

Study guide

If you need help in deciding which units you should study, use this study guide. Which of the four alternatives completes the sentences in the correct or most likely way? Sometimes more than one alternative is possible.

If you are not sure which alternatives are correct, study the unit(s) given on the right. Where more than one unit is given, you will find the correct sentence in the first one. You can find an answer key to this study guide on page 328.

Tenses

- 1.1 Each July we to Turkey for a holiday.
A are going B go C went D were going
- 1.2 The growing number of visitors the footpaths.
A is damaging B damages C are damaging D was damaging
- 1.3 Jane just a few minutes ago.
A left B has left C leaves D had left
- 1.4 Timson 13 films and I think her latest is the best.
A made B had made C has made D was making
- 1.5 Robert lately?
A Did you see B Have you seen C Do you see D Are you seeing
- 1.6 When I was a child the violin.
A I was playing B I'm playing C I play D I played
- 1.7 until midnight last night.
A I have been reading B I read C I was reading D I have read
- 1.8 He for the national team in 65 matches so far.
A has played B has been playing C played D is playing
- 1.9 Sorry we're late, we the wrong turning.
A had taken B were taking C took D are taking
- 1.10 She from flu when she was interviewed.
A was suffering B had been suffering C had suffered D suffered

The future

- 2.1 If you look carefully, you find writing scratched on the glass.
A can B are going to C shall D will
- 2.2 I think it soon.
A is going to rain B rains C will rain D is raining
- 2.3 Wait here until I you.
A will call B am calling C am going to call D call
- 2.4 I won't be able to meet you next week, I in London for a few days.
A will be staying B will stay C stay D am staying

STUDY UNIT

- 1, 4
- 2, 6, 52
- 3
- 4
- 5
- 6
- 7, 3
- 8
- 9
- 10, 6
- 11
- 12
- 13
- 14, 12

- 2.5 Next month I Derek for 20 years.
A know B will have known C am knowing
D will have been knowing
- 2.6 I with the performance, but I got flu the day before.
A was to have helped B helped C was to help D had helped

Modals

- 3.1 You mad if you think I'm going to lend you any more money.
A should be B are supposed to be C must be D ought to be
- 3.2 I happy to see him, but I didn't have time.
A will have been B would be C will be D would have been
- 3.3 We Switzerland four times during the 1970s.
A used to visit B would visit C visited D will visit
- 3.4 'Why isn't Tim here yet?' 'It be because his mother is ill again.'
A may B can C might D could
- 3.5 If I hadn't come along at that moment, Jim the one arrested instead of the real thief.
A might have been B may have been C can have been
D could have been
- 3.6 Jenny leave the hospital only six hours after the baby was born.
A was able to B could C can D is able to
- 3.7 The car broke down and we a taxi.
A must have got B had got to get C had to get D must get
- 3.8 You whisper. Nobody can hear us.
A needn't B don't have to C mustn't D need to
- 3.9 Although he didn't have a ticket, Ken come in.
A could B can C might D was allowed to

Be, have, do, make, etc.

- 4.1 The traffic lights green and I pulled away.
A became B turned C got D went
- 4.2 I could much more for the painting if I'd sold it overseas.
A have got B get C have D has got
- 4.3 We into the state of the Swedish car industry.
A did some researches B made some research C made research
D did some research

Passives

- 5.1 during the storm.
A They were collapsed the fence B The fence was collapsed
C They collapsed the fence D The fence collapsed

15

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18, 15

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28, 50

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- 5.2 The new computer system next month.
A is being installed by people B is be installed C is being installed
D is been installed
- 5.3 The children to the zoo.
A were enjoyed taken B enjoyed being taken C were enjoyed taking
D enjoyed taking
- 5.4 chair the meeting.
A John was decided to B There was decided that John should
C It was decided that John should D John had been decided to

Questions

- 6.1 Who was coming to see me this morning?
A you said B did you say C did you say that D you did say
- 6.2 Why return the money?
A did you not B you did not C you didn't D didn't you
- 6.3 want to do this weekend?
A What you B Which do you C What do you D What you do

Verbs: infinitives, -ing forms, etc.

