

Grens High School

English FAL

Language & Grammar

LOCKDOWN PACK

TABLE OF CONTENTS	
	Page
1. Tenses	1 -21
2. Question tag forms	21 - 31
3. Correct form of the word	31 - 34
4. Active and Passive Voice	34 - 442
5. Direct and Reported Speech	45 - 56
6. Miscellaneous	54
7. Adverbs	55
8. Conjunctions	55
9. Pronouns	55 - 59
10. Advertisements	59 - 60
11. Comic strips	60 - 66
12. Comprehensions	66 - 71
13. Summaries	71 - 73
14. Self activity	73 - 74

TENSES

Put in the correct tense of the verb in brackets.

Bees, like ants, 1. _____ (live) in well-organized colonies. Each colony 2. _____ (have) thousands of bees; that is why a hive 3. _____ (always buzz) with activity.

The entrance to a beehive 4. _____ (be) very well-guarded. Should another insect try to go in and steal honey, the guards 5. _____ (grab) it and 6. _____ (sting) it to death. All the while there 7. _____ (be) a busy traffic of bees coming and going. One after another they 8. _____ (take) off while others, heavily loaded with nectar and pollen, land and 9. _____ (enter) the hive. These are the forager bees which 10. _____ (fly) out and 11. _____ (collect) food for the other bees in the hive. They 12. _____ (do) a sort of dance to tell one another where and how far away food 13. _____ (be). The one which 14. _____ (find) food does the dance and once they 15. _____ (tell) where to go, the others 16. _____ (fly) off to bring back more of the food.

Rewrite the sentences using the past tense.

1. She has a puppy which is called Cutie.
2. Helen is shocked by the bad news and bursts into tears.
3. The novel is based on real events and tells the stories of two soldiers.
4. Uncle Teng has been born in Ipoh and knows the history of the city.
5. The worker is sacked by the manager and feels very sad.

1. Although the police _____ every precaution, the robber managed to escape.

- (A) take
- (B) takes
- (C) has taken
- (D) had taken

2. The boys _____ television every night unless they have homework.

- (A) watch
- (B) watches
- (C) watched
- (D) watching

3. Maria _____ an appointment to see the doctor. It is at 10.00 am. tomorrow.

- (A) make
- (B) makes
- (C) made
- (D) has made

4. They _____ when they are ready.
(A) come
(B) came
(C) will come
(D) have come
5. Judy _____ watching horror films although she has nightmares afterwards.
(A) like
(B) likes
(C) liked
(D) will like
6. It _____ every afternoon for the past week. The weather forecast predicts rain for next week too.
(A) is raining
(B) was raining
(C) has been raining
(D) had been raining
7. I _____ the door before I realized that the keys were inside the house.
(A) lock
(B) locked
(C) has locked
(D) had locked
8. When Sally _____ her first pay, she bought presents for her parents.
(A) receive
(B) received
(C) has received
(D) had received
9. It's lovely to wake up in the morning and _____ birds singing.
(A) hear
(B) hears
(C) heard
(D) hearing
10. Aaron _____ R80.00 for that bag.
(A) pay
(B) paid
(C) pays
(D) paying
1. When I went back to my hometown three years ago, I found that a lot of changes _____.
(A) are taken place
(B) were taken place

- (C) have taken place
(D) had taken place
2. Look ! A hamster _____ by a cat.
- (A) is chased
(B) is being chased
(C) was being chased
(D) has been chased
3. I'm sorry the house is not available any longer. It _____ to a timber tycoon.
- (A) is sold
(B) was being sold
(C) has been sold
(D) will be sold
4. Ai Ling _____ to Manhattan is 1997.
- (A) is transferred
(B) was transferred
(C) has been transferred
(D) should be transferred
5. Passengers _____ to smoke in the train.
- (A) are not allowed
(B) was not allowed
(C) had not allowed
(D) will not allow
6. Firemen who battled the fire reported that is _____ under control after forty minutes.
- (A) is brought
(B) was brought
(C) can be brought
(D) has been brought
7. The students _____ to leave the building immediately.
- (A) ordered
(B) will order
(C) have ordered
(D) have been ordered
8. In future, famous singers _____ to perform at charity concerts.
- (A) are invited
(B) were invited
(C) has been invited

(D) will be invited

9. The roof may have been leaking for the past few weeks but you do not have to worry about it any longer. It _____ now.

(A) was repaired
(B) is repairing
(C) has repaired
(D) is being repaired

10. The price _____, but I doubt whether it will remain so.

(A) went down
(B) will go down
(C) has gone down
(D) was going down

1. Hey, look where you are going !

Oh, I'm terribly sorry, _____.

(A) I'm not noticing
(B) I wasn't noticing
(C) I haven't noticed
(D) I don't notice

2. Nancy is not coming tonight.

But she _____ !

(A) promises
(B) promised
(C) will promise
(D) had promised

3. Shirley _____ a book about China last year but I don't know whether she has finished it.

(A) has written
(B) wrote
(C) had written
(D) was writing

4. Hi, Tracy, you look tired.

I am tired. I _____ the living room all day.

(A) painted
(B) had painted
(C) have been painting

(D) have painted

1. My mother _____ meat from the butcher once a week.

- (A) is buying
- (B) has bought
- (C) buys
- (D) will have bought

2. The groom, together with his parents, _____ the guests.

- (A) is greeting
- (B) have greeted
- (C) are greeting
- (D) were greeting

3. None of the new equipment _____ yet.

- (A) has arrived
- (B) have arrived
- (C) were arriving
- (D) are arriving

4. _____ she _____ a lot of friends at the party ?

- (A) Does, makes
- (B) Did, make
- (C) Did, made
- (D) Do, make

5. Nobody _____ the telephone an hour ago.

- (A) is using
- (B) were using
- (C) was using
- (D) has used

6. If I _____ some money I would not have to borrow now.

- (A) am saving
- (B) have saved
- (C) saved
- (D) had saved

7. A river _____ downstream.

- (A) flows
- (B) will flow
- (C) is flowing

- (D) was flowing
8. She _____ a maid by next year.
- (A) employs
(B) employed
(C) has employed
(D) will have employed
9. He _____ never _____ since he nearly _____ .
- (A) has ... swum, drowned
(B) had ... swum, was drowning
(C) was ... swimming, drowned
(D) did ... swum, had drowned
10. We _____ jungle-trekking.
- (A) are disliking
(B) have disliked
(C) dislike
(D) were disliking
1. The members _____ for a new committee in the coming meeting.
- (A) were voting
(B) are voting
(C) had voted
(D) have noted
2. They _____ ready for his moment for weeks.
- (A) get
(B) get getting
(C) will get
(D) have been getting
3. _____ Pam and Bobby _____ the rules ?
- (A) Were, knowing
(B) Does, knows
(C) Are, knowing
(D) Do, know
4. Shareen _____ her driving test on the first attempt.
- (A) is passing
(B) passed
(C) was passing

- (D) has been passing
5. The old lady _____ for a long time before she _____ away.

(A) had been suffering, passed
(B) was suffering, had passed
(C) is suffering, passed
(D) has suffered, was passing

6. I _____ an appointment with the dentist soon.

(A) make
(B) made
(C) will make
(D) have made

7. The people next door _____ a lot of noise until past midnight.

(A) was making
(B) has made
(C) are making
(D) were making

8. A journalist _____ to interview you later today.

(A) came
(B) will be coming
(C) had come
(D) has been coming

9. The clerk _____ the money from the bank by one o'clock.

(A) is withdrawing
(B) had been withdrawing
(C) has withdrawn
(D) will have withdrawn

10. Charles _____ his father in the shop until school _____ .

(A) was helping, will start
(B) helped, was starting
(C) is helping, starts
(D) has helped, is starting

1. My mother _____ the table for dinner as soon as my father _____ home.

(A) is setting, arrived
(B) will set, arrives
(C) has set, will arrive

- (D) sets, is arriving
2. The teacher _____ us on the chapter tomorrow.
- (A) is questioned
(B) questions
(C) has questioned
(D) will be questioning
3. Everyone _____ that it was an accident, so you _____ me an apology.
- (A) is knowing, did not owe
(B) knows, do not owe
(C) knows, are not owing
(D) knew, have not owed
4. The police _____ to solve the case but they _____ in doing so yet.
- (A) are trying, did not succeed
(B) try, are not succeeding
(C) have been trying, have not succeeded
(D) try, do not succeed
5. By the time he _____ twenty, he _____ a doctorate in Philosophy.
- (A) is, had obtained
(B) was, had already obtained
(C) has been, has obtained
(D) was, has been obtaining
6. Nobody _____ the present if you _____ it in that suitcase.
- (A) sees, are hiding
(B) has seen, hid
(C) will see, hide
(D) is seeing, have hidden
7. Be careful ! Those bowls you are carrying _____.
- (A) have fallen
(B) shall fall
(C) will be falling
(D) are going to fall
8. Everyone _____ to know about it even if you do not tell them now.
- (A) comes
(B) will come
(C) has come

- (D) came
9. I _____ you for a long time. Tell me what you _____ since I last saw you.
- (A) didn't see, did
(B) haven't seen, have done
(C) haven't seen, have been doing
(D) hadn't seen, did
10. Several coconut trees _____ by lightning and some houses _____ during the heavy storm last night.
- (A) were struck, were damaged
(B) had struck, damaged
(C) have been struck, have been damaged
(D) is struck, is damaged
11. By the end of this year, this tree _____ fruit.
- (A) will bear
(B) is going to bear
(C) will be bear
(D) is bearing
12. I _____ to cross the road when I saw smoke rising from that house.
- (A) waited
(B) had waited
(C) was waiting
(D) had been waiting
- Put in the correct Present Tense form of the verb in brackets
1. No one _____ (listen) to him because what he _____ (say) _____ (not make) any sense.
2. A series of burglaries _____ (have) taken place in the neighborhood during the past month. The police _____ (be) hot on the tracks of the thieves.
3. It _____ (appear) that no one _____ (be) at home. Where _____ (have) everybody gone ?
4. _____ (have) any of you got a pen-knife ? The one I have _____ (be) too blunt.
5. Western-style food _____ (be) what every lodger here _____ (eat) for breakfast. However, the menu for lunch and dinner _____ (vary) according to the day of the week.
6. Neither you nor she _____ (be) to participate in the festival. Work _____ (come) first and both of you _____ (have) to complete it before anything else _____ (be) done.
7. The ocean-liner, with its passengers and crew, _____ (be) tossed about by the turbulent waves that _____ (be) higher than the liner itself. All radio contact _____ (be) lost and any hope of immediate rescue _____ (be) gone.
8. Neither those boys nor that girl _____ (be) willing to go. All of them _____ (say) they _____ (have) more urgent matters to attend to.
9. Many a person _____ (have) attempted to do the same thing but failed. Intelligence and not mere strength _____ (be) the deciding factor.

10. The boys, as well as their sister, _____ (be) going hitch-hiking. Each of them _____ (have) a knapsack where all their things _____ (be) kept.
11. None of the staff _____ (be) working today as they are on strike. The strike _____ (be) to continue until the management _____ (give) in to their demands.
12. The money from the estate _____ (be) to be divided among the three brothers. Two-thirds of the money _____ (go) to the eldest brother while the rest _____ (be) to be shared equally by the two younger brothers.

. Can we start _____ ? I need to get home early tonight to make dinner.

- (A) will work
- (B) works
- (C) working
- (D) worked

2. Donnie and Yani _____ in the lift.

- (A) had stuck
- (B) have stuck
- (C) is stuck
- (D) are stuck

3. This _____ unbelievable. How could you betray me like this ?

- (A) is
- (B) are
- (C) am
- (D) were

4. There is something _____ up there above the trees. Do you see it ?

- (A) have flown
- (B) flew
- (C) flying
- (D) will fly

5. _____ you taken breakfast ? Would you like to join me ?

