didn’t drive: ‘would rather’is followed by a **past tense** if you prefer somebody else to do something.
5. had better: ‘had better’is used to give advice.
6. correct
7. tried to save: when ‘try’ means ‘make an attempt’ it is followed by a to-infinitive.
8. don’t you: when there is only one verb, a form of ‘do ’ is used in the question tag.
9. correct
10. You don’t mind, do you: if the statement is negative, the question tag is positive.
11. advertise: only one spelling: ‘advertise’.
12. haven’t you: in the question tag the first verb of the statement is repeated.
13. tried changing: when ‘try’ means ‘make an experiment’ it is followed by the –ing form.

**H**

1. more
2. eating
3. rather
4. had
5. increasingly