- 7.1 I always associate
A red wine B red wine by France C French red wine
D red wine with France
- 7.2 She noticed away from the house.
A him to run B him run C him running D him ran
- 7.3 I'd advise more exercise.
A to take B you to take C you taking D taking
- 7.4 I remembered the race.
A the horse's winning B the horse to win C the horse winning
D the horse's to win
- 7.5 She reminded the papers.
A me where to leave B me where I had to leave
C where I had to leave D where to leave
- 7.6 We needed
A the house to be redecorated B the house redecorating
C the house to be redecorating D the house redecorated
- 7.7 The suspect confessed
A his crime B the police his crime C his crime to the police
D his crime the police

30,
App. 1

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32

33

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35, 33

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37, 39

38

39, 38

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41

42

Reporting

- 8.1 'I suppose you've heard the latest
A news,' said she B news.' she said C news', she said
D news,' she said
- 8.2 I notified I had changed my address.
A with the bank that B the bank that C that D to the bank that
- 8.3 She reassured me that she the card.
A had posted B has posted C posted D posts
- 8.4 She her holiday in Finland.
A said me about B told about C said about D told me about
- 8.5 She encouraged the job.
A to take the job B that Frank should take C Frank to take
D to Frank to take
- 8.6 They directed that the building
A be pulled down B to be pulled down C should be pulled down
D is to be pulled down
- 8.7 He asked me where he put the box.
A shall B ought to C will D should

43,
App. 2

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46

47

48, 15

49, 17,
25

Nouns and compounds

- 9.1 The faulty.
A equipments are B equipment was C equipments were
D equipment were
- 9.2 Many leading members of the opposition party to justify the
decision.
A have tried B has tried C have been trying D tries
- 9.3 thinks that Judith should be given the job.
A Neither of us B The majority of my colleagues
C Practically everyone D A number of people
- 9.4 We had holiday in Spain.
A a two week's B two weeks' C two-week D a two-week
- 9.5 The company owns in the city centre.
A a cars park B several car parks C a car park
D several cars parks
- 9.6 The government has introduced
A a children's clothes tax B a tax on children clothes
C a children clothes tax D a tax on children's clothes

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51, 29

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Articles

- 10.1 I'll be with you in
A one quarter of an hour B a quarter of an hour
C a quarter of one hour D a quarter of hour
- 10.2 Against her parents' wishes, she wants to be
A the journalist B journalist C a journalist D journalists
- 10.3 This tastes lovely. What's in?
A a sauce B the sauce C sauces D sauce
- 10.4 arrived for you this morning.
A Furniture B A furniture C Some furniture D Some furnitures
- 10.5 the most popular form of fiction writing.
A The novel is B Novel is C The novels are D Novels are
- 10.6 Frank works as
A a security guard at a university B a security guard at university
C a security guard at the university D security guard at a university
- 10.7 What have we got?
A for the dinner B for a dinner C for dinner D to dinner

Determiners and quantifiers

- 11.1 Did you buy when you went shopping?
A any tomato B any water C any tomatoes D some water
- 11.2 my friends knew I was getting married.
A Not much of B Not many of C Not much D Not many
- 11.3 hard work had been of no use.
A All their B Their all of C All of their D Their all
- 11.4 Following the flood, in the area major repair work.
A each of building...needs B every building...need
C each buildings...need D every building...needs
- 11.5 the children awake.
A None of...was B Not any of...were C No children...was
D None of...were
- 11.6 We should use time we have available to discuss Jon's proposal.
A the little of B the little C the few D little
- 11.7 I've given to Bob.
A all them B all of them C them all D them all of

Relative clauses and other types of clause

- 12.1 She's one of the kindest people
A that I know B I know C who I know D which I know

