

Grammar Review

UNIT 1

A Complete the conversation. Circle the simple present or the present continuous.

Patty: Hey, Chang. **Are you working / Do you work** again today?

Chang: Yes. Marty usually **is working / works** on Fridays, but today **I'm taking / I take** his shift.

Patty: Why? What **is he doing / does he do**?

Chang: **I'm not knowing / I don't know** for sure. I think his family **is visiting / visits**.

B Complete the conversation with the correct future form.

Alicia: Hey, Mom. I _____ in a few minutes.
(leave)

Mom: OK. What _____ tonight?
(you / do)

Alicia: Dania and I _____ a movie.
(be going to / see)

Mom: What time _____ home?
(you / be going to / be)

Alicia: I'm not sure. But don't worry. I _____ home too late.
(will not / get)

Mom: All right. Remember that you _____ me to work in the morning.
(take)

Alicia: Yep. I _____ ready to leave at 7:00.
(will be)

C Complete the conversations. Use the simple past or the correct form of *used to*. Sometimes more than one answer is possible.

1. **A:** My husband and I _____ into a new apartment last weekend.
(move)

I'm glad, because our old apartment was far from my work.

B: Really? Where _____?
(you / live)

2. **A:** I saw you driving today. I _____ you had a car.
(not know)

B: Well, I _____ one. I _____ that one about a month ago.
(not have) (buy)

3. **A:** How's your brother? He _____ near me, but then he
(work)

_____ a new job.
(get)

B: He's doing well. He _____ a manager a few months ago.
(become)

4. **A:** _____ how to cook from your mother?
(you / learn)

B: No. My grandmother _____ me to cook.
(teach)

UNIT 2

A Complete the conversation. Use gerunds or infinitives. If possible, write two answers.

A: Olivia doesn't like working OR to work at the bank anymore. She wants

_____ a new job. Actually, she's thinking about

_____ a career change. She's interested in

_____ a nurse.

B: Really? Well, she'll probably need _____ a college degree before she can get a nursing job. Is she planning on _____ to school?

A: Actually, she started _____ nursing at the community college a few years ago. Now she wants to continue _____ towards her degree.

B: That's great. I think Olivia will be very good at _____ care of people. And I think she'll enjoy _____ others.

B Complete the conversations. Circle the simple past or the present perfect.

1. A: How long **have you worked** / **did you work** at your current job?

B: Well, I **have started** / **started** last June, so I've **been** / **was** at this job for about six months.

2. A: I've **learned** / **learned** so much in my business class already, and the semester is only half over.

B: Yeah, I **have taken** / **took** a business class last year, and I really **learned** / **have learned** a lot, too.

3. A: Adela **has been** / **was** a manager at Data Tech, Inc. for twelve months now. She **has accomplished** / **accomplished** a lot in a very short time.

B: She sure has. It's hard to believe that she **has taken** / **took** that job only a year ago.

4. A: Gabriel is a good employee. We **have hired** / **hired** him two years ago, and since then, he **has never missed** / **never missed** a day of work.

B: Yeah, he **has had** / **had** a good reputation at his last job, too.

UNIT 3

A Complete the paragraph. Circle the correct participial adjective.

I used to be **worried** / **worrying** about crime in our town, and I was **frustrated** / **frustrating** by our litter problem. But things are changing. Community members are **interested** / **interesting** in making a difference. It's **satisfied** / **satisfying** to see people working to improve the community, and it's **encouraged** / **encouraging** to see them working together. The community is making some **excited** / **exciting** changes, and I'm **amazed** / **amazing** at our progress.

B Read the first sentence in each item. Then complete the second sentence to express a wish for the opposite.

1. There aren't a lot of restaurants in our neighborhood. We wish that
_____ *there were* _____ more restaurants in our neighborhood.
2. Richard doesn't have time to go to the movies very often. He wishes that _____
time to go to the movies more often.
3. Mrs. Salas worries a lot. Her children wish that she _____ so much.
4. The school can't get a computer for every student. Everyone wishes that _____
a computer for every student.
5. The bus is always late. I wish that _____ always late.

C Read the first sentence in each item. Then complete the second sentence. Include an object + infinitive.

1. The residents of our community don't participate in community events.
We should encourage _____ in community events.
2. I parked in my neighbor's parking spot last night. She reminded _____ there.
3. Several people in our neighborhood were robbed last week because they opened the door
for strangers. The police warned _____ the door for strangers.
4. We are all invited to attend meetings of the City Council. The City Council president urges
_____ its meetings.
5. The streets in our neighborhood are dirty because people constantly litter. They just pay no
attention to the signs that tell _____

UNIT 4

A Complete the conversations. Put the words in parentheses in the correct order. If more than one answer is possible, write both answers.

