

ELLIS
Senior MasteryTM 3.0
Student Workbook

ELLISTM
English training
software

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ELLIS Senior Mastery 3.0 Student Workbook

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Introduction

The ELLIS Senior Mastery *Student Workbook* is for advanced young adult and adult ESL learners. It follows ELLIS Senior Mastery lesson by lesson and builds upon what is taught in the program. There is no new instruction presented in this book; it instead provides meaningful reinforcement activities to practice writing and using material learned in ELLIS Senior Mastery.

The activities in the ELLIS Senior Mastery *Student Workbook* are designed to strengthen students' skills in vocabulary, grammar, reading, writing, and communication. Using this workbook, students write, read, use diagrams, and converse with other students. Workbook assignments can be used away from the computer or can be taken home.

An answer key is found in the *Instructor Guide*. A copy of the Scope and Sequence chart for the ELLIS Academic programs is also found in the *Instructor Guide* or online at ellis.com. Additional online practice activities, correlations, and support for ELLIS products can also be found at ellis.com.

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NAME _____
DATE _____
CLASS _____

1.1 Vocabulary



Instructions

1. In the “Meaning” column, write the meaning of the root.
2. In the “Word with Root” column, write a word that uses the root.
3. In the “Brief Definition of the Word” column, write a short definition of the word.

Exercises

Word Root	Meaning	Word with Root	Brief Definition of the Word
1. bio	<i>life</i>	<i>biography</i>	<i>The written history of a person's life</i>
2. dict			
3. photo			
4. therm			
5. graph			
6. terr			
7. mit			
8. nat			
9. psych			
10. mem			
11. chron			



1.1 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Develop word families for each root (verb) by listing derivatives for each part of speech. You may use a dictionary. All root words may not have all forms.

Root Word	Noun	Adjective	Adverb	Verb
1. act	<i>action</i>	<i>active</i>	<i>actively</i>	<i>act</i>
2. fill				
3. confuse				
4. account				
5. fit				
6. hear				
7. change				
8. cover				
9. miss				
10. assign				
11. pay				
12. try				
13. locate				



Root Word	Noun	Adjective	Adverb	Verb
14. appoint				
15. understand				
16. complicate				



1.2 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

One word or phrase in each group does not fit with the others. Cross out the words or phrases that don't fit. The first exercise has been done for you as an example.

Exercises

1. I'd like you to meet . . .

Nice knowing you.

It's a pleasure.

~~See ya later.~~

2. nice
delighted
like
floors

3. acquaintance
meet
know
told

4. class
major
acquainted
straight-A student

5. music
apartment
roommates
laundry room

NAME _____
DATE _____
CLASS _____

1.2 Culture



Instructions

Match the movie ratings on the left with their content on the right.

Exercises

- | | |
|----------------|---|
| 1. _____ R | a. mild violence, brief nudity, and profanity |
| 2. _____ G | b. suitable for all ages |
| 3. _____ NC-17 | c. graphic violence, nudity, and profanity |
| 4. _____ PG-13 | d. some violence, nudity, and profanity |
| 5. _____ PG | e. not rated by the ratings board |
| 6. _____ NR | f. abundant violence, nudity, and profanity |



1.2 Communication

NAME _____

DATE _____

CLASS _____

Instructions

Match the phrases below to form common greetings. Some phrases may match more than once and some may not match at all.

Exercises

- | | | |
|-----------------|----------------|-----------------|
| 1. <u> A </u> | I'm | a. Fred. |
| 2. <u> </u> | It's my | b. meet you. |
| 3. <u> </u> | It's good | c. to meet you |
| 4. <u> </u> | I'm pleased to | d. pleasure. |
| 5. <u> </u> | My name is | e. know you. |
| 6. <u> </u> | I'm happy to | f. met you. |
| 7. <u> </u> | My | g. pleased to. |
| 8. <u> </u> | It's nice | h. to have met. |

NAME _____
DATE _____
CLASS _____

1.3 Communication



Instructions

Fill in the blanks with a phrase from the list to complete each sentence.

Phrase List

enjoy
I can hardly wait
it's about time
let's go
oh, well
see you later
sounds good to me
why don't we

Exercises

1. Do you want to volunteer to help at the art show? _____.
2. I hope you _____ the movie. The critics gave it great reviews.
3. I think _____ to leave. Otherwise, we'll be late for our dinner reservations.
4. _____ talk to a counselor. I think we need some help from a professional.
5. It's great to have met you. I guess I'll _____.
6. Lana can't come to the lake with us. _____. We'll still have a great time.
7. _____ go out for coffee sometime?
8. _____ to finally see this show! Brandon says it's great.



1.3 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with the words from the list to complete the phrase within each sentence.