- 12.2 One of the people arrested was Mary Arundel, a member of the local council.
A is B that is C whom is D who is
- 12.3 The newspaper is owned by the Mearson Group, is Sir James Bex.
A which chairman B whose chairman C who chairman
D chairman
- 12.4 She is one of the few people
A who I look up to B to whom I look up C I look up to
D to who I look up
- 12.5 There are a number of people be asked.
A should B that should C whom should D who should
- 12.6 at the party, we saw Ruth standing alone.
A Arrived B We arrived C Arriving D We were arriving

Pronouns, substitution and leaving out words

- 13.1 The scheme allows students from many countries to communicate
A each other B with each other C themselves D with one another
- 13.2 'We need new curtains.' 'Okay, let's buy'
A ones with flowers on B ones C one D some
- 13.3 'I don't suppose there'll be any seats left.' 'No, I'
A don't suppose B suppose C don't suppose so D suppose not
- 13.4 They needed someone who was both an excellent administrator and manager. was not easy to find.
A Such a person B A such person C Such D Such person
- 13.5 'They could have been delayed by the snow.' 'Yes, they'
A could have B could C could been D could have been
- 13.6 The report is very critical and is clearly
A intended to be B intended to C intended D intend to be

Adjectives

- 14.1 The party was excellent, and I'd like to thank all the
A concerned people B responsible people C people responsible
D people concerned
- 14.2 Our teacher gave us problem to solve.
A a very impossible B a completely impossible
C an absolutely impossible D an extremely impossible
- 14.3 I asked Francis to clean the car, and he did
A a well job B the job good C a good job D the job well

- 14.4 My watch was among the
A things taken B taken things C things stolen D stolen things
- 14.5 She felt good the prize.
A about win B with winning C to win D about winning
- 14.6 He was busy his homework.
A doing B to do C that he was doing D he was doing
- 14.7 We are not in financial position to cut taxes.
A an enough strong B a strong enough C sufficiently strong enough
D a sufficiently strong
- 14.8 She was as anyone could have had.
A as patient teacher B a patient a teacher C as patient as teacher
D as patient a teacher

Adverbs and conjunctions

- 15.1 I her birthday and I how to make it up to her.
A completely forgot...don't just know
B forgot completely...don't just know
C completely forgot...just don't know
D forgot completely...just don't know
- 15.2 I at six o'clock, but to be up by five.
A normally get up...I have sometimes
B normally get up...sometimes I have
C get normally up...sometimes I have
D get normally up...I sometimes have
- 15.3 It's disappointing.
A very much B very C much D much very
- 15.4 brought some food.
A My mother has only B My mother only has
C My only mother has D Only my mother has
- 15.5 I'll look after the children while you dinner.
A will make B are making C will be making D make
- 15.6 I still feel very tired in the morning.
A when I wake up B as I wake up C when I will wake up
D while I wake up
- 15.7 We were delayed an accident.
A because B because of there was C because there was
D because of
- 15.8 I carried the knife carefully cut myself.
A so as not to B so not to C not to D in order not to
- 15.9, they slept soundly.
A Hot though was the night air B Hot though the night air was
C Hot as the night air was D Hot although the night air was

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93, 90

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- 15.10 If I a more reliable car, I to Spain rather than fly.
A would have...would drive B had...had driven
C had...would drive D would have had...would drive
- 15.11 If he a chance of success, he to move to London.
A will have...would need B will have...will need
C were to have...will need D were to have...would need
- 15.12 They couldn't decide it was worth re-sitting the exam.
A if B whether or not C whether D if or not
- 15.13 John was the first person I saw hospital.
A by leaving B on leaving C in leaving D on to leave
- 15.14 Much of the power of the trade unions has been lost., their political influence should not be underestimated.
A Even so B Although C Even D Even though