1. Would you please turn off the light OR turn the light off?
(turn / off / the light)
2. Can you look at this with me? I'm having a problem, and I can't quite _____.
(figure / out / it)
3. If you ever need help, you know you can always _____.
(count / on / me)
4. Do you have a moment? I'd like to _____ with you.
(talk / over / these plans)
5. She was really hurt by her co-worker's remark. It won't be easy for her to _____.
(get / over / it)

B Read Person B's response. Then write a negative question that Person A could have asked.

1. A: Shouldn't I take my break soon?
B: Yes, you should. You should take it when Dina finishes her break.
2. A: _____ about the schedule change?
B: No, I didn't. I didn't hear anything about it.
3. A: _____ the equipment yet?
B: No, they haven't. They haven't cleaned it because they've been doing other work.
4. A: _____ questions if she doesn't understand something?
B: Yes, she should. She should ask questions any time she's not sure.
5. A: _____ the report tomorrow?
B: No, we can't. We can't finish it tomorrow because Mr. Luna needs it today.

C Read the first statement in each item. Then complete the second sentence to make an indirect instruction or request with the same meaning.

1. My co-worker to me: "Wear comfortable shoes." My co-worker advised _____ comfortable shoes.
2. The supervisor to us: "Check the new schedule." The supervisor reminded _____ the new schedule.
3. Anita to Sarah: "Don't be late for work." Anita warned _____ late for work.
4. Shen to Franco: "Work carefully." Shen told _____ carefully.

UNIT 5

A Combine the two clauses to make a conditional sentence. Keep the clauses in the same order and add *if* to one clause. Include a comma if necessary.

1. a person is badly injured / don't move him or her

If a person is badly injured, don't move him or her.

2. you don't have a smoke detector / you need to get one

3. get under a piece of furniture / there's an earthquake

4. you are prepared for a fire / you have a better chance of surviving it

5. call 911 / there's an emergency

B Complete the sentences. Circle the correct adverb.

1. You should check the weather frequently **until** / **when** there's a severe weather watch.
2. **Until** / **As soon as** we felt the earth shake, we got under the table.
3. They didn't know about the hurricane **as soon as** / **before** they saw the weather report.
4. **After** / **Before** the storm started, everyone stayed inside.
5. Stay on the phone with the 911 operator **until** / **after** he tells you to hang up.

C Complete the sentences. Circle the correct answer.

1. I see smoke. There _____ be a fire somewhere.
a. may b. must c. can't
2. In an emergency, some people _____ be very nervous.
a. couldn't b. might c. must not
3. It _____ rain today. I didn't see the weather report, so I'm not sure.
a. could b. must c. couldn't
4. Jane is allergic to milk, but she didn't have an allergic reaction after she ate that cookie. The cookie _____ have milk in it.
a. may not b. might not c. must not
5. There's a hurricane watch for this area. The storm _____ affect us.
a. may b. must not c. couldn't

UNIT 6

A Complete the sentences with the correct form of the verb. Make the sentence negative if necessary.

1. Tenants _____ to have pets. It's against the rules.
(allow)
2. Visitors _____ to park in this lot. It's for tenants only.
(permit)
3. Please don't throw away those soda cans. We _____ to recycle them.
(suppose)
4. The landlord must put a smoke alarm in your apartment. He _____ to do it.
(require)
5. The laundry room is open from 6:00 AM–9:00 PM. Tenants _____ to use the laundry room during these hours only.
(allow)

B Complete the sentences with tag questions.

1. You moved recently, _____
2. We don't have to pay the rent yet, _____
3. The tenants pay for electricity, _____
4. The landlord didn't call back, _____
5. The lock isn't broken, _____
6. The windows are closed, _____

C Read the first statement in each item. Then complete the second sentence with reported speech. Use formal English.

1. Tom told Beth: "I like my new neighbors."
Tom told Beth (that) he liked his new neighbors.
2. My landlord said, "Your dogs are too noisy."
My landlord said _____
3. The tenant told his landlord, "I'll read the lease and return it to you on Friday."
The tenant told _____
4. Kim-Ly told the building manager, "Our lobby needs a new carpet."
Kim-Ly told _____
5. Lucy told Mike, "My neighbor plays his TV really loudly."
Lucy told _____

UNIT 7

A Complete the conversations. Use the words in the box.

get than rather would you rather
to buying prefer would you prefer

- A: Would you _____ take your car to a mechanic or do repairs yourself?
B: I'd _____ having a professional take care of any problems.
- A: Would Theo prefer _____ a new car _____ a used car?
B: Well, he would rather _____ a new car _____ a used one.
But he doesn't want to spend a lot either.
- A: _____ a compact car or something larger?
B: I'm not sure. What about you? _____ drive a big car or a small one?

