Elementary Vocabulary
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Introduction

Elementary Vocabulary is for students who are doing a beginner’s course in English and wish to check and expand their basic vocabulary. Students at intermediate level will also find it useful for checking and testing themselves. The book presents essential words from a variety of common, everyday topic areas, vocabulary which all learners will need to know at an early stage of their studies. The varied and enjoyable exercises include gap-filling, matching and word-building.

To the student

If you are studying without a teacher, do not simply go through the book ‘filling in the blanks’. When you learn new words, practise them and note the spelling before you do other exercises. It is not enough simply to understand new words: if you want the words to become part of your active vocabulary, you must use them in conversation, composition or letters.

To the teacher

Elementary Vocabulary is divided into eight sections, each presenting words on a different basis of selection and in a variety of exercises in which words are contextualised. Dictionary Practice is provided by the first section. The next two sections, Topics and How to ..., contain words and phrases in basic topic areas such as Shopping and How to use a Cassette Player, and include items useful for students writing about or discussing a particular topic. The fourth section, Related Word Groups, contains sets of essential adjectives, verbs and nouns which students should know before proceeding to the intermediate level. The fifth section, Word Building, encourages students to be aware of how words are formed and should help them to deduce the meanings of unknown words by recognising common patterns in word formation. The sixth section, Idioms, is an introduction to the everyday idiomatic usage of common vocabulary. The seventh section, Miscellaneous, is a reference section giving invaluable, practical information on the most common abbreviations and rules of pronunciation and spelling. Word Games provides spelling and vocabulary practice through a variety of exercises.

Throughout the book there are ‘information boxes’ containing interesting information about words and their usage.

Elementary Vocabulary can be used in a variety of ways. Exercises will probably be most effective if students do them only after the subject matter has been introduced and explained. The book should not be used to give students a series of mechanical tests. Exercises can be done as pair or group activities in class, followed by discussion or other creative tasks in which the students are required to use the words they have learnt. Simpler exercises can be done as homework, after suitable class preparation or with the aid of the key or a dictionary.

Note: a companion volume, Intermediate Vocabulary, also contains a number of exercises suitable for elementary learners and these exercises will supplement the material in this book.
Dictionary Practice

Use a good dictionary to do the following exercises. If you like, you can try to do them without help first, but check your answers in a dictionary afterwards.

Finding words

Put the following words into alphabetical order.

book   boy   bath   both   biscuit
break  bicycle  burn  bank  blood

Finding pronunciation

1. In which of the following words is the -o pronounced /əʊ/ as in ‘hot’ and in which is it pronounced /ə/ as in ‘come’?

wrong  donkey  among  across  son
company  monkey  love  gone  bomb
nothing  shop  mother  done  Monday

2. In which of the following words is the -h not pronounced?

home  house  hour  exhausted  hair
honest  honour  high  hope  exhibition

3. In each of the following four-word groups underline the two words with exactly the same pronunciation.

   e.g. peace  peas  pace  piece (both words are pronounced /pi:s/)

   sew  so  sir  saw  toe  too  two  tar
still  steel  style  steal  mail  male  mile  mill
fear  fur  fair  fare  wait  white  wheat  weight
her  here  hear  hair  bar  bear  bare  beer

Finding stress

Mark the stressed syllable in the words below.

   e.g. ‘beautiful’  ‘understand’  ‘finish

begin  offer  photograph  photographic  breakfast
open  prefer  photographer  important  appointment

Finding spelling

1. What is the correct spelling of the -ing forms (‘playing’, ‘sitting’) of the following verbs?

   hope  lie  picnic  write  put
stop  hit  travel  begin  die
2 Finish the spelling of the words below with the correct endings from those above each group.
-s -es (noun plurals)
radio_ hero_ studio_ piano_ cargo_
potato_ kilo_ echo_ photo_ video_
-er -or -ar
li_ beginn_ beg_ prison_ translat_
own_ bachel_ auth_ burgl_ inspect_
3 Correct the spelling mistakes in the following words.
hollyday sistem separate proffesor accommodaion
allways adress greatful immediately responsable

Finding meaning

1 Divide the following word groups into groups of equal number below the correct headings above each group.
parts of a book parts of the body
index chest clothing parts
thigh thumb
contents cover
ankle page
chapter wrist
human sounds things in our pockets
wallet belt ticket yawn cuff
sniff comb lining zip purse
lapel cough key sneeze hiccup

2 Each of the following words can be used as a noun and also, with a completely different meaning, as a verb. Give a simple example of each.
e.g. book I read a book. I booked a ticket for the theatre.
suit match box sink iron

Finding different word parts

1 Put the past tense of the verbs into the sentences.
(a) She ______ the class history. (teach)
(b) He ______ in the war. (fight)
(c) They ______ stones at the dog. (throw)
(d) The river ______ last night. (freeze)
(e) He ______ the beer quickly (drink)
(f) She ______ to stay at home. (prefer)

2 For each phrase below give a word beginning with ‘night’ which has the same meaning, e.g. garment worn by a woman in bed (Answer: nightdress)
terrible, frightening dream
time of darkness
last drink, usually alcoholic, before going to bed
The Family

1. Look at the picture and then put the correct words in the sentences.

- son
- aunt
- niece
- cousins
- husband
- daughter
- children
- wife
- uncle
- sister
- nephew
- parents
- brother

(a) Bill is Vera's ________, so of course she's Bill's ________.
(b) Bill and Vera have two ________, Ray and Kate.
(c) Ray and Amy have a ________, Jill, and a ________, Joe.
(d) Joe is Jill's ________ and Jill is Joe's ________.
(e) Di and Don's ________ are Kate and Bob.
(f) Jill and Joe are Di and Don's ________.
(g) Bob is Jill and Joe's ________. Kate is their ________.
(h) Jill is the ________ of Kate and Bob. Joe is their ________.

2. Instructions as above.

- grandson
- grandparents
- granddaughter
- son-in-law
- father-in-law
- grandchildren
- grandmother
- sister-in-law
- brother-in-law
- grandfather
- mother-in-law
- daughter-in-law

(a) Bill and Vera have four ________, Joe, Jill, Di and Don.
(b) Bill and Vera are the ________ of Joe, Jill, Di and Don.
(c) Don is Bill's ________. Bill is Don's ________.
(d) Vera is Di's _________. Di is Vera's ________.
(e) Amy isn't the daughter of Bill and Vera. She's their ________.
(f) Bill is Amy's ________ and Vera is her ________.
(g) Kate isn't Amy's real sister. She's her ________.
(h) Bob is Ray's ________ and he's the ________ of Bill and Vera.

3. Give the following relationships.

- e.g. Ray and Di = uncle and niece

(a) Di and Don
(b) Bob and Di
(c) Vera and Ray
(d) Don and Joe

(e) Kate and Jill
(f) Ray and Don
(g) Bill and Bob
(h) Bob and Kate

(i) Bob and Ray
(j) Vera and Don
(k) Bill and Jill
(l) Vera and Amy
1. Match each of the following words with the correct letter in the picture below.

(aeroplane) car ship motor-bike (motor-cycle)
lorry bus train bike (bicycle)
helicopter van boat underground train

2. Put the correct verbs from the following list in the passage below. If necessary, add -s or -es.

reach wait get(2) take(2) pay go arrive

I sometimes (a) ______ to school on foot, but usually I (b) ______ a bus because it's quicker by bus. I (c) ______ for the bus at the bus-stop. When it (d) ______ at the stop, I (e) ______ on and (f) ______ my fare. When the bus (g) ______ the school, I (h) ______ off. The journey (i) ______ about half an hour.

3. Use the correct word from the following list, or nothing, in the sentences.

off on at for by to

(a) Ann went ______ school ______ bus today, not ______ foot.
(b) She waited ______ the bus ______ the bus-stop.
(c) When the bus arrived ______ the bus-stop, she got ______.
(d) Finally the bus reached ______ the school bus-stop and Ann got ______.

4. Describe how you (a) go to school or work, (b) made a long journey.
Parts of the Body

1. Match each word in the following list with the correct letter in the pictures below.

- bottom
- tongue
- shoulder
- fingers
- knee
- arm
- hair
- chest
- toes
- waist
- hand
- neck
- ear
- head
- leg
- eye
- hand
- sole
- back
- mouth
- foot (pl: feet)
- tooth (pl: teeth)
- heel
- nose
- elbow

2. Complete the following sentences with the correct words from Exercise 1.

(a) We pick things up with our ______.
(b) I lick an ice-cream with my ______.
(c) To eat something, I put it in my ______.
(d) We comb and brush our ______.
(e) He had a cold and blew his ______.
(f) I brush my ______ regularly, especially after eating.
Clothes

1 Match each word in the following list with the correct letter in the pictures below.

blouse  casual jacket  cap  jeans  suit  belt
jacket  underwear  tie  shoes  dress  socks
sweater  tee-shirt  hat  boots  shorts  skirt
overcoat  trousers  shirt

2 Put the correct words from the following list in the sentences below.

on  in  with

(a) He's dressed ______ a dark suit.
(b) She's got a yellow dress ______.
(c) Who's the man ______ the red tie?
(d) María's the girl ______ the white blouse and black skirt.
(e) It was very cold. He had an overcoat ______.
(f) I remember her. She was the one ______ green shoes.

3 Describe how you or a friend are dressed using the phrases in Exercise 2 (or simply ‘He's wearing ______’) and adjectives like old, new, smart, casual, clean, dirty, red, blue etc.
Bathroom and Bedroom

1 Match each word in the following list with the correct letter in the picture below.

<table>
<thead>
<tr>
<th>toilet</th>
<th>bed</th>
<th>blanket</th>
<th>hanger</th>
<th>dressing-gown</th>
<th>tiles</th>
</tr>
</thead>
<tbody>
<tr>
<td>stool</td>
<td>bath</td>
<td>nightdress</td>
<td>pillow</td>
<td>chest of drawers</td>
<td>pyjamas</td>
</tr>
<tr>
<td>mirror</td>
<td>sheets</td>
<td>wardrobe</td>
<td>pyjamas</td>
<td>wash-basin</td>
<td></td>
</tr>
</tbody>
</table>

2 Complete the following sentences with the correct words from Exercise 1.

(a) We hang trousers, jackets and dresses in the _______.
(b) We keep shirts and underwear in the _______.
(c) I sleep with my head on the _______.
(d) I wash my hands in the _______.
(e) We sleep between the _______ under a warm _______.
(f) I take my _______ off before I go to bed.

3 Put the correct words from the following list in the sentences below.

on   in   to

(a) I put an extra blanket _______ my bed.
(b) I hang my clothes _______ hangers _______ the wardrobe.
(c) I go _______ bed at midnight.
(d) I put my head _______ the pillow.
(e) I sat _______ the stool.
(f) I keep underwear _______ the chest of drawers.

4 Cover the words in Exercise 1 and name the things in the picture.
Living room

1 Match each word in the following list with the correct letter in the picture below.

- switch
- lamp
- ceiling
- sofa
- light
- floor
- rug
- mat
- fan
- armchair
- cushion
- radio
- bookcase
- television
- carpet
- waste-paper bin

2 Complete the following sentences with the correct words from Exercise 1.

(a) I watch _____ while I am sitting on the _____ or in an _____.
(b) I sometimes listen to the _____.
(c) If it’s too hot, I put on the _____.
(d) I keep my books in a _____.
(e) I don’t keep old letters. I put them in the _____.
(f) I put a _____ on the sofa to make it more comfortable.

3 Put the correct words from the following list in the sentences below.

in, on, to

(a) Put _____ the fan.
(b) The books are _____ the bookcase.
(c) He was listening _____ the radio.
(d) She sat _____ an armchair.
(e) They were sitting _____ the sofa.
(f) Put it _____ the waste-paper bin.

4 Cover the words in Exercise 1 and name the things in the picture.
In the Street

1. Match each word in the following list with the correct letter in the picture below.

kerb   car park   queue   litter-bin
signs  post-box  poster  parking warden
road   lamp-post  pavement  traffic-lights
bus-stop gutter   crossroads railings
crossing parking meter  pedestrians (people on foot)

2. Complete the following sentences with the correct words from Exercise 1.

(a) We stand in a _______ to wait for a bus at a _______.
(b) The cars wait until the _______ turn to green.
(c) You can cross the road at a _______.
(d) Big advertisements are called _______ s.
(e) We should put waste paper in a _______.
(f) A _______ has to make sure that motorists use _______ s correctly.

3. Put the correct words from the following list in the sentences below.

on   at   in   to

(a) You can leave your car _______ a car park or _______ a parking meter.
(b) They stood _______ a queue _______ the bus-stop.
(c) Put that _______ a litter-bin.
(d) The traffic-lights have turned _______ red.
(e) The pedestrian was just standing _______ the pavement.

4. Cover the words in Exercise 1 and name the things in the picture.
1. Match each word in the following list with the correct letter in the picture below.

- rocks
- wave
- kayak
- pier
- sand
- canoe
- stones
- towel
- cliff
- tent
- hotel
- beach
- sea
- horizon
- bungalow
- sunshade
- motor-boat
- sailing boat
- swimming-costume
- rowing boat

2. Cover the words in Exercise 1 and name the things in the picture.
Use the following phrases.

- on the left
- in the middle
- in the foreground
- on the right

---

**One Word or Two?**

1. Cannot and another must normally each be written as one word only.

2. Some expressions are written as one word or two depending on their meaning.
   - He swims every day. (adverb phrase, like every week, every month etc.)
   - It's an everyday word. (adjective, meaning ordinary, not special)
   - She may be ill. (verb phrase, meaning is possibly, might be)
   - Maybe she's ill. (adverb, meaning perhaps, possibly)
The Country

1. Match each word in the following list with the correct letter in the picture below.

- bridge
- farm
- waterfall
- field
- valley
- stream
- wood
- pond
- hill
- forest
- barn
- spade
- sheep and lamb
- cow and calf
- horse and foal
- tractor
- chicken and chick

2. Cover the words in Exercise 1 and name the things in the picture.
The House

1 Match each word in the following list with the correct letter in the picture below.
curtain blind roof shutter
aerial fence path door
chimney stairs gate garage
garden floor wall satellite dish

2 Cover the words in Exercise 1 and name the things in the picture.

Common, Proper and Abstract Nouns

Common nouns: ordinary nouns, e.g. cat, window, man, food
Proper nouns: names of particular people, places, events, times etc.: Bob, Smith, Russia, River, Amazon, Olympic Games, Christmas, Wednesday, April
Abstract nouns: ideas and feelings we cannot see or touch e.g. happiness, democracy, fear, courage
The Weather

1. Match each of the following words with the correct picture.
   
   forecast  cloud  fog  mist  sun  snow  wind  rain

   (A)  (B)  (C)  (D)  (E)  (F)  (G)  (H)

2. Put each of the following adjectives in the correct space in the passage below.

   wet  hot  freezing  cold  clear
   dry  mild  changeable  warm  cloudy

   I always watch the weather forecast on television to see what tomorrow's weather will be like. In England the weather changes very often. It's very (a) ______. Sometimes it rains for a day or two, but after the (b) ______ weather, often with noisy thunderstorms, it is sometimes (c) ______ for a long time, with no rain at all. On some days the sun shines and the sky is (d) ______, but on other days it is so (e) ______ you can't see the sun. The summers aren't usually very (f) ______ but the temperature usually reaches 25°, so it's quite (g) ______. In winter it is sometimes quite (h) ______ and pleasant but sometimes it's very (i) ______ or even (j) ______. The climate isn't very good for holidays but it makes the countryside green.

3. Finish each sentence on the left below with the correct verb on the right.

   (a) We get wet when it ______.
   (b) When it's very cold, everything ______.
   (c) Children enjoy playing games when it ______.
   (d) It's cold in England when a north wind ______.
   (e) It's warm and pleasant when the sun ______.
   (f) When it rains very heavily, it ______.

4. What's the weather like in your country?

Passive and Active Vocabulary

Your passive vocabulary: the words and phrases you recognise, know and understand even if you cannot use them all with confidence.

Your active vocabulary: the words and phrases you not only understand but can use confidently yourself.

Which is bigger, your active or your passive vocabulary?

You can increase your passive vocabulary by reading, listening and using books like this. You can increase your active vocabulary by using these words in conversation and writing.
Going Shopping

1  Match each of the following words with the correct item in the picture.

- shelves
- customers
- check-out
- cashier
- trolley
- queue
- assistant
- till
- manager
- basket

2  Put each of the following words or phrases in the correct space in the passage below.

- pay
- push
- find
- spend
- take
- buy
- sell
- need
- complain
- look for

I love shopping. I love looking round the shops and seeing all the things and all the people. My friends say I like to (a) _______ money. It's probably true. There's a very good supermarket near me. They have everything you (b) _______ for your house. If you want a tin of sardines, a tube of toothpaste, a box of chocolates, a carton of milk, a packet of biscuits, a bottle of beer or a jar of jam, you can (c) _______ it at the supermarket. They (d) _______ everything. If you want a lot of things, you can use a trolley and (e) _______ it in front of you. If you don't want much, you can use a small basket. Then (f) _______ the things you want. If you can't (g) _______ them on the shelves, ask an assistant for help. When you see what you want, you just (h) _______ it from the shelves and put it in the trolley. When you have everything, you must stand in the queue at the check-out to (i) _______. Give your money to the cashier. He or she will put it in the till and give you your change. If there is anything wrong, if the service isn't good, customers can (j) _______ to the manager. Our supermarket is super.
3 Put the correct word or phrase from the following list in each space.
from round in front of for on at in to
(a) Before I buy, I look ______ the shop.
(b) I must buy some things ______ my house.
(c) You can buy almost everything ______ the supermarket.
(d) I pushed the trolley ______ me.
(e) There's some nice fruit ______ that shelf.
(f) I asked an assistant ______ some help.
(g) I took some biscuits ______ the shelf.
(h) I put the bottles ______ my trolley.
(i) I had to wait ______ a queue.
(j) I gave the correct money ______ the cashier.

4 Match each of the following words with the correct picture.
jar carton tin bottle tube box packet

In which of the above containers do we usually buy the following things?
Sometimes more than one answer is possible.
E.g. soup: tin or packet

(h) wine (n) fruit salad
(i) matches (o) honey
(j) glue (p) sugar
(k) fruit juice (q) cigarettes
(l) face cream (r) paint
(m) marmalade (s) rice

5 On the left below are phrases we often use in shops. Match each one to
the assistant's correct reply on the right.
(a) Can I try this jacket on? (1) Of course, if you have some kind of bank card.
(b) Does this jacket suit me? (2) I'm afraid we don't give refunds.
(c) Does this jacket fit me? (3) Certainly. There's a changing room over there.
(d) Can I pay by cheque? (4) It's a little too long. Try a smaller size.
(e) I'm afraid I only have a £10 note. (5) If you have a receipt.
(f) Can I exchange this? (6) That's all right. I can change it.
(g) Can I have my money back? (7) Yes, it's just the right colour and style for you.
Work

1 Match each word or phrase on the left below with the correct phrase on the right.
   (a) wages               (1) certificates and exams passed
   (b) skills              (2) a talk with a company about a possible job
   (c) experience          (3) the times when you work
   (d) qualifications      (4) points in your character (politeness, honesty etc.)
   (e) interview           (5) abilities, things you can do (type, drive etc.)
   (f) hours               (6) work of the same type you have done before
   (g) personal qualities   (7) money you get, usually hourly or weekly ('salary' is usually monthly or annually)

2 Put each of the words on the left in Exercise 1 above in the correct space in the following conversation.

Valerie: Hello, I'm Valerie Woods. I've come for an (a) ______ for a job as a secretary.