- (A) Have
- (B) Has
- (C) Was
- (D) Were

6. She _____ the mayor's secretary for six years before she retired.

- (A) was
- (B) are
- (C) am

- (D) were
7. _____ these pants belong to Regina ?
- (A) Is
(B) Are
(C) Do
(D) Does
8. _____ you all right ? You seem a little pale.
- (A) Is
(B) Are
(C) Do
(D) Does
9. Being rude to Mrs. Podoski in front of her guests at the party last night _____ too much.
- (A) was
(B) are
(C) is
(D) were
10. He _____ too much to drink so he passed out.
- (A) has
(B) have
(C) had
(D) is having
1. The athlete _____ by the time I got to the field.
- (A) was running
(B) ran
(C) will run
(D) run
2. He _____ the rails and got on his motorcycle to make his getaway.
- (A) jumped
(B) are jumping
(C) jumps
(D) will jump
3. Even though she is working in Thailand, she _____ back and forth during the weekend to spend time with her family.
- (A) fly
(B) flown
(C) flies

- (D) was flying
4. I _____ a question for you. Why are you dressed like a pirate?
- (A) have
(B) has
(C) had
(D) am having
5. She _____ the children to class an hour ago.
- (A) taken
(B) has taken
(C) took
(D) are taking
6. He _____ to take the job in Boston. He will head to the office to sign the paperwork required.
- (A) decided
(B) deciding
(C) decide
(D) has decided
7. _____ this the Copperfield magic store ?
- (A) Were
(B) Are
(C) Am
(D) Is
8. Right now, the forensics officers _____ combing the area for leads on where the kidnappers took Barry to.
- (A) were
(B) are
(C) is
(D) was
9. He _____ not taken his bath today.
- (A) has
(B) had
(C) have
(D) have had
10. Even though Cecilia has yet to start working, she _____ not spend money carelessly.
- (A) do
(B) did
(C) does

- (D) doing
1. I can work faster when there _____ no one in the house to distract me.
- (A) is
(B) are
(C) am
(D) were
2. Can I _____ this in red?
- (A) gets
(B) getting
(C) get
(D) got
3. She _____ her shirt on her last trip to Guangdong.
- (A) bought
(B) will have bought
(C) will buy
(D) buys
4. I _____ a gift for you. Here, open it up.
- (A) are
(B) has
(C) have
(D) were
5. She _____ the game over and over again last night until she could get a high score.
- (A) are playing
(B) played
(C) plays
(D) was playing
6. The advertising committee _____ the next dance and we shall see if they can do better.
- (A) organized
(B) are organizing
(C) organizes
(D) will organize
7. I _____ for you to have dinner with the CEO at the Casarona Hotel at 2 p.m. tomorrow. See you there.
- (A) have arranged
(B) arranges
(C) is arranging

(D) arrange

8. If you are not more careful, you _____ yourself while descending the mountain.

(A) will hurt

(B) hurt

(C) is hurting

(D) hurts

9. We _____ going hiking this weekend.

(A) was

(B) are

(C) is

(D) were

10. Dad _____ us he would take us to the circus but he stayed back to work instead.

(A) tells

(B) is telling

(C) told

(D) had told

Put in the correct tense of the verb in brackets.

1. I _____ (borrow) a book from the library last week. I _____ (not return) it because I _____ (not finish) reading it yet.
2. They _____ (eat) groundnuts when I went into the garden. They _____ (offer) some to me but I _____ (not take) any.
3. We _____ (hope) that Andrew would arrive on time; but after we _____ (wait) for almost three hours he still did not turn up.
4. We _____ (go) to the library now. _____ you _____ (come) with us ?
5. Fannie _____ (read) for more than an hour before she realized that she _____ (forget) to cook lunch.
6. Mrs Leung _____ (prepare) to go to market when the telephone _____ (ring). The caller _____ (have) a message for her. He _____ (say) that her son had met with an accident and _____ (be) in hospital.
7. "Roy _____ (get) the ball, _____ (look) around for a team mate and _____ (catch) sight of Ferdinand. He _____ (pass) the ball to Ferdinand, who in turn _____ (kick) the ball to Shane."
8. "Doctor, I _____ (not feel) well the past few days and I _____ (not have) much sleep either," the patient said.
9. When they come, I _____ (tell) them what I _____ (think) of their suggestions.
10. Nowadays a lot of children _____ (know) how to swim. Some _____ (take) lessons while others _____ (learn) by themselves.
11. " _____ you _____ (decide) what to do ? I _____ (give) you sufficient time to think over my proposition," he said.
12. Mrs. Lau suddenly _____ (wake) her husband up and _____ (tell) him that someone _____ (try) to break into the house. Her husband said that she _____ (imagine) things and _____ (go) back to sleep.

1. My uncle _____ to our house tomorrow.
(A) will not be coming
(B) are not going to come
(C) will not be come
(D) shall not come
2. It is rude of her to behave that way. He _____ angry with her.
(A) will be
(B) shall be
(C) will be being
(D) has been
3. He _____ to bring the book if you do not remind him.
(A) will not be remembering
(B) is not going to remember
(C) will not remember
(D) shall not remember
4. My mother _____ lunch by the time I reach home.
(A) will prepare
(B) is going to prepare
(C) will be preparing
(D) shall be preparing
5. My father _____ us to the airport in the morning.
(A) shall drive
(B) am going to drive
(C) will be driving
(D) will be driven
6. You _____ better if you rest for a while and have something to eat.
(A) will feel
(B) will be feeling
(C) are going to feel
(D) shall feel
7. I _____ to Paul's house. I _____ back before five.
(A) will go; am going to be
(B) am going; shall be
(C) am going to go; shall be

- (D) will be going; am going to be
8. The airplane _____ off in a few minutes. Please fasten your seat-belts.
- (A) shall take
(B) will be taken
(C) will be taking
(D) are going to take
9. We _____ on a tour round the factory tomorrow.
- (A) are going to take
(B) will be taken
(C) will be taking
(D) shall take
10. The sky is covered with grey clouds. It _____ any minute now.
- (A) will rain
(B) shall be raining
(C) will be rained
(D) is going to rain
11. I hope you _____ well in the examination.
- (A) will be doing
(B) are going to do
(C) will be done
(D) will do
12. She _____ if she continues to behave badly.
- (A) will be punished
(B) is going to be punished
(C) will be punishing
(D) shall punish
13. He _____ by my house on his way to school.
- (A) shall pass
(B) is going to pass
(C) will be passing
(D) will be passed
14. If we start planting the seeds now, the flowers _____ by the time Mother comes back from hospital.
- (A) shall bloom
(B) will be bloomed
(C) is going to bloom

- (D) will be blooming
1. I am having a backache. I need someone to help me _____ my back.
- (A) is rubbing
(B) rubbed
(C) will rub
(D) rub
2. The rabbit _____ all the way and entered the hole. I was hoping to catch it.
- (A) hops
(B) had hopped
(C) will hop
(D) is hopping
3. We _____ from Oscar who is "it" for this game.
- (A) are hiding
(B) hid
(C) hide
(D) hidden
4. Chang and Clara _____ in a small ceremony in the garden of their new home next month.
- (A) wedded
(B) weds
(C) will wed
(D) wed
5. Amazing ! He _____ all the names of the people who had signed the Declaration of Independence.
- (A) memorising
(B) memorise
(C) will memorise
(D) memorised
6. He _____ a struggling actor by day and a guard at night.
- (A) was
(B) are
(C) am
(D) were
7. _____ you see that ? There was a bright light above the stadium over there. I saw it !
- (A) Did
(B) Do
(C) Done

- (D) Doing
8. "I _____ the next train out. I'll see you in half an hour," Gigi says to her friends at the mall.
- (A) is catching
(B) am catching
(C) was catching
(D) are catching
9. "I _____ the foundation of the school to be very disturbing. The structure may collapse anytime," said the contractor.
- (A) founded
(B) find
(C) is finding
(D) finds
10. Raine _____ on her way to her grandmother's cottage when she was followed by the wolf.
- (A) was
(B) are
(C) is
(D) were

Put in the Simple Future or the Future Continuous Tense of the verb in brackets.

1. I _____ (see) Rosie at the library this evening. I can give her your message then.
2. Mr Hicks _____ (not be) at home this evening. He _____ (attend) a dinner at the hotel.
3. Why did you hide his shoes ? He _____ (look) for them everywhere tomorrow.
4. He _____ (not act) in the play because he has a sore throat. We _____ (have) to find someone to replace him.
5. The government _____ (pull) down all the old houses along this road in a few years' time.
6. He _____ (not budge) from the door until you give him the car keys.
7. I hope that you _____ (do) well in the examination. I _____ (pray) for you.
8. This time tomorrow he _____ (fly) to Sydney.
9. The exhibition _____ (be) on Saturday. Many people _____ (come) to it.
10. The bus drivers are on strike. We _____ (walk) to school tomorrow.
11. We've missed the last bus ! Never mind, we _____ (take) a taxi.
12. I'd love to attend your party but I _____ (sit) of my final examination then.
13. Don't worry about us. We _____ (take) good care of ourselves.
14. Aren't you ready yet ? The show _____ (start) in a few minutes' time.

Put in the Simple Future Tense or the 'going to' form of the verb in brackets

1. If you do not read the instructions carefully, you _____ (not understand) how the machine works.
2. You _____ (have) a hard time persuading him to change his mind as he _____ (not listen) to anybody.
3. His parents _____ (be notify) as soon as possible. She _____ (send) them a telegram.
4. Everyone _____ (serve) light refreshments. There _____ (be) a concert after that.
5. When _____ Harjit _____ (return) the magazines I lent him ? He _____ (bring) them

back soon, won't he ?

6. I know that you _____ (like) this record. I _____ (play) it for you now.
7. Dark clouds are gathering in the sky. I'm sure that it _____ (rain).
8. She has tickets for the show. She _____ (take) us to the show tonight.
9. Why are the brushes and the tin of paint out here ? _____ you _____ (paint) the fence ?
10. The new wing of the school _____ (open) by the Minister of Education.
11. What _____ you _____ (do) if you fail in the examination ? It _____ (be) very difficult for you to get a job without a certificate.
12. This bus _____ (take) you straight to town. However, I think that you _____ (have) difficulty in getting a seat.

Fill in the blanks with the correct tense forms of the verbs in the brackets

He _____ (get) out of bed when he accidentally _____ (step) on the cat.

He **was getting** out of bed when he accidentally **stepped** on the cat.

1. The child _____ (burn) himself while he _____ (play) with matches. His mother _____ (apply) some ointment to the injured area.
2. Lightning _____ (strike) last night and _____ (fuse) all the lights in the house. My father _____ (inspect) the damage and _____ (call) in an electrician the next day.
3. Somebody _____ (ask) for you just now. As you _____ (be) out, we _____ (tell) him to come back in the evening.
4. A very strong wind _____ (blow) when the train arrived at the station. It _____ (begin) to rain very heavily just as the passengers _____ (get) off the train.
5. A burst of applause _____ (greet) him when he _____ (appear) on the stage. He _____ (be) out of the limelight for ten years.
6. Where _____ (be) the rest of the coffee ? I _____ (drink) only one cup from the pot. Someone must _____ (finish) up the rest.
7. We used to work there; but a year ago, the shop _____ (close) down, and we _____ (be forced) to seek employment elsewhere.
8. He _____ (practice) as a private doctor for twenty years now. He _____ (say) that he _____ (retire) from the profession next year.
9. Since 1967, she _____ (live) in that house. Her father _____ (buy) a new house in Green Acres Park, and they _____ (shift) there next month.
10. Though he _____ (win) a lot of money through gambling, he _____ (be) still not satisfied with what he already _____ (have). He _____ (not realize) yet that it _____ (not pay) to gamble.
11. Every night, he _____ (take) a sleeping pill before he _____ (go) to bed. He _____ (do) this for the past few years to get himself to sleep.
12. She _____ (sleep) while we _____ (watch) a film on television last night. We _____ (try) to wake her up, but she _____ (sleep) on. This morning, she _____ (scold) us for not waking her up.
13. All the pupils _____ (be told) by their teacher go to the library during the free period. I _____ (go) to join them now.
14. The caretaker _____ (lock) the gates. No one _____ (be allowed) to enter or to leave the grounds until the conference _____ (be) over.
15. I _____ (try) to get her on the phone all morning but without any success. I _____ (not think) that she _____ (hear) about her lucky win in the lottery.

Fill in the blanks with the correct tense forms of the verbs in the brackets

The secretary _____ (take) down the message now. She _____ (give) it to the manager when he _____ (come) back.

The secretary **is taking** down the message now. She **will give** it to the manager when he **comes** back.

1. We _____ (never forget) what you _____ (do) for us.
2. Did you know that an adult human _____ (breathe) in and out about 25,000 times a day ? Breathing _____ (draw) air into the lungs, part of which _____ (diffuse) through the walls of the lungs and _____ (reach) the blood in the lung capillaries.
3. _____ you _____ (look) for my father ? He _____ (be) still at the office. He usually _____ (come) home at about six o'clock every day.
4. Lewis Carroll _____ (write) the book 'Alice's Adventures in Wonderland'. It _____ (be published) in 1865.
5. We _____ (be told) that you _____ (be) in Lakeside last month.
6. The hunter _____ (raise) his gun, _____ (aim) it between the eyes of the crocodile and _____ (fire). He _____ (have) to fire four shots before the crocodile _____ (die).
7. He _____ (offer) a toast to the newlyweds before he _____ (leave) the party.
8. She _____ (become) a qualified teacher after two years in the training college, and she _____ (come) back to teach in one of the schools here.
9. He _____ (walk) along the road when he _____ (see) his aunt on the other side. He _____ (call) out, but his aunt _____ (not see) him.
10. We suddenly _____ (realize) that she _____ (go) out without taking her umbrella along. Now, it _____ (rain) heavily, and there _____ (be) nothing we _____ (can) do.
11. He _____ (be) still angry with me for what I _____ (do) to his car when I _____ (borrow) it last November.
12. When the professor _____ (reach) his office, he _____ (find) that he _____ (forget) his keys. He _____ (stand) outside, grumbling to himself, before he finally _____ (decide) to drive home again for them.
13. My father always _____ (do) the crossword puzzle in the newspaper. He _____ (do) them for five years, but he _____ (not strike) the jackpot yet. However, he _____ (be) certain that he _____ (win) a prize one day.
14. One of her eyes _____ (water) because a particle of sand _____ (get) into it. She _____ (wash) her eyes with some eye-lotion now.
15. The businessmen _____ (hold) a meeting to discuss the low price of rubber and _____ (pass) a resolution that they _____ (investigate) the matter.