Word List

drink

like

talk

meet

wait

stand

Exercises

1. I can hardly _____ to see the new movie.
2. I wouldn't be able to _____ staying outdoors for two weeks straight.
3. Why don't we all go out for a _____?
4. Okay. So I'll _____ you here in half an hour.
5. Yeah, I _____ that song, but it's not one of my favorites.
6. The group is planning to _____ about that issue at next week's meeting.

NAME _____
DATE _____
CLASS _____

1.3 Vocabulary



Instructions

Match the words on the left with their opposites on the right.

Exercises

- | | | |
|-------------|----------|-------------------|
| 1. <u>E</u> | start | a. forget |
| 2. _____ | sit | b. wrong |
| 3. _____ | love | c. tragedy |
| 4. _____ | friend | d. lose |
| 5. _____ | right | e. end |
| 6. _____ | remember | f. different |
| 7. _____ | glad | g. sad |
| 8. _____ | win | h. enemy |
| 9. _____ | comedy | i. hate |
| 10. _____ | same | j. stand |



1.3 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Decide whether each marker creates a noun, an adjective, or an adverb. Then form a word using the marker and use the word in a complete sentence.

Exercises

Marker	Part of Speech	Word	Sentence
1. -or	<i>noun</i>	<i>actor</i>	<i>Maggie and Brent are studying to be actors.</i>
2. -ion			
3. -ly			
4. -ious			
5. -ist			
6. -able			
7. -er			
8. -ect			
9. -al			
10. -ed			

NAME _____
DATE _____
CLASS _____

2.1 Vocabulary



Instructions

Fill in the blanks with the correct words or phrases.

Word List

about time

arrive

hope

interested

mayor

votes

seems to be

supervisor

Exercises

1. I'm not that interested in meeting Marc, but I'd love to meet Lillian.
2. I really _____ I can still get an appointment at the doctor's office.
3. Dr. Nelson _____ disappointed in the class' test scores.
4. Isn't it _____ for the meeting to start?
5. How many _____ did Mr. Washburn get?
6. Where does this city's _____ live?
7. When is the plane scheduled to _____?
8. Donna is the _____ of everyone in the development department, isn't she?



2.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Make sentences with the same meaning by changing the last word.

Exercises

1. Mary sings much better than me.

_____ *Mary sings much better than I do.*

2. John can do that job faster than me.

3. Nancy types faster than Leonard.

4. I am more fluent than her.

5. You got there faster than us.

NAME _____
DATE _____
CLASS _____

2.1 Communication



Instructions

Practice introducing yourself in the situations below.

Exercises

1. Introduce yourself to a stranger at a concert.

_____ *Hi. My name is Matilda.* _____

2. Introduce yourself to someone sitting next to you on a train.

3. Introduce yourself to your new boss.

4. Introduce yourself to a group of people at a party.

5. Introduce yourself to a friend of your sister.



2.1 Communication

NAME _____

DATE _____

CLASS _____

Instructions

Practice introducing others using the situations below.

Exercises

1. Introduce Kevin to your friend Caroline.

_____ *Kevin, this is Caroline. She's a friend of mine from home.*

2. Introduce your sister, Sue, to someone you went to school with named Mike.

3. Introduce your father to your biology teacher, Mr. Green.

4. Introduce your roommate, Kent, to someone you have just met named Doris.

5. Introduce your friend, Louise, to your neighbor, Wendy.

6. Introduce Jane, a co-worker, to your brother.

NAME _____
DATE _____
CLASS _____

2.2 Vocabulary



Instructions

Fill in the blanks with the words from the list to complete each sentence.

Word List

communicator
improvement
nerve-wracking
opponent
organized
responsive
rewarding
supervisor
well-thought-out

Exercises

1. I tried to explain my problems, but he wasn't very responsive.
2. I've been practicing my serve and I can see a great _____.
3. This proposal won't be accepted. It hasn't been _____.
4. You need to speak to your _____ to get permission.
5. Waiting for Janie's operation to end was a _____ experience.
6. Serving people is more _____ than making money.
7. My boss is always offending people. He's a not a good _____.
8. If you bought a day-planner, it might help you to get better _____.
9. I lost in the finals of the tennis tournament. My _____ was too good for me.



2.2 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Complete the following sentences using the comparative form of the words in parentheses with *than*.