B Complete the conversations. Change the direct questions to embedded questions.

- A: I wonder if you can take a look at my car's tires.
(Can you take a look at my car's tires?)
B: Sure. Can you tell me _____
(What is the problem?)
A: Well, the treads are really worn. I wonder _____
(Do I need new tires?)
- A: I just put new windshield wipers on my car, but they're not very good. I don't know

(Why don't they work?)
B: Hmm. I wonder _____
(Did you get the wrong size?)
A: That might be it. I wasn't sure _____
(What size should I get?)

C Complete the conversations. Use the correct form of the past perfect.

- A: My wife _____ a hybrid for a long time, so we finally bought one.
(want)
B: I think you'll be happy with it. We _____ to get a more fuel-efficient car
(decide)
a long time ago. So when the hybrid cars came out, we bought one right away.
- A: After she _____ for about a year, Maritza got a new car.
(save)
B: Oh yeah? _____ at a lot of cars before she made her choice?
(she/look)
A: Yes, she _____. She _____ to several dealers.
(go)

UNIT 8

A Complete the conversation. Use the correct form of the present perfect continuous.

Dr. Pratt: Hello, Mrs. Lee. _____ you _____ long?
(wait)

Mrs. Lee: No, I haven't, thank you.

Dr. Pratt: Good. So, how _____ you _____ since your last appointment?
(feel)

Mrs. Lee: I _____ better every day. I _____ well at night, and I _____ naps during the day.
(get) (sleep) (not take)

Dr. Pratt: That's great. And _____ you _____ your medication?
(take)

Mrs. Lee: Yes, I have. My husband _____ me every night.
(remind)

Dr. Pratt: Good. And _____ you _____?
(exercise)

Mrs. Lee: Well, my daughter and I _____ together every day.
(walking)

Dr. Pratt: Very good. You _____ everything right!
(do)

B Complete the conversation. Circle the correct words.

Malena: Hey, you look great! What have you been doing?

Susana: Nothing special—just following my doctor's advice. She said I **better** / **'d better** make some lifestyle changes to stay in good health.

Malena: Oh, yeah? What kinds of changes? Maybe I should make some changes, too.

Susana: Well, she said I **ought to** / **ought** get more exercise. She thinks I **should to** / **should** do some moderate exercise at least three times a week.

Malena: But I already have **so many** / **so much** things to do. I'm **so** / **such** busy that I don't have time!

Susana: Well, you can start by doing small things like taking the stairs instead of the elevator. It can make **so** / **such** a difference that you'll be amazed. Listen, we **had better** / **ought to** take a walk a few days a week at lunchtime. Do you want to go with me today?

Malena: Sure. Let's meet downstairs at 12:00, OK?

Susana: OK. And you **had better** / **have better** be there! Remember, your health is **such** / **so** important that you must **making** / **make** time to take care of yourself!

UNIT 9

A Read the statements. Combine the sentences using either *because* or *since*. Don't change the order of the clauses.

1. Since Lucia is having trouble with math, I want to talk to her teacher. OR:
Because Lucia is having trouble with math, I want to talk to her teacher.
2. Our son really likes to play sports. We encourage him to read books about them.

3. Parents and teachers should communicate. It helps students do better in school.

4. David's grades have improved. He started getting extra help after school.

B Complete the conversations. Circle the correct words.

1. **Eliana:** I sent Manolo's teacher a note **because** / **to** I want to set up a meeting with her. But she hasn't called or written me back.
Victor: She **might not have** / **must have** gotten the note. She doesn't seem like the kind of person **which** / **who** ignores messages. When did you send it?
Eliana: Last week. I put it in Manolo's backpack **so that** / **to** he could give it to her.
Victor: You should check. Manolo **could have** / **must not have** forgotten about it.
2. **Janet:** Did you go to the PTO meeting last night?
Mi-Cha: No. I didn't go **because** / **so that** I don't really know what the group does.
Janet: Well, PTO stands for Parent Teacher Organization. It's a group **who** / **that** works to improve both the school and students' learning.
Mi-Cha: It sounds like a good organization. I **should have** / **must have** gone to the meeting.
Janet: Don't worry. You can go to the next one **to** / **so that** learn more about it.
3. **Farah:** Ugh—that test was so hard! Even Luisa said it was hard, and she's someone **that** / **which** always gets good grades.
Laila: I know. The people I **talked to** / **which I talked to** all thought they got a bad grade. I **shouldn't have** / **can't have** done well on it.
Farah: Me neither. I **should have** / **may have** studied more.
4. **Mai:** Some schools are trying **to** / **so that** help parents get involved. Many teachers meet with parents in the evenings. That's a big help for parents **who work** / **work** during the day.
Tien: Yeah, at my son's school there are translators **that can** / **can** help parents **who** / **which** are still learning English. A translator helped me last year, and she was great. Without her, I **may have been** / **might not have been** so involved in my son's education.