Question tag forms

1. They played hockey last Saturday, _____ they ?
 (A) don't
 (B) didn't
 (C) does
 (D) did
2. The foreign exchange student is from German, _____ he ?

- (A) isn't
- (B) aren't
- (C) wasn't
- (D) weren't

3. Did you feel that ? That wasn't an earthquake, _____ it ?

- (A) is
- (B) were
- (C) was
- (D) are

4. Salina bought a new car, _____ she ?

- (A) don't
- (B) didn't
- (C) does
- (D) did

5. You haven't been to the new library, _____ you ?

- (A) hasn't
- (B) have
- (C) has
- (D) haven't

6. You didn't punch Roy, _____ you ?

- (A) don't
- (B) didn't
- (C) does
- (D) did

7. Rachel wrote that letter, _____ she ?

- (A) don't
- (B) didn't
- (C) does
- (D) did

8. You can still talk, _____ you ?

- (A) will
- (B) won't
- (C) can't
- (D) can

9. You won't leave me here all alone, _____ you ?

- (A) will
- (B) won't
- (C) can't
- (D) can

10. Andrea had replied your email last night, _____ she ?

- (A) hasn't
- (B) haven't
- (C) hadn't
- (D) isn't

1. You are free to weed the vegetable patch, _____ ?

- (A) isn't you
- (B) won't you
- (C) can't you
- (D) aren't you

2. When she was a child, she _____ very bright, was she ?

- (A) wasn't
- (B) weren't
- (C) didn't
- (D) hadn't

3. We will keep to our initial plans, _____ ?

- (A) don't we
- (B) won't we
- (C) wouldn't we
- (D) doesn't we

4. Our relatives _____ here an hour ago, weren't they ?

- (A) were
- (B) are
- (C) was
- (D) is

5. Bougainvilleas thrive in tropical countries, don't they ?

- (A) No, they can't.
- (B) No, they wouldn't.
- (C) Yes, they do.
- (D) Yes, they will.

6. I am mature for my age, _____ ?

- (A) isn't I
- (B) won't I
- (C) aren't I
- (D) am not I

7. Ooh ! He called me names, _____ ?

- (A) does he
- (B) did he
- (C) would he
- (D) is he

8. Let's forgive and forget, _____ ?

- (A) can we
- (B) would we
- (C) shall I
- (D) shall we

9. If anyone asks, I'll do all the talking, _____ ?

- (A) shall I
- (B) could I
- (C) shall we
- (D) will I

10. I firmly believe that children ought to be discipline, _____ ?

- (A) do I
- (B) don't they
- (C) don't you
- (D) didn't they

1. Alice, you feed the bird today, _____ ?

But I fed it yesterday.

- (A) do you
- (B) will you
- (C) didn't you
- (D) don't you

2. Will you stay for lunch ?

Sorry, _____. My brother is coming to see me.

- (A) I mustn't

- (B) I can't
- (C) I needn't
- (D) I won't

3. Charmaine _____ shamed of her rude behavior, isn't she ?

- (A) isn't
- (B) won't
- (C) is
- (D) was

4. Don't forget to bring your birth certificate and identity card along, will you ?

_____.

- (A) No, I won't
- (B) No, I don't
- (C) No, I can't
- (D) No, I didn't

5. You haven't been to Beijing, have you ?

_____ . How I wish to go there !

- (A) Yes, I have
- (B) Yes, I haven't
- (C) No, I have
- (D) No, I haven't

6. Nobody dares to challenge him, _____ ?

- (A) have they
- (B) has he
- (C) do they
- (D) does he

7. The children will be safe, _____ ?

- (A) will they
- (B) will he
- (C) won't they
- (D) won't he

8. You aren't going to marry the cruel man, _____ ?

- (A) will you
- (B) are you
- (C) won't you

(D) won't he

9. The passengers had already left for Jamaica when I arrived _____ ?

(A) hadn't they

(B) had they

(C) were they

(D) are they

10. The coffee has gone cold, _____ ?

(A) is it

(B) has it

(C) isn't it

(D) hasn't it

1. She will agree with our proposal, _____ ?

(A) will she

(B) won't she

(C) won't her

(D) would she

2. I'm getting more forgetful, _____ ?

(A) am I

(B) aren't me

(C) are me

(D) aren't I

3. Her uncle is here, _____ ?

(A) is she

(B) isn't she

(C) is he

(D) isn't he

4. Gina and Sara washed the dishes, _____ ?

(A) didn't they

(B) wasn't she

(C) weren't they

(D) didn't she

5. You won't forget me, _____ ?

(A) won't you

(B) will you

- (C) wouldn't you
- (D) would you

6. We had a great time, _____ ?

- (A) hadn't we
- (B) didn't we
- (C) didn't us
- (D) had we

7. Cats love milk, _____ ?

- (A) aren't they
- (B) doesn't they
- (C) doesn't it
- (D) don't they

8. Snow falls in winter, _____ ?

- (A) isn't it
- (B) is it
- (C) doesn't it
- (D) does it

9. I am friendly, aren't I ?

- (A) No, I'm not.
- (B) Yes, you are.
- (C) Yes, I am.
- (D) No, you are

10. You had an argument with him, didn't you ?

Response : _____

- (A) Yes, I did.
- (B) No, you didn't.
- (C) Yes, you did.
- (D) No, I did.

Put a **question tag** on the end of these sentences

1. You're not very intelligent, _____ ?
2. It's easy to forget some people, _____ ?
3. We had a lot of fun in school, _____ ?
4. I'd better answer these letters, _____ ?

5. They haven't paid the rent, _____ ?
6. Gorillas are not very pretty, _____ ?
7. Beauty is in the eye of the beholder, _____ ?
8. The gardeners will cut the grass soon, _____ ?
9. Penny has done well, _____ ?
10. Maradona doesn't play as well nowadays, _____ ?

Add a suitable **question tag** to each sentence.

Example : They cheated you, **didn't they** ?

1. He lived there, _____ ?
2. You don't like sugar, _____ ?
3. She has finished the work, _____ ?
4. She is too young, _____ ?
5. They didn't see you, _____ ?
6. It fell down, _____ ?
7. You can help him, _____ ?
8. They aren't learning English, _____ ?
9. He won't come home, _____ ?
10. We liked coffee, _____ ?
11. You weren't there, _____ ?
12. She couldn't do it, _____ ?
13. I must remember that, _____ ?
14. They went out, _____ ?
15. He makes you do it again, _____ ?

. You can't help me, _____ you ?

- (A) would
- (B) should
- (C) can
- (D) will

2. Ahmad attended the meeting, _____ he ?

- (A) didn't
- (B) doesn't
- (C) don't
- (D) won't

3. You should ask me first, _____ you ?
- (A) shouldn't
 - (B) shan't
 - (C) hadn't
 - (D) wouldn't
4. He can drive a car, _____ he ?
- (A) doesn't
 - (B) didn't
 - (C) can't
 - (D) couldn't
5. The guards have locked all the doors, _____ they ?
- (A) hasn't
 - (B) hadn't
 - (C) haven't
 - (D) aren't
6. He likes durian, doesn't he ? _____.
- (A) Yes, he does
 - (B) No, doesn't
 - (C) Yes, he do
 - (D) Yes, he did
7. You were wrong, _____ you ?
- (A) aren't
 - (B) wasn't
 - (C) weren't
 - (D) didn't
8. I am glad to see you again. It has been exciting after so many years, _____ ?
- (A) wasn't it
 - (B) has it
 - (C) hasn't it
 - (D) isn't it
9. When you get home, see that there is water in the kettle, _____ ?
- (A) may you
 - (B) won't you
 - (C) won't it
 - (D) will you

10. Be careful not to dash across the busy street, _____ ?

- (A) will you
- (B) won't you
- (C) wouldn't you
- (D) won't they

Provide a suitable question tag at the end of each of the following statements

Example: The budget makes everyone happy, **doesn't it** ?

You did not submit your contest form, **did you** ?

1. The young student is very ambitious, _____ ?
2. Mother was rather upset with my results, _____ ?
3. You have informed Ms Wong about my absence, _____ ?
4. Dave broke the bad news to his best friend, _____ ?
5. The police will make their rounds every hour, _____ ?
6. You are not cross with me for the blunder, _____ ?
7. No one was present to help the old couple, _____ ?
8. Craig did not speak ill of us, _____ ?
9. Susan won't bother to do as asked, _____ ?
10. The hypermart does not offer cheap sales, _____ ?

Place an appropriate question tag at the end of each of these statements

1. Kenny and Roger can speak German, _____ ?
2. Harry wouldn't make such a silly mistake, _____ ?
3. I should bring in the dry clothing before I leave the house, _____ ?
4. They will come and play with us again, _____ ?
5. Honglin and Linlin have been to the Chinese garden, _____ ?
6. I can't be running around in circles, _____ ?
7. You must eat something before you take the medicine, _____ ?
8. She shouldn't have gone to school when she is so sick, _____ ?
9. Ali should have called before he came, _____ ?
10. That naughty boy won't be coming to our house again, _____ ?

Place an appropriate question tag at the end of each of these statements

1. We shall be going to Australia for a vacation next month, _____ ?
2. Andrew is willing to assist in serving the customers, _____ ?
3. Gin shouldn't have come here, _____ ?
4. The President will be present at the President Star Charity Show, _____ ?
5. Fatimah can answer the history essay question, _____ ?
6. Elisa went to visit the doctor yesterday, _____ ?
7. It wouldn't require a lot of your time to help make the bed, _____ ?
8. Carol hasn't done anything right, _____ ?
9. The fireman is going to help the poor man down the ladder, _____ ?
10. The teachers themselves must be punctual, _____ ?

CORRECT FORM OF THE WORD

CORRECT FORM OF THE WORD

Fill in each blank with the correct form of the word in the bracket

I was at the bus interchange waiting for the bus. The queue at the (1) _____ (crowd) but interchange was snaking along the bus stand. Many were (2) _____ (eager), awaiting the (3) _____ (arrive) of the bus in order to enjoy a quick respite from the sweltering heat. A gleaming film of (4) _____ (perspire) could be seen on each forehead, with an occasional bead trickling from the temple, down the side of the face.

"I've found you ! I've finally found you ! Where have you been ?" a shrill voice of hysteria broke out. Everybody turned around to look. A woman with disheveled long hair was clasping the arm of a (5) _____ (petrify) boy in a tenacious grip. The poor boy seemed (6) _____ (terrify).

"Let me go ! Let go ! I do not know you !" the boy screamed in (7) _____ (desperate) as he tried to pull himself free from the woman who had a crazed look in her eyes.

Some adults rushed forward to intervene but to everyone's dismay, the insane woman grew violent when one of them reached out to pry the (8) _____ (struggle) boy away from her. "Don't you snatch my son away !" she shrieked and (9) _____ (attempt) to scratch the man's face while trying to pull his hair at the same time. One lady brought the (10) _____ (trauma) boy aside at the first opportunity. Several men stepped in to stop the assault as they tried to subdue the frenzied woman.

In each of the following items, sentence A is complete but sentence B is not. Complete sentence B each time, using the correct form of the word within the brackets. Do not use any word or words in bold print in sentence A. Sentence B must be as close in meaning as possible to sentence A. All spelling and punctuation must be correct.

A : He returned the goods to the shop.

B : The goods _____ (send).

B : The goods **were sent back to the shop.**

1. They **persuaded** him to give up the job.
He _____ (talk)
2. She **replaced** Miss Mason as secretary of the firm.
She _____ (take)
3. He offered me a **lift** to the railway station.
He _____ (drive)
4. That shop assistant **sold** the radio to us.
We _____ (buy)
5. They refused to tell us what was **inside** the box.
They _____ (contain)
6. The bus **ran** into the lorry but luckily no one was hurt.
The bus _____ (collide)
7. They **made** him go to the pictures with them.
He _____ (force)
8. She **gave** the cat some fish to eat.
She _____ (feed)
9. Our country **won** the challenge cup from that country.
That country _____ (lose)
10. The doctor **said** that he was unfit for work.
The doctor _____ (pronounce)
11. The dog let go only when his master **ordered** him to.
The dog _____ (command)
12. My father won't **approve** of my joining them on the picnic.
My father _____ (favour)
13. The car nearly **knocked** down the dog.
The dog _____ (run)
14. He **forgot** everything about it.
He _____ (remember)
15. A Nancy **led** the guides to the top of the hill.
The guides _____ (follow)
16. They **charged** him with stealing the painting from the mansion.
He _____ (accuse)
17. The rich man **donated** 10,000 rand to charity.
The rich man _____ (give)
18. He will not **tolerate** any interference in his private affairs.
Any interference _____ (put)

Put in the correct form of the words in the brackets

If you have nothing (far) to say, here are no (few) than four persons who want to question you.

If you have nothing **further** to say, here are no **fewer** than four persons who want to question you.