99, 100

100, 99

101

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Prepositions

- 16.1 She lives Perth. She owns a house the Swan River.
A at...on B at...in C in...at D in...on
- 16.2 He suddenly saw Sue the room. He pushed his way the crowd of people to get to her.
A across...through B over...through C across...across
D over...along
- 16.3 I first met Steve on a beach Adelaide. I later found out that he had been a carpenter and a dustman, other things.
A by...among B near...between C by...between D near....among
- 16.4 'It's Ann's birthday some time the middle of May, I think.' 'Yes, it's her birthday the 21st.'
A at...on B in...on C in...at D at...in
- 16.5 About ten of us were taken ill a party we were at in York. I felt ill a couple of days, but was fine after that.
A for...during B for...for C during...during D during...for
- 16.6 cricket, I enjoy watching football and basketball.
A Apart from B Except C Except for D Besides
- 16.7 I told him that he couldn't hope to catch a big fish a small rod like that, but he insisted trying.
A with...on B by...about C with...about D by...on
- 16.8 'What do you think my car? I've just bought it.' 'It's really good. Actually, I'm thinking my motorbike and getting a car, too.'
A about...to sell B about...about selling C of...to sell
D of...of selling

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- 16.9 'When did you last hear Don?' 'He phoned me just this morning. He's coming to Bristol next week, so we agreed a time and place to meet.'
A from...on B about...on C from...with D of...to
- 16.10 'John has looked tired recently, and I've started to wonder his health.' 'You're right. And he doesn't seem to care the effect smoking has on him.'
A at...for B about...for C about...about D at...about
- 16.11 She tried to
A talk me the plan out of B talk out of me the plan
C talk me out of the plan D talk out me of the plan

Organising information

- 17.1 people trying to get into the football stadium.
A There were too much B There were too many
C It was too many D There was too many
- 17.2 to celebrate his 75th birthday.
A It was decided B It was accepted C It was determined
D It was agreed
- 17.3 I you can swim so well and I can't.
A hate B hate it that C hate that D hate it
- 17.4 Dave lost his job and was short of money, so his flat and move in with his brother.
A that he did was to sell B what he did was to sell
C what he did sold D what he did was sell
- 17.5 resigned, we would have been forced to sack him.
A Had he not B Hadn't he C He had not D He not had
- 17.6 that Marie was able to retire at the age of 50.
A So successful her business was, B So successful was her business,
C Her business was so successful D So was her successful business,

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115,
116, 64

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Key to exercises

UNIT 1

1.1

Some possible verbs are given.

- collects
- is (or are) currently offering/selling
- locks/shuts
- are leaving/deserting
- work
- is working
- speaks
- I'm reading/writing
- are staying

1.2

- I'm saying...are doing...
I'm telling...
- promise...suggest...hope
- are negotiating...are threatening...are even talking
- apologise...recommend...warn

1.3

- cook or are (normally) cooking. 'Cook' implies that we start cooking at 6.00; 'are cooking' implies that we are cooking around this time.
- are phoning. More likely than 'phone' as this seems to be a temporary situation.
- sees. More likely than 'is seeing' as 'most weekends' suggests a long-lasting situation.
- get up or are getting up. 'Get up' implies that 7.00 is the time at which we get up (e.g. that the alarm clock goes off); 'are getting up' implies that we are in the process of getting up around that time.
- go or am going. 'Go' implies a regular, possibly permanent, arrangement (perhaps I need to do this regular exercise to prevent weight gain); 'am going' implies a more temporary arrangement (perhaps once I have lost weight I will stop swimming in the evening).

UNIT 2

2.1

Some possible verbs are given.

- a is costing ('at the moment' emphasises that this is a temporary situation);

b costs

- a love/enjoy; b am loving/enjoying
- a disagree; b are disagreeing ('disagree' is also possible)
- a are preferring ('prefer' is also possible); b prefers
- a is having; b has
- a owns; b are owning ('own' is also possible)

2.2

- passes...shoots...are attacking
- comes...is waiting...says
- is cooking...chop up...put

2.3

- You're forever asking me for money.
- You're constantly criticising my driving.
- You're continually changing your mind.
- You're forever moaning about (your) work.