Mr Watts: Oh yes, Miss Woods. Please take a seat. Well, have you done office work before? Have you any (b) ______?

Valerie: Well, I'm afraid I haven't. I've just left college. But I have some (c) ______. Here are my typing and shorthand certificates.

Mr Watts: Good. Have you any other (d) ______? Can you use a computer?

Valerie: No, but I speak French and Spanish.

Mr Watts: Good. Your teachers tell us you're very careful and you get on well with other people, so there's no problem about your (e) ______. In fact you seem very suitable.

Valerie: Thank you. Can I just make sure of one or two points? I believe the (f) ______ are £150 a week. Is that right?

Mr Watts: Yes, that's right. And the (g) ______ are nine to five, Monday to Friday. Well, we'd like to have you, Miss Woods.

Valerie: Thank you very much. I think the job will suit me very well.

3 Finish each sentence on the left with the correct phrase on the right.
   (a) He found (1) in his work.
   (b) He was (2) an advertisement.
   (c) He applied (3) his work very interesting.
   (d) He answered (4) at science and mathematics.
   (e) He had (5) honest and hard-working.
   (f) He was interested (6) to the company for a job.
   (g) He was very good (7) a lot of experience.
4 Match each job in the following list with the correct picture.

- scientist
- librarian
- secretory
- porter
- business man
- journalist
- waiter
- priest
- lawyer
- carpenter
- labourer
- farmer
- actress
- mechanic
- footballer

5 We often use the following adjectives to describe different kinds of jobs. Using a dictionary to find the meanings if necessary, give one or two examples of jobs from Exercise 4 for each adjective.

E.g. badly-paid (with low wages or salary): labourer, porter

(a) interesting  
(b) boring  
(c) mentally hard  
(d) physically hard  
(e) exciting  
(f) well-paid

6 Describe

(a) a job that you have had
(b) the job you have now
(c) the job that you would like to have in the future
1. Put each of the following words in the correct space in the passage below.

<table>
<thead>
<tr>
<th>staff</th>
<th>primary school</th>
<th>pupils</th>
<th>learn</th>
<th>start</th>
</tr>
</thead>
<tbody>
<tr>
<td>terms</td>
<td>play-school</td>
<td>compulsory</td>
<td>mixed</td>
<td></td>
</tr>
</tbody>
</table>

Bobby's parents decided to send him to a (a) _______ when he was three. They wanted him to (b) _______ to play with other children. In Britain children must, by law, (c) _______ school at the age of five. Education is (d) _______ from then. Bobby's first real school was the (e) _______. There are three (f) _______ a year and holidays at Christmas, Easter and in summer. The (g) _______ are boys and girls together, so it's a (h) _______ school. The teachers on the (i) _______ are young and friendly. Bobby likes the school.

2. Instructions as above.

<table>
<thead>
<tr>
<th>secondary school</th>
<th>take</th>
<th>specialise</th>
<th>state school</th>
<th>pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>private school</td>
<td>fail</td>
<td>subjects</td>
<td>marks</td>
<td></td>
</tr>
</tbody>
</table>

Sally has just started her new school at the age of 11. There are different kinds of school from this age, but the general term for them is (a) _______. Sally's school is a government school, usually called a (b) _______. Some parents pay to send their children to a (c) _______. At first Sally will take a lot of different (d) _______ (history, English, chemistry etc.) but, after a few years, she'll begin to (e) _______ in things she is good at and interested in. Then she'll (f) _______ some exams. If she can (g) _______ a number of exams with good (h) _______ (A,B,C), it will help her to get a good job. Of course she hopes she doesn't (i) _______.

3. Instructions as above.

<table>
<thead>
<tr>
<th>courses</th>
<th>last</th>
<th>degree</th>
<th>studies</th>
<th>graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>grant</td>
<td>student</td>
<td>keen</td>
<td>fees</td>
<td></td>
</tr>
</tbody>
</table>

Harry is 21. He passed his school exams with good marks and left school at 19. Now he's at university. He's a (a) _______ and he receives a (b) _______ from the state to help him pay the university (c) _______ and his personal expenses. He is very (d) _______ on his subject, mathematics, and it will be useful to him in the future. He works hard and enjoys his (e) _______. University (f) _______ in Britain usually (g) _______ for three years. After this, Harry hopes to (h) _______. A good (i) _______ will get him a good job.

4. Instructions as above.

<table>
<thead>
<tr>
<th>mark</th>
<th>strict</th>
<th>graduate</th>
<th>prepare</th>
<th>teacher</th>
<th>training</th>
<th>college</th>
</tr>
</thead>
<tbody>
<tr>
<td>behave</td>
<td>lessons</td>
<td>homework</td>
<td>classes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Jo is a teacher of English in a state secondary school. She's a (a) _______ of Sussex University with a degree in English Literature. When she graduated, she first worked in an office but was bad at typing and soon got bored with the job. She decided to teach, so she went to a (b) _______. Jo teaches six different (c) _______ of children between the ages of 12 and 18. The pupils enjoy her (d) _______, but she finds it hard work. She gives the children a lot of (e) _______ to do, and every evening she has to (f) _______ it and (g) _______ for the next day. One problem is that the children in Jo's school don't (h) _______ very well. They're often impolite. Jo and the other teachers have to be very (i) _______ with them.
5 Put the correct word from the following list in each space below.

from in with between of at to on

(a) Bobby started school _______ the age of five.
(b) They have a holiday _______ Christmas.
(c) There's a holiday _______ the summer, too.
(d) The teachers _______ the staff are very young.
(e) Sally goes _______ a secondary school.
(f) She'll probably pass _______ good marks.
(g) Harry's _______ university.
(h) He gets a grant _______ the state.
(i) Mathematics will be very useful _______ him _______ the future.
(j) Betty's a teacher _______ English.
(k) She's a graduate _______ Sussex University.
(l) She has a degree _______ English Literature.
(m) Her pupils are _______ 12 and 18.
(n) She's very strict _______ them.

6 Use complete sentences to say what school subjects you are, or were
good at  bad at  interested in  bored with  keen on

You can choose from the following list of subjects, using a dictionary if necessary to find the meanings.

biology art history literature
mathematics chemistry languages computers
sport physics geography

7 Use complete sentences to answer the following questions about schools
in your country and your own education.

(a) Do children usually go to play-schools? Are they free?
(b) Between what ages is education compulsory?
(c) When do you have holidays?
(d) How long are they?
(e) What different kinds of secondary schools are there?
(f) Are they mixed schools?
(g) Are there many private schools?
(h) Did you specialise in certain subjects at school? Which ones?
(i) Did you take any exams? What were the results?
(j) What did you do, or what would you like to do, at university?
(k) How long do university courses last?
(l) Do students receive grants?
(m) Do you have to be a graduate to teach in a state school?
(n) Did you do, or do you do, a lot of homework at school?
(o) Do pupils behave well at school?
Money

1 Put each of the following verbs in the correct space in the passage.

<table>
<thead>
<tr>
<th>pay back</th>
<th>spend</th>
<th>save</th>
<th>open</th>
<th>lend</th>
</tr>
</thead>
<tbody>
<tr>
<td>borrow</td>
<td>earn</td>
<td>afford</td>
<td>owe</td>
<td>pay</td>
</tr>
</tbody>
</table>

Joy: Pam, I'm in trouble. I (a) _____ £200 a week from my job, but I need to (b) _____ about £250 a week just on basic things like food, rent and fares. I can't make ends meet on £200. I've got to (c) _____ some money. Can you help?

Pam: Yes, OK. I'm quite well-off at the moment. I can (d) _____ you £100. Here you are. But why don't you (e) _____ a bank account? It's very simple. Then you can (f) _____ a little bit every week, and you won't be so hard-up.

Joy: Pam, I haven't got enough money to put in a bank account! I can't (g) _____ my gas and electricity bills. I can't (h) _____ to go on holiday. I'm not just a bit hard-up. I've got no money at all. I'm broke! Anyway, thanks for your help. I promise to (i) _____ the £100 next month. I don't like to be in debt. I won't forget. I now (j) _____ you £100.

2 Put each of the following words or phrases in the correct space in the sentences below.

broke   hard-up   in debt   well-off   make ends meet

(a) She earns a lot of money. She's very _____.
(b) He never has a lot of money. He can't afford luxuries. He's always _____.
(c) I'll have to get an extra job in the evenings. I can't _____ on my salary.
(d) I'm sorry I can't lend you any money. I haven't got any. I'm absolutely _____.
(e) He's ____. He owes money to me and to the bank too.

3 Put the correct word from the following list in each space below.

in   from   on

(a) He earns £150 _____ his evening job.
(b) I spend £8 a week _____ fares.
(c) She has to make ends meet _____ £500 a month.
(d) I put some money _____ my bank account.

4 First match each item on the left below with its meaning on the right. Then divide the words into two groups under the headings 'Income' (money you receive) and 'Expenditure' (money you spend).

(a) taxes  (1) cinema, theatre, restaurant meals etc.
(b) pocket-money  (2) money for transport, e.g. bus, train, taxi
(c) salary  (3) part of income paid to government
(d) entertainment  (4) money parents give children every week
(e) rent  (5) money from work, usually hourly or weekly
(f) interest  (6) money for lighting, heating in your house
(g) wages  (7) money from work, usually monthly or annually
(h) pension  (8) e.g. 6% a year from your money in the bank
(i) fares  (9) money for people who stop work at the age of about 60
(j) gas and electricity  (10) weekly or monthly payments for your room, flat or house

5 Can you think of any more items of income or expenditure?
6 Answer the following questions using complete sentences.
(a) What do you spend your money on?
(b) How much does a doctor earn in your country?
(c) Do you save any money? If so, how (bank, cash)?
(d) Is it easy to open a bank account in your country? How much do you need to start?
(e) Do you owe money? Who to? When will you pay back the money?
(f) Is there something you want to do but can’t afford to?
(g) Do you often lend money? Who do you lend it to?
(h) Do you often borrow money? Who do you borrow it from?
(i) Do people in your country receive a state pension when they are old? How old are they when they begin to receive it?
(j) What bills do you have to pay?
(k) How much pocket-money did you receive when you were 12 years old?
(l) In your country, what percentage of a person’s income is taken in taxes?

A Life

1 Put each of the following verbs in the correct space in the passage.

bring up leave settle down educate move
was born join come from grow up become

Interviewer: Freddie, you’re Scotland’s number one footballer. Tell us about your early life. Where were you born?

Freddie Fox: Well, I (a) _______ in the North of Scotland 22 years ago. I (b) _______ a small, quiet village. It was a nice place for a child to (c) _______ and in the future I’d like to (d) _______ my own children in the country.

Interviewer: And where did you go to school?

Freddie Fox: Well, education is sometimes a problem in the country. My parents couldn’t (e) _______ me themselves so I had to travel several miles to the nearest school. But then my father had to (f) _______ to Glasgow for his work.

Interviewer: And you were invited to (g) _______ Rangers Football Club.

Freddie Fox: That’s right. I was 16 so I was able to (h) _______ school and (i) _______ a professional footballer.

Interviewer: And what about the future?

Freddie Fox: Well, I don’t know. I’m still young. I’ll get married. I’ll play football as long as I can. When I stop, I hope to get a job as a club manager. And finally I’d like to (j) _______ in the North of Scotland again.

2 Put the correct word from the following list in each space below.

as in at from

(a) He’s _______ the army.
(b) He was born _______ South Wales.
(c) I come _______ Sydney, Australia.
(d) _______ the future I’d like to be a doctor.
(e) I live _______ the country, not the town.
(f) _______ the moment I’m a secretary.
(g) I’ll leave my job _______ a few years.
(h) She wants to get a job _______ a nurse.
3 Finish each sentence on the left with the correct phrase on the right.
(a) To be a soldier (1) you join the fire-brigade.
(b) To be a sailor (2) you join the post office.
(c) To be a fireman (3) you join the civil service.
(d) To be a policeman or policewoman (4) you join the army.
(e) To be a postman (5) you join the navy.
(f) To be a civil servant (in a government office) (6) you join the police force.

4 Answer the following questions about yourself using complete sentences.
You can sometimes use the phrases 'in 1978' or 'when I was 17' etc.
(a) Where do you come from? (village, town, region or country)
(b) Where were you born?
(c) Who were you brought up by?
(d) Where did you grow up?
(e) Did your family move? If so, where to?
(f) Where were you educated?
(g) When did you start school?
(h) When did you leave school? Or when will you leave school?
(i) When did you get married? Or when would you like to get married?
(j) What did you do when you left school? Or what will you do when you leave school?
(k) What would you like to do in the future?
(l) Where would you like to settle down?

5 Using words from the exercises above (with verbs in the past tense) describe the lives of the following people.

(a) Yoko Tanaka

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1964</td>
<td>Born Tokyo, Japan</td>
</tr>
<tr>
<td>1967</td>
<td>Parents died, lived with aunt</td>
</tr>
<tr>
<td>1970–82</td>
<td>School</td>
</tr>
<tr>
<td>1975</td>
<td>Aunt moved to Kyoto with Yoko</td>
</tr>
<tr>
<td>1982–86</td>
<td>Kyoto University</td>
</tr>
<tr>
<td>1986-</td>
<td>Civil Servant</td>
</tr>
</tbody>
</table>

(b) Oscar Gonzalez

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1937</td>
<td>Born Madrid, Spain, lived with parents</td>
</tr>
<tr>
<td>1942–53</td>
<td>School</td>
</tr>
<tr>
<td>1953–65</td>
<td>Navy</td>
</tr>
<tr>
<td>1965–75</td>
<td>Police force (in Madrid)</td>
</tr>
<tr>
<td>1975</td>
<td>Married</td>
</tr>
<tr>
<td>1975-</td>
<td>Security guard (in Barcelona)</td>
</tr>
</tbody>
</table>

6 Describe your own life.
**Sport**

1. Match each word on the left below with the correct phrase on the right.
   (a) **team**  (1) someone who plays a sport, e.g. a footballer
   (b) **player**  (2) number of goals or points each player or team has
   (c) **amateur**  (3) group of sportsmen who play together, e.g. eleven footballers
   (d) **professional**  (4) person who controls a game
   (e) **spectator**  (5) someone who plays a sport as a paid job
   (f) **crowd**  (6) game, e.g. of football
   (g) **referee**  (7) someone who plays a sport only for enjoyment, not money
   (h) **match**  (8) group of people who watch a sporting event
   (i) **score**  (9) person who watches a sporting event

2. Put each of the following verbs in the correct space in the passage.

   **win**  **lose**  **draw**  **train**  **beat**  **play**  **score**

   I love football. I don't just like to watch it. I like to (a) ______, too. I belong to a team. Of course it's not my job. We're just amateurs, not professionals. Not many people come to watch. We just have a small crowd. In fact, there are sometimes more players than spectators! We have a game every Saturday, but we (b) ______ together every Tuesday and Thursday evening to prepare and keep fit. We're quite a good team. We (c) ______ most matches. We only (d) ______ a few, and sometimes we (e) ______ (for example, last Saturday the score was 2:2). Next Saturday our match is against a very good team, but I think we'll (f) ______ them, and if I'm lucky I'll (g) ______ a goal or two. Oh, we have a problem. Do you know much about football? Would you like to run up and down in a black shirt and shorts? Our referee has broken his leg. Would you like a job?

3. In most sports, a score of 0 (zero) is called 'nil', but in tennis and table-tennis it's called 'love'. A score of 1:1, 2:2 etc. (a 'draw') is called 'one all', 'two all' etc. How do we say the following scores?

   **football**  **tennis/table-tennis**
   (a) 2:0
   (b) 4:4
   (c) 0:0
   (d) 30:0
   (e) 15:15
   (f) 0:15

---

**British and American English 1**

There are not many differences between British and American English in the written form. Here are some vocabulary differences.

<table>
<thead>
<tr>
<th>British</th>
<th>American</th>
</tr>
</thead>
<tbody>
<tr>
<td>autumn</td>
<td>fall</td>
</tr>
<tr>
<td>film</td>
<td>movie</td>
</tr>
<tr>
<td>flat</td>
<td>apartment</td>
</tr>
<tr>
<td>lift</td>
<td>elevator</td>
</tr>
<tr>
<td>pavement</td>
<td>sidewalk</td>
</tr>
<tr>
<td>petrol</td>
<td>gas</td>
</tr>
<tr>
<td>British</td>
<td>American</td>
</tr>
<tr>
<td>to post</td>
<td>to mail</td>
</tr>
<tr>
<td>queue</td>
<td>line</td>
</tr>
<tr>
<td>shop</td>
<td>store</td>
</tr>
<tr>
<td>sweets</td>
<td>candy</td>
</tr>
<tr>
<td>timetable</td>
<td>schedule</td>
</tr>
<tr>
<td>trousers</td>
<td>pants</td>
</tr>
</tbody>
</table>
4. Match each of the following sports with the correct picture below.

skiing  cycling  basketball  boxing  horse-riding
shooting  volley-ball  badminton  tennis  baseball
hockey  table-tennis  cricket  fishing  golf
skating  motor-racing  running  swimming  rugby
football

5. Can you find the following sporting items in the pictures above?

(1) boxing glove  (11) cricket bat  (21) football
(2) running track  (12) helmet  (22) baseball glove
(3) racing car  (13) baseball bat  (23) net
(4) pistol  (14) baseball cap  (24) swimsuit
(5) skis  (15) skate  (25) badminton racket
(6) shuttlecock  (16) target  (26) golf club
(7) basketball  (17) goal  (27) rugby ball
(8) running shoe  (18) hockey stick  (28) basket
(9) horse  (19) fishing rod  (29) boxing ring
(10) goggles  (20) tennis racket  (30) bicycle

6. Which sport do you like best, and why?
Free Time and Holidays

In each space (a) in the three passages below put the word from the following group (a) which best suits the person in the picture. Then do the same for (b), (c) etc.

(a) cultural things/parties/the open air
(b) sociable/serious/active
(c) classical music/sport/dancing
(d) meeting people/nature/reading
(e) concerts/clubs/sporting events
(f) libraries/the countryside/discos
(g) go by plane/hitch-hike/take a train
(h) hotel/youth hostels/camp sites
(i) learn about other countries/have a good time/be close to nature
(j) sunbathe/go for walks/visit historical places

Learning Tips

Carry a small notebook with you everywhere. You can:

1. keep your new words alphabetically.
2. divide them into nouns, verbs, adjectives etc.
3. keep them by topics (street, nature, art etc.)
4. add a translation if you want to.
4 Put the correct word from the following list in each space below.

on at to by of about

(a) I often go ______ discos and parties.
(b) We stayed ______ a cheap hotel.
(c) She sunbathes ______ the beach.
(d) I'm very keen ______ music.
(e) I spend a lot of time ______ concerts.
(f) I often go ______ concerts.
(g) He stays ______ youth hostels.
(h) He wants to learn ______ other countries.
(i) I'm very fond ______ the open air.
(j) We stayed ______ a camp-site.
(k) They prefer to live close ______ nature.
(l) I'm going there ______ plane.

5 Fill in the table to show the advantages of different types of transport and accommodation. The first one is done for you as an example.

(Note: you can use one tick or two.)