1. Of the two advisers, the (late) is (old) and (friendly). He is sought after (frequently) than the (young) one.
2. The police are conducting (far) investigations to find the (late) customer who left the jewellery shop.
3. This pot has the (little) coffee in it.
4. The (far) you run, the (tired) you become. Then you may have no (much) energy to go home.
5. My friend has three brothers, the (old) of whom is not even (old) than the (old) of my two brothers.
6. Our concert was (successful) than we had expected. The audience, which numbered no (few) than a thousand applauded all the acts, especially the (late) one.
7. The millionaire's daughter was (ingeniously) kidnapped. The kidnappers have demanded a ransom of not (little) than 50,000 dollars for her safe return.
8. Richard and Ronnie are brothers; the (late) is the (old) one.
9. The boys walked (far) into the forest where the trees grew (thickly) than in other parts. They walked in single file, with the (old) among them being the (late).
10. The hospital in the city has (many) of the (late) medical equipment and is run (efficiently) than the village hospital.
11. I arrived (late) than usual because I had had slight accident (far) down the road. My (old) brother, who was with me, helped me to pick up the things that I had dropped from my bicycle.
12. Of the three boys, his writing is the (bad). It is strange that the (hard) he tries to improve it, the (bad) it becomes.
13. The (little) you talk, the (far) you'll jump and the (likely) you'll be to win a prize.
14. The teacher placed her in the (far) seat in the class because she is the (talkative) of the girls. Consequently, she is the (late) to leave the class.
15. Of all the girls, Kathy arrived the (late). She said that she lived the (far) away from the school.
16. The (little) that you can do is to help us carry these new books to the library which is at the (far) end of the school.
17. Of these two witnesses, the (late) seemed (afraid) and (hesitant).
18. It is (unfortunate) that we could not buy tickets for this show. We will have to see a (late) show and hope that there will be no (far) delay in buying the tickets.

In each of the sentences below, write a new sentence as close as possible in meaning to the original one. You must use the word given in capital letters. Spelling and punctuation must be correct.

She gave presents to all the boys. **EVERY**

She gave presents to **every** one of the boys.

1. Perhaps he took your racquet by mistake. **MIGHT**
2. He became conscious again an hour later. **RECOVER**
3. She could not walk at his speed. **AS**
4. My father would not allow me to go on the excursion. **WAS**
5. He did not know if anyone was inside the room, so he peeped through the keyhole. **TO**
6. The news seems very good; it can't be true. **TOO**
7. She won't approve of our plans. **FAVOR**
8. The steps are both narrow and steep. **WELL**
9. He coated the knife with oil so that it would not rust. **PREVENT**
10. The rain started at nine o'clock this morning and it is still continuing. **SINCE**
11. Every pupil has a chance to win the scholarship. **GIVEN**

12. She could not eat or sleep for three days. **NEITHER**
13. There is no one in the room. **ANYONE**
14. He told the gardener to chop down that tree yesterday. **HAD**
15. Which team will probably win the match ? **LIKELY**
16. I cannot attend the meeting today. **UNABLE**
17. I came here and I am glad now. **THAT**
18. They were cruel to say such things to her. **IT**

ACTIVE AND PASSIVE VOICE

Change the following sentences to Passive voice.

1. Wai Loon cleans the office every day.
2. Alexander Graham Bell invented the telephone in 1876.
3. A dog bit my brother last week.
4. Someone left this parcel here for you.
5. They painted the house last month.
6. Someone made my bed this morning.
7. Somebody left a key on my table.
8. They gave me a ticket to the concert.
9. Someone has stolen my assignment.
10. They ordered the students to stay inside the room.

Passive Voice

1. Quite a number of houses in Molec Garden _____ recently.
 - (A) broke into
 - (B) broken into
 - (C) was broken into
 - (D) were broken into
2. The marsh was drained before it _____ for cultivation.
 - (A) is used
 - (B) was used
 - (C) has used
 - (D) has been used

3. A fence _____ around the compound to keep out stray dogs.
- (A) erect
 - (B) erected
 - (C) were erected
 - (D) has been erected
4. The goods _____ by lorry.
- (A) is delivered
 - (B) was delivered
 - (C) were delivered
 - (D) has been delivered
5. The bus fares _____ three times this year.
- (A) have raised
 - (B) have been raised
 - (C) were raised
 - (D) had raised
6. Every application _____ carefully by the selection committee.
- (A) is examined
 - (B) was examined
 - (C) were examined
 - (D) has been examined
7. Many enquiries _____ from interested candidates.
- (A) is received
 - (B) was received
 - (C) were received
 - (D) have received
8. The advertisement states that no working experience _____ .
- (A) is required
 - (B) was required
 - (C) has required
 - (D) has been required
9. The guests _____ by four masked men.
- (A) are held up
 - (B) were held up
 - (C) have held up
 - (D) had held up

10. The visitors _____ by a guide during the tour of the museum.

- (A) accompanied
- (B) is accompanied
- (C) was accompanied
- (D) were accompanied

1. A party _____ to celebrate their victory.

- (A) had held
- (B) holds
- (C) was held
- (D) was to hold

2. What questions _____ you _____ at the interview ?

- (A) were ... asking
- (B) were ... asked
- (C) are ... being asked
- (D) have ... ask

3. A book on archaeology _____ by the famous professor.

- (A) wrote
- (B) has written
- (C) was written
- (D) writes

4. You _____ to the manager's office.

- (A) have taken
- (B) will take
- (C) will be taking
- (D) will be taken

5. I _____ an invitation to a party.

- (A) am giving
- (B) have been given
- (C) have given
- (D) will give

6. _____ the room _____ yet ?

- (A) Is ... cleaning
- (B) Has ... cleaned

- (C) Has ... been cleaned
- (D) Was ... cleans

7. These curtains and cushion covers _____ by my mother.

- (A) have sewn
- (B) is sewing
- (C) had been sewn
- (D) can sew

8. All the figures and calculations _____ thoroughly.

- (A) should check
- (B) should be checking
- (C) should have checked
- (D) should be checked

9. A joke _____ seriously.

- (A) is not taken
- (B) is not to take
- (C) is not to be taken
- (D) is not taking

10. These books _____ to us by the teacher.

- (A) recommended
- (B) were recommended
- (C) have recommended
- (D) was being recommended

Change the Voices (passive) of the Verbs in the following Sentences :

1. The boy feeds his dogs twice a day
2. The counsellor advised the drug addict to change his ways.
3. The naughty kids broke several windows in the fight.
4. Suseela was selling her paintings at the exhibition.
5. The villagers had built a house for the poor family.
6. They will make every effort to raise funds for the orphanage.
7. He wanted to sell his bicycle to help pay his school fees.

8. The teacher has scolded her pupils for being disobedient.
9. The volunteers rearranged the tables neatly.
10. Someone had taken the postman's bag by mistake.
11. People think of his behaviour as very strange.
12. The lady was sleeping when they broke into the house.

Change the following sentences into the active voice.

1. Our neighbour's car had been vandalised by thugs.
2. Kamala was told the bad news as soon as she arrived.
3. A Shakespearean play will be staged by Plus One Productions in a month's time.
4. They were shown to the table by the restaurant manager himself.
5. She is thought of as the most popular actress nowadays.
6. The boy was asked to carry twenty kilograms of rice.
7. The painting would have been stolen if he hadn't helped.
8. Ravind was ordered out of the classroom for disrupting the class.
9. He was caught for littering in the streets and fined.
10. Many types of fish were being sold at the market every day.
11. The book is to be given to my sister after this.
12. Please see that the room is swept and mopped before I return.

1. Active : The ants are biting me.

Passive : _____

- (A) I am being bitten by the ants.
- (B) I am being bit by the ants.
- (C) I am bitten by the ants.
- (D) I was being bitten by the ants.

2. Active : They are bringing in the luggage.

Passive : _____

- (A) The luggage are bringing in.
- (B) The luggage is brought in.
- (C) The luggage are brought in.
- (D) The luggage is being brought in.

3. Active : She rears ducks on the farm.

Passive : _____

- (A) On the farm are reared ducks.
- (B) Ducks will be reared on the farm.
- (C) Ducks is reared on the farm.
- (D) Ducks are reared on the farm.

4. Active : He broke all the equipment.

Passive : _____

- (A) All the equipment broke.
- (B) All the equipment was broken.
- (C) All the equipment were broken.
- (D) All the equipment was broke.

5. Active : Farah was tearing the old newspapers.

Passive : _____

- (A) The old newspapers was tearing.
- (B) The old newspapers were torn.
- (C) The old newspapers were being torn.
- (D) The old newspapers was being torn.

6. Active : I will meet my friend at the airport.

Passive : _____

- (A) My friend will be meet at the airport.
- (B) My friend will be met at the airport.
- (C) My friend will being met at the airport.
- (D) My friend will have been met at the airport.

7. Active: The labourers have cut down the tree.

Passive : _____

- (A) The tree has been cut down.

- (B) The tree has cut down.
- (C) The tree have been cut down.
- (D) The tree has been cutting down.

8. Active : Someone had sung the song before.

Passive : _____

- (A) The song had sung before.
- (B) The song had been sang before.
- (C) The song had been sung before.
- (D) The song had being sung before.

9. Active : I will have sold the video game to Harris.

Passive : _____

- (A) Harris will have sold the video game.
- (B) I will have sold to Harris the video game.
- (C) The video game will have sold to Harris.
- (D) The video game will have been sold to Harris.

10. Active : We should choose a monitor quickly.

Passive : _____

- (A) A monitor should be chose quickly
- (B) A monitor should be quickly chosen.
- (C) A monitor should choose quickly.
- (D) A monitor should quickly chosen.

Change the following sentences into the passive voice.

1. Add bacteria to milk to make yoghurt.
2. The farmers split the cacao pods open and scoop out the cacao beans.
3. The machine stretches and twists the wires.
4. The workers dry the fish in the sun.
5. Years ago, people churned butter by hand.
6. The roller mill crushed the grains.
7. The machine sealed the bottle with a bottle cap.

8. The robot is fixing the tyres to the body of the car.
9. The technique turns acetylsalicylic acid into powder form.
10. The machine cuts the adhesive bandage into the correct sizes.

Change the Voices of the Verbs in the following Sentences :

1. Who did the job ?
2. Can you break the door ?
3. Will she sing a song ?
4. Is he speaking English ?
5. Are you eating a banana ?
6. Why are you washing the car ?
7. When will he give the money ?
8. Where will he meet you ?
9. How do you make a cake ?
10. Whom did you tell the story ?
11. He was struck by lightning.

Change the Voices of the Verbs in the following Sentences :

1. I was quite shocked by the language that he used.
2. We were both filled with horror by the sight of that event.
3. I was much hurt by his voice and manner.
4. Should I be found at home by him he would not be received by me?
5. They were welcomed back by the city on their return.
6. He was punished by the master for speaking in class.
7. Many objections were raised by us to the plan that was proposed by him.
8. Will he not be persuaded to work harder by a sense of duty ?

9. I was called upon by the meeting to give my reasons.
10. He was known by me by his voice, when I was spoken to by him in the dark.
11. His return was not expected by us.

Change the following into the **Passive Voice**.

1. He is catching fish.
2. She was cooking vegetables.
3. They are drinking water.
4. We have seen the accident.
5. They buy fish every day.
6. She gave us the news.
7. He wrote me a letter.
8. She made us some tea.
9. Do you know the answer ?
10. Can you speak Japanese ?
11. I see her every day ?
12. John asked him to leave.
13. Do this at once.
14. Bring it to me this instant.
15. I have said nothing

Complete the sentences using one of these verbs in the correct form

caused	hold	invite	overtake	translate
damage	include	make	show	write

1. Many accidents _____ by dangerous driving.
2. Cheese _____ from milk.
3. The roof of the building _____ in a storm a few days ago.
4. There's no need to leave a tip. Service _____ in the bill.
5. You _____ to the wedding. Why didn't you go ?
6. A cinema is a place where films _____.
7. In the United States, elections for President _____ every four years.
8. Originally the book _____ in Spanish and a few years ago it _____ into English.
9. We were driving along quite fast but we _____ by lots of other cars.

DIRECT AND REPORTED SPEECH

DIRECT AND REPORTED SPEECH

Change each of the following direct speech to reported speech by completing the sentence

1. She asked, "Have you been here before ?"
She asked me if _____.
2. "Is your sister still asleep ?" my mother asked.
My mother asked _____.
3. The policeman said, "Show me your license."
The policeman demanded _____.
4. "Shall I open the windows for you ?" he asked.
He asked me whether _____.
He offered to _____.
5. "Where will you be going for your holidays ?" she asked.
She wanted to know _____.
6. "When will you be visiting the hospital ? I want to come along," she said.
She wanted to know _____.
7. "Is the ship leaving on Monday or Tuesday ?" She inquired.
She inquired whether _____.
8. "What's wrong with your cheek ? Have you been fighting again ?" my mother asked.
My mother asked what _____.
9. "Did you learn anything interesting at the seminar ?" he enquired.
He enquired _____.
10. "The purpose of this project is to encourage teamwork and inculcate a sense of belonging,"
he said.
He said that _____

Put the following into **indirect speech**. Pay close attention to the tenses.

1. He said, "I will meet you outside the post office at three tomorrow afternoon."
2. The teacher told us, "The freezing point of water is 0°C."
3. "When I dropped the jug, it smashed to pieces," my little brother says.
4. The man said, "I have seen you somewhere before."

5. The mechanic said, "Your car was ready last night, but you did not come to get it."
6. Helen says, "When my examination is over, I will visit you."
7. He said, "I shall return your magazines tomorrow."
8. "My car broke down, and I had to walk two kilometres to get to a phone-booth," the man said.
9. "An English play is being held in the school hall now," she told us.
10. "The building burnt down many years before we moved here," my father told me.