2.4

Example answers:

I understand that the health service is going to get more money.
It says here that scientists have found the brightest star.
I gather Iran's been hit by an earthquake again.

UNIT 3

3.1

- appeared
- have reached
- has disappeared
- agreed
- wrote
- have solved
- continued
- moved

3.2

Most likely verbs are suggested.

- a has risen; b rose
- a wore; b have worn
- a has survived; b survived
- a has been; b was
- a have stayed; b stayed
- a saw; b have never seen

3.3

- (ii) 'has agreed' implies that this is something that happened recently

2 (iii)

3 (iii)

4 (i)

5 (i)

6 (iii)

7 (ii) 'has gone' implies that he is still in town

8 (i)

9 (ii) 'have worked' implies that I'm still working there

UNIT 4

4.1

- have discovered
- has (or have) developed
- invented
- has (or have) produced
- discovered

4.2

Most likely verbs are given.

- a have asked; b asked
- a worked; b has worked
- a have enjoyed; b enjoyed
- a received; b have received
- a has sold; b sold
- a have regretted; b regretted

4.3

- ✓
- ✓
- has now been
- ✓
- ✓
- has fallen
- took
- was done
- were introduced
- sold
- ✓
- have cycled
- have (or has) done
- ✓

UNIT 5

5.1

- ✓
- knew
- has already done
- remembered
- ✓ ('did you meet her before' is also possible. Present perfect simple implies 'at any time up to now; past simple implies 'on another particular occasion')

12A

- 1 from
- 2 for
- 3 about
- 4 at

12B

- 1 on
- 2 in/with
- 3 for
- 4 with

12C

- 1 for
- 2 with
- 3 to
- 4 of
- 5 of

12D

- 1 of/about
- 2 for
- 3 with
- 4 in
- 5 about
- 6 with

13

- 2 + i I still won't be able to get to a meeting at 8.30 even if I catch an earlier train. (*or* Even if I catch an earlier train, I still won't be able to get to a meeting at 8.30.)
- 3 + f With Davies as its captain, the team is likely to do well this season. (*or* The team is likely to do well this season with Davies as its captain.)
- 4 + d The building work is still on schedule even though there was a problem in digging the foundations. (*or* Even though there was a problem in digging the foundations, the building work is still on schedule.)
- 5 + a We've decided not to go on holiday this year in order to save money for a new car. (*or* In order to save money for a new car, we've decided not to go on holiday this year.)
- 6 + h The council have planted trees at the side of the road so as to reduce traffic noise. (*or* So as to reduce traffic noise,

the council have planted trees at the side of the road.)

- 7 + g The parcel had been delayed due to a (*or* the) recent strike by postal workers. (*or* Due to a (*or* the) recent strike by postal workers, the parcel had been delayed.)
- 8 + j We've put a table and chair in the spare bedroom in order that Dave has (*or* can have) somewhere private to study before his exams. (*or* In order that Dave has (*or* can have) somewhere private to study before his exams, we've put a table and chair in the spare bedroom.)
- 9 + b Since she didn't have to be at work until 10.00 that morning, she called in on her sister. (*or* She called in on her sister since she didn't have to be at work until 10.00 that morning.)
- 10 + e We really enjoyed visiting the Alhambra when we were in Spain in spite of having to queue for two hours. (*or* In spite of having to queue for two hours, we really enjoyed visiting the Alhambra when we were in Spain.)

14A

- 1 There
- 2 it
- 3 There
- 4 It
- 5 It
- 6 there...it
- 7 it
- 8 there
- 9 it
- 10 There

14B*Example answers:*

- 2 As the party had lost its majority in parliament, there was no alternative but to call a general election.
- 3 Having your own private swimming pool is an expensive luxury, although there's no

denying that it's very pleasant to be able to swim whenever you want.