<table>
<thead>
<tr>
<th>Transport</th>
<th>Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>It's cheap.</td>
<td>✔️ ✔️</td>
</tr>
<tr>
<td>It's comfortable.</td>
<td>✔️</td>
</tr>
<tr>
<td>You feel free to do as you like.</td>
<td>✔️</td>
</tr>
<tr>
<td>It's interesting.</td>
<td>✔️</td>
</tr>
<tr>
<td>No need to plan or book.</td>
<td>✔️ ✔️</td>
</tr>
<tr>
<td>No language problems abroad.</td>
<td></td>
</tr>
<tr>
<td>It's quick.</td>
<td></td>
</tr>
<tr>
<td>It's safe, not dangerous.</td>
<td></td>
</tr>
</tbody>
</table>

6 Say what you think of the free-time activities on the right below, using the phrases on the left.

I love shopping.
I'm (not) interested in window-shopping.
I (don't) like visiting museums and art galleries.
I'm (not) keen on visiting historical places.
I (don't) enjoy being in the countryside.
I get bored with swimming and sunbathing.
going for walks.
meeting people.
eating and drinking.
collecting stamps, postcards etc.
cooking at home.
watching television.

7 Using words and phrases from the exercises above, describe how you spend (a) your free time when you don't go away and (b) your holidays.
Illness and the Doctor

1 Match each of the following words with the correct item in the picture.

<table>
<thead>
<tr>
<th>doctor</th>
<th>patient</th>
<th>nurse</th>
<th>receptionist</th>
<th>lungs</th>
</tr>
</thead>
<tbody>
<tr>
<td>brain</td>
<td>stomach</td>
<td>heart</td>
<td>chemist</td>
<td></td>
</tr>
</tbody>
</table>

2 Put each of the following words or phrases in the correct space in the passage below.

look after  treat  ache  examine
suffer     keep    cure   operate

I am a family doctor. I have a nurse to help me and a receptionist to help the patients when they come to see me. When I see patients in my surgery, first I listen to their problems, then I (a) _______ them. Then, if I can, I (b) _______ them for their illnesses. Some simply have sore throats, headaches or flu and I give them a prescription to take to the chemist. Others (c) _______ from serious diseases of the heart, lungs, stomach or even brain. I can’t always (d) _______ them myself and sometimes I have to send them to hospital for treatment. If something is seriously wrong with them, the hospital will decide to (e) _______ on them. The trouble is people don’t (f) _______ themselves properly. It really isn’t so difficult to (g) _______ well. If your head begins to (h) _______, have a rest. If you always feel tired, get more exercise. Eat well. Have a good diet. And have a regular check-up with the doctor.
3 Put the correct word from the following list in each space below.

for on in with to

(a) I saw the doctor ______ her surgery.
(b) She listened ______ my problems.
(c) They treated me ______ a heart problem.
(d) I took the prescription ______ the chemist.
(e) I had to go ______ hospital for an operation.
(f) Something's wrong ______ my back, doctor.
(g) They operated ______ him immediately.

4 For each sentence on the left below, find the correct meaning on the right.

(a) She got a hearing-aid. (1) She couldn't see things far away.
(b) She had no appetite. (2) Her head hurt.
(c) She was a bit deaf. (3) She didn't want to eat anything.
(d) She was short-sighted. (4) She bought something to help her hear better.
(e) She went on a diet. (5) She rested.
(f) She had a headache. (6) She couldn't hear very clearly.
(g) She cut down on cigarettes. (7) She decided to eat and drink only certain things.
(h) She took it easy. (8) She smoked less.

5 What advice would you give to a friend with the problems on the left? For each one, choose one or more items from the right.

(a) I've cut my finger badly. (1) Go and see a doctor.
(b) I think I've broken my leg. (2) Take a day or two off work.
(c) I'm always tired. (3) You'll probably need an X-ray.
(d) I'm smoking too much. (4) Why don't you have your eyes tested?
(e) I've got flu. (5) You should go on a diet.
(f) I'm getting a bit short-sighted. (6) The chemist will be able to give you something for it.
(g) I'm going deaf. (7) Well, you'd better cut down.
(h) I'm getting fat. (8) You might need a hearing-aid.
(i) There's something wrong with my heart. (9) Just take it easy for a few days.
(j) I'm drinking too much. (10) Go to bed for a few days.
(k) I've lost my appetite. (11) You should see a specialist.
(l) I've got a headache. (12) You need more exercise.
(m) I'm sleeping badly. (13) You may need an operation.

6 Describe your own health and any health problems you have.
In the Morning

1. Match each of the following words with the correct picture.
- briefcase
- shower
- toothbrush
- soap
- teeth
- hairbrush
- newspaper
- alarm clock
- comb
- clothes
- pyjamas
- electric razor

2. The following sentences are what people usually do in the morning. Put them in the right order, i.e. what we do first, what we do next, what we do after that, etc.
   (a) I go into the bathroom.
   (b) I turn off my alarm-clock.
   (c) I get up.
   (d) I sleep very heavily.
   (e) I dress.
   (f) My alarm clock goes off.
   (g) I go into the kitchen.
   (h) I wake up.
   (i) I have my breakfast.
   (j) I lie in bed for another ten minutes.
   (k) I brush my teeth and comb my hair.
   (l) I buy a newspaper.
   (m) I catch a bus to work.
   (n) I make my breakfast.
   (o) I take my briefcase.
   (p) I leave the house.
   (q) I make my bed.
   (r) I have a shower.
3 Put the correct verb from the following list in each sentence below.

dress        put on        wear

He's dressing.  He's putting on his shirt.  He's wearing a suit.

(a) Policemen ______ uniforms so everyone knows who they are.
(b) It's cold. I think I'll ______ a pullover before I go out.
(c) I always ______ very quickly in the morning.
(d) William is only a baby. His mother has to ______ his shoes for him.
(e) At a wedding, people usually ______ their best clothes.
(f) After I get out of the swimming pool, I dry myself, ______ and go home.

4 Describe how you get up (a) on weekdays (working days) and (b) at weekends and on holiday.

<table>
<thead>
<tr>
<th>Collective Nouns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collective nouns are groups, especially of people.</td>
</tr>
<tr>
<td>e.g. team         family               government        class</td>
</tr>
<tr>
<td>army            company            committee         BBC</td>
</tr>
</tbody>
</table>

If we think of the group as one thing, we use the singular.

The team is very good. It is the best.
The family is the smallest unit in society. It is...

If we think of it as different people, we use the plural.

The team are getting on the bus. They are tired.
The family are talking and drinking tea. They are...
The Telephone

1. Match each verb on the left with the correct phrase on the right.
   (a) dial (1) wait
   (b) dial direct (2) ring a phone number
   (c) look up (3) phone a number yourself without using the operator
   (d) hold on (4) phone, call
   (e) ring (5) find information in a book

2. Match each word or phrase on the left below with the correct phrase on the right.
   (a) wrong number (1) busy (when someone is using the line you want)
   (b) directory (2) public phone box
   (c) directory enquiries (3) person who helps you make a phone call
   (d) off-peak (4) phone number you get by mistake
   (e) interference (5) service you phone if you want to find a phone number
   (f) engaged (6) book of phone numbers
   (g) long-distance (7) very far, opposite of ‘local’
   (h) call-box (8) not so busy time (when phone calls are cheaper)
   (i) operator (9) bad sound which makes it difficult to hear
   (j) receiver (10) prices, charges
   (k) rates (11) part of the phone you speak into and listen to

3. Put each of the words on the left in exercise 2 above in the correct space in the conversation below.
   Bill: Is that Jane?
   Nell: This is 377 0211. There's no one called Joan here.
   Bill: Sorry, I must have the (a) _______. Oh, just a moment, I want Jane, not Joan.
   Nell: Oh sorry, yes. She's here. Hold on a moment.
   Jane: Hello, this is Jane.
   Bill: Hi, this is Bill. I tried to ring before, but the line was (b) _______.
   Jane: Yes, I was talking to my mother in Australia.
   Bill: Oh, a (c) _______ call. Was it expensive? The (d) _______ are very high, aren't they?
   Jane: Only if you go through the (e) _______. It's quite cheap if you dial direct,
       especially if you phone during the (f) _______ period.
   Bill: Was it a good line? Was it easy to hear?
   Jane: It usually is, but today there was a lot of (g) _______.
   Bill: I need some help, Jane. I tried to look up Amy's number in the (h) _______ but
       I couldn't find it.
   Jane: I'm afraid I haven't got it. Why don't you call (i) _______?
   Bill: I'm in the street, in a (j) _______, and I've got no more money.
   Jane: But it's free. You just pick up the (k) _______, then you dial 142.
   Bill: Oh yes, how stupid!
Watching Television

1 What do you usually see on different television programmes? Match each type of programme on the left below with the correct item on the right.

(a) nature films (1) football, boxing, swimming etc.
(b) quiz shows (2) life in different countries
(c) news and current affairs (3) people trying to win prizes by answering questions
(d) soap operas (4) advertisements for products
(e) commercials (5) animals, fish, birds, flowers, plants etc.
(f) travel films (6) information about what's happening in the world
(g) comedies (7) jokes and funny situations
(h) sport (8) information for pupils and students
(i) educational programmes (9) story of the daily life of a family

2 Which of the programmes above do you like? Use the following words.
relaxing exciting amusing interesting useful boring
E.g. I find nature films interesting.

3 Put the correct word or phrase from the following list into the sentences.
turn on look up plan record turn off switch

(a) I ______ a programme if I don't like it.
(b) I ______ good programmes on my video-recorder.
(c) I ______ the television as soon as I get home.
(d) I ______ to another channel if I'm bored.
(e) I ______ my viewing very carefully.
(f) I ______ the times of the programmes in the newspaper.

4 Answer the following questions.
(a) What are your favourite types of programme?
(b) How do you watch television? (Do you plan carefully, record, watch everything?)
(c) How many hours television do you watch every day?
(d) What would you do without television?
(e) Is television good in your country?
(f) How many channels have you got in your country?
(g) What are the advantages and disadvantages of television?

British and American English 2

Here are some of the main differences between British and American spelling.

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<th>American</th>
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<tr>
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<tr>
<td>theatre</td>
<td>theater</td>
</tr>
<tr>
<td>travel-ling</td>
<td>travel-ing</td>
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<tr>
<td>-ier, -led</td>
<td>-er, -ed</td>
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</tbody>
</table>
How to Do Things

How to do the Washing Up

1. Match each of the following words with the correct item in the picture.
   - dishes
   - brush
   - cupboard
   - sink
   - washing-up liquid
   - sponge
   - cloth
   - drawer
   - tap
   - draining-board

2. Put each of the following verbs in the correct space in the instructions below.
   - dry
   - rinse
   - turn off
   - fill
   - add
   - drain
   - put away
   - turn on

   1. First put all the dirty dishes in the sink.
   2. _______ the tap and _______ the sink with warm water. Then _______ the tap.
   3. Now _______ some washing-up liquid.
   4. Wash everything in the soapy water with a special sponge or brush.
   5. _______ everything in clean water.
   6. Put everything on the draining-board to _______ for a few minutes.
   7. Then _______ everything with a cloth.
   8. Finally _______ all the clean, dry things in cupboards or drawers.

3. Do you wash the dishes like this or differently? Describe how you wash the dishes.

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How to make an English Breakfast

1 Match each of the following words or phrases with the correct picture below.

bowl   jug   tea-bag   frying-pan  kettle   toaster
salt   pepper   teapot   table-cloth   napkin   glass

2 Put each of the following verbs in the correct space in the instructions below.

fry   boil   stir   clear away
add   pour   lay   spread

1 _____ the table (with the table-cloth, knives, forks, spoons, plates, glasses, napkins etc.)
2 To make tea, first _____ the water in a kettle.
3 Put a tea-bag in a cup and _____ the boiling water on it. (This is quicker than using a teapot.)
4 _____ milk (from a jug) and sugar (from a bowl), and _____ with a spoon.
5 Make some toast, using the toaster, and _____ butter on it.
6 _____ eggs and bacon in a frying-pan.
7 Put it on a plate with the toast, and eat it with a little salt and pepper.
8 When you've finished your breakfast, _____ all the breakfast things.
How to do Keep-fit Exercises

1. Put each of the following verbs in the correct space in the instructions.
   - move
   - raise
   - lower
   - turn
   - hang
   - stand

   1. _______ with your feet apart. Let your arms _______ by your sides.
   2. _______ your arms above your head.
   3. _______ your body first to the left, then to the right. (Don't _______ your feet.)
   4. _______ your arms to your sides again.

2. Instructions as above.
   - touch
   - lean
   - hold
   - bend
   - bring
   - straighten

   1. Sit on the front part of a chair, with your feet on the floor.
   2. _______ the sides of the chair.
   3. _______ back against the back of the chair.
   4. _______ your knees, and _______ them up to _______ your chest.
   5. _______ your legs and lower them to the floor again.

3. Using words from the exercises above, give instructions how to do these exercises.
How to use a Radio/Cassette Player

1. Match each of the following words with the correct item in the picture.
   - plug
   - knob
   - buttons
   - batteries
   - switch
   - controls
   - point
   - lead

2. Put each of the following verbs in the correct space in the instructions below.
   - turn up
   - turn down
   - press
   - unplugged
   - plug in
   - switch on
   - switch off

   1. First ______ at the nearest point.
   2. Next ______ at the point.
     (The above will not be necessary if your machine is battery-operated)
   3. Put a cassette in the machine and ______ the 'start' button.
   4. To ______ the sound if it is too loud, ______ the 'volume' knob.
   5. To ______ the sound if it is too low, turn the knob the other way.
   6. You can adjust the quality of the sound by using the other controls.
   7. When you have finished listening, press the 'stop' button.
   8. Next ______ at the point.
   9. Finally, ______ the machine.
Related Word Groups

Basic Adjectives

In the exercises below finish each sentence on the left with the best phrase on the right.

1
(a) Glue is (1) thin and straight.
(b) Jam is (2) fragile and thin.
(c) A wine-glass is (3) sweet and sticky.
(d) A pin is (4) straight and sharp.
(e) A ruler is (5) sticky and useful.

2
(a) A hammer is (1) soft and cold.
(b) Snow is (2) round and sweet.
(c) A pullover is (3) hard and heavy.
(d) A cigarette is (4) soft and warm.
(e) An apple is (5) long and round.

3
(a) An elephant is (1) expensive and powerful.
(b) The Atlantic Ocean is (2) accurate and expensive.
(c) A Rolex watch is (3) smooth and fragile.
(d) A Rolls Royce car is (4) powerful and slow.
(e) A mirror is (5) huge and deep.

4
(a) A comb is (1) round and hot.
(b) Arnold Schwarzenegger is (2) high and dangerous.
(c) Mount Everest is (3) casual and useful.
(d) Jeans are (4) wealthy and famous
(e) The sun is (5) cheap and light.

5
(a) A new baby is (1) hot and dry.
(b) Fire is (2) rough and dangerous.
(c) The Sahara Desert is (3) tiny and weak.
(d) A stormy sea is (4) calm and smooth.
(e) A quiet sea is (5) hot and dangerous.

6
(a) A newspaper is (1) high and famous.
(b) The Eiffel Tower is (2) rectangular and useful.
(c) A motorway is (3) strong and dangerous.
(d) A ball-point pen is (4) long and wide.
(e) A tiger is (5) useful and cheap.
7 Use the above adjectives to describe each of the following.

(a) a cup  (h) an orange  (o) sugar
(b) a horse  (i) a pencil  (p) a Sony Walkman
(c) a cat  (j) ice cream  (q) a knife
(d) a bottle  (k) a millionaire  (r) a plate
(e) chocolate  (l) a button  (s) a space rocket
(f) a gun  (m) a Boeing 747  (t) an overcoat
(g) a passport  (n) a sofa

Basic Adjectives: opposites

In the exercises below replace each adjective with its opposite from the list above.

1 thick  fat  deep  hot  good  late
   (a) It was a bad idea.  (d) I took an early train.
   (b) He's very thin.  (e) The water's very shallow.
   (c) The paper is thin.  (f) We had a cold meal.

2 casual  dark  heavy  major  new  young
   (a) My luggage is light.  (d) She wore formal clothes.
   (b) It was a light evening.  (e) It's a minor problem.
   (c) He's an old man.  (f) It's an old book.

3 wide  wealthy  smooth  busy  calm  small
   (a) It's a big room.  (d) They are a poor family.
   (b) What a narrow street!  (e) The wood was very rough.
   (c) I've had a quiet day.  (f) She felt nervous about her exam.

4 safe  short  blunt  public  wonderful  clean
   (a) The knife's very sharp.  (d) It was terrible news.
   (b) It's a dangerous place.  (e) He was wearing dirty clothes.
   (c) It was a private meeting.  (f) The film was very long.
5 huge  easy  low guilty  empty  tight
(a) The bottle is full.
(b) I am innocent.
(c) What a difficult question!

6 dry  cheap  weak wrong  nice  slow
(a) It's a fast train.
(b) The weather was nasty.
(c) It was an expensive book.
(d) It was a tiny animal.
(e) My belt is too loose.
(f) They are high buildings.

7 soft  ugly  rude stupid  sad  quiet
(a) He's an intelligent man.
(b) She feels very happy.
(c) He's a very polite boy.
(d) He gave the right answer.
(e) She's a strong woman.
(f) It was very wet weather.

(d) The chair was hard.
(e) They're beautiful buildings.
(f) The music was too loud.
Verbs

In each group below complete each sentence on the left with the correct phrase on the right.

1
(a) We climb (1) pictures and maps.
(b) We draw (2) eggs to make an omelette.
(c) We weigh (3) songs.
(d) We sing (4) mountains, stairs and ladders.
(e) We break (5) ourselves, or a parcel before we send it.

2
(a) We build (1) people if we make a noise.
(b) We celebrate (2) our jackets or seat-belts.
(c) We compare (3) a birthday or success by having a party.
(d) We disturb (4) houses or walls.
(e) We fasten (5) two or more things to see which is better, cheaper etc.

3
(a) We feed (1) a picture on the wall or our jacket on a peg.
(b) We fold (2) a person’s age if we don’t know it.
(c) We guess (3) hungry animals and children.
(d) We hang (4) a football with our feet.
(e) We kick (5) our clothes when we pack, or a map when we’ve finished using it.

4
(a) We knock (1) a cigarette, a candle or a fire.
(b) We light (2) a nail into the wall with a hammer.
(c) We mend (3) bicycles, motor-bikes or horses.
(d) We punish (4) clothes which are torn or have holes in them.
(e) We ride (5) people who do wrong by sending them to prison.

5
(a) We repair (1) a problem if we can.
(b) We rub (2) food and drink to see if it’s good.
(c) We shake (3) broken machines, old cars and parts of a house.
(d) We solve (4) a bottle of medicine before we drink it.
(e) We taste (5) our hands if it’s very cold.

Formal Language

Formal language is the serious, careful language used in business letters, notices and regulations. Here are some formal words which we would not use in ordinary conversation:

state (say)  possess (have)  inform (tell)  terminate (finish)
request (ask)  require (need)  commence (begin)  infant (small child)
seek (want)  retain (keep)  depart (leave)  nation (country)
Action Verbs

1. Match each of the following words with the correct picture.

- hairdresser
- artist
- driver
- athlete
- dressmaker
- cleaner

Which of them do the following things?