Put the following into **indirect speech**. Use suitable introductory verbs.

1. "Don't leave your bag out here, Tommy," Karen said.
2. "Stand at attention!" the captain commanded his men.
3. "Don't touch it! Leave it alone!" I said
4. "Please take me to the park, Father," the little boy said.
5. "Please tell me exactly what happened," she said.
6. "Speak up. I can't hear you," he said to the new boy.
7. "Don't shake the table while I am writing!" Peter told his brother.
8. "Please bring your own plates and spoons," she told us.
9. "Return to the ship immediately!" the officer ordered his men.
10. "Go to that drawer and bring me the scissors," David told his brother.

Put the following into **indirect speech**. Use suitable introductory verbs.

1. "The Prince and Princess lived happily ever after," the storyteller told the children.
2. "Don't push !" the conductor said to the passengers who were boarding the bus.
3. "I'm sorry but I can't join you for lunch," he told his friend.
4. "Do the exercises from pages sixty to sixty-two," Miss Lam told the pupils.
5. "Do you know how to operate a computer ?" asked the personnel officer.
6. "Help ! Help ! Help !" I heard someone shout.
7. "Are you mad at me ?" asked the elder sister.

8. The cheerleaders shouted, "Hurray ! Fight them ! Show them all your might !"
9. "Keep the change," the rich man said to the waitress.
10. I said to myself, "I will definitely beat him in the next event."

Rewrite these sentences in **direct speech**

1. My mother asked me to buy a dozen eggs from the shop.
2. I told myself that I would finish painting the gate by that afternoon.
3. The judge asked the defendant to speak louder.
4. The engineer wanted the workers to complete the project by the following day.
5. Asni reported to the police about her purse being snatched.
6. The gardener prevented the young girl from plucking the roses.
7. The principal told the teachers and students to grow more plants around their school to beautify it.
8. Father asked me not to open the box while he was away.
9. The doctor told the patient to read the instructions carefully before taking the medicine.
10. The mother warned the boy not to swim in the old mining pool.

Rewrite these sentences in **Direct speech**

1. Elizabeth says, "I like eating ice cream."
2. I shall tell her, "You are really pretty."
3. Rally said, "The sun rises in the east and sets in the west."
4. The teacher told the class, "Water boils at 100 degrees Celsius."
5. Yin Ying said, "My brother is playing in his room."
6. "Which is your house ?" he asked
7. "I am in the middle of a meeting," said the chairperson.
8. Margaret said, "I have finished my work."
9. "I was here the whole time," said Sheila
10. "I'll come over tomorrow," said Mike.

11. "Keep quiet !" said the teacher.

12. "Don't touch the glass," she said

1. Susan said, "I met your sister last week."

- (A) Susan said that I met your sister last week.
- (B) Susan said that I had met your sister last week.
- (C) Susan said that he had met my sister that week.
- (D) Susan said that he had met my sister the week before.

2. Ivon said, "You are not listening to me."

- (A) Ivon said that you are not listening to her.
- (B) Ivon said that you were not listening to her.
- (C) Ivon said that I was not listening to her.
- (D) Ivon said I had not been listening to her.

3. Bee Lee said, "I am very happy today because my father has given me a car." (A month later, you report his statement.)

- (A) Bee Lee said that he was very happy that day because his father has given him a car.
- (B) Bee Lee said that he was very happy that day because his father had given him a car.
- (C) Bee Lee said that he is very happy today because his father has given him a car.
- (D) Bee Lee said that he was very happy today because his father has given him a car.

4. The headmistress says, "The young people of today are tomorrow's leaders." (An hour later, you report her statement.)

- (A) The headmistress says that the young people of today are tomorrow's leaders.
- (B) The headmistress says that the young people of that day are the next day's leaders.
- (C) The headmistress said that the young people of that day are the next day's leaders.
- (D) The headmistress said that the young people of yesterday are today's leaders.

5. The children said, "We will build a sand-castle ourselves."

- (A) The children said that they would build a sand-castle themselves.
- (B) The children said that they will build a sand-castle ourselves.
- (C) The children said that we would build a sand-castle ourselves.
- (D) The children said that we will build a sand-castle themselves.

6. He said, "I am looking at the diagram."

- (A) He said that I am looking at the diagram.
- (B) He said that I was looking at the diagram.
- (C) He says that he was looking at the diagram.
- (D) He said that he was looking at the diagram.

7. Steven said, "I don't have any money to pay for this ticket."

- (A) Steven said that he don't have any money to pay for this ticket.
- (B) Steven said that he doesn't have any money to pay for that ticket.
- (C) Steven said that he didn't have any money to pay for that ticket.
- (D) Steven said that he hadn't had any money to pay for that ticket.

8. Jill said, "Jack must give his answer to me."

- (A) Jill said that Jack must give her answer to him.
- (B) Jill said that Jack had to give his answer to her.
- (C) Jill said that Jack had to give his answer to me.
- (D) Jill said that Jack must give his answer to me.

9. She said, "I have been sewing from morning until now." (The next day, you report her statement)

- (A) She said that she had been sewing from morning until then.
- (B) She said that she has been sewing from morning until then.
- (C) She said that she had been sewing from morning until now.
- (D) She said that she has been dewing from morning until now.

10. Carl said, "You may meet them next month."

- (A) Carl said that you may meet them next month.
- (B) Carl said that I may meet them next month.
- (C) Carl said that I might meet them the following month.
- (D) Carl said that I may meet them the following month.

Convert the following from **Direct** to **Indirect**

1. She said, "The man will be here soon."
2. The judge will say to you, "You are innocent."
3. He said, "Abundant rain fell yesterday, and is falling still."
4. All men declare, "He has never been defeated."
5. He has told them, "I did not commit this fault."
6. I shall tell him plainly, "You cannot come here again."
7. He told them at once, "The train is gone; you are too late."

8. The news was announced, "The conquering hero is coming."
9. I told him plainly, "You can go tomorrow."
10. The man has confessed, "I am the guilty man, and deserve the punishment."

Convert the following from **Indirect** to **Direct** :

1. He assured them that he would soon return.
2. He told me that I might leave that place as soon as I could.
3. I admitted that I had acted foolishly in what I said.
4. He told them that he had been robbed of the book which he had bought.
5. He said he was very sorry for the fault he had committed.
6. They affirmed that he was the best worker they had seen.
7. He admitted that he had not worked as hard as John had done.
8. He heard them say that he did not deserve the prize.
9. He made a promise that he would do it as soon as he could.
10. They said that he had deserved their thanks for all he had done.

Complete the sentences. Report what was said.

Example : Peter to Nick : Would you like to stay for lunch ?
Peter invited Nick to stay for lunch.

- 1 Tim to Martin : You ought to see a doctor.
.
Tim advised _____.
- 2 Louise : I'm sorry I caused so much trouble.
.
Louise apologized for _____.
- 3 Andy : Why don't we go out for the day ?
.
Andy suggested _____.
- 4 Tracy : I'll do the washing-up.
.
Tracy offered _____.

5 Pat to Jane : You're going to post the letter, don't forget.

.
Pat reminded Jane _____.

6 Travel agent : Yes, we made a mistake.

.
The travel agent admitted _____.

7 Steve to Mike : Don't touch the electric wires.

.
Steve warned _____.

8 Sharon : Yes, all right. I won't tell anyone.

.
Sharon agreed _____.

Put in : **here, that day, the day before, the next day, the week before.**

1. Angela (a week ago) : "Terry and I are going to a concert tomorrow."

You (today) : Angela said she and Terry were going to a concert _____.

2. Jan (two days ago) : "I've only been in England since yesterday."

You (today) : Jan said he had only been in England since _____.

3. Neil (a week ago) : "I'm meeting my friend at the airport later today."

You (today) : Neil said he was meeting his friend at the airport later _____.

4. Max (in the street) : "I'll see you at the coffee bar."

You (at the coffee bar) : Max said he would see me _____.

5. Paul (a month ago) : "The festival was last week."

You (today) : Paul told me the festival had been _____.

Reply to these statements. The speakers are all saying something different to what they told you before.

Example : "I'm going out with Ingrid."

But you said you weren't going out with her.

1. "I haven't finished my project."

I thought you said _____.

2. "I'm better at tennis than golf."

But you told me _____.

3. "I enjoy parties."

I remember you saying _____.

4. "I've got a video recorder."

But you said yesterday _____.

5. "I'm applying for the job."

I thought you told me _____.

6. "I like Indian food more than Chinese."

But you said _____.

7. "I prefer pop music to classical music."

You told me _____.

MISCELLANEOUS

Choose the **best** answer from the options **A, B, C** and **D**.

Khai was silent. There was nothing physically wrong with the eleven-year-old Taiping boy -- he was what doctors call ___1___ 'elective mute': a person who will not speak in certain circumstances. Although he talked ___2___ at home, he refused to speak at school.

Unable to explain Khai's problem, his teachers recommended music ___3___ a tool to help him. ___4___ the school counsellor Diane met Khai, she presented him with a range of instruments. Khai liked the drum ___5___ he followed Diane's drum beat. Later Khai strummed a guitar and he started whispering and tapping to the music. After a year of counselling sessions, Khai was speaking at school. He even ___6___ in a school play.

Now at seventeen, he ___7___ like a normal teenager. "The music therapy encouraged Khai to speak at school," Diane commented.

1. (A) a
- (B) an
- (C) the
- (D) --

5. (A) so
- (B) or
- (C) but
- (D) either

- | | |
|--|--|
| <p>2. (A) freely
(B) loudly
(C) politely
(D) carefully</p> <p>3. (A) with
(B) for
(C) of
(D) as</p> <p>4. (A) Until
(B) Even
(C) Before
(D) When</p> | <p>6. (A) attended
(B) organized
(C) performed
(D) entertained</p> <p>7. (A) talk
(B) talks
(C) talked
(D) talking</p> |
|--|--|

1. No one expected _____ Felix _____ Ben to be selected. They must be extremely happy.

- (A) neither ... nor
(B) both ... and
(C) both ... or
(D) not only ... and

2. I don't think we can make it _____ you pitch in.

- (A) if
(B) unless
(C) and
(D) and yet

3. _____ night fell, the children packed their things and were ready to leave.

- (A) Despite
(B) Unless
(C) As
(D) For

4. They did not do well in the physical test. _____, they were accepted.

- (A) Yet
(B) Consequently
(C) Thus
(D) Therefore

5. We mentioned it to him _____ we ran into him outside the school.

- (A) when
(B) whenever

- (C) where
- (D) wherever

6. They were told to practise more _____ they would face elimination in the final game.

- (A) or
- (B) and
- (C) so
- (D) but

7. _____ the blue dress _____ the yellow one look cheap. I like neither.

- (A) Either ... or
- (B) Neither ... nor
- (C) Both ... or
- (D) Both ... and

8. _____ we comforted her, she could not seem to get over the bad experience.

- (A) Although
- (B) For
- (C) Since
- (D) Therefore

1. Your auntie is resting in the next room. So walk softly _____ disturb her.

- (A) so as to
- (B) in order to
- (C) so as not to
- (D) so that

2. _____ you are so interested, I won't persuade you to give up. _____ do check with the agent before you purchase it.

- (A) If, In order
- (B) As, However
- (C) Unless, Though
- (D) Because of, So

3. Tea should be served in every meeting _____ the members will not be sleepy.

- (A) although
- (B) even if
- (C) as
- (D) so that

4. _____ she adds salt. _____ she pours in the milk. _____ she beats the eggs.

- (A) Before, Second, Third
 - (B) After, So, Then
 - (C) First, Secondly, Finally
 - (D) Then, So, Finally
5. The boys encountered lots of problems _____ trying to get to the island. _____ they managed to reach the island in time before the sharks came.
- (A) while, Nevertheless
 - (B) during, Nevertheless
 - (C) then, However
 - (D) as, However
6. Sheila has not bothered to tidy up her room _____ her cousin came to stay.
- (A) then
 - (B) since
 - (C) as
 - (D) in order
7. _____ her shortcomings, she is lucky to get the job.
- (A) However
 - (B) As a result
 - (C) In view of
 - (D) Consequently
8. _____ the monsoon season, the fishermen managed to obtain a good income.
- (A) Even
 - (B) As
 - (C) Although
 - (D) In spite of
9. Steven could not eat curry and _____ could David.
- (A) so
 - (B) neither
 - (C) either
 - (D) but
10. _____ Mr. Lee and Mr. Abdullah came to the company _____ the manager was not in.
- (A) As well as, and
 - (B) Both, but
 - (C) Although, and
 - (D) Neither, but

1. The particles will _____ sink _____ float if you add more oil to the bottle.
 - (A) neither, or
 - (B) either, nor
 - (C) either, or
 - (D) then, secondly

2. We have to attend _____ Bali's wedding and June's when we go home next week.
 - (A) both
 - (B) either
 - (C) neither
 - (D) also

3. _____ the principal's warning, we are afraid to leave school during class.
 - (A) However
 - (B) Owing to
 - (C) Consequently
 - (D) Subsequently

4. You may take driving lessons _____ you are able to pay for the lessons.
 - (A) although
 - (B) even if
 - (C) so that
 - (D) provided that

5. The hot weather is _____ the greenhouse effect. _____ the temperature has generally increased.
 - (A) provided that, However
 - (B) because, Nevertheless
 - (C) due to, Consequently
 - (D) so that, While

Adverbs

Put in the correct form

I had a ___ strange/strangely ___ dream last night. I was in a garden. It was getting ___ dark/darkly ___ and it was ___ terrible/terribly ___ cold. My head was aching ___ bad/badly ___. I was walking out of the garden when ___ sudden/suddenly ___ I saw a girl sitting on a seat. She seemed very ___ unhappy/unhappily ___. She looked up and smiled ___ sad/sadly ___ at me. I felt ___ anxious/anxiously ___ for some reason. I wanted to be ___ friend/friendly ___ so I tried ___ hard/hardly ___ to think of something to say. But I couldn't. I just stood there ___ foolish/foolishly ___.