- 4 James didn't want to play his violin in front of the whole school, so it was no accident that he forgot to bring it with him.
 - 5 You worked hard during your course and you prepared well for your exams, so there's no reason to worry that you might fail.
- 15**
- 2 Never before had I tasted such a wonderful combination of flavours.
 - 3 In no way can Keith be held responsible for the accident.
 - 4 Rarely has (*or* had) a military campaign been fought with so little loss of life.
 - 5 Such was the ignorance of the disease at the time, that sufferers were simply told to go to bed and rest.
 - 6 Should you change your mind, there will always be a job for you here.
 - 7 Only when the findings had been published did the researchers realise that they had made an error in their calculations.
 - 8 So eager was Julia to move away from Newtown, that she sold her house for much less than it was worth.
 - 9 Had Australia been beaten, Taylor would certainly have resigned as captain.
 - 10 Little did I think that one day I'd be appearing in films rather than just watching them.
 - 11 Barely had he walked into the house when the telephone rang.
 - 12 Only by chance had the archaeologists discovered the secret chamber in the tomb.

Key to Study guide (see p. 280)

Tenses

- 1.1 B, C
- 1.2 A, D
- 1.3 A
- 1.4 C
- 1.5 B
- 1.6 D
- 1.7 B, C
- 1.8 A
- 1.9 C
- 1.10 A, B

The future

- 2.1 A, D
- 2.2 A, C
- 2.3 D
- 2.4 A, D
- 2.5 B
- 2.6 A

Modals

- 3.1 C
- 3.2 D
- 3.3 C
- 3.4 A, C, D
- 3.5 A, D
- 3.6 A
- 3.7 C
- 3.8 A, B
- 3.9 D

Be, have, do, make, etc.

- 4.1 B, D
- 4.2 A
- 4.3 D

Passives

- 5.1 D
- 5.2 C
- 5.3 B
- 5.4 C

Questions

- 6.1 B
- 6.2 A, D
- 6.3 C

Verbs: infinitives, -ing forms, etc.

- 7.1 D
- 7.2 B, C
- 7.3 B, D
- 7.4 C
- 7.5 B
- 7.6 A, B, D
- 7.7 A, C

Reporting

- 8.1 D
- 8.2 B
- 8.3 A, C
- 8.4 D
- 8.5 C
- 8.6 A, C, D
- 8.7 B, D

Nouns and compounds

- 9.1 B
- 9.2 A, C
- 9.3 A, C
- 9.4 B, D
- 9.5 B, C
- 9.6 D

Articles

- 10.1 B
- 10.2 C
- 10.3 B
- 10.4 C
- 10.5 A, D
- 10.6 A, C
- 10.7 C

Determiners and quantifiers

- 11.1 B, C, D
- 11.2 B
- 11.3 A, C
- 11.4 D
- 11.5 A, D
- 11.6 B
- 11.7 B, C

Relative clauses and other types of clause

- 12.1 A, B
- 12.2 D
- 12.3 B
- 12.4 A, C
- 12.5 B, D
- 12.6 C

Pronouns, substitution and leaving out words

- 13.1 B, D
- 13.2 A, D
- 13.3 C, D
- 13.4 A
- 13.5 A, B, D
- 13.6 A

Adjectives

- 14.1 C, D
- 14.2 B, C
- 14.3 C, D
- 14.4 A, C, D
- 14.5 D
- 14.6 A
- 14.7 B, D
- 14.8 D

Adverbs and conjunctions

- 15.1 C
- 15.2 B
- 15.3 B
- 15.4 A, D
- 15.5 B, D
- 15.6 A
- 15.7 C, D
- 15.8 A, D
- 15.9 B, C
- 15.10 C
- 15.11 D
- 15.12 A, B, C
- 15.13 B
- 15.14 A

Prepositions

- 16.1 D
- 16.2 A
- 16.3 D
- 16.4 B
- 16.5 D
- 16.6 A, D
- 16.7 A
- 16.8 D
- 16.9 A
- 16.10 C
- 16.11 C

Organising information

- 17.1 B
- 17.2 A, D
- 17.3 B
- 17.4 B, D
- 17.5 A
- 17.6 B, C