- (g) cut, shampoo and comb
- (h) dust, sweep and polish
- (i) run, jump and throw

2. Instructions as above.

- pilot
- teacher
- dentist
- postman
- soldier
- gardener

- (g) prepare, teach and mark
- (h) collect, sort and deliver
- (i) march, shoot and fight
- (j) measure, cut and sew
- (k) draw, paint and sculpt
- (l) accelerate, overtake and reverse
- (m) dig, plant and water
- (n) take off, fly and land
- (o) drill, fill and extract
Adjectives Describing Character

In each sentence below put the correct adjective from the group of three above it.

1 impatient sociable adventurous

(a) She loves meeting people and going to parties. She's a very ______ person.
(b) She likes new things and new places, even if they’re difficult or dangerous. She's ______.
(c) He gets very annoyed if he has to wait for anything. He doesn’t like waiting. He’s very ______.

2 ambitious easy-going talkative

(a) He never gets upset or annoyed when things go wrong. He’s a very ______ man.
(b) He loves to talk to people and tell them what he thinks and what he’s done. He’s ______.
(c) She wants to get an important job in a high position. She’s ______.

3 lazy naughty cheerful

(a) Little Rosie is always breaking things and doing what her mother tells her not to do. She’s a ______ girl.
(b) He doesn’t like work. He prefers to do nothing. He’s ______.
(c) He’s always happy and smiling. He’s very ______.

4 sensible selfish optimistic

(a) She only thinks about herself. She doesn’t care about other people. She’s ______.
(b) He has a lot of common sense. He always knows the correct thing to do. He’s a ______ boy.
(c) He always has good hopes for the future. He thinks everything will be fine. He’s very ______.

5 polite imaginative tidy

(a) She’s very careful about her appearance and how she arranges her desk and her room. She’s a ______ young lady.
(b) He always remembers to say ‘please’ and ‘thank you’. He’s very ______.
(c) He has ideas like no one else’s. He can write wonderful stories, draw unusual pictures and suggest unusual ideas. He’s extremely ______.

6 For each of the 15 adjectives above find in the list below the best adjective which describes the opposite kind of person.

(a) impolite (f) sad (k) bad-tempered
(b) hard-working (g) well-behaved (l) unambitious
(c) silly (h) patient (m) cautious
(d) pessimistic (i) quiet (n) unselshf
(e) unsociable (j) untidy (o) unimaginative
People’s Appearance

1. In each space (a) in the two descriptions of people below put the correct word from the following pair (a). Then do the same for (b), (c) etc.

(a) short
strongly-built

(b) in his thirties
elderly

(c) straight
bald

(d) glasses
bracelet

(e) his arms folded
his hands on his hips

(f) casually-dressed
formally-dressed

(g) checked
striped

(h) well-pressed
patched

(i) well-polished shoes
trainers

He’s a (a) _______ man. He’s about 75 and he’s (c) _______. He’s wearing (d) _______ and he’s standing with (e) _______. He’s (f) _______ in a dark suit and a (g) _______ shirt. His trousers are (h) _______ and he’s wearing (i) _______.

He’s a (a) _______ man. He’s probably (b) _______, maybe 34 or 35. He has dark, (c) _______ hair. He has a (d) _______ on his wrist and he’s standing with (e) _______. He’s (f) _______ in a (g) _______ shirt and (h) _______ jeans. He’s wearing (i) _______.

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2 Instructions as Exercise 1.

(a) average height
(b) middle-aged
(c) wavy

(d) bow
(e) her hands by her sides
(f) untidily-dressed

(g) plain
(h) smart
(i) high-heeled shoes

necklace
her hands clasped
neatly-dressed

spotted

baggy
sandsals

She's a (a) , (b) woman
of about 50. She has long, (c) hair. She's wearing a (d) and she
has (e) in front of her.
She is (f) in a black and white
(g) blouse and a (h) skirt. She's wearing black (i).

She's (a) . She's a (b) girl of, perhaps, 18. She has fair,
(c) hair with a (d) in it. She has (e).
She's (f) . She's wearing a
dirty, (g) tee-shirt, old,
(h) trousers and a pair of

3 Using the words and phrases from the above exercises, describe the
people below.
Materials
1 Complete each sentence below, using the correct material from the following list.

metal plastic brick wood paper denim china rubber
wool stone iron steel cotton glass leather

(a) Pullovers are made of _______.
(b) A mirror is made of _______.
(c) Books are made of _______.
(d) Underwear (vests, pants) is often made of _______.
(e) Jeans, and often jackets and skirts, are made of _______.
(f) The Pyramids of Egypt are made of _______.
(g) Shoes are usually made of _______.
(h) Coins are made of _______.
(i) Houses in Britain are often made of _______.
(j) A cheap ruler is made of _______.
(k) Doors are usually made of _______.
(l) The Eiffel Tower in Paris is made of _______.
(m) Cutlery (knives, forks, spoons) is made of _______.
(n) Crockery (plates, cups, saucers) is made of _______.
(o) Car tyres are made of _______.

2 What are the following things made of?
cups, bottles, magazines, a watch, luggage, windows, envelopes, tables, a camera, jackets, typewriters, railway lines, Tower Bridge.

Geographical Words
1 Finish each sentence on the left with the correct phrase on the right.

(a) Africa is (1) a city
(b) Canada is (2) a river
(c) Manchester is (3) a mountain
(d) London is (4) a continent
(e) Sicily is (5) a capital city
(f) The Amazon is (6) a canal
(g) Everest is (7) an ocean
(h) The Himalayas are (8) a country
(i) The Atlantic is (9) an island
(j) The Mediterranean is (10) a desert
(k) The waterway across Panama between oceans is (11) a mountain range
(l) The Sahara is (12) a sea

2 What are the following?
Holland, Bali, the Nile, Kilimanjaro, the Caribbean, Liverpool, Paris, the Andes, Suez, Europe, the Gobi, Malaysia, New York, Fuji, Cairo, Cyprus, Asia, the Mississippi, the Pacific, the Thames, Brazil.
Word Building

-ful and -less

It is sometimes (but not always) possible to make adjectives from nouns by putting -ful or -less on the end, e.g. 'careful' means 'with care', 'careless' means 'without care.'

Make a suitable adjective from the noun at the end of each sentence below by adding -ful or -less to the end.

(a) Thank you for the books. They will be very ______ for my studies. (use)
(b) This pen won't write at all. It's completely ______. (use)
(c) Thanks to modern technology, a visit to the dentist is now often quite ______. (pain)
(d) The policeman held my arms tightly behind my back. It was very ______. (pain)
(e) The government is trying to help ______ families. (home)
(f) Thank you for all you've done. You've been very ______. (help)
(g) I'm very, very tired. I had a ______ night last night. (sleep)
(h) We are ______ that the missing child will soon be found. (hope)
(i) What is this food? It has no taste. It's ______. (taste)

'Interesting' and 'Interested' etc.

The -ing form of verbs, e.g. 'interesting', 'tiring', and the past participle, e.g. 'interested', 'tired', are often used as adjectives. The difference in meaning is seen in these sentences.

History was very interesting at school. I was very interested in it.
The journey was very tiring. We were very tired when we arrived.

Make the correct adjective, -ing form or past participle, from the verb at the end of each sentence.

(a) It was a very ______ football match. (excite)
(b) The children were very ______ on Christmas day. (excite)
(c) We felt very ______ on holiday. (relax)
(d) It was a wonderfully ______ holiday. (relax)
(e) A shopkeeper likes to have ______ customers. (satisfy)
(f) She was a nurse and found it a very ______ job. (satisfy)
(g) It was a ______ film. I nearly fell asleep. (bore)
(h) The book was very badly written. I soon got ______ with it. (bore)
(i) After the explosion, the ______ children were taken to a safe place. (frighten)
(j) A ______ noise woke me up in the middle of the night. (frighten)
(k) He has an ______ habit of not looking at you when he's talking to you. (annoy)
(l) We've had lots of complaints from ______ customers about our bad service. (annoy)
-er and -or

From an action verb we can sometimes make a noun ending -er or -or to describe the person who does the action, e.g. a ‘player’ is someone who plays (football, etc.), a ‘conductor’ is someone who conducts (an orchestra).

Make nouns ending -er or -or from these verbs.

(a) work  (f) employ  (k) paint
(b) visit  (g) manage  (l) build
(c) clean  (h) direct  (m) collect
(d) act  (i) operate  (n) sail
(e) drive  (j) make  (o) speak

(Note: sometimes there is a small change in spelling. e.g. swim-swimmer, law-lawyer, empire-emperor, and a small number of nouns end in -ar, e.g. lie-liar, beg-beggar)

-ist and -an

From a noun we can sometimes make another noun ending -ist or -an to describe a person connected with the noun, e.g. a ‘tobacconist’ is someone who sells tobacco, a ‘Brazilian’ is someone from Brazil.

From these nouns make other nouns ending -ist or -an describing people.

(Note: there are sometimes small changes in spelling.)

(a) Christ  (g) electricity
(b) typewriter  (h) bicycle
(c) politics  (i) art
(d) America  (j) guitar
(e) piano  (k) Rome
(f) science  (l) novel

‘Hourly’, ‘Daily’ etc.

We can make adjectives from ‘hour’, ‘day’, ‘week’, ‘fortnight’ (two weeks), ‘month’ and ‘year’ by adding -ly to the end. Put each of the following words in its correct place in the sentences below.

hourly  daily  weekly  fortnightly  monthly  yearly

(a) The most famous British ______ newspaper is The Times.
(b) Time is an American ______ news magazine. I buy it every Tuesday.
(c) Her salary is £12,000 a year and she receives a ______ increase every September.
(d) He could possibly die in 24 hours. The doctors are giving him ______ tests to check his condition.
(e) She goes to see her parents every two weeks. They always look forward to these ______ visits.
(f) I haven’t yet received my ______ salary cheque for February.
-en

1. We can often make a verb from an adjective (or sometimes a noun, e.g. 'length', 'strength') by adding -en to the end. 'To darken' means 'to make dark' or 'to become dark'.

E.g. He darkened his hair to change his appearance.

The sky darkened as the clouds covered the sun.

In the spaces below put a verb ending -en made from the adjective or noun in brackets.

(a) Some screws in this machine are loose. I must _____ them. (tight)
(b) My belt is very tight and uncomfortable. I'll _____ it. (loose)
(c) Soon the dark clouds went away and the sky began to _____ . (bright)
(d) This pencil isn't very sharp. It's blunt. I'll _____ it. (sharp)
(e) This noise is so loud it'll _____ me. (deaf)
(f) The river is quite narrow here, but as it gets near the sea it begins to _____ . (wide)
(g) The runway is too short to take large, modern planes. They're going to _____ it. (length)
(h) The bridge is dangerous. It's not strong enough. There are plans to _____ it. (strength)

Number + Noun

Instead of saying 'a journey which took three hours', we can say 'a three-hour journey'. We have made a compound adjective by connecting the number and the noun, which is used in the singular. In the spaces below put similar compound adjectives made from the words in italics in the brackets.

E.g. He was wearing a ______ suit. (It cost 500 dollars)

He was wearing a 500-dollar suit.

(a) We went on a ______ walk. (We went five miles)
(b) There will now be a ______ break. (It will last ten minutes)
(c) She's written a ______ book. (It has 200 pages)
(d) It's a ______ hotel. (It has 20 storeys)
(e) We had a ______ holiday. (It lasted two weeks)
(f) He's bought a ______ boat. (It's ten metres long)
(g) She's started a ______ English course. (It will last six months)
(h) The President will go on a ______ tour in April. (He'll visit five countries)
(i) He drives a ______ lorry. (It weighs two tons)

Colloquial Language

Colloquial language is the language used in informal conversation and letters to friends, but not in careful, formal speech and writing. Here are some examples.

hang on (wait) paper (newspaper) kid (child)
bike (bicycle) no way (certainly not) lots (much, many)
mum (mother) take it easy (relax) telly (television)
lo0 (toilet) a get-together (a party) bright (intelligent)
un-, dis-, in-, im-, il-, ir-

1. To give some words an opposite meaning, un- is put in front of them, e.g. She was very unhappy. Put un- in front of the following words and then put each word in its correct space below.

<table>
<thead>
<tr>
<th>necessary</th>
<th>healthy</th>
<th>well</th>
<th>punctual</th>
</tr>
</thead>
<tbody>
<tr>
<td>employed</td>
<td>fair</td>
<td>pleasant</td>
<td></td>
</tr>
</tbody>
</table>

Vera: You look rather (a) ______. Why don’t you see a doctor?
Alan: Oh no, that’s (b) ______. I’ve just been working hard. I’m writing a book.
Vera: In this room? With the windows closed? And you smoke. That’s very (c) ______. You’ll be ill.
Alan: But if I open the windows, some very (d) ______ smells come in from the chemical factory.
Vera: And I hear you’ve been (e) ______ since you lost your job in the library.
Alan: Yes, they said I was (f) ______. But in fact I was only late a few times. It was very (g) ______.

2. Instructions as above.

satisfactory friendly conscious usual hurt tidy successful

(a) Just look at your room. It looks awful. It’s so ______.
(b) He doesn’t like the children in his new school. They’re rather ______.
(c) I’m afraid your work is ______. You’ll have to do better.
(d) It was an ______ film. I’ve never seen one like it.
(e) He hit his head on the door as he fell and was ______ for 20 minutes.
(f) I applied for the job but I was ______.
(g) Two people were injured in the accident but fortunately everyone else was ______.

3. Instructions as above.

dress wrap tie lock do pack

I like going away for a holiday but the best part is coming home again. I arrive home. I (a) ______ the door of my flat. I put my suitcase on the floor and start to (b) ______ it. I take out the things I have bought on holiday. I (c) ______ the string. I carefully (d) ______ them, look at them and put them on the table. I feel tired but very happy. I go into the bedroom. I (e) ______ my jacket and shoes. I take them off. I (f) ______ and I have a bath. I relax. I’m home again.

4. Put each of the following words in the correct space below. The words will be made opposite in meaning by the dis-, in- im-, il- or ir- already in the sentence.

convenient polite formal honest

regular correct legal

(a) I’m afraid the buses here are very ir_______. I sometimes have to wait an hour.
(b) This information is in ______. The train leaves at 3.20, not 3.10.
(c) The use of certain dangerous drugs is il_______. It’s against the law.
(d) His house isn’t near the shops, transport or his work. It’s in a very in______ place.
(e) She didn’t say ‘please’ or ‘thank you’. She was very im_______.
(f) It’s not a special occasion. Just wear ordinary, in______ clothes.
(g) She steals. She tells lies. She’s completely dis_______.

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Adverbs of Manner

Adverbs of manner tell us how something is done, e.g. She sings beautifully.
They also describe adjectives, e.g. She was extremely successful.
They are usually made from adjectives and usually end in ‘-ly’:

- slow-slowly
- careful-carefully
- dangerous-dangerously
- Adjectives ending in -y usually drop the -y and add -ily to make the adverb:
  - happy-happily
  - lazy-lazily
  - sleepy-sleepily
- Adjectives ending in -ic usually add -ally to make the adverb (but note:
  - public-publicly):
  - tragic-tragically
  - comic-comically
  - basic-basically
- Some adjectives do not change as adverbs:
  - fast-fast
  - hard-hard
  - daily-daily
  - late-late
- In the following sentences put in each space the adverb made from the
  adjective in brackets.
(a) I’m afraid I ______ forgot to bring my camera. (stupid)
(b) It rained ______ for three hours. (continuous)
(c) He died ______, trying to save his friend’s life. (heroic)
(d) The children were playing ______ in the garden. (noisy)
(e) Please answer my questions ______. (truthful)
(f) The film ended ______ with the hero’s death in a gun-fight. (dramatic)
(g) She worked very ______. (hard)
(h) He looked ______ at the person who had interrupted. (angry)
(i) She promised ______ that the government would not raise taxes. (public)
(j) He’s usually very lively, but today he’s ______ quiet. (strange)
(k) He arranged his desk very ______, everything in its right place. (tidy)
(l) I agree with you ______. You’re ______ right. (complete, absolute)

Verb Forms

Verbs normally have three main forms:

1. break, broke, broken

   - The infinitive and present simple tense
     He began to break it.
     They break a lot of windows.

2. broke

   - The past simple tense
     They broke a window yesterday.

3. broken

   - The past participle. It is used in perfect tenses, passives
   and sometimes as an adjective
     I have broken a window.
     A window has been broken.
     I noticed a broken window.
Compound Nouns

The important thing to remember in a compound noun (i.e. two nouns put together) is that the second noun is the real noun. The first is used like an adjective to describe what kind of thing or person the second noun is, e.g. a bedroom is a room with a bed in it.

There is no simple rule to tell you when the two parts of a compound noun are written together, with a hyphen or separately. You must learn the written form every time you learn a new compound noun, e.g. policeman, shoe-shop, railway station.

1 Make compound nouns from the following phrases.
E.g. a pot to make tea in: a teapot
(a) a party for someone's birthday (g) a driver of a lorry
(b) a mark used after a question (h) a programme on television
(c) a library of a college (i) a building used by the government
(d) a student at university (j) a class held in the evening
(e) furniture used in an office (k) a window of a shop
(f) clothes we wear at work (l) a knife for cutting bread

In a compound noun the first noun is usually in the singular. Make compound nouns from the following phrases.
E.g. a seller of flowers: a flower-seller
(m) a book to write exercises in (s) juice from oranges
(n) an inspector of tickets (t) a list of books
(o) a brush to keep your teeth clean (u) a magazine about films
(p) an album you stick stamps in (v) a shop selling cameras
(q) a map which shows roads (w) a bus which carries tourists
(r) a lace used for tying shoes

2 When a compound noun is used in the plural, it is normally the second noun (the 'real' noun) which is made plural. The first one, like an adjective, remains singular. Make the following plural.
E.g. policeman - policemen; shoe-shop - shoe-shops; railway station - railway stations
(a) stamp collection (e) family doctor (l) airline pilot
(b) city-centre (f) picture-frame (j) matchbox
(c) teacup (g) dog owner (k) handbag
(d) concert-hall (h) car-wheel (l) garden chair

Idioms

Idiom is language where the words are not used with their usual, basic meanings. If you go to the theatre once in a blue moon, you go very rarely. If you haven't seen someone for donkey's years, you haven't seen him for a very long time. A large part of language is idiomatic. Here are some more examples.

She's under the weather. (feeling unwell) I turned in. (went to bed)
I got cold feet. (scared) She's fed up. (bored, annoyed)
He dropped off. (fell asleep) Come at 6 on the dot. (punctually)
We did it in no time. (very quickly) I'm keen on history. (like)
Word Forms

In each space in the exercises below put the correct word from the two or three above it.

1. decide (verb) decision (noun)
   Will you take the job? We must have a quick ______. You must ______ very soon.

2. congratulate (verb) congratulations (noun)
   I'd like to ______ you on passing your exam. Many ______!

3. permit (verb) permission (noun)
   We cannot ______ children under 14 to go without their parents' ______.

4. invite (verb) invitation (noun)
   Did we send the Smiths an ______ to our party? Did we ______ them?

5. arrive (verb) arrival (noun)
   The ______ of the London train will be 15 minutes late. It will ______ at 10:45.

6. depart (verb) departure (noun)
   The next train for Newcastle will ______ from platform 4. The ______ will be in ten minutes.

7. complain (verb) complaint (noun)
   I think I'll ______ about this bad service. I'll make a ______.

8. argue (verb) argument (noun)
   They don't get on well. They often ______. They're having an ______ now.

9. importance (noun) important (adjective)
   It doesn't matter. It's of no ______. It's not ______.

10. difficulty (noun) difficult (adjective)
    It's very ______ to operate this machine. I have great ______ in doing it.