Adverbs

Fill in the blanks with the correct forms of the adverbs in brackets.

1. The new boy in class swims _____ than I do. (fast)
2. The bus will leave at 6.00 a.m. Can you come _____ ? (early)
3. It's very noisy. We have to talk _____. (loudly)
4. He tried to solve the mathematical problems _____ (patiently) than his classmates.
5. The ballet dancer danced _____ (gracefully) of all.
6. The visitors stayed at the hotel _____ (long) than expected.
7. We could not walk any _____ (far) as we were tired and hungry.
8. Since you have done all your revision, I am sure you will answer the questions _____ (confidently) than you did last year.

Conjunctions

Rewrite each pair of sentences into one. Use the conjunction given in brackets.

1. We toured the tea plantation. We had a wonderful meal at the Tea House. (after)
2. We were having a splendid view of Mount Kinabalu. We were sipping the delicious Sabah Tea (while)
3. The Sabah Tea Plantations produces regular Tea. The Sabah Tea Plantations produces organic tea. (both .. and)
4. We decided to stay at one of the bungalows in The Sabah Tea Plantations. We loved the clean crisp air. (so)
5. We were on the doorstep of Mount Kinabalu. We did not visit it. (although)

Pronouns

Make one sentence from two. Use **who/whom/that/which**.

1. A girl was injured in the accident. She is now in hospital.
2. A man answered the phone. He told me you were away.
3. A waitress served us. She was very impolite and impatient.
4. A building was destroyed in the fire. It has now been rebuilt.
5. Some people were arrested. They have now been released.
6. A bus goes to the airport. It runs every half hour.
7. Jeyanti saw the car. It nearly knocked the old man down.
8. Adam ran after the thief. The thief snatched his mother's handbag.
9. The people had to wait a long time for the bus. The people wanted to go to the new mall.
10. The homes were destroyed by the flood. They are now being rebuilt.
11. My aunt works for a company. The company produces detergent.
12. Do you know that girl ? Jill is talking to her.
13. I like the bag. You bought it during the trip to Kuantan.

14. Salim bought his sister a blouse. It fitted her very well.

Insert **who**, **whom**, **whose**, **which**, **that** or **what** in the blanks

1. The man _____ came this morning is a teacher.
2. The cat _____ killed the mouse is white.
3. Where is the person about _____ you are talking ?
4. The chair _____ legs are weak, is old.
5. I wish I could find the person _____ he named.
6. The box _____ you brought is broken.
7. The boy _____ lives in that room is good.
8. The wall _____ was built last year is falling.
9. He wishes to punish me _____ have done no wrong.
10. The man _____ spoke to you is a doctor.
11. _____ were you saying ? _____ did you speak to ?
12. The car in _____ we rode is big.
13. In _____ school was your sister taught, and by _____ ?
14. The woman _____ husband is a policeman is taller than her husband.
15. I cannot tell _____ of the two boys will win a prize.
16. He _____ fights and runs away will live to fight another day.
17. In _____ help do you trust more, mine or his ?
18. I _____ am most concerned was not consulted.
19. He is the man _____ son is a lawyer.
20. I do not know _____ I can depend on.

Insert the right form of the **Possessive Pronoun** in the places where a Personal Pronoun is enclosed in brackets. Correct also any errors which you may find.

1. That manner of (you) is not as good a it should be.
2. (MY) shoes are not so new as (you) or (he).
3. His cow gives much more milk than (I) or (you).
4. What he calls his property is not really (he).
5. That car is not (I) but (he).
6. The poet prefers his own poem to (you) or (she).
7. My height is not the same as (you); you are the taller.
8. The hat which you wear is larger than (I) or (she).
9. That box is (he), not (you); so leave it where it was.
10. I wish I had seen that letter of (you) before I posted (I).
11. That house is (they), not (we).
12. Take what is (you) and leave what is (we).
13. My house and 9 you) were built on precisely the same place.
14. That house of (they) is very handsomely furnished.

Adding the correct personal pronouns. The key word in each sentence is in bold type.

1. **I** often have problems starting _____ car in the mornings.
2. **The young bird** fell from the nest and hurt _____ badly.

3. When **you two boys** go on holiday, enjoy _____ but make sure _____ are careful.
4. **I** have an elder brother who gave _____ some advice which _____ have never forgotten.
5. **We** were astonished when he gave _____ the money but we enjoyed spending it.
6. **The soldiers** were tired of carrying _____ heavy packs.
7. **My wife** complains that _____ boss always gives _____ too much work to do.
8. **My friend** had no money, so I lent _____ \$20. He repaid _____ debt the next day.
9. You must try to work harder, **John**. Force _____ to study regularly and put more effort into _____ studies.
10. **The girls** were delighted because _____ had won the first hockey game of the season.

Each of these sentences contains one pronoun error. Underline the incorrect word and write the correct pronoun.

1. She bought two bags of sweets and gave it to the children.
2. The cause of pollution is man himself and their inventions.
3. A student must study hard to maintain their marks throughout the year.
4. My friends and I went for a holiday in Hawaii and really enjoyed themselves.
5. I could see three cows sitting in a nearby field having its afternoon rest.
6. Rose was an excellent student but she always suffered terrible nerves before doing his exams.
7. The man who lives across the road from us is very proud of their two daughters.
8. The results of my oral exam are out today. I hope they don't put it up on the notice board.
9. I've tried so hard to get along with the girls but I just don't see eye to eye with her.
10. Ambition is one of the most dangerous things in life. They can even force a man to become evil.

Read the extract from a letter written by a college student to her mother. Correct the wrong personal pronouns. There are ten errors.

Dear Mom

I hope you are all fine and enjoying life down there in Newcastle. It's almost two months since I arrived in London.

Our lecturers seem to give them more and more work as the semester goes on. I don't know how he can

correct it all. Our English lecturer, for example, has given us three assignments in the last month and returned it all very quickly. I did all of the assignments on time but my grades weren't too good. Our Sociology professor seems to spend all her time giving us work and correcting them. His husband is a lecturer too, so I suppose he understands why she works so hard.

Two of my housemates, Amy and Joey, have moved out. She found a place on campus so it's much more convenient for her. There are still three of us left in the house so we are looking for two more girl students to join them.

How is life at home ? How does Dad like his new car ? I bet he's really proud of her. I haven't heard any news from Alan in Derby. I suppose he's busy settling into their new house.

I went to a Jimmy Page concert last week. It was really great.

Correct the following sentences. Each sentence has one pronoun **error** in it.

1. One must work hard and save money because in years to come it is difficult to know how much money they may need to survive.
2. My brother and his wife were caught in the storm on her way home last night.
3. Both Rosemary and her sister took her medicine before going to bed.
4. It is sometimes difficult for one to imagine what might happen when you grow old.
5. Neither my parents nor my sister brought much luggage with them.
6. Either Samuel or his friends will have to bring his car tomorrow.
7. The boys and their father couldn't find his way home through the jungle.
8. You might have problems getting a ticket at the station but one can always book in advance.
9. Joe and his friends had no alternative but to retrace his steps back through the plantation.
10. If one doubts the truth of the man's accusations we can always go to the police.

Complete the following sentences with the appropriate **reflexive** or **emphatic pronouns**.

1. I made _____ a cup of tea and a sandwich for breakfast.
2. The man threw a line and caught the fish all by _____.
3. The Minister of Education _____ made the announcement over national television.
4. My mother gave _____ a big treat on her birthday.
5. The carpenter _____ carried the cupboard up to the room.

6. I am very pleased with _____. What about you ? Are you pleased with _____ ?
7. The girl guides set up camp _____ under the supervision of the teacher.
8. Did Mandy _____ convey the news to you ? I wish I had done it.

Advertisement 1

Read the advertisement (TEXT E) below and answer the questions that follow.

BUILDING CHAMPIONS ONE CAN AT A TIME!

- ✱ a healthy taste sensation
- ✱ premium quality fish
- ✱ low fat
- ✱ high in protein
- ✱ rich in omega 3 fatty acids
- ✱ a convenient meal

Saldanha
ESTABLISHED 1905

Great taste. Real goodness.

NOTE: The names of the Saldanha cans in the bottom left hand corner of the advertisement are:
SOUTH AFRICAN SARDINES, VEGETABLE OIL,
LEMON & BLACK PEPPER, TOMATO & BASIL DRESSING, PILCHARDS IN
TOMATO SAUCE, MIDDLECUT IN BRINE, TUNA IN BRINE, PILCHARDS IN HOT
CHILLI SAUCE and SOUTH AFRICAN SMOKE FLAVOURED SARDINES.

- 1.1 Name the product that is being advertised. (1)
- 1.2 What is the advantage of using sportsmen to advertise the product? (1)
- 1.3 Identify the slogan in this advertisement. (1)

- 1.4 What, do you think, is suggested by the raised fists of the men in the advertisement? (2)
- 1.5 Name TWO different types of Saldanha products. (2)
- 1.6 List THREE claims that the advertiser makes about the product. (3)
- 1.7 State the benefit of using this product. (1)
- 1.8 In your opinion, who will be tempted to buy this product? (1)
- 1.9 Refer to the headline of the advertisement.
- A) Why are the words "CHAMPIONS" and "CAN" written in big, bold letters? (2)
- B) Give any ONE meaning of the word 'CAN', as used in the passage (1)

[15]

Advertisement 2:

Study the magazine cover and then answer all the questions.



- 2.1 Which article is the most important in the magazine? Write down the title of the article and substantiate your answer.

(2)

- 2.2 Who is the target market of this magazine? Give a reason for your answer. (2)
- 2.3 "Twilight" is the name of a movie on this magazine cover. Twilight can also mean
- A dusk
 - B dawn
 - C sunrise
 - D midday
- (1)
- 2.4 Change the following sentence into formal English.
- "Don't freak when you meet his fam."*** (2)
- 2.5 Explain in your own words the title of the article.
- "ONE-ON-ONE
EXCLUSIVE
WITH ONE
DIRECTION"*** (3)
- 2.6 Where can you find out more about the seventeen magazines? (2)
- 2.7 Apart from the picture and large font, which other advertising techniques does the designer of the cover page use to attract the reader's attention? (2)
- [14]

Advertisement 3:

At least they're wearing EverySun!

No matter what your kids get up to this summer, make sure they're protected with South Africa's most trusted sunscreen.

Now with Vita Lock. Enriched with super fruits, anti-oxidants, vitamins and photostable UVA and UVB filters. For moms this helps prevent skin damage and premature ageing; and for little ones, extra moisture and high protection for their sensitive and delicate skin.

EVERYSUN
New + Improved

EVERYSUN for everyday.

VITA LOCK™

www.everysun.co.za

NOTE: For one-word answers, write only the question number and the word.

- 3.1 Identify the slogan in the advertisement. (1)
- 3.2 Choose the correct answer to complete the following sentence.
Write down **ONLY** the question number (3.2) and the letter (A–D) of the correct answer.

At least they're wearing EverySun! The underlined word means ...