UNIT 10

A Complete the sentences. Use the words in the box.

have makes lets get made had

1. They didn't want to work late, but the supervisor _____ them stay until 9:00.
2. Please find Mr. Jones and _____ him sign this. Then give it back to me.
3. The company _____ employees leave early the day before some holidays.
4. Can you _____ someone to take your shift? Ask your co-workers.
5. The store was so busy yesterday! My boss _____ me work on the cash register, and I usually don't do that.
6. Our company _____ us clock in and out for every shift.

B Complete the sentences with the correct reflexive pronouns.

1. Don't lift heavy objects by _____. Get someone to help you.
2. I finished all the work _____. No one helped me.
3. Mrs. Yang burned _____ while cooking dinner.
4. Workers need to use caution with that machine. They could hurt _____.
5. You and John can't do this project by _____. You'll need some help.
6. We're really proud of _____. We worked hard, and we got the job done.

C Complete the conversations. Use the words in the box.

1. **A:** _____ borrow your pen for a minute?
B: Sure. Here you go.
2. **A:** I can't go to lunch with you today because I forgot my wallet.
B: _____ lend you some money? You can pay me back tomorrow.
3. **A:** _____ driving me home after work today?
B: No, it's no problem at all.
4. **A:** _____ talk to our supervisor about your problem?
B: That's a good idea. I'll talk to her today after my shift ends.

Why don't you
Would you mind
Could I
Why don't I

UNIT 11

A Complete the sentences. Use the simple past or the past continuous.

1. While the defense attorney _____ for the trial, the police _____ new evidence.
(prepare) (discover)
2. I _____ at a red light when an SUV _____ my car.
(wait) (hit)
3. When his wife _____ home, Walter _____ courtroom TV.
(get) (watch)
4. The witness _____ when the attorney _____ him.
(talk) (interrupt)
5. Paula _____ a car accident while she _____ at the bus stop.
(see) (stand)

B Read the active sentences. Complete the passive sentences so they have the same meaning.

1. Attorneys on both sides of a case choose juries.
Juries _____ by attorneys on both sides of a case.
2. They sent the criminal to jail for 10 years.
The criminal _____ to jail for 10 years.
3. The government calls most U.S. citizens to jury duty sometime in their lives.
Most U.S. citizens _____ to jury duty sometime in their lives.
4. Lawyers explained the details of the case to the jury.
The details of the case _____ to the jury.
5. After hearing the facts, jurors discuss the case.
After hearing the facts, the case _____ by the jurors.

C Complete the sentences. Use the subordinating conjunctions in the box. You may use each conjunction more than once.

1. Don't speed, _____ you're in a hurry.
2. You won't get a ticket _____ you follow the traffic laws.
3. _____ I was really late for my appointment yesterday, I didn't speed.
4. _____ there aren't other cars around you, you should still use your turn signals. It's a good habit to get into.
5. _____ you study, you'll pass your driver's license test.
6. I always drive with my headlights on, _____ it's not dark.

even if
as long as
even though

UNIT 12

A Complete the paragraph. Use *a*, *an*, *the*, or \emptyset .

With _____ credit card, you can buy things now and pay for them later. This can be useful, but it can also be expensive. That's because _____ credit card companies charge _____ interest on the amount you owe them. _____ debit card is different—it's linked to _____ bank account. When you pay for something with _____ debit card, the money comes out of _____ account it's linked to.

If you have _____ credit card, use it carefully. And make sure you always pay _____ full amount of the bill as soon as you can. Try not to have _____ unpaid balance so you don't have to pay _____ interest charges.

B Complete the sentences so that they make future real conditional statements.

1. If I _____ a bank account, the bank _____ me a debit card.
(open) (give)
2. We _____ go on vacation, if we _____ our money.
(be able to) (save)
3. If she _____ a loan, she _____ pay interest.
(get) (have to)
4. It _____ easier to save money, if you _____ a budget.
(be) (make)

C Complete the sentences so that they make present unreal conditional statements.

1. They _____ their own business if they _____ enough money.
(start) (have)
2. We _____ money if we _____ the bus instead of driving.
(save) (take)
3. If I _____ out so much, I _____ a lot less on food.
(not eat) (spend)
4. If you _____ a Mexican restaurant, people _____.
(open) (come)

D Complete the sentences. Use the correct form of the verb.

1. If you suddenly _____ a lot of money, would you quit your job?
(get)
2. If she _____ money, I'll lend it to her.
(need)
3. I wouldn't do that if I _____ you.
(be)
4. If we stop buying coffee at the coffee shop, we _____ about \$20 a week.
(save)