11. height (noun) high (adjective)
    What's the ______ of that mountain? How ______ is it?

12. arrange (verb) arrangement (noun)
    I don't like the ______ of the furniture in this room. I think I'll ______ it differently.

13. bleed (verb) blood (noun)
    If you don't do something about that cut, it'll ______ all over the place.
    There'll be ______ everywhere.

14. practise (verb) practice (noun)
    You need more English ______. You must ______ more.

15. describe (verb) description (noun)
    I gave the police a ______ of the stolen goods. I had to ______ everything.

16. explain (verb) explanation (noun)
    I'd like an ______ of your absence. Please ______ why you weren't at work yesterday.

17. enjoy (verb) enjoyable (adjective)
    I always have a good time at your parties. I always ______ them.
    They're very ______.
18 fly (verb) flight (noun)
We _______ to Brazil on Thursday. Our ______ is at 10.45 a.m.

19 sign (verb) signature (noun)
I need your _______ on this paper, please. Could you _______ here?

20 meet (verb) meeting (noun)
I’m going to ______ some friends tomorrow. Our ______ is at two o’clock.

21 heat (noun) hot (adjective)
It’s a very _______ country. The ______ is too much for me.

22 suit (verb) suitable (adjective)
What about six o’clock? Will that time _______ you? Will that be a _______ time?

23 relax (verb) relaxation (noun)
On holiday I don’t like to do anything. I just want sun, sleep, food and _______.
I just want to take it easy and _______.

24 choose (verb) choice (noun).
I don’t know which one to _______. It’s difficult to make a _______.

25 legalise (verb) legal (adjective)
It isn’t _______ to sell alcohol to children, and the government has no plans to _______ it.

26 modernise (verb) modern (adjective)
My kitchen is very old. I’m going to _______ it. I’ve always wanted a _______ kitchen.

27 industry (noun) industrial (adjective)
Japan’s ______ has made her rich. Japan is an _______ country.

28 agriculture (noun) agricultural (adjective)
This is an _______ area. There are no factories, only farms, only _______.

29 simplify (verb) simple (adjective)
This explanation is too complicated. Can you make it more _______?
Can you _______ it?

30 admit (verb) admission (noun)
This ticket will _______ one person free. It will give free _______.

31 freedom (noun) free (adjective)
The people demonstrated for more _______. They wanted to be _______.

32 weigh (verb) weight (noun)
I _______ 65 kilos. What’s your _______?

33 noise (noun) noisy (adjective)
It’s very _______ here. Where’s the _______ coming from?

34 safety (noun) safe (adjective)
I’m worried about the children’s _______. I hope they’re _______.

35 danger (noun) dangerous (adjective)
The children can play here. It’s not _______ at all. There’s no _______.

36 peace (noun) peaceful (adjective)
You’ll find all the _______ you want here. It’s a very quiet, _______ place.
37 lose (verb) loss (noun)
If you ______ your money, you should tell the police about the ______ at once.

38 mix (verb) mixture (noun)
First ______ everything together and then put the ______ in a saucepan.

39 dirt (noun) dirty (adjective)
It was a very ______ place. There was ______ everywhere.

40 violence (noun) violent (adjective)
We live in ______ times. There are pictures of ______ in the newspapers every day.

41 measure (verb) measurement (noun)
How long is it? The ______ must be very exact. ______ it very carefully.

42 kindness (noun) kind (adjective)
She was very ______ to us. I thanked her for her ______.

43 happiness (noun) happy (adjective) happily (adverb)
(a) The children played ______ in the garden all morning.
(b) He has a good job and a lovely family. He's a very ______ man.
(c) Their children gave them a lot of ______.

44 succeed (verb) success (noun) successful (adjective)
(a) The film was a great ______. It made 75 million dollars.
(b) Do you think they will ______ in finishing the work this week?
(c) He was very ______ in his job and soon became Managing Director.

45 die (verb) death (noun) dead (adjective)
(a) If the doctor doesn't come soon, she'll ______.
(b) The police found a ______ body in the river.
(c) The ______ of the President was announced on television.
Idioms

Verb Phrases

1. Put each of the following phrases in the correct space in the conversation below.

- make an appointment
- make a noise
- make sure
- make your breakfast
- make a list
- make your bed

Mother: George, don’t forget to (a) _______ and tidy your room. It’s nine o’clock. I’m going shopping.

George: OK, Mum. Can you buy some things for me, please?

Mother: Yes, (b) _______ of the things you want and give it to me. Quickly.

George: OK. I’ve got to (c) _______ with the dentist. I’ve got toothache.

Mother: All right. I’m going out in two minutes. You’ll have to (d) _______ yourself. There’s plenty of bread and eggs and tea.

George: OK, Mum.

Mother: And (e) _______ you wash up afterwards! Don’t forget.

George: All right. Here’s the list of things I want. Thanks.

Mother: Right. And don’t (f) _______ in the kitchen. Keep quiet. Remember your father’s in bed with flu.

2. Put each of the following phrases in the correct space in the passage below.

- make a decision
- make friends
- make enquiries
- make some money
- make plans
- make an effort

To go and live abroad or not? It needs a lot of thought. After you (a) _______ to go, you must organise yourself. First (b) _______ in your own country about accommodation, language schools and work possibilities. You’ll need this information so that you can (c) _______. In the new country, perhaps it will be the first time you’ve lived alone. Maybe you’ll want to get a job to (d) _______ so you’ll have to look for work. You might feel lonely and you’ll have to (e) _______ with other young people. Sometimes this isn’t easy in a big city. Well, it’s up to you. You’ll have to (f) _______.

3. Put each of the following phrases in the correct space in the sentences.

- take an exam
- take a seat
- take place
- take a photo
- take any notice
- take care

(a) This vase is very old and valuable. Please _______ when you clean it.

(b) Look at that lovely old house. I think I’ll _______ of it.

(c) He’s working very hard every evening. He’s going to _______ next month.

(d) Mr Jenkins will be here in a moment. Please _______.

(e) I told him it was a dangerous machine, but he didn’t _______. That’s why he hurt his hand.

(f) The meeting will _______ in the director’s office at 11 a.m.
4 Put each of the following phrases in the correct space in the conversation below.

- have a rest
- have a party
- have a game of tennis
- have a bath
- have fun
- have breakfast

Jennie: What do you do on Saturdays?
Donald: Well, I get up late and (a) _______ or shower.
Jennie: Then you (b) _______?
Donald: Yes, bacon and eggs. Fruit juice. Then I usually (c) _______ in the park with a friend.
Jennie: Oh, are you good at tennis?
Donald: No, but we enjoy ourselves. We (d) _______.
Jennie: And in the evening?
Donald: Oh, I usually invite a few friends to my place and we (e) _______.
You know, music, food, drinks, dancing.
Jennie: And on Sunday?
Donald: On Sunday I don't do anything. I just (f) _______.

5 Put each of the following phrases in the correct space in the sentences.

- keep calm
- keep still
- keep awake
- keep fit
- keep quiet
- keep a record

(a) They _______ by walking, running and swimming every day.
(b) I want to draw a picture of you. Don't move. _______.
(c) Ladies and gentlemen, there is a small fire in the cinema. There's no need to worry. Please just _______ and leave by the exit doors.
(d) Teachers must _______ of student attendance by filling in the class register every day.
(e) I'm so tired I don't think I can _______ any longer.
(f) The children are asleep so don't make a noise. _______.

6 Put each of the following phrases in the correct space in the passage.

- do my shopping
- do me good
- do a lot of harm
- do exercises
- do some work
- do the housework

I think I'm very well-organised. I (a) _______ at the supermarket every evening on my way home from work. When I get home, I (b) _______ (cleaning, washing, tidying up etc.). After dinner I (c) _______. I've brought home from the office. Before I go to bed, I (d) _______ to keep in good condition. I think they (e) _______ because I'm always fit and well. I don't smoke at all. I think cigarettes (f) _______.

7 Put each of the following phrases in the correct space in the sentences.

- get a train
- get ready
- get a lot of money
- get married
- get flu

(a) Jim and Rosemarie are going to _______ and I'm going to the wedding.
(b) Nurses do a wonderful job but they don't _______.
(c) If you don't put on more clothes in this cold weather, you'll _______.
(d) The buses are very slow. Let's _______.
(e) We're going out in five minutes, children. Hurry up. _______. Put your coats on.
'Touch'

Put each of the following phrases in the correct space in the passage.

get in touch keep in touch get out of touch

Well goodbye, Murray. I hope you have a good time in Africa. You've got my address, so please (a) _______. Write sometimes. It would be a pity to (b) _______.

Oh, have you got Ann's address? I don't know where she is. I want to (c) _______ with her to ask her to a party.

Prepositional Phrases

1. Put each of the following phrases in the correct space in the passage.

   at school at work at once at least
   at the seaside at home at last at first

   I'll always remember that day. I was 15. I had a bad cold and I was (a) _______ alone. My father was (b) _______ (he's a bus-driver). My older sister had gone to the coast for a day (c) _______. My 13-year-old brother was (d) _______. My mother was out shopping. I heard a strange noise. (e) _______ I thought it was my mother returning, but it wasn't the door. It was water! Rain? No, it wasn't raining. The kitchen taps? No, they were off. The bathroom? No. I thought and thought. It must have been (f) _______ ten minutes before I realised the noise came from the flat upstairs. (g) _______ I ran upstairs and knocked on Mr Black's door. No answer. I knocked again. And again. (h) _______ he came and opened it. He had turned on the water for a bath, forgotten all about it and fallen asleep in his chair.

2. Put each of the following phrases in the correct space in the conversation below.

   on foot on holiday on the other hand on fire
   on time on business on second thoughts on the one hand

   Pam: Hi, Sue. Am I late? The traffic was terrible.
   Sue: No, you're not late. It's exactly six o'clock. You're exactly (a) _______.
   What's the matter?
   Pam: Firemen and fire-engines everywhere. There's a house (b) _______ near the cinema. I couldn't get a bus. I had to come (c) _______.
   Sue: Well anyway, you're here. Liz can't come. She's in Italy.
   Pam: Oh, is she (d) _______? Italy's lovely at this time of the year.
   Sue: No, she had to go there (e) _______. She's gone to a meeting for her firm.
   Pam: Well, where shall we go for our holiday? Spain? I don't know. (f) _______
   Spain's always sunny in summer, but (g) _______ it's a bit crowded.
   Sue: Yes, I thought of Spain too, but (h) _______ I think I'd prefer Holland.
3  Put each of the following phrases in the correct space in the sentences.

in prison  in a hurry  in time  in trouble
in love  in person  in tears  in a mess

(a) You can't make a reservation by phone or post. You must do it ______.
(b) She rang the police and they arrived just ______ to catch the burglar.
(c) He spent six years ______ for the crime.
(d) Please tidy up your room. It looks awful. It's really ______.
(e) He's very difficult to control. He's always ______ at school.
(f) Andrew's been very quiet recently. I think he's ______ with the new girl at the office.
(g) The children were very shocked and upset by the sad news. Many of them were ______.
(h) Sorry I can't stop and talk now. I'm ______.

4  Put each of the following phrases in the correct space in the conversation below.

by chance  by all means  by bus  by post
by phone  by the way  by car  by mistake

Jack: I've done something stupid. (a) ______ I told Sara I'd meet her tomorrow. I meant to say the day after tomorrow. Tomorrow I'm busy at the office.
Alex: Can't you contact her and explain?
Jack: That's the problem. A letter wouldn't reach her in time, so I can't let her know (b) ______. How can I tell her?
Alex: (c) ______, or don't you know her number?
Jack: She hasn't got a phone. Have you, (d) ______, got her neighbours' number? You know. The Smiths.
Alex: No, sorry. Why don't you drive to her flat now? You could get there in an hour (e) ______.
Jack: No, it's being repaired, and it would take ages to go (f) ______. Anyway, she's miles from a bus-route. Alex, do you think you could phone her at her office tomorrow morning?
Alex: (g) ______, of course. Good idea. (h) ______, when will your car be OK again? I was going to ask if I could borrow it on Saturday.

5  Put each of the following phrases in the correct space in the sentences.

out of doors  out of control  out of date
out of breath  out of order  out of work

(a) This timetable's no good. It's last year's. It's ______.
(b) He's very sunburnt and healthy. He spends a lot of time ______.
(c) This telephone doesn't work. It's ______.
(d) If the government doesn't do something very quickly, the situation will get ______.
(e) He'd been running hard and arrived ______.
(f) He's been ______ for four months, but he thinks he'll get a job soon.
Pairs

1. Put each of the following phrases in the correct space in the sentences.

more or less  on and off  yes and no  so and so

(a) I've ______ finished the book. I've got two more pages to read.
(b) In English, you begin a letter ‘Dear ______.’
(c) I've been learning English for six years ______. There were several breaks in that time, when I was too busy to study.
(d) Do I like my new job? Well, ______. I'm not sure yet.

2. Instructions as above.

peace and quiet  likes and dislikes  do's and don'ts  little by little
(a) Uncle Henry's coming to stay this weekend. What does he like to eat? Where will he want to go? Has he any particular ______?
(b) At first I found the new job strange and difficult, but ______ I settled down.
(c) The school is quite a relaxed place. It's not strict at all. There aren't many ______.
(d) What a noisy, busy job this is. I'm looking forward to getting some ______ in the country this weekend.

Time

Put each of the following phrases in the correct space in the conversation.

one day  from now on  ages  for good  the other day  so far

Fiona: Hello, Sally. I haven't seen you for (a) ______. At least a year. How are you?
Sally: Hi, Fiona. I'm fine. I've just started a new business. We started (b) ______.
   In fact it was just last Thursday.
Fiona: Yes, I heard about it. And I've seen your shop. How's business?
Sally: Well, after only a few days I'm not sure. (c) ______ it's been good, but we sell swim-suits and the weather's been very sunny, but now it's turning cold so (d) ______ it might not be so good.
Fiona: What about you and Jimmy? Are you two married yet?
Sally: No, but probably in the future. I don't know when. (e) ______. What about you? You've been abroad a lot. Are you going away again?
Fiona: No, I've had enough travelling. I'm staying here (f) ______. Well, I've got to go. See you soon. I need a swim-suit.

'Mind'

Put each of the following phrases in the correct space in the conversation.

change your mind  I don't mind  mind your head
make up your mind  on your mind  read your mind

(a) Tell me what's worrying you. What's ______?
(b) I'm depending on you to help me tomorrow. I hope you don't ______.
(c) You must decide soon. Come on, ______.
(d) This door is very low so ______.
(e) It doesn't matter if you come late. It's OK. ______.
(f) I know what you're thinking. I can ______.
Things We Say

The exercises below give phrases often used in common situations. In each exercise find the best answer on the right to each phrase on the left.

1
(a) How do you do? (1) Bye. See you.
(b) How are you? (2) Sure, no problem.
(c) Can you help me? (3) I'm fine.
(d) I'm off. (4) How do you do?

2
(a) Hi! (1) Congratulations!
(b) I've passed my exam! (2) Oh, hard luck.
(c) I've failed my exam. (3) He's around somewhere.
(d) Where's Jack? (4) Hi!

3
(a) Thank you very much. (1) I'd love to.
(b) I'm sorry I can't help you. (2) Sorry, I've no idea.
(c) Where's the post-office, please? (3) Never mind. Thanks anyway.
(d) Do you fancy coming to the cinema tonight? (4) Not at all.

4
(a) What a nice flat you have. (1) Wait and see.
(b) Are you hungry? (2) Yes, make yourself at home.
(c) What are you going to give me for my birthday? (3) Yes, I'm starving.
(d) Come on. We're late. (4) Just a moment. Hang on.

Comparative and Superlative of Adjectives

There are two ways of making the comparative and superlative of adjectives.

1. If the adjective is short (one syllable), we usually add -er and -est.
   I am young. You are younger. He is the youngest.

2. If the adjective is long (three syllables or more), we use more and most.
   This is expensive. That's more expensive. That's the most expensive.

3. Some adjectives of two syllables use the first form,
   e.g. clever, cleverer, cleverest
   Some use the second form,
   e.g. careful, more careful, most careful
   Some can use either,
   e.g. simple, simpler, simplest or simple, more simple, most simple.

4. Some adjectives are irregular,
   e.g. good, better, best and bad, worse, worst.
## Abbreviations

1. Put each of the following abbreviations in the correct place in the note below, which Julie left for her flat-mate, Molly.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
<th>We say ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>etc.</td>
<td>and so on (et cetera)</td>
<td>'and so on' or 'et cetera'</td>
</tr>
<tr>
<td>e.g.</td>
<td>for example (exempli gratia)</td>
<td>'for example' or 'for instance'</td>
</tr>
<tr>
<td>c/o</td>
<td>care of (in an address)</td>
<td>'care of'</td>
</tr>
<tr>
<td>a.m.</td>
<td>before noon (ante meridiem)</td>
<td>'a.m.'</td>
</tr>
<tr>
<td>p.m.</td>
<td>after noon (post meridiem)</td>
<td>'p.m.'</td>
</tr>
<tr>
<td>Rd</td>
<td>road (in an address)</td>
<td>'road'</td>
</tr>
<tr>
<td>PTO</td>
<td>Please Turn Over (at the bottom of a page)</td>
<td>'please turn over'</td>
</tr>
<tr>
<td>PS</td>
<td>after writing (postscript)</td>
<td>'PS'</td>
</tr>
<tr>
<td>US</td>
<td>United States of America</td>
<td>'US'</td>
</tr>
</tbody>
</table>

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### Text Example

1. 30 (a) — Friday  
   Molly: I'm just going to visit my mother. I'll be back this evening (about 7(b) —).  
   No time to go shopping. Haven't got anything for dinner tonight. Can you get bread, tomatoes, beef, (c) —? And get something to drink (d) — wine. Julie  
   (e) — Someone phoned for you. Fred Somers.  
   Friend of yours, just arrived from (f) — (I think he said Chicago). His address: (g) — Mr and Mrs Watson; 4 York (h) —, London N4. He'll phone again. I said (i) —

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## Regular and Irregular Verbs

1. Regular verbs make the past simple and past participle from the infinitive, and end in -ed:  
   - work, worked, worked

2. Some verbs have alternative forms:  
   - learn, learned/learnt, learned/learnt

3. Irregular verb forms can be found in special lists in dictionaries and grammar books.  
   - see, saw, seen
2 Put each of the following abbreviations in the correct place in the passage below.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
<th>We say ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC</td>
<td>Before Christ</td>
<td>'BC' or 'Before Christ'</td>
</tr>
<tr>
<td>AD</td>
<td>After Christ (Anno Domini)</td>
<td>'AD' or 'After Christ'</td>
</tr>
<tr>
<td>i.e.</td>
<td>this means (id est)</td>
<td>'that is' or 'i.e.'</td>
</tr>
<tr>
<td>lb(s)</td>
<td>pound(s) weight (libra)</td>
<td>'pound(s)'</td>
</tr>
<tr>
<td>in(s) (*)</td>
<td>inch(es) (1 in = 2.54 cm)</td>
<td>'inch(es)'</td>
</tr>
<tr>
<td>ft (')</td>
<td>foot/feet (1 ft = 0.3048 m)</td>
<td>'foot/feet'</td>
</tr>
<tr>
<td>UK</td>
<td>United Kingdom</td>
<td>'UK' or 'United Kingdom'</td>
</tr>
<tr>
<td>EU</td>
<td>European Union</td>
<td>'EU' or 'European Union'</td>
</tr>
</tbody>
</table>

The piece of stone is about 1 (a) ______ 9 (b) ______ long and weighs nearly 6 (c) _______. It bears the name of the Egyptian King Tutankhamen, who died over 3,000 years ago in 1343 (d) _______. It was discovered almost exactly 3,000 years after his death in 1655 (e) _______ and taken to Constantinople ((f) ______ the modern Istanbul). It will shortly go on a tour of museums in France, Italy, Spain, Germany and other (g) ______ countries, including, we hope, the (h) _______.