- A they care.
 B they are.
 C they sure.
 D They more (1)

3.3 Who is the advertisement aimed at? (1)

3.4 Why, according to the advertisement, will mothers be interested in this product? Mention ONE point. (1)

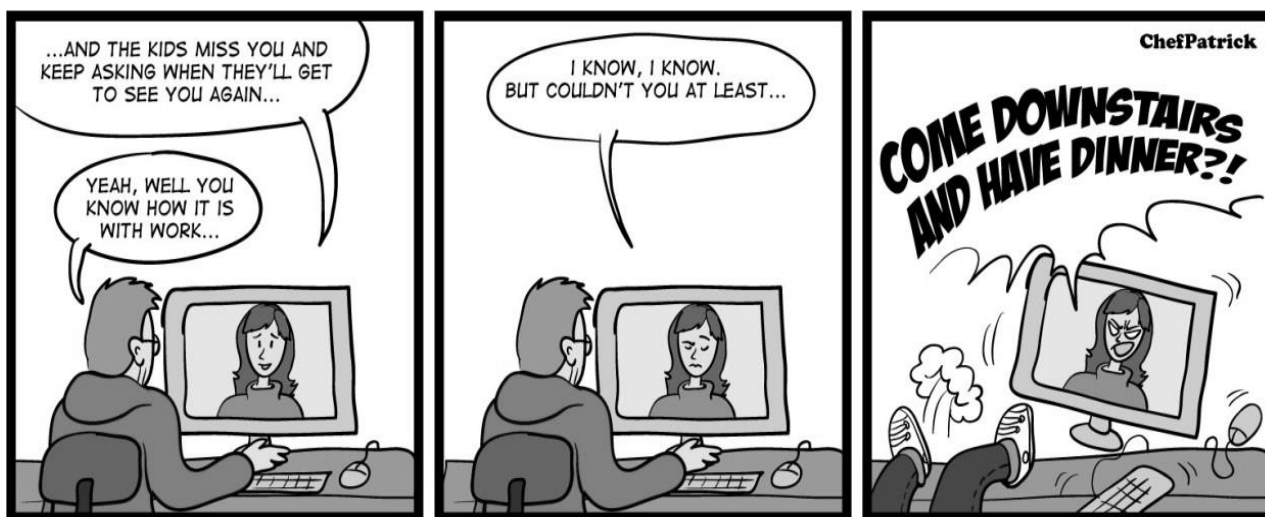
3.5 Explain why the advertiser has included the words, 'South Africa's most trusted sunscreen'. (1)

3.6 What is the purpose of including the website address: www.everysun.co.za? (1)

3.7 Study the picture of the advertisement. How is enjoyment and summer depicted in this picture? (2)

3.8 Would you be tempted to buy this product? Give a reason for your answer. (2)
 [10]

CARTOONS



1.1 Refer to the cartoon as whole.
 How does the lady's emotion change from Frame 1 to Frame 3? (2)

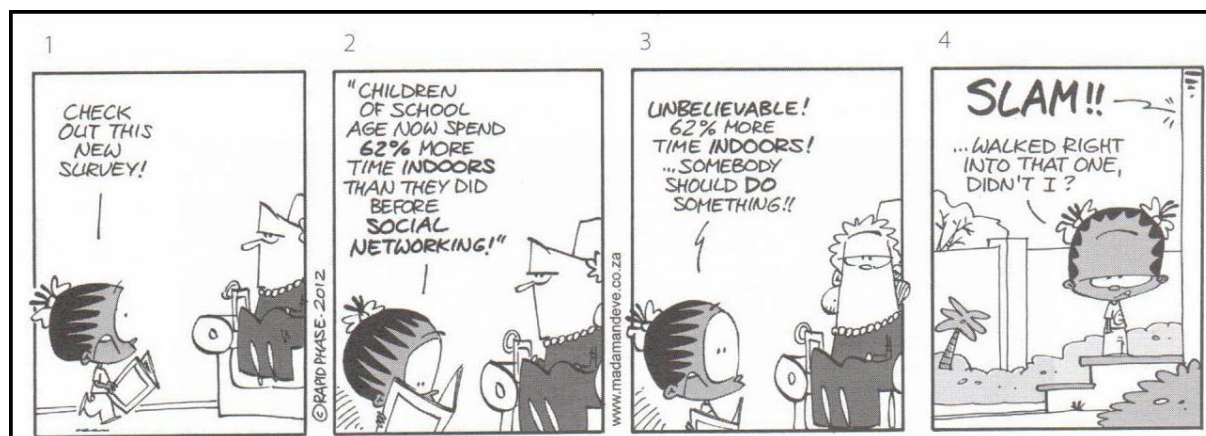
1.2 Refer to Frame 1.

1.2.1 How do you know that the comic strip starts in the middle of a conversation? (1)

- 1.2.2 What is the relationship between the lady and the gentleman? (1)
- 1.3 Refer to Frame 3.
- 1.3.1 What is implied by the words of the woman? (2)
- 1.3.2 Why does the man fall off his chair? (2)
- 1.4 Do you think the cartoonist succeeded in creating humour in the cartoon? (2)
Give a reason for your answer.

Exercise 2:

Study the CARTOON below about social networking and answer the questions that follow. The old woman in the cartoon is Mother Anderson. The young girl is Thandi.



- 2.1 How do we know that Thandi is excited in Frame 1? (1)
- 2.2 Look at Mother Anderson's facial expression in frame 3. What attitude is being expressed by her? (1)
- 2.3 Explain how Thandi's emotions change from Frame 3 to Frame 4. (2)
- 2.4 Who is Thandi talking to in Frame 4? (1)
- 2.5

[5]

Exercise 3:

Study the following cartoon (Text E) and answer the questions that follow it.

NOTE: In this cartoon Hagar (the man with the beard) is the husband. He is a Viking and a warrior. His wife is Helga.



- 3.1 Refer to frame 1.
What has Hagar been avoiding? (1)
- 3.2 Refer to frame 6.
How does the cartoonist convey that Hagar was very wet? In your answer refer to BOTH visuals and text. (2)
- 3.3 Refer to frame 7.
3.3.1 Write down ONE word to describe how Hagar is feeling. (1)
3.3.2 Give TWO visual clues to support your answer in 4.3.1. (2)
3.3.3 Choose the correct answer.
Helga's tone of voice when she says, "That's a shame ..." is
 A sarcastic
 B sincere
 C angry
 D sad (1)
- 3.3.4 What clue does the cartoonist give to indicate that the water in the tub is hot? (1)
- 3.4 Do you think this cartoon is funny? Substantiate your answer. (2)

[10]

Comprehensions

Teenagers

Teenagers today are undergoing lots of changes. They are between the ages of 13 to 19. Many of them are undergoing physical and emotional changes. These are the stages in the teenagers that are unavoidable.

The teenage life is full of happiness, sadness, enjoyment and it can be interesting too. This is because in the teenage life that a teenager is subjected to physical growth, hormonal changes and even dilemmas. They may be in a stage of conflict like undergoing puppy love. This is only a normal part of life.

Making friends is part and parcel of a teenager's life. The teenager should enjoy life by making friends with peers and participate in healthy activities such as camping, picnic, kayaking, swimming and so on. Through friends, a teenager learns to joke, laugh and play to release stress and tension. By making friends, the teenager learns to sweeten his or her joys and even eases the bitterness of life's downtime.

Many teenagers are very conscious of their physical outlook. It is at this part of their life that beauty strikes as the main self-image. They love to follow up with the latest trends for dressing, hairstyle and even look good with their physical image. Some girls and boys go on a crash diet to slim down in order to look attractive. Others may suffer from acne and pimples that may scar their external beauty.

Another stage in a teenager is the teenager's love life. There are chemical changes in the body and so the teenager tends to have a sense of feelings for the opposite sex. They will experience love and rejection. These sometimes will affect their studies.

Parents tend to play a role in a teenager's life. Parents today are overly concerned over their children's well-being. They like to control their freedom and have a say in what the teenagers do. Hence, we have cases of disagreements, disputes, quarrels and even runaways from homes among some teenage girls.

There are also negative problems that may pop out during a teenage life. A teenager is not well guided may fall into the wrong path. Some teenagers are involved in drugs trafficking, smoking, drinking and smuggling of illegal products into the country. Others tend to vent their anger by vandalizing public property. We have those with no regard and respect for the elders.

The mass media has an influence over the lives of many teenagers. Violent action movies, obscene shows and pornography surfed from the Internet can bring a disastrous effect on a teenager's life. There will be more harm than good if nothing is done.

1. (a) What is the age range of a teenager ?
- (b) What are the changes that a teenager undergoes ?

From paragraph 2

2. (a) Why is it that a teenage life is full of ups and downs ?
- (b) What kind of conflict does a teenage face ?

From paragraph 3

3. List **two** activities that a teenager can get involved in.

From paragraph 4

4. What are the **two** things that a teenager likes to keep up to date with ?

From paragraph 8

5. State why parents are worried about their teenagers. Answer in your own words.

Smoking and Health

Does smoking really help a person think more clearly ? From recent scientific studies, the answer is a clear 'No'.

In one of these studies, psychologist George Spilich used three test groups of people. The first group consisted of "nicotine-free" people, that is, non-smokers. The second group consisted of "nicotine-saturated" people, that is, smokers who were actively smoking at the time of the tests. The third group consisted of "nicotine-deprived" people, that is, smokers who were not allowed to smoke for a period before and during the tests, and were perhaps suffering from nicotine-withdrawal symptoms.

The tests were all based on the subjects' response to stimuli flashed on computer screens. In the first one, the subjects had to pick out a target letter among an array of letters which were flashed on the computer screen. All they had to do was press the space bar when they spotted the target letter. In this simple test, it was found that the three groups performed equally well.

The second test was more complex. The subjects had to scan sequences of 20 identical letters and respond the instant any of the letters transformed into a different one. In this test, the non-smokers were the quickest way to react. Under the stimulation of nicotine, the active smokers were quicker to react than the deprived smokers.

The tests got more complex. The third one involved short-term memory. For this test, the subjects had to remember a particular sequence of letters and numbers and respond when that sequence appeared amidst an array of sequences on the screen. In this test, non-smokers performed the best. The interesting result was that the deprived smokers committed fewer errors than the active smokers in this test.

The fourth experiment involved analytical thinking as well as memory. The subjects had to read a passage and then answer questions on it. Non-smokers were able to remember 19 percent more of the information than active smokers. Again, the deprived smokers performed better than the active smokers.

The final test got the subjects performing in a driving simulator on the computers, like the ones in video arcades. Subjects had to operate a steering wheel, the accelerator, brake and gear shift. Obstacles would appear on the screen, such as oil slicks and sharp corners. Again, the non-smokers performed the best, being involved in the most collisions, more than the deprived smokers.

"As our tests became more complex, non-smokers outperformed smokers by wider and wider margins," said Spilich.

From the results of these tests, Spilich also concluded that a "smoker might perform adequately at many jobs – until they got complicated". He could drive a car satisfactorily so long as everything remained routine, but if a tyre blew out at high speed he might not handle the emergency as well as a non-smoker. A smoking airline pilot could fly adequately if no problem arose, but if something went wrong, smoking might impair his mental capacity. It can also be seen from these tests that, for the more complicated tasks, deprived smokers were able to think more clearly than active smokers.

From paragraph

1-2 :

- 1.(a) What was the main purpose of the tests described in this passage ?
- (b) What was the main equipment used in all the tests ?
- (c) Explain the meaning of "nicotine-deprived".

From paragraph 3 :

- 2.What did the subjects have to do in the first test ?

From paragraph 6 :

- 3.What **two** thinking processes were tested in the fourth test ?

From paragraph 9 :

- 4.In which **two** conditions would a smoker's performance be unsatisfactory ?
- 5.From the experiment described in this passage, in what way did smoking affect the thinking process of addicted smokers ?

Leadership

The word 'leader' is rather prominent these days. What and who is a leader? The Webster's Dictionary clearly defines a leader as a person of good talent in commanding influence to a group of followers. It also defines a leadership as that ingredient of personality that causes men whether male or female to follow.

A leadership is an influence process. It is the ability to motivate others to do something, believe in something or act in a certain way. The leadership style is the pattern of behaviours used to influence others.

What makes a good leader? Leaders are people who do the right thing. A leadership provides the vision, so that the management gets things done. Many people have been put in leadership positions but they lack the training, particularly in the non-profit-making organizations or those of public interest. Leadership can be learned. There are many classes of tools for effective leadership.

A leader must have a vision. The leader must state in concrete ideas how programs will work, who will be served, what outcomes are expected from a project, what technology will be used and how the organization will get there.

To articulate the future clearly, the leader should be able to focus. Tell people what you want and expect from them and never waste their time. There are always distractions and personality conflicts but leaders should be able to see beyond them to what it will take to get the job done effectively.

Leaders are also risk-taker. They must learn from their success and failure. This may sound like a cliché but if you do things the way they have always been done and never take a chance, you will always get what you had before. Leaders should always reward risk-taking in others.

A leader must be able to empower others. Teach people how to accomplish a task. Never do it for them even if you can do it faster or better. Part of the empowerment process in an organization is to ensure that the leader listens to everyone's suggestions, incorporate ideas as needed and give credit to those who deserve recognition. Learning to give positive feedback is crucial!

A leader must learn what motivates people and then act accordingly. Bill Gates inspires his employees with both his vision and financial rewards. Praise (tell the folks they have done well), appreciation (a simple 'thank you' regularly will earn the leader the respect), recognition (awards, credit on a report, a letter of commendation) or the truth about problems (being clear about consequences) are all motivators.

It is not surprised that if we look around and observe the leaders of every nation, we can come to term that a leader has a quality that makes people listen. Leaders should have a holding court, which is a kind of quality in them to strike the attention of listeners to turn to them. When they speak, people listen. That is the kind of quality needed.

A good leader is able to change plans or tactics without hesitation the moment the old methods are not working well. An effective leader should be clear-headed, self-confident and sure of himself but always ready to learn. His mental flexibility allows him to be sensitive to the needs of change and on the lookout for the best new methods.

It is only of justice and humanitarianism ground that a leader should have a strong sense of justice, especially seasoned by sympathy. The leader should be warm and direct; this quality is important, especially if the leader is going to touch on the lives of a nation where the people range from the old, young, feeble, weak, educated and uneducated and humans from all walks of life.

The leader of tomorrow is changing from the top-down management style to a friendly approach. Therefore, working together creates the concern for work and productivity that both sides look for.