Exercises

1. Your bike is faster than mine.
(*fast*)
2. It's _____ today _____ it was yesterday.
(*hot*)
3. Going by bus is a lot _____ flying, but it takes much longer.
(*cheap*)
4. Are people _____ here _____ in New York City?
(*friendly*)
5. The opera was _____ I expected.
(*interesting*)
6. Tom is much _____ his brother Bill.
(*serious*)
7. You are _____ you were last summer.
(*thin*)
8. Is this material _____ the material over there?
(*expensive*)
9. My new neighbors are much _____ the old ones.
(*noisy*)
10. Taking the scenic route will be _____ taking the highway.
(*far*)
11. Your English is _____ when you first arrived in this country.
(*good*)

NAME _____
DATE _____
CLASS _____

2.2 Grammar



Instructions

Complete the second set of sentences so that they have the same meaning as the first, using either *not as . . . as*, [*comparative*] *. . . than*, or *more . . . than*.

Exercises

1. I'm not as smart as you.

You are smarter than I am.

2. The explanations in my book are clearer than the ones in yours.

The explanations in your book _____

3. Adult students aren't usually as talkative as teenage students in class.

Teenage students _____

4. I'm neater than my roommates.

My roommates _____

5. The buildings here are bigger than the buildings back at home.

The buildings back home _____

6. Tropical storms are more frequent here than where I come from.

Where I come from, tropical storms _____

7. These apples aren't as tasty as the ones I bought last week.

The apples I bought last week _____

8. Your grades aren't as bad as mine.

My grades _____

9. This case is not as heavy as that one.

That case _____



2.3 Communication

NAME _____

DATE _____

CLASS _____

Instructions

Choose one of the phrases from the list to respond to the statements in the exercises.

Phrase List

I've got tennis elbow.

It was last weekend.

Oh, enough of that.

Sounds exciting.

There's no doubt about it.

Well, my net game is okay.

Exercises

1. I've always wished that I could play the guitar as well as you can.

2. Are you sure this is the best book Hemingway wrote?

3. What's the matter with your arm?

4. How about taking a road trip? Maybe we could drive to the ocean.

5. How's your tennis game lately?

6. When was the last time you saw a movie?

NAME _____
DATE _____
CLASS _____

2.3 Vocabulary



Instructions

Give the comparative and superlative forms of the adjectives.

Exercises

#	Adjective	Comparative	Superlative
1	fat	<i>fatter</i>	<i>fattest</i>
2	tall		
3	strong		
4	heavy		
5	good		
6	beautiful		
7	intelligent		
8	easy		
9	bad		
10	interesting		
11	hot		
12	far		
13	expensive		
14	difficult		



2.3 Culture

NAME _____

DATE _____

CLASS _____

Instructions

Practice giving compliments in the situations below.

Exercises

1. Your date has a new outfit.

_____ *Hey, you look great in that!*

2. You just read a roommate's term paper.

3. You just tasted some fish that a friend prepared for you.

4. You've just visited a friend's new apartment for the first time.

5. A friend just had her hair styled.

6. A friend has just shown you a new painting he has done.

7. You've just met an actress after seeing a play she was in.

8. Your friend just had his car painted.

9. Your co-worker just gave a presentation.

NAME _____
DATE _____
CLASS _____

2.4 Vocabulary



Instructions

Cross out the word or expression in each group that doesn't belong. The first exercise has been done for you as an example.

Exercises

1. hello
 ~~good-bye~~
 hey
 hi
2. summer
 fall
 spring
 weekend
3. election
 supervisor
 mayor
 vote
4. shake hands
 introduce
 see ya later
 how are you
5. well-thought-out
 organize
 planned
 nerve-wracking
6. organize
 tremendous
 great
 wonderful



2.4 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Use each of the following paired conjunctions in a complete statement or question. Many answers are possible.

Exercises

1. either / or

_____ *We either leave now and avoid rush hour or wait until after 6:00 to drive home.* _____

2. both / and

3. neither / nor

4. not only / but

5. not only / but also

NAME _____
DATE _____
CLASS _____

2.4 Culture



Instructions

Practice making pre-closings and closings in the situations below.

Exercises

1. Finish a conversation with someone you live with.

Good night. I'll see you in the morning.

2. Finish a conversation with someone you haven't seen for a while.

3. Finish a conversation with someone you won't see for a while.

4. Finish a conversation with someone you have just met.

5. Finish a conversation with a stranger.

6. Finish a conversation with your spouse.

NAME _____
DATE _____
CLASS _____

3.1 Vocabulary



Instructions

In each of the groups below, cross out the word that does not belong. The first exercise has been done for you as an example.

Exercises

1. hi
 hello
 ~~good-bye~~
 hey
2. tough
 boring
 hard
 difficult
3. teacher
 professor
 instructor
 accounting
4. sophomore
 yoga
 accounting
 economics



3.1 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

These exercises are called *analogies*. In each exercise, you will see three words and a blank. The first and second words are related to each other in some way. The third and fourth words are related to each other in the same way. You should figure out how the first two words are related. Then, using the relationship you discovered, find a fourth word that relates to the third word in the same way that the second word relates to the first word.