3 Read the following sentences as they would normally be spoken.
(a) I work from 8.30 a.m. to 4 p.m. and do housework e.g. cleaning, washing etc.
(b) His address is c/o Mrs L. Steel, 4 Dover Rd, Chicago, US.
(c) At the bottom of his letter he writes, ‘PS I’m going to Scotland next month,’ then, ‘PTO’, and he gives his Scottish address on the back.
(d) The average height of a man in the UK is 5ft 8 ins, i.e. about 173 centimetres.
(e) Italy is a member of the EU.
(f) A metal object 1’9’’ long of about 500 BC was found in the third century AD.

Reading Dates and Numbers

1 Write the following sentences as they would normally be written.
E.g. He paid one hundred and sixty pounds: He paid £160.
(a) He died on the sixth of April seventeen forty-three.
(b) They cost two pounds thirty-five pence.
(c) My phone number is three seven oh double-four nine two.
(d) There are one thousand two hundred and seventy-six people in the village.
(e) One centimetre is nought point three nine three seven inches.

2 Read the following sentences as they would normally be spoken.
(a) I was born on 4th May, 1937.
(b) The tickets were £4.50 each.
(c) Phone me on 408 9117.
(d) The price is £12,750.
(e) 1lb = 0.454 kilograms.
### Punctuation Marks

Match each of the following words or phrases with the correct punctuation mark below.

- **Inverted commas**: `" "`
- **Apostrophe**: `' `
- **Hyphen**: `-`
- **Comma**: `,`
- **Full stop**: `.`
- **Question mark**: `?`
- **Exclamation mark**: `!`

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>. </code></td>
<td>Full stop</td>
<td>He was here yesterday.</td>
</tr>
<tr>
<td></td>
<td>After people's initials</td>
<td>F. L. Brown, W. Smith</td>
</tr>
<tr>
<td></td>
<td>Sometimes in abbreviations but often not</td>
<td>Tues., Sept., U.K. or UK, B.B.C. or BBC, Mr, Mrs, Dr, Rd, St</td>
</tr>
<tr>
<td></td>
<td>Used, especially when abbreviation has first and last letter of common word</td>
<td></td>
</tr>
<tr>
<td><code>?</code></td>
<td>Question mark</td>
<td>Where are you going?</td>
</tr>
<tr>
<td></td>
<td>To mark the end of a direct question</td>
<td>Is Bob here?</td>
</tr>
<tr>
<td><code>!</code></td>
<td>Exclamation mark</td>
<td>He's dead! Good Lord!</td>
</tr>
<tr>
<td></td>
<td>To mark the end of an exclamation or strong command</td>
<td>Get out! Be quiet! Help!</td>
</tr>
</tbody>
</table>

1. Put in full stops, question marks and exclamation marks where necessary.

(a) We've received a letter from Mr A W Holden. Have you seen it?
(b) He arrives on 17 Sept on BA flight 301. He'll stay in UK till the following Thurs before going to the USA, Japan and Australia. What a journey. Will Sue meet him at the airport?
(c) Go Get out. Now it's dangerous. Can't you see?
(d) She asked me if the US is in the EU. What a question?
(e) What are you doing? Are you going out? Remember to take your key.
## Commas

<table>
<thead>
<tr>
<th>name</th>
<th>purpose</th>
<th>examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>,</td>
<td>comma</td>
<td>to mark a pause between words or phrases in a list, except where they are joined by 'and' or 'or'</td>
</tr>
<tr>
<td></td>
<td></td>
<td>round the name of a person spoken to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>round 'yes' or 'no' used as answers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>round greetings etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in addresses (especially if written on one line) and dates</td>
</tr>
</tbody>
</table>

1. **Put in commas where necessary.**
   (a) Look Maria the British flag is red white and blue.
   (b) She can't act sing or dance. She'll never get into films or on television.
   (c) Well I can drive a car speak three languages play the piano and repair almost anything mechanical.
   (d) She lives at flat 12 Stewart Court Oak Street Westminster London.
   (e) She was born on 20th December 1961.
   (f) ‘Alex did you get the bread?’
      ‘Yes it's in the kitchen Mum.’
      ‘Thanks here’s the money.’

<table>
<thead>
<tr>
<th>name</th>
<th>purpose</th>
<th>examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>,</td>
<td>comma</td>
<td>after subordinate phrases at the beginning of a sentence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>before question-tags at the end of a sentence</td>
</tr>
</tbody>
</table>

2. **Put in commas where necessary.**
   (a) After you have finished this work you can go.
   (b) Wash your hands before you eat.
   (c) If I have time I'll do it tomorrow.
   (d) As soon as he got home he phoned his cousin.
   (e) They'd help us if they were here wouldn't they?
   (f) You aren't going to wear that hat are you?
   (g) She'll be here at 7 won't she?

<table>
<thead>
<tr>
<th>name</th>
<th>purpose</th>
<th>examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>,</td>
<td>comma</td>
<td>to separate non-essential phrases from the main sentence</td>
</tr>
</tbody>
</table>
3 Put in commas where necessary.
(a) He works for Simmonds which is a large manufacturing company.
(b) Firms which employ fewer than 100 workers do not need to pay this tax.
(c) His father who is a businessman has three cars.
(d) Candidates who fail the exam may re-take it in June.
(e) Tourists are advised to avoid countries where the disease is known to exist.
(f) He’s gone to Egypt where the climate is better for his health.

Apostrophes

<table>
<thead>
<tr>
<th>name</th>
<th>purpose</th>
<th>examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>apostrophe</td>
<td>to show where a letter or letters are missing in a word</td>
<td>it’s (it is), I’m (I am), I’d (I would/had), they’ll (they will), don’t (do not), I can’t (I cannot)</td>
</tr>
<tr>
<td></td>
<td>sometimes for an unusual plural form</td>
<td>He agreed, but with lots of if’s and but’s. Her name has two I’s. M.P’s sit in the House of Commons.</td>
</tr>
</tbody>
</table>

1 Put in apostrophes where necessary.
(a) Its raining. You’d better take a raincoat or you’ll get wet.
(b) Scientists don’t understand how the plane lost one of its wings.
(c) It’s fascinating to watch a bird care for its young.
(d) Remember that this word is spelt with two cs and two ms.

<table>
<thead>
<tr>
<th>name</th>
<th>purpose</th>
<th>examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>apostrophe</td>
<td>to show possession especially for people</td>
<td>singular: the boy’s mother, a child’s toy, Mr Jones’s son, a man’s work plural: the boys’ mother, children’s toys, the Joneses' house, a men’s club</td>
</tr>
</tbody>
</table>

2 Put in apostrophes where necessary.
(a) Is that John’s car?
(b) My father’s garden is always in good condition.
(c) My parents’ home is small. They only have one bedroom.
(d) The boys’ changing-room is on that side of the sports-hall. This is the girls changing-room.
(e) Look at that girl’s hair.
(f) These are the men’s toilets. Those are the women’s.

Inverted commas

<table>
<thead>
<tr>
<th>name</th>
<th>purpose</th>
<th>examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>inverted</td>
<td>to mark the beginning and end of direct speech (note use of commas and capitals)</td>
<td>‘My sister’s ill,’ he said. He said, ‘My sister’s ill.’ ‘How are you?’ she said. ‘Oh, no!’ she cried. ‘It’s late,’ he said, ‘so you must go.’ ‘It’s late,’ he said. ‘You must go.’</td>
</tr>
</tbody>
</table>
Put in inverted commas, full stops, commas, question marks, exclamation marks and capital letters where necessary. (Direct speech is underlined.)

(a) you look tired she said
(b) he said you should get a car
(c) your friend phoned she said and i told him you were out
(d) the children are asleep mary said they had a hard day
(e) move and i’ll shoot he warned
(f) what time is he coming she asked he’ll be hungry
(g) i’d like to live in england said max if the weather were better

<table>
<thead>
<tr>
<th>name</th>
<th>purpose</th>
<th>examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>* (used either singly or in pairs) inverted commas</td>
<td>to emphasise a word or to indicate a foreign word or unusual use of a word</td>
<td>Don’t begin a sentence with ‘but’. The ‘shinkansen’ is a Japanese train. Radar is the ‘eyes’ of the defence system.</td>
</tr>
<tr>
<td>sometimes round titles of books, films etc.</td>
<td>Have you read ‘Treasure Island’? Shakespeare wrote ‘Hamlet’. I saw a film called ‘Young Love’.</td>
<td></td>
</tr>
</tbody>
</table>

Put in inverted commas where necessary.

(a) At American universities, first-year students are freshmen and second-year students are sophomores.
(b) We’re studying Othello at school.
(c) The brain of the machine is this computer here.
(d) If you want a marriage partner in Japan, you go to an omiai.
(e) I’ve seen Gone with the Wind three times.

Spelling: noun plurals

1

<table>
<thead>
<tr>
<th></th>
<th>Singular</th>
<th>Plural</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>final -s, -ss, -ch, -sh, -x</td>
<td>bus, boss, church, brush, box</td>
<td>buses, bosses, churches, brushes, boxes</td>
<td>add -es</td>
</tr>
<tr>
<td>final -y</td>
<td>boy, donkey, tray, valley</td>
<td>boys, donkeys trays, valleys</td>
<td>add -s if final -y follows vowel (a,e,i,o,u)</td>
</tr>
<tr>
<td></td>
<td>fly, lady, body, lorry</td>
<td>flies, ladies, bodies, lorries</td>
<td>drop -y and add -ies if -y follows consonant</td>
</tr>
<tr>
<td>sheep, fish</td>
<td>sheep, fish</td>
<td>no change in plural</td>
<td></td>
</tr>
</tbody>
</table>

Put the words in brackets into the correct plural forms.

(a) We send you our best (wish) and many (kiss).
(b) He bought a dozen (box) of (match).
(c) For Christmas he gave his sons (watch) and his daughters (dress).
(d) The (boy) are doing very well in their (study).
(e) She collects children’s (toy) from different (country).
(f) (Library) are usually closed on (Sunday).
(g) (Family) of (monkey) have different (way) of looking after their (baby).
(h) He has 30 cows, 65 pigs and over 80 (sheep).
(i) I often go to the river to see the birds and the (fish).
### Singular Plural Points

<table>
<thead>
<tr>
<th>final -f, -fe</th>
<th>knife, shelf, self, life, wife</th>
<th>knives, shelves, selves, lives, wives</th>
<th>many nouns drop -f, -fe and add -ves</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>roof, safe, handkerchief</td>
<td>roofs, safes, handkerchiefs</td>
<td>the others just add -s</td>
</tr>
<tr>
<td>final -o</td>
<td>tomato, potato, volcano, hero</td>
<td>tomatoes, potatoes, volcanoes, heroes</td>
<td>many nouns add -es</td>
</tr>
<tr>
<td></td>
<td>piano, photo, kilo</td>
<td>pianos, photos, kilos</td>
<td>the others just add -s</td>
</tr>
<tr>
<td>irregular</td>
<td>child, tooth, man, woman, foot</td>
<td>children, teeth, men, women, feet</td>
<td></td>
</tr>
</tbody>
</table>

Put the words in brackets into the correct plural forms.

(a) Be careful, children. You'll hurt (yourself) with those sharp (knife).
(b) Their (wife) waved their (handkerchief) until the train had disappeared from view.
(c) Three people have recently lost their (life) falling from high (roof).
(d) He bought two (kilo) of (tomato).
(e) Here are some (photo) of famous (hero) of the Second World War.
(f) (Woman) can damage their (foot) by not wearing suitable shoes.
(g) (Child) should brush their (tooth) twice a day.

### Spelling: verbs ending in -y

<table>
<thead>
<tr>
<th>Verbs</th>
<th>3rd person singular present simple tense</th>
<th>Regular -ed form</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>play, obey, employ, say</td>
<td>plays, obeys employs, says</td>
<td>played, obeyed, employed</td>
<td>-y after vowel (a, e, i, o, u) just adds -s, -ed</td>
</tr>
<tr>
<td>cry, study, worry, fly</td>
<td>cries, studies, worries, flies</td>
<td>cried, studied worried</td>
<td>drop -y after consonant, add -ies, -ied</td>
</tr>
</tbody>
</table>

Arrange the following verbs into two groups according to the spelling of the 3rd person singular present simple tense (some have irregular past tenses).

(a) like play: plays (just add -s)
(b) like cry: cries (drop -y, add -ies)

stay copy marry display buy
carry destroy occupy multiply dry

Put the verbs in brackets into the 3rd person singular present simple.

(c) In the city everyone (hurry) everywhere and (try) to earn a lot of money.
   Someone in the country (enjoy) the peace and quiet of nature.
(d) A man who (spy) against his own country (betray) his own people and, if he is caught, (pay) with his life.
Put the verbs in brackets into the -ed form (past simple or past participle).
(e) The man said the train for Leeds was (delay) until they were (satisfy) that the track was safe.
(f) I (apply) for the job, and was (annoy) when they said that I was not (qualify) for it.

Spelling: -ing form and regular -ed past tense/past participle

1 One-syllable verbs

<table>
<thead>
<tr>
<th>Verbs</th>
<th>-ing form</th>
<th>Regular ed form</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>wait, help,</td>
<td>waiting, helping</td>
<td>waited, helped,</td>
<td>most verbs just add -ing, -ed</td>
</tr>
<tr>
<td>rain</td>
<td>raining</td>
<td>rained</td>
<td></td>
</tr>
<tr>
<td>stop, stir,</td>
<td>stopping, stirring</td>
<td>stopped, stirred</td>
<td>final single consonant after one vowel doubles</td>
</tr>
<tr>
<td>swim</td>
<td>swimming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>write, care,</td>
<td>writing, caring</td>
<td>cared, hoped</td>
<td>final single -e after consonant is dropped</td>
</tr>
<tr>
<td>hope, come</td>
<td>hoping, coming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>lie, die,</td>
<td>lying, dying,</td>
<td></td>
<td>final -ie replace with -y</td>
</tr>
<tr>
<td>tie</td>
<td>tyning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: -y, -w, -x are never doubled, e.g. staying, stayed, blowing, boxing, boxed

Arrange the following verbs into three groups according to the spelling of the -ing form.
(a) like wait: waiting (add -ing)
(b) like stop: stopping (double final consonant, add -ing)
(c) like write: writing (drop -e, add -ing)

Put the verbs in brackets into the -ing form.
(d) John’s (sit) in the (live)room, (watch) television and (eat) a sandwich. The dog is (lie) at his feet. I’m (cut) some more sandwiches.
(e) We’re (have) a party on Saturday. We’re (look) forward to (see) you there. We’ve been (plan) it for weeks. We’re (die) to see you again.

Put the verbs in brackets into the regular -ed form.
(f) She (slow) down, (stop), (rub) her eyes and (stare) at the tall man who had (shout) and (step) out in front of her.
(g) That night she (phone) me. In a (tire) voice, she (beg) me not to leave her. ‘I’m (scare). Don’t go. I …’ She (pause).
Two-syllable verbs ending in one consonant after one vowel

<table>
<thead>
<tr>
<th>Verbs</th>
<th>-ing form</th>
<th>Regular -ed form</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>'listen</td>
<td>listening</td>
<td>listened</td>
<td>stress on first syllable:</td>
</tr>
<tr>
<td>'answer</td>
<td>answering</td>
<td>answered</td>
<td>just add -ing, -ed</td>
</tr>
<tr>
<td>'visit</td>
<td>visiting</td>
<td>visited</td>
<td></td>
</tr>
<tr>
<td>be'gin</td>
<td>beginning</td>
<td>preferred</td>
<td>stress on second syllable:</td>
</tr>
<tr>
<td>pre'fer</td>
<td>preferring</td>
<td>regretted</td>
<td>double final consonant</td>
</tr>
<tr>
<td>re'gret</td>
<td>regretting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Main exception: final -l, e.g. 'travel, travelling, travelled

Note: -y; -w; -x never doubled, e.g. obeying, allowed, relaxed

Write the verbs in brackets in the correct -ing form. The stress is given.
(a) Catherine's (be'gin) her new job tomorrow.
(b) Listen to that noise! What's ('happen)?
(c) He spends a lot of time ('travel) abroad.
(d) They're ('open) a new shop in Oxford next month.
(e) I apologise for (for'get) your birthday.
(f) Canada is now (per'mit) tourists to enter the country without visas.
(g) He's ('sharp'en) his pencils.
(h) I like to spend my holidays (re' lax) on the beach.

Write the verbs in brackets in the correct past tense. The stress is given.
(i) My grandfather ('suffer) from very bad headaches.
(j) She said she (pre'fer) coffee to tea.
(k) The firm (al'low) the workers to go home early during the very hot weather.
(l) When they heard I was ill, they ('cancel) the meeting.
(m) He (ad'mit) to the police that he had stolen the money.
(n) I ('offer) him some money, but he wasn't interested.
(o) She (re'gret) that she couldn't come with us.
(p) Luckily no one was in the house when the explosion (oc'dur).

Spelling: miscellaneous points

<table>
<thead>
<tr>
<th>Words</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>also, almost, although, already, altogether, always etc.</td>
<td>only one -ll</td>
</tr>
<tr>
<td>careful, useful, awful, wonderful, helpful, successful etc.</td>
<td>only one -ll</td>
</tr>
<tr>
<td>taught (past of 'teach')</td>
<td>au not ou</td>
</tr>
<tr>
<td>caught (past of 'catch')</td>
<td></td>
</tr>
</tbody>
</table>

Complete the correct spelling of the incomplete words.
(a) Al___gh it was raining, we decided to go for a walk.
(b) He has three sons and two daughters, that's five children al___er.
(c) I’m al____s tired, doctor. I never have any energy.
(d) She’s al____y finished. Wasn’t she quick?
(e) I’ve known him al____t all my life.
(f) What a won____l present! Thank you very much.
(g) The weather was aw____l. It was cold, wet and windy.
(h) Thank you for being so he____l when I was in trouble.
(i) I find a typewriter very us____l in my work.
(j) This work isn’t very good. Please be more ca____l.
(k) This year our teacher is Miss Harley. Last year Mr Weeks t____t us.
(l) I missed the 10.15 train, but I c____t the 10.25.

2

<table>
<thead>
<tr>
<th>Words</th>
<th>Points</th>
</tr>
</thead>
</table>
| whose, who’s  | whose = of whom (Whose pen is this?)
|               | who’s = who is (Who’s at the door?) |
| its, it’s     | its = of it (The dog ate its food.)
|               | it’s = it is (It’s hot today.) |
| four, fourteen, forty | note or in forty |

Choose the correct item in each pair.
(a) A woman (whose, who’s) husband is dead is called a widow.
(b) (Whose, Who’s) at the door? Can you go and see, please?
(c) I don’t know (whose, who’s) money this is.
(d) I don’t know (whose, who’s) coming to the party.
(e) Students (whose, who’s) results are bad must take the exam again.
(f) She’s very interested in Brazil and (its, it’s) history.
(g) (Its, It’s) very hot today, isn’t it?
(h) I knew it was a giraffe because of (its, it’s) long neck.
(i) The firm has decided to change (its, it’s) name.
(j) I think (its, it’s) going to rain.