1. (a) What is a leader ?
 - (b) What type of process must a leader possess ?
- From paragraph 2*

2. (a) Why must a leader influence his followers ?
(b) What is the leadership style ?
From paragraph 3
3. List a quality of a good leader and state why it is important
From paragraph 5
4. What is meant by being able to focus ? Give **two** reasons.
From paragraph 9
5. Explain why leaders are important to have a holding court. Answer in your own words.

Summarize in not more than 120 words, the advantages and disadvantages of advertisements.

We are bombarded by many advertisements every day. Vendors try all means and ways to gain our attention and sell us their products or services. Advertisements appear everywhere; on television programs, radios, in the papers, magazines, pamphlets and so on.

Advertisements are actually very useful though we sometimes feel annoyed when they interrupt our favourite television programs. They provide us with free information on the products and services. There are two types of advertisements. The informative advertisements are the ones which provide us with the details of the products or services. This information is especially useful if the product or service is new. For instance, when we need to buy a computer, advertisements describing the latest models and their different functions would be extremely helpful. However, only a minority of the advertisements are informative ones. Many of them belong to the second category -- the **persuasive** kind. These advertisements not only tell us more about the products, at the same time, they persuade customers to buy them by claiming that their products are superior to the **rivalry** ones. These claims may sometimes be untrue.

Besides being informative and persuasive, advertisements also help to subsidize the prices of magazines and newspapers. Our newspapers are sold at a low price of about one dollar, owing to the advertisements in the papers; otherwise, the price would have been higher.

While advertisements can be good helpers for shopping, they do have their shortcomings. Most advertisements aim to sell only. Faults of the products or services are usually hidden from the consumers. Hence, sometimes, we feel deceived if the product or service we bought does not turn out the way the advertisements claim to be.

Sometimes, advertisements by rival competitors can get very intensive, especially when there are many firms producing similar products. One common example is the washing powder. There are so many advertisements for the different brands that customers sometimes get confused over what they should buy. Furthermore, having more advertisements would mean that the production cost of the firm would be increased. These rises in cost are usually passed on to the consumers in the form of higher prices.

Hence, in conclusion, though I do **advocate** advertisements, I do not deny their flaws. Without them, we might have to buy things based on incomplete information or go through more complicated ways before getting to know the products or services. On the other hand, too many advertisements also complicate our buying decisions. So I would say that we cannot live without advertisements but we must be careful how we live with them.

Write about **water conservation in different countries** in about 100 words.

Human needs can be narrowed down to three essentials: air, water and food. Without air one would not survive

ten minutes; without water one would likely die of dehydration within ten days; and without food, the body would probably expire after ten weeks.

The average person requires between six and eight glasses (about two litres) of drinking water a day to maintain the hydration of tissues in the body, and to facilitate the physiological processes of digestion. In addition, water acts as a transport medium for nutrients within the body, helps to remove toxins and waste materials, stabilizes the body temperature, and plays a crucial part in the structure and function of the circulatory system. In short, water is the elixir of life.

People living in modern cities get water at the turn of a tap, a convenience that has spawned a careless attitude towards this crucial substance. What is more, most Asian governments provide water to consumers and industries alike at a low to nominal tariff.

Modern urban living has bred a generation of Asians who are careless in their usage of water. Singapore, for example, has increased its rate of water consumption over the last ten years and more than half has been for domestic usage. Calls to cut back on usage have fallen on deaf ears since average daily consumption keeps rising annually.

Singaporeans have been warned that they would run out of water if the consumption is left unchecked. Recent conservation measures introduced include the installation of low-capacity **cisterns** that reduce water used from nine litres to as low as 3.5 litres per flush in public housing estates.

The low cost of water for household consumption makes people feel that water is something they can get easily. Thus, the Singapore government has acted in curbing excessive use of water by raising the cost of water. Water rates in Singapore are among the highest in Asia - and for good reason, as the city ranks as the sixth most water-scarce country in the world.

In contrast, the Japanese have a generally frugal attitude towards water. Communal bathing is a traditional habit in rural Japan and is a definite form of conservation. After individual **ablutions**, an entire family uses the same tub of water - the father goes first, followed by the children and then the mother. This system is incredibly efficient, with a family of five bathing in less than twenty litres of water. Housewives may even keep the bath water for washing the laundry.

In Tokyo, water conservation takes on a hi-fi slant. Some apartments have a computerized toilet that flushes automatically when a person stands up and one can choose to have a big or small flush. The bath is also computerized with a warning buzzer that goes off when the tub gets too full. Many bathroom sinks are connected via a pipe to the toilet cistern - thus the toilet is flushed with water from the sink.

Hong Kong, meanwhile, has maximized its biggest water resource - the ocean. Sea water is used as flushing water in many of the city's toilets.

Summarize in not more than 120 words, **how camouflaging and mimicry help insects**

Have you ever wondered why soldiers are always clad in green? This is to enable them to **camouflage** themselves during wartime. Hiding in the jungles, their green attire blend into the surrounding trees and shrubs, making it difficult for the enemies to spot them.

Long before man make use of camouflaging, insects have already adopted the tactic of disguise to escape from the clutches of their predators. By having body colours close to those of the rocks and

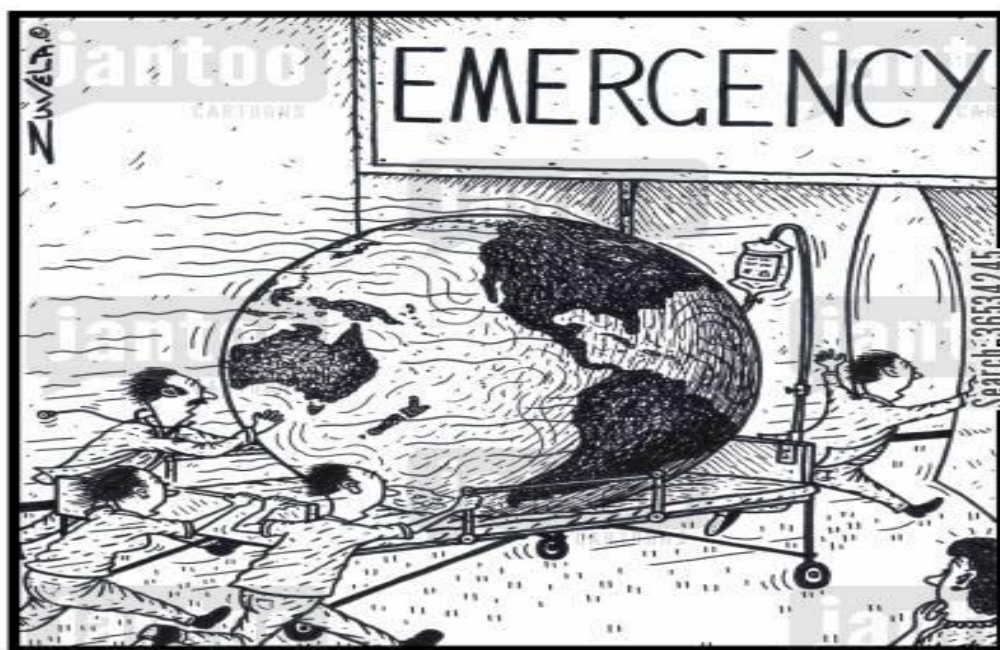
dried leaves, they catch less attention from the predators and hence escape from being pursued. However, this kind of disguise works only if the insects remain still in the presence of their predators.

Butterflies and moths have developed a variety of camouflage strategies since they are quite defenceless and their predators - birds are abundant in supply. Many moth caterpillars resemble dead twigs while the young of certain species of butterflies appear like bird droppings. Adult butterflies and moths camouflage themselves too, in attempts to escape from their hunters -- birds who are superior gliders. Possessing wings which resemble dried leaves help certain butterflies and moths to hide among heaps of dried leaves when predators are around.

Fortunately, not all insects choose the art of disguise to escape from their predators; otherwise, the world would be so dull and colourless. There are insects which **assimilate** the bright body colours of bees and wasps to escape from being pursued by their predators. The concept of mimicry was derived, owing to the bees and wasps. Long ago, birds have already learnt to avoid brilliantly coloured wasps and bees in fear of their painful stings. Hence, over millions of years, many harmless insects have assimilated the bees and wasps by imitating their bright body colours and shapes. In this way, they appear dangerous to their predators and hence **ward them off**.

Mimics of the wasps and bees are most commonly found in the gardens. The furry, plump bee-fly not only appears like the bumble bee in terms of body colours, even its hums sound similar too. The only difference is that the bee-fly does not have a sting and is hence harmless. The hoverfly is another insect which imitates the body colours of the wasps. Their bodies are striped yellow and black. The only deviations are that hoverflies do not have stings and they have only one pair of wings each while wasps have two pairs each. These variations are hardly noticed by the predators and hence help them to escape.

Self activity 1



Use this cartoon to set 3 questions of TWO marks each based on the cartoon.

Question 1

Level 1 (2)

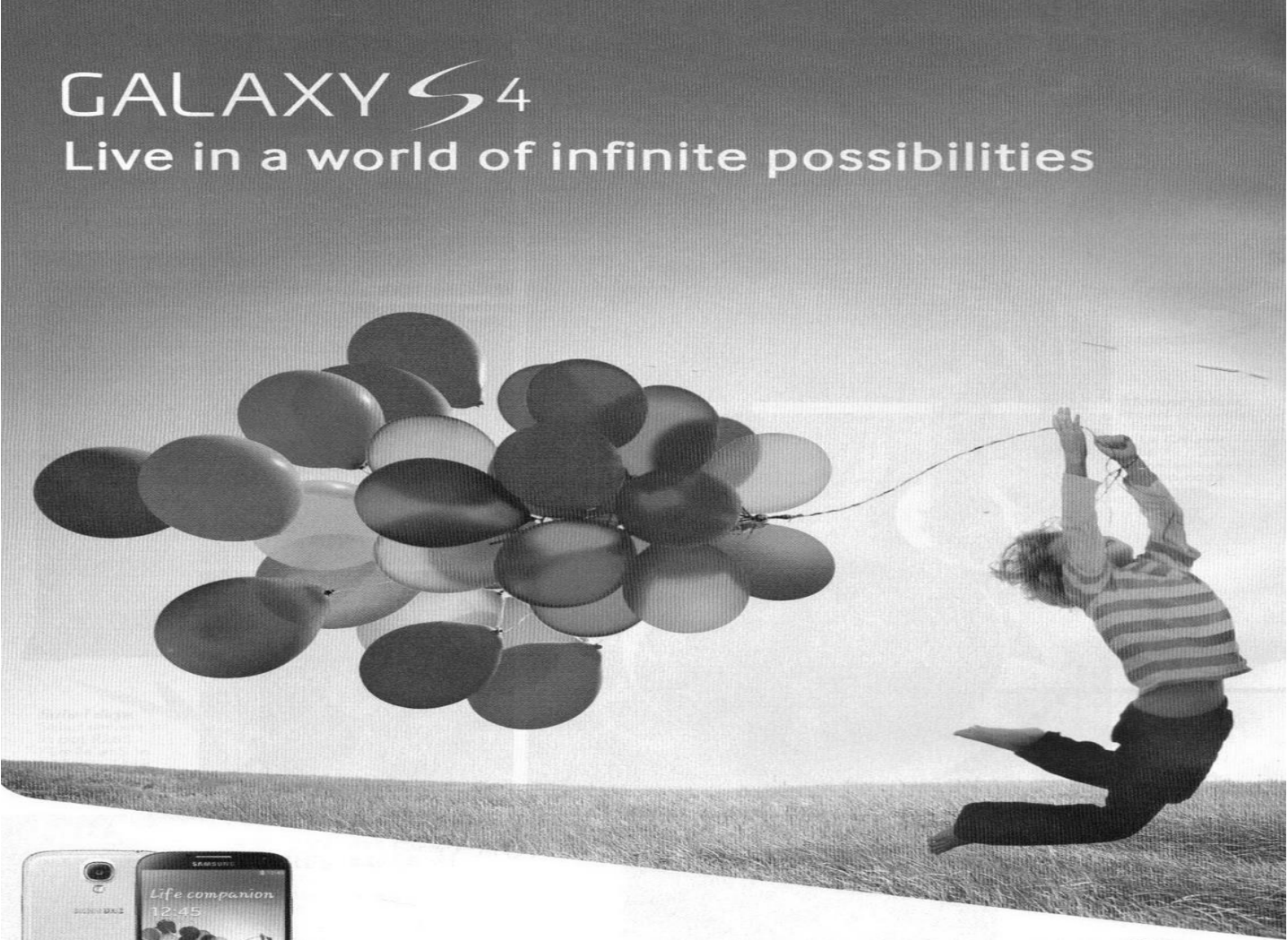
Question 2

Level 3 (2)

Question 3

Levels 4/5 (2)





Self activity 2



GALAXY S4
Live in a world of infinite possibilities

The Samsung GALAXY S4 is now in South Africa. A smartphone that will not only change the way you see the world, but how you live in it. Packed with a galaxy of amazing features such as Dual Camera that puts you in the picture even when you're taking it, and Sound&Shot that truly helps a picture speak a thousand words, it's the perfect partner. GALAXY S4 Life companion.

Available in Black Mist and White Frost

Follow us     www.samsung.com © 0860 726 7864

SAMSUNG

Set 5 questions on this activity to add up to 10 marks.