Spell these numbers: (k) 4 (l) 14 (m) 40 (n) 44

3

<table>
<thead>
<tr>
<th>Words</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>necessary, accommodation, address, success, different, possible, etc.</td>
<td>note double consonants</td>
</tr>
</tbody>
</table>
| copier, dirtiest, laziness, happily, beautiful etc. | final -y after consonant changes to -i
|                                                             | before -er, -est, -ness, -ly, -ful |
| system, mystery, pyramid, etc. | note: -y- not -i |

Put in the missing double letters in the incomplete words.
(a) Is it po____ble to take a di____erent train?
(b) Can you give me any a____re____es of student a____o____ation?
(c) Hard work, not luck, is nece____ary for examination su____e____.
Make a suitable word from each word in brackets.
(d) He's very lazy. He's the (lazy) person I know.
(e) It's a very (beauty) part of the country.
(f) We have a very good photo-(copy) in our office.
(g) The birth of their daughter brought them a lot of (happy).
(h) I think the streets are (dirty) now than they were ten years ago.

Put the missing letter in each word in brackets.
(i) The police don't know what happened. It's a complete (m__sty).
(j) Tokyo has a very good public transport (s__stem).
(k) Have you seen the (p__ramids) of Egypt?

### Silent letter words (silent letter in brackets)

<table>
<thead>
<tr>
<th>Silent letter words in brackets</th>
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</tr>
</thead>
<tbody>
<tr>
<td>guard, guess etc. (u)</td>
<td>school, character etc. (h)</td>
</tr>
<tr>
<td>climb, comb etc. (b)</td>
<td>knee, knife etc. (k)</td>
</tr>
<tr>
<td>doubt, debt etc. (b)</td>
<td>autumn, column etc. (n)</td>
</tr>
<tr>
<td>exhibition, exhausted etc. (h)</td>
<td>receipt, psychological etc. (p)</td>
</tr>
<tr>
<td>hour, honest etc. (h)</td>
<td>write, wrong etc. (w)</td>
</tr>
</tbody>
</table>

Put in the missing silent letters in each incomplete word.
(a) Did you com__ your hair before you went to sc__ool this morning?
(b) Of course we were ex-austed after clim-ing the mountain.
(c) That's our first g__est__nocking at the door.
(d) I think autumn__ is the__rong time to go there. Summer is better.
(e) We need an__onest man with a good c__aracter.
(f) The assistant forgot to give me a recei__t when I bought the g__itar.
(g) There is no dou__t that it is the best ex__ibition for years.
(h) She cut her__nee with a__nife.
(i) It took me an__our to __rite the letter.

### Uncountable Nouns

We call some nouns 'uncountable' because they are normally singular only and we cannot count them. We do not use 'a(n)' or a plural verb with these nouns.

- e.g. work, progress, weather, money, transport
- rice, furniture, advice, paper, knowledge
- hair, luggage, bread, water, information

**Note 1:**
We can make some of these words countable by using the word 'piece'.

- He gave me a piece of advice.
- She had three pieces of luggage.

**Note 2:**
We can sometimes use uncountable nouns as ordinary, countable nouns if the meaning is different from the general use.
- Two teas, please. (teas = cups of tea)
- 'The Works of Shakespeare' (works = plays, poems)
- She was reading a paper. (paper = newspaper)
- There's a hair in my soup. (hair = one single hair)
The British Isles

The British Isles are the islands off the north-west of the continent of Europe. Britain (or Great Britain) consists of England, Scotland and Wales. The United Kingdom consists of Britain and Northern Ireland. The Republic of Ireland is a separate, independent country. Match each country, city and sea below (in capital letters) with the correct number on the map.

ENGLAND (population 46 million) is the largest country in the British Isles. The capital, LONDON (5 million), is also the capital of Britain, the seat of government and the home of the Queen.

SCOTLAND (5 million) is in the north of Britain. The language is English but 1.5% of Scots also speak Gaelic. EDINBURGH (0.4 million) is the capital. The Edinburgh Festival of Music and the Arts is held every year.

WALES (3 million) is in the west of Britain. English is the main language, but 25% of the people also speak Welsh and 1% speak only Welsh. The capital is CARDIFF (0.3 million) in the south of Wales.

NORTHERN IRELAND (1.5 million), also known as ‘Ulster’, is part of the United Kingdom. It has a large Roman Catholic minority. The capital is BELFAST (0.4 million).

THE REPUBLIC OF IRELAND (3 million) is also known as ‘Eire’. The main language is English but Irish (Erse) is also spoken. 94% of the people are Roman Catholic. DUBLIN (0.6 million) is the capital.

THE NORTH SEA, east of Britain, provides fish and also valuable oil and gas from under the sea bed.

THE CHANNEL, between England and France, is only 34 kilometres wide at its narrowest. To cross to France you can go by ship or by train through the new Channel Tunnel.

THE IRISH SEA lies between Britain and Ireland.
Word Games

1. Rearrange the nonsense compound nouns in each group below so that they make nine real compound nouns.

(a)
- ARM W AR
- FILM SEAT
- NEWS SIDE
- WORLD CHAIR
- CINEMA FRIEND
- BIRTH PAPER
- GIRL CASE
- BOOK STAR
- SEAD AY

(b)
- BUS LEG
- FOOT TREE
- SALT FISH
- TABLE BREAK
- POLICE CENTRE
- APPLE WATER
- GOLD STOP
- TOWN BALL
- TEACAR

2. Complete the spelling of the words below using the clues to help you.

not day
- light

noun of 'see'
- light

heaviness
- light

80
- light

noun of 'high'
- light

may
- light

not dark
- light

not wrong
- light

3. Put the missing double letters in the words below.

NECEARY
TRAVERED
FOROEN
DIFFERENT
EXCEENT
IEDIATE
BEGINING
SUDED
PREFERED

4. Make a new word from each word below by taking away one letter.

E.g., there - here
stand - sand

cloud - shone
stick - height
note - rain
cost - bright
chair - talking
that - skill
heart - tries
waist - flight
bright - slow

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5. In a word square like this one the words read the same left to right and top to bottom. Can you make your own 9 or even 16-letter square?

![Word Square](image)

6. Fill in the puzzles by putting in the past tense of the verbs in the clues.

(a) Across
1. sing
2. leave
3. take
4. tell
5. send
6. grow

Down
1. sit
2. get
3. lose
4. keep
5. dig
6. see

(b) Across
1. swim
2. come
3. ring
4. give
5. think

Down
6. catch
7. teach
8. find
9. have
10. hide

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7 Make as many words as you can from BREAKFAST TIME. Each letter can be used only once in each new word. Words must be three letters or more. No proper nouns and no plurals. Then try again with UNITED NATIONS and COUNTRYSIDE.

8 For each word below give another which has a different spelling and meaning but exactly the same pronunciation. e.g. past-passer hour-our

EYE THERE MEET PIECE HOLE
WHERE HERE RIGHT TWO RED

9 Rearrange the letters of the words below to form new words according to the word on the left of each group. e.g. birds: OPEING (Answer: pigeon)

food:
ASTOT TAME ASSUAGE LOCCEATHO
DABER RIFUT WINDSHAC BEETLESAW

sports:
GURBY SINENT BLOTFALO SHETICAL
XIBONG YECKOH SALABELB KALTABBLES

parts of a house:
ROFO ODOR ROFOL INCLIGE
LAWL LHAL DIWOWN THINECK

10 In each square below 15 words are hidden. All are in a straight line, top to bottom, left to right or going down diagonally. Can you find all the words? In the first square, three words are already done as examples.

Parts of the Body Animals Clothes

FINGER L LA ZICKIECOW AEJ DRESSSU
AVOLFHAIR REOANDSWO SWEATERSN
KHA S ALAMPM ALBOTFOXLL BSASCISHD
EYEWINCOS BEAREVOGFLKNOOKEO
MASAZDREY S GIRAFFEN OISLACERR
TONNDUMB CHEASPELGB ROUOHKTW
ALUSTOEXA EWETHLIIO STROJAWSE
FOOTBOSGC TIGERIGOA ESHIRTTEA
EBTSHECK LELEPHANT TROUSERSR

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Slang

Slang is more informal than colloquial language. A lot of slang words are understood by everyone, but some slang is only used by young people or in certain regions. Here are some slang words:

- nosh (food)
- zilch (nothing)
- spud (potato)
- nerd (fool)
- legless (drunk)

- boo-boo (mistake)
- copper (policeman)
- fab (fabulous, wonderful)
- sannie (sandwich)
- gobsmacked (very surprised)
Key

Dictionary Practice

Finding Words (p.1)
bank, bath, bicycle, biscuit, blood, book, both, boy, break, burn

Finding Pronunciation (p.1)
1 /b/ wrong, donkey, shop, across, gone, bomb /n/ company, nothing, monkey, among, love, mother, done, son, Monday 2 honest, honour, hour, exhausted, exhibition 3 sew, so / steel, steal / far, fare / here, hear / too, too / mail, male / wait, weight / bear, bare

Finding Stress (p.1)
be'gin, 'open, 'offer, pre'fer, 'photograph, pho'tographer, photo'graphic, im'portant, 'breakfast, a'ppointment

Finding Spelling (p.1)
1 hoping, stopping, lying, hitting, picnicking, travelling, writing, beginning, putting, dying
2 radios, potatoes, heroes, kilos, studios, echoes, pianos, photos, cargoes, videos / liar, owner, beginner, bachelor, beggar, author, prisoner, burglar, translator, inspector 3 holiday, always, system, address, separate, grateful, professor, immediately, accommodation, responsible

Finding Meaning (p.2)
parts of a book: index, contents, cover, page, chapter / parts of the body: chest, thigh, thumb, ankle, wrist

clothing parts: lapel, belt, lining, zip, cuff / human sounds: sniff, cough, yawn, sneeze, hiccup / things in our pockets: wallet, comb, ticket, key, purse

Finding Different Word Parts (p.2)
1 (a) taught (b) fought (c) threw (d) froze (e) drank (f) preferred 2 nightmare, night-time, nightfall, nightcap

Topics

The Family (p.3)
1 (a) husband, wife (b) children (c) daughter, son (d) brother, sister (e) parents (f) cousins (g) uncle, aunt (h) niece, nephew 2 (a) grandchildren (b) grandparents (c) grandson, grandfather (d) grandmother, granddaughter (e) daughter-in-law (f) father-in-law, mother-in-law (g) sister-in-law (h) brother-in-law, son-in-law 3 (a) sister and brother (b) father and daughter (c) mother and son (d) cousins (e) aunt and niece (f) uncle and nephew (g) father-in-law and son-in-law (h) husband and wife (i) brothers-in-law (j) grandmother and grandson (k) grandfather and granddaughter (l) mother-in-law and daughter-in-law

Transport (p.4)
1 (a) ship (b) helicopter (c) lorry (d) (aero)plane (e) train (f) boat (g) car (h) bike (bicycle) (i) bus (j) underground train (k) van (l) motor-bike (motor-cycle) 2 (a) go (b) take (c) wait (d) arrives (e) get (f) pay (g) reaches (h) get (i) takes 3 (a) to, by, on (b) for, at (c) at, on (d) - off

Parts of the Body (p.5)
1 (a) fingers (b) hair (c) head (d) hand (e) thumb (f) arm (g) chest (h) knee (i) sole (j) foot (k) toes (l) heel (m) leg (n) bottom (o) waist (p) back (q) elbow (r) eye (s) nose (t) mouth (u) tongue (v) ear (w) lips (x) neck (y) shoulder (z) tooth 2 (a) fingers (b) tongue (c) mouth (d) hair (e) nose (f) teeth
**Clothes (p.6)**
1 (a) shirt (b) tie (c) suit (d) shoes (e) cap (f) casual jacket (g) jeans (h) tee-shirt (i) underwear
(j) belt (k) shorts (l) boots (m) blouse (n) skirt (o) socks (p) jacket (q) dress (r) hat (s) sweater
(t) trousers (u) overcoat

**The Bedroom and Bathroom (p.7)**
1 (a) pyjamas (b) wardrobe (c) nightdress (d) wash-basin (e) mirror (f) toilet (g) tiles (h) hanger
(i) stool (j) chest of drawers (k) blanket (l) dressing-gown (m) bed (n) sheets (o) pillow (p) bath

**The Living Room (p.8)**
1 (a) light (b) ceiling (c) bookcase (d) switch (e) lamp (f) television (g) radio (h) fan (i) sofa
(j) cushion (k) mat (l) armchair (m) rug (n) floor (o) carpet (p) waste-paper bin

**In the Street (p.9)**
1 (a) signs (b) post-box (c) bus-stop (d) poster (e) lamp-post (f) queue (g) road (h) traffic-lights
(i) crossroads (j) car park (k) railings (l) litter-bin (m) pedestrians (n) pavement (o) kerb
(p) parking warden (q) crossing (r) parking meter (s) gutter

**The Seaside (p.10)**
1 (a) hotel (b) cliff (c) rocks (d) wave (e) pier (f) horizon (g) sailing boat (h) motor-boat (i) sea
(j) canoe (k) sunshade (l) swimming costume (m) towel (n) stones (o) kayak (p) rowing boat
(q) tent (r) beach (s) bungalow (t) sand

**The Country (p.11)**
1 (a) waterfall (b) farm (c) spade (d) bridge (e) stream (f) barn (g) hill (h) field (i) wood (j) pond
(k) forest (l) duck and duckling (m) sheep and lamb (n) cow and calf (o) valley (p) horse and
foal (q) tractor (r) chicken and chick

**The House (p.12)**
1 (a) satellite dish (b) aerial (c) chimney (d) roof (e) curtain (f) shutter (g) garage (h) blind (i) stairs
(j) door (k) floor (l) garden (m) gate (n) path (o) fence (p) wall

**The Weather (p.13)**
1 (a) sun (b) cloud (c) wind (d) rain (e) fog (f) mist (g) snow (h) forecast

**Going Shopping (p.14)**
1 (a) assistant (b) manager (c) customers (d) shelves (e) cashier (f) basket (g) queue (h) check-out
(i) trolley (j) till (k) spend (l) need (m) buy (n) sell (o) push (p) look for (q) find (r) take
(s) pay (t) complain (u) round (v) for (w) at (x) in front of (y) on (z) for (a) from (b) in (c) in
(d) to (e) box (f) bottle (g) tin (h) carton (i) jar (j) tube (k) packet (l) bottle (m) carton, tin, bottle
(n) jar (o) jar (p) packet (q) packet (r) tin, tube (s) packet (t) box (u) bottle (v) carton

**Work (p.16)**
1 (a) 7 (b) 5 (c) 6 (d) 1 (e) 2 (f) 3 (g) 4 (h) 2 (a) interview (b) experience (c) qualifications (d) skills
(e) personal qualities (f) wages (g) hours (h) forecast
Education (p.18)
1 (a) play-school (b) learn (c) start (d) compulsory (e) primary school (f) terms (g) pupils
(h) mixed (i) staff 2 (a) secondary school (b) state school (c) private school (d) subjects
(e) specialise (f) take (g) pass (h) marks (i) fail 3 (a) student (b) grant (c) fees (d) keen (e) studies
(f) courses (g) last (h) graduate (i) degree 4 (a) graduate (b) teacher training college (c) classes
(d) lessons (e) homework (f) mark (g) prepare (h) behave (i) strict 5 (a) at (b) at (c) in (d) on
(e) to (f) with (g) at (h) from (i) of (k) of (l) in (m) between (n) with

Money (p.20)
1 (a) earn (b) spend (c) borrow (d) lend (e) open (f) save (g) pay (h) afford (i) pay back (j) owe
2 (a) well-off (b) hard-up (c) make ends meet (d) broke (e) in debt 3 (a) from (b) on (c) on
(d) in 4 (a) 3 (b) 4 (c) 7 (d) 1 (e) 10 (f) 8 (g) 5 (h) 9 (i) 2 (j) 6. Income: b, c, f, g, h; Expenditure:
a, d, e, i, j.

A Life (p.21)
1 (a) was born (b) come from (c) grow up (d) bring up (e) educate (f) move (g) join (h) leave
(i) become (j) settle down 2 (a) in (b) in (c) from (d) in (e) in (f) at (g) in (h) as 3 (a) 4 (b) 5 (c) 1
(d) 6 (e) 2 (f) 3

Sport (p.23)
1 (a) 3 (b) 1 (c) 7 (d) 5 (e) 9 (f) 8 (g) 4 (h) 6 (i) 2 2 (a) play (b) train (c) win (d) lose (e) draw
(f) beat (g) score 3 (a) two nil (b) four all (c) nil all (d) thirty love (e) fifteen all (f) love fifteen
4 (a) shooting (b) table-tennis (c) basketball (d) skating (e) football (f) motor-racing (g) running
(h) baseball (i) cricket (j) rugby (k) boxing (l) volleyball (m) cycling (n) golf (o) fishing (p) tennis
(q) horse-riding (r) badminton (s) skiing (t) swimming (u) hockey 5 (1) k (2) g (3) f (4) a (5) s
(6) r (7) c (8) g (9) q (10) s (11) i (12) f (13) h (14) h (15) d (16) a (17) e (18) u (19) o (20) p
(21) e (22) h (23) c/e/l/p (24) l (25) r (26) n (27) j (28) c (29) k (30) m

Free Time and Holidays (p.25)
1 (a) parties (b) sociable (c) dancing (d) meeting people (e) clubs (f) discos (g) go by plane
(h) hotel (i) have a good time (j) sunbathe 2 (a) cultural things (b) serious (c) classical music
(d) reading (e) concerts (f) libraries (g) hitch-hike (h) youth hostels (i) learn about other
countries (j) visit historical places 3 (a) the open air (b) active (c) sport (d) nature (e) sporting
events (f) the countryside (g) take a train (h) camp sites (i) be close to nature (j) go for walks
4 (a) to (b) at (c) on (d) on (e) at (f) to (g) at (h) about (i) of (j) to (k) by

Illness and the Doctor (p.27)
1 (a) brain (b) lungs (c) heart (d) stomach (e) doctor (f) patient (g) nurse (h) receptionist
(i) chemist 2 (a) examine (b) treat (c) suffer (d) cure (e) operate (f) look after (g) keep (h) ache
3 (a) in (b) to (c) for (d) to (e) to (f) with (g) on 4 (a) 4 (b) 3 (c) 6 (d) 1 (e) 7 (f) 2 (g) 8 (h) 5

In the Morning (p.29)
1 (a) shower (b) comb (c) briefcase (d) soap (e) hairbrush (f) newspaper (g) electric razor
(h) alarm clock (i) toothbrush (j) teeth (k) clothes (l) pyjamas 2 d, f, h, b, j, c, a, r, k, e, q, g, n,
i, o, p, l, m 3 (a) wear (b) put on (c) dress (d) put on (e) wear (f) dress

The Telephone (p.31)
1 (a) 2 (b) 3 (c) 5 (d) 1 (e) 4 2 (a) 4 (b) 6 (c) 5 (d) 8 (e) 9 (f) 1 (g) 7 (h) 2 (i) 3 (j) 11 (k) 10
3 (a) wrong number (b) engaged (c) long-distance (d) rates (e) operator (f) off-peak
(g) interference (h) directory (i) directory enquiries (j) call-box (k) receiver

Watching Television (p.32)
1 (a) 5 (b) 3 (c) 6 (d) 9 (e) 4 (f) 2 (g) 7 (h) 1 (i) 8 3 (a) turn off (b) record (c) turn on (d) switch
(e) plan (f) look up
**How To Do Things**

**How to do the Washing Up (p.33)**
1. washing-up liquid (b) tap (c) sink (d) draining-board (e) cupboard (f) drawer (g) cloth (h) sponge (i) brush (j) dishes 2 (2) turn on, fill, turn off (3) add (5) rinse (6) drain (7) dry (8) put away

**How to make an English Breakfast (p.34)**
1. (a) toaster (b) napkin (c) frying-pan (d) teapot (e) bowl (f) salt (g) jug (h) tea-bag (i) glass (j) table-cloth (k) pepper (l) kettle 2 (l) lay (2) boil (3) pour (4) add, stir (5) spread (6) fry (7) clear away

**How to do Keep-Fit Exercises (p.35)**
1. (1) stand, hang (2) raise (3) turn, move (4) lower 2 (2) hold (3) lean (4) bend, bring, touch (5) straighten

**How to use a Radio/Cassette Player (p.36)**
1. (a) knob (b) batteries (c) controls (d) buttons (e) lead (g) plug (h) switch 2 (1) plug in (2) switch on (3) press (4) turn down, turn up (5) turn off (8) unplug

**Related Word Groups**

**Basic Adjectives (p.37)**
1. (a) 5 (b) 3 (c) 2 (d) 4 (e) 1 2 (a) 3 (b) 1 (c) 4 (d) 5 (e) 2 3 (a) 4 (b) 5 (c) 2 (d) 1 (e) 3 4 (a) 5 (b) 4 (c) 2 (d) 3 (e) 1 5 (a) 3 (b) 5 (c) 1 (d) 2 (e) 4 6 (a) 2 (b) 1 (c) 4 (d) 5 (e) 3

**Basic Adjectives: opposites (p.38)**
1. (a) good (b) fat (c) thick (d) late (e) deep (f) hot 2 (a) heavy (b) dark (c) young (d) casual (e) major (f) new 3 (a) small (b) wide (c) busy (d) wealthy (e) smooth (f) calm 4 (a) blunt (b) safe (c) public (d) wonderful (e) clean (f) short 5 (a) empty (b) guilty (c) easy (d) huge (e) tight (f) low 6 (a) slow (b) nice (c) cheap (d) wrong (e) weak (f) dry 7 (a) stupid (b) sad (c) rude (d) soft (e) ugly (f) quiet

**Verbs (p.40)**
1. (a) 4 (b) 1 (c) 5 (d) 3 (e) 2 2 (a) 4 (b) 3 (c) 5 (d) 1 (e) 2 3 (a) 3 (b) 5 (c) 2 (d) 1 (e) 4 4 (a) 2 (b) 1 (c) 4 (d) 5 (e) 3 5 (a) 3 (b) 5 (c) 4 (d) 1 (e) 2

**Action Verbs (p.41)**
1. (a) driver (b) cleaner (c) artist (d) hairdresser (e) athlete (f) dressmaker (g) hairdresser (h) cleaner (i) athlete (j) dressmaker (k) artist (l) driver 2 (a) dentist (b) soldier (c) pilot (d) gardener (e) postman (f) teacher (g) teacher (h) postman (i) soldier (j) gardener (k) pilot (l) dentist

**Adjectives Describing Character (p.42)**
1. (a) sociable (b) adventurous (c) impatient 2 (a) easy-going (b) talkative (c) ambitious (d) naive (b) lazy (c) cheerful 4 (a) selfish (b) sensible (c) optimistic 5 (a) tidy (b) polite (c) imaginative 6 (a) polite (b) lazy (c) sensible (d) optimistic (e) sociable (f) cheerful (g) naughty (h) impatient (i) talkative (j) tidy (k) easy-going (l) ambitious (m) adventurous (n) selfish (o) imaginative

**People's Appearance (p.43)**
1. (a) short (b) elderly (c) bald (d) glasses (e) his arms folded (f) formally dressed (g) striped (h) well-pressed (i) well-polished shoes / (a) strongly-built (b) in his thirties (c) straight (d) bracelet (e) his hands on his hips (f) casually-dressed (g) checked (h) patched (i) trainers 2 (a) slim (b) middle-aged (c) wavy (d) necklace (e) her hands clasped (f) neatly-dressed
(g) spotted  (h) smart  (i) high-heeled shoes / (a) average height  (b) teenage  (c) curly  (d) bow  
(e) her hands by her sides  (f) untidily-dressed  (g) plain  (h) baggy  (i) sandals

Materials (p.45)  
(a) wool  (b) glass  (c) paper  (d) cotton  (e) denim  (f) stone  (g) leather  (h) metal  (i) brick  
(j) plastic  (k) wood  (l) iron  (m) steel  (n) china  (o) rubber

Geographical Words (p.45)  
(a) 4  (b) 8  (c) 1  (d) 5  (e) 9  (f) 2  (g) 3  (h) 11  (i) 7  (j) 12  (k) 6  (l) 10

Word Building

‘-ful’ and ‘-less’ (p.46)  
(a) useful  (b) useless  (c) painless  (d) painful  (e) homeless  (f) helpful  (g) sleepless  
(h) hopeful  (i) tasteless

‘Interesting’ and Interested’ etc. (p.46)  
(a) exciting  (b) excited  (c) relaxed  (d) relaxing  (e) satisfied  (f) satisfying  (g) boring  
(h) bored  (i) frightened  (j) frightening  (k) annoying  (l) annoyed

‘-er’ and ‘-or’ (p.47)  
(a) worker  (b) visitor  (c) cleaner  (d) actor  (e) driver  (f) employer  (g) manager  
(h) director  (i) operator  (j) maker  (k) painter  (l) builder  (m) collector  (n) sailor  
(o) speaker

‘-ist’ and ‘-an’ (p.47)  
(a) Christian  (b) typist  (c) politician  (d) American  (e) pianist  (f) scientist  
(g) electrician  (h) cyclist  (i) artist  (j) guitarist  (k) Roman  (l) novelist

‘Hourly’, ‘Daily’ etc. (p.47)  
(a) daily  (b) weekly  (c) yearly  (d) hourly  (e) fortnightly  (f) monthly

‘-en’ (p.48)  
(a) tighten  (b) loosen  (c) brighten  (d) sharpen  (e) deafen  (f) widen  (g) lengthen  
(h) strengthen

Number + Noun (p.48)  
(a) five-mile  (b) ten-minute  (c) 200-page  (d) 2D-storey  (e) two-week  (f) ten-metre  
(g) six-month  (h) five-country  (i) two-ton

‘un-’, ‘dis-’, ‘in-’, ‘im-’, ‘ir-’ (p.49)  
1 (a) unwell  (b) unnecessary  (c) unhealthy  (d) unpleasant  (e) unemployed  
(f) unfair  (g) untidy  (h) unfriendly  (i) unsatisfactory  (j) unusual  (k) unconscious  
(l) unsuccessful  (m) unhurt  (n) unlock  (o) unpack  (p) untie  (q) unwrap  
(r) undo  (s) undress  (t) unlock

Adverbs of Manner (p.50)  
(a) stupidly  (b) continuously  (c) heroically  (d) noisily  (e) truthfully  (f) dramatically  
(g) hard  (h) angrily  (i) publicly  (j) strangely  (k) tidily  (l) completely, absolutely

Compound Nouns (p.51)  
1 (a) a birthday-party  (b) a question-mark  (c) a college library  (d) a university student  
(e) office furniture  (f) work clothes  (g) a lorry-driver  (h) a television programme  
(i) a government building  (j) an evening class  (k) a shop-window  (l) a bread-knife  
(m) an exercise-book  (n) a ticket inspector  (o) a toothbrush  (p) a stamp-album  
(q) a road-map  (r) a shoelace  (s) orange-juice  (t) a book-list  (u) a film magazine  
(v) a camera shop  (w) a tourist bus  
2 (a) stamp collections (b) city-centres (c) teacups (d) concert-halls (e) family doctors  
(f) picture-frames (g) dog owners (h) car-wheels (i) airline pilots (j) matchboxes (k) handbags  
(l) garden chairs
Word Forms (p.52)
(1) decision, decide (2) congratulate, congratulations (3) permit, permission (4) invitation, invite (5) arrival, arrive (6) depart, departure (7) complain, complaint (8) argue, argument (9) important, importance (10) difficult, difficulty (11) height, high (12) arrangement, arrange (13) bleed, blood (14) practice, practise (15) description, describe (16) explanation, explain (17) enjoy, enjoyable (18) fly, flight (19) signature, sign (20) meet, meeting (21) hot, heat (22) suit, suitable (23) relaxation, relax (24) choose, choice (25) legal, legalise (26) modernise, modern (27) industry, industrial (28) agricultural, agriculture (29) simple, simplify (30) admit, admission (31) freedom, free (32) weigh, weight (33) noisy, noise (34) safety, safe (35) dangerous, danger (36) peace, peaceful (37) lose, loss (38) mix, mixture (39) dirty, dirt (40) violent, violence (41) measurement, measure (42) kind, kindness (43) happily, happy, happiness (44) success, succeed (c) successful (45) die, dead (c) death

Idioms

Verb Phrases (p.55)
1 (a) make your bed (b) make a list (c) make an appointment (d) make your breakfast (e) make sure (f) make a noise 2 (a) make a decision (b) make enquiries (c) make plans (d) make some money (e) make friends (f) make an effort 3 (a) take care (b) take a photo (c) take an exam (d) take a seat (e) take any notice (f) take place 4 (a) have a bath (b) have breakfast (c) have a game of tennis (d) have fun (e) have a party (f) have a rest 5 (a) keep fit (b) keep still (c) keep calm (d) keep a record (e) keep awake (f) keep quiet 6 (a) do my shopping (b) do the housework (c) do some work (d) do exercises (e) do me good (f) do a lot of harm 7 (a) get married (b) get a lot of money (c) get flu (d) get a train (e) get ready ‘Touch’ (p.57)
(a) keep in touch (b) get out of touch (c) get in touch

Prepositional Phrases (p.57)
1 (a) at home (b) at work (c) at the sea side (d) at school (e) at first (f) at least (g) at once (h) at last 2 (a) on time (b) on fire (c) on foot (d) on holiday (e) on business (f) on the one hand (g) on the other hand (h) on second thoughts 3 (a) in person (b) in time (c) in prison (d) in a mess (e) in trouble (f) in love (g) in tears (h) in a hurry 4 (a) by mistake (b) by post (c) by phone (d) by chance (e) by car (f) by bus (g) by all means (h) by the way 5 (a) out of date (b) out of doors (c) out of order (d) out of control (e) out of breath (f) out of work

Pairs (p.59)
1 (a) more or less (b) so and so (c) on and off (d) yes and no 2 (a) likes and dislikes (b) little by little (c) do's and don'ts (d) peace and quiet

Time (p.59)
(a) ages (b) the other day (c) so far (d) from now on (e) one day (f) for good

‘Mind’ (p.59)
(a) on your mind (b) change your mind (c) make up your mind (d) mind your head (e) I don’t mind (f) read your mind

Things We Say (p.60)
1 (a) 4 (b) 3 (c) 2 (d) 1 2 (a) 4 (b) 1 (c) 2 (d) 3 3 (a) 4 (b) 3 (c) 2 (d) 1 4 (a) 2 (b) 3 (c) 1 (d) 4
Miscellaneous

Abbreviations (p.61)
1 (a) a.m. (b) p.m. (c) etc. (d) e.g. (e) PS (f) US (g) c/o (h) Rd (i) PTO 2 (a) ft (b) ins (c) lbs
(d) BC (e) AD (f) i.e. (g) EU (h) UK

Reading Dates and Numbers (p.62)
1 (a) 6th April (or: April 6) 1743 (b) £2.35 (c) 370 4492 (d) 1276
(e) 1cm = 0.3937 ins 2 (a) the fourth of May nineteen thirty-seven (b) ... four pounds fifty each (c) four oh eight nine double-one seven (d) ... twelve thousand seven hundred
and fifty pounds (e) one pound is (or: equals) nought point four four kilograms

Punctuation Marks (p.63)
(a) inverted commas (b) exclamation mark (c) full stop (d) question mark (e) capital letter
(f) small letter (g) apostrophe (h) hyphen (i) comma (j) brackets

Punctuation

Full stops, question marks, exclamation marks (p.63)
(a) We've received a letter from Mr A. W. Holden. Have you seen it?
(b) He arrives on 17 Sept. on BA flight 301. He'll stay in U.K. till the following Thurs.
before going to the U.S.A., Japan and Australia. What a journey! Will Sue meet him
at the airport?
(c) Go! Get out! Now! It's dangerous! Can't you see?
(d) She asked me if the U.S. is in the E.U. What a question!
(e) What are you doing? Are you going out? Remember to take your key.

Commas (p.64)
1 (a) Look, Maria, the British flag is red, white and blue.
(b) She can't act, sing or dance. She'll never get into films or on television.
(c) Well, I can drive a car, speak three languages, play the piano and repair almost
anything mechanical.
(d) She lives at Flat 12, Stewart Court, Oak Street, Westminster, London.
(e) She was born on 20th December, 1961.
(f) 'Alex, did you get the bread?'
   'Yes, it's in the kitchen, Mum.'
   'Thanks, here's the money.'

2 (a) After you have finished this work, you can go.
(b) Wash your hands before you eat.
(c) If I have time, I'll do it tomorrow.
(d) As soon as he got home, he phoned his cousin.
(e) They'd help us if they were here, wouldn't they?
(f) You aren't going to wear that hat, are you?
(g) She'll be here at 7, won't she?

3 (a) He works for Simmonds, which is a large manufacturing company.
(b) Firms which employ fewer than 100 workers do not need to pay this tax.
(c) His father, who is a businessman, has three cars.
(d) Candidates who fail the exam may re-take it in June.
(e) Tourists are advised to avoid countries where the disease is known to exist.
(f) He's gone to Egypt, where the climate is better for his health.
Apostrophes (p.65)

1 (a) It's raining. You'd better take a raincoat or you'll get wet.
(b) Scientists don't understand how the plane lost one of its wings.
(c) It's fascinating to watch a bird care for its young.
(d) Remember that this word is spelt with two c's and two m's.

2 (a) Is that John's car?
(b) My father's garden is always in good condition.
(c) My parents' home is small. They only have one bedroom.
(d) The boys' changing-room is on that side of the sports-hall. This is the girls' changing-room.
(e) Look at that girl's hair.
(f) These are the men's toilets. Those are the women's.

Inverted commas (p.65)

1 (a) 'You look tired,' she said.
(b) He said, 'You should get a car.'
(c) 'Your friend phoned,' she said, 'and I told him you were out.'
(d) 'The children are asleep,' Mary said. 'They had a hard day.'
(e) 'Move and I'll shoot!' he warned.
(f) 'What time is he coming?' she asked. 'He'll be hungry.'
(g) 'I'd like to live in England,' said Max, 'if the weather were better.'

2 (a) At American universities, first-year students are 'freshmen' and second-year students are 'sophomores'.
(b) We're studying 'Othello' at school.
(c) The 'brain' of the machine is this computer here.
(d) If you want a marriage partner in Japan, you go to an 'omiai'.
(e) I've seen 'Gone with the Wind' three times.

Spelling: noun plurals (p.66)

1 (a) wishes, kisses (b) boxes, matches (c) watches, dresses (d) boys, studies (e) toys, countries (f) libraries, Sundays (g) families, monkeys, ways, babies (h) sheep (i) fish 2 (a) yourselves, knives (b) wives, handkerchiefs (c) lives, roofs (d) kilos, tomatoes (e) photos, heroes (f) women, feet (g) children, teeth

Spelling: verbs ending in '-y' (p.67)

(a) stay, destroy, display, buy (b) carry, copy, marry, occupy, multiply, dry (c) hurries, tries, enjoys (d) spies, betrays, pays (e) delayed, satisfied (f) applied, annoyed, qualified

Spelling: '-ing' form and regular '-ed' past tense/past participle (p.68)

1 (a) sleep, fail, need, read, wear, start, clean, lean (b) dig, get, plug, trim, shut, hit, drop, put, win (c) wipe, give, cure, close, lose, score, bore (d) sitting, living, watching, eating, lying, cutting (e) having, looking, seeing, planning, dying (f) slowed, stopped, rubbed, stared, shouted, stepped (g) phoned, tired, begged, scared, paused 2 (a) beginning (b) happening (c) travelling (d) opening (e) forgetting (f) permitting (g) sharpening (h) relaxing (i) suffered (j) preferred (k) allowed (l) cancelled (m) admitted (n) offered (o) regretted (p) occurred

Spelling: miscellaneous points (p.69)

1 (a) although (b) altogether (c) always (d) already (e) almost (f) wonderful (g) awful (h) helpful (i) useful (j) careful (k) taught (l) caught 2 (a) whose (b) who's (c) whose (d) who's (e) whose (f) its (g) it's (h) its (i) its (j) it's (k) four (l) fourteen (m) forty (n) forty-four
3 (a) possible, different (b) addresses, accommodation (c) necessary, success (d) laziest (e) beautiful (f) copier (g) happiness (h) dirtier (i) mystery (j) system (k) pyramids 4 (a) comb, school (b) exhausted, climbing (c) guest, knocking (d) autumn, wrong (e) honest, character (f) receipt, guitar (g) doubt, exhibition (h) knee, knife (i) hour, write

The British Isles (p.72)
1 Scotland 2 England 3 Wales 4 N.Ireland 5 The Republic of Ireland 6 Edinburgh 7 Belfast 8 Dublin 9 Cardiff 10 London 11 The Irish Sea 12 The North Sea 13 The Channel

Word Games (p.73)
1 (a) armchair, film-star, newspaper, world war, cinema seat, birthday, girlfriend, bookcase, seaside (b) bus-stop, football, salt water, table leg, police car, apple tree, goldfish, town centre, tea-break 2 night, eight, sight, weight, eighty, height, might, light, right
3 necessary, travelled, forgotten, different, excellent, immediate, beginning, succeeded, preferred 4 Different answers possible. (c) loud, s(t)ick, not(e), sho(n)e, (h)eight, ra(i)n, coa(s)t, (c)hair, (t)hat, (b)right, tal(k)ing, (s)kill, hea(r)t, (t)r(ies), (s)low, wa(i)s, (f)light, re(a)d
6 (a) Across 1 sang 3 left 4 took 6 told 8 sent 9 grew Down 1 sat 2 got 3 lost 5 kept 7 dug 8 saw (b) Across 3 swam 4 came 5 rang 7 gave 8 thought Down 1 caught 2 taught 6 found 9 had 10 hid 8 I, wear, their, hear, meat, write, peace, too, whole, read
9 (food): toast, bread, meat, fruit, sausage, sandwich, chocolate, vegetables (sports): rugby, boxing, tennis, hockey, football, baseball, athletics, basketball
(parts of a house): roof, wall, door, hall, floor, window, ceiling, kitchen
10 (Parts of the body): finger, hair, arm, lips, face, hand, nose, head, eye, mouth, foot, toe, neck, leg, back (Animals): zebra, bear, cat, dog, fox, cow, wolf, giraffe, horse, sheep, tiger, elephant, pig, lion, goat (Clothes): blouse, skirt, jeans, jacket, sweater, dress, shorts, underwear, socks, coat, shirt, suit, trousers, hat, tie

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