For example, in the first exercise below, *hat* is a piece of clothing and *head* is where it is worn. Therefore, since *sock* is a piece of clothing, *foot* is the correct answer because it is where the sock is worn.

If you have a hard time figuring out how the words are related, try asking yourself questions about how the words are related. For example, in the first exercise below, you might ask yourself, “Where is a hat worn?” You might also want to ask yourself if the words are synonyms or opposites.

Write the correct answer in the blank.

Exercises

1. hat : head :: sock : D
 - a. arm
 - b. hand
 - c. leg
 - d. foot

2. cancel : stop :: graduate : _____
 - a. decide
 - b. finish
 - c. hours
 - d. study

3.1 Vocabulary



3. all : none :: tough : _____
- a. easy
 - b. semester
 - c. class
 - d. teacher
4. solution : problem :: assistance : _____
- a. help
 - b. teacher
 - c. difficult
 - d. need



3.2 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Match each word on the left with its opposite on the right.

Exercises

- | | |
|---------------------|-------------------|
| 1. <u>D</u> night | a. give up |
| 2. _____ boring | b. likely |
| 3. _____ instructor | c. take |
| 4. _____ grim | d. day |
| 5. _____ offer | e. empty |
| 6. _____ full | f. student |
| 7. _____ try | g. interesting |

NAME _____
DATE _____
CLASS _____

3.2 Grammar



Instructions

Put the correct modals from the word list into the blanks. There may be more than one correct answer for some sentences. You may use the words from the list more than once or not at all.

Word List

can
could
may
may be
maybe
might
will
would

Exercises

1. We may see Jared tomorrow.
2. _____ someone else has directions to the museum. Let's ask that man.
3. Ursula _____ able to tell you the answer.
4. How many hours _____ you take this semester?
5. Despite his wife's warnings, Terrence _____ have gone out partying again.
6. She thinks she _____ be pregnant.
7. I _____ go with you if I didn't have to work.
8. It's possible that Toby _____ not understand what his teacher says.
9. _____ you tell me how to make this? It's delicious.
10. I _____ never eat there again. The service was terrible!
11. I'm not sure whether Evelyn _____ help us.



3.3 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with words from the list. Use each word or phrase only once.

Word List

change

~~decide~~

look for

manage

might

order

perfect

take

Exercises

1. I can't decide on a major.
2. After you have chosen a major, you can still _____ your mind.
3. I'm going to Park City to _____ a job.
4. I just found the _____ job for me. I've got all the right requirements.
5. How many hours do you want to _____?
6. I think I'll _____ a chicken salad.
7. How many people are in the group you _____?
8. I don't know. I _____ end up just going to be early instead.

NAME _____
DATE _____
CLASS _____

3.3 Vocabulary



Instructions

Match each adjective on the left with its definition on the right.

Exercises

- | | |
|--------------------|------------------------------------|
| 1. _____ pretty | a. not interesting |
| 2. _____ hard | b. unclear or uncertain |
| 3. _____ perfect | c. somewhat |
| 4. _____ great | d. following |
| 5. _____ easy | e. difficult |
| 6. _____ long | f. containing all that is possible |
| 7. _____ full | g. exact, precise |
| 8. _____ confusing | h. very good, excellent |
| 9. _____ next | i. greater than usual length |
| 10. _____ boring | j. not difficult |



3.3 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Circle the correct words.

Exercises

1. How ____ Dan say something like that?
 - a. could
 - b. would

2. ____ the police officer give you a ride to the hospital?
 - a. Will not
 - b. Won't

3. Violet tried to find her diary, but she _____.
 - a. could
 - b. couldn't

4. Alice ____ worry more about her sick mother.
 - a. don't
 - b. shouldn't

5. We might ____ to the soccer game if we can get tickets for a good seat.
 - a. go
 - b. will go

6. We didn't realize we ____ save money by turning down the heat.
 - a. could
 - b. will



7. Because he was convicted of murder, he ____ jail.
 - a. must go to
 - b. must to

8. Could ____ me carry these packages to the post office?
 - a. help you
 - b. you help

9. Leonora ____ tell me why she decided to quit her job and move to Brazil.
 - a. don't
 - b. won't

10. If the candidate doesn't stop saying such negative things about his opponent, he ____ be able to win the election.
 - a. couldn't
 - b. may not



3.3 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Complete the following sentences with one of the modals from the list below. One word will be sufficient for each blank, although it may be a contraction in the affirmative or negative form. You may use words more than once or not at all.

Word List

better	may
can	might
can't	must
could	ought to
couldn't	should
did	will
do	will not (won't)
don't	would
may not	might not
had better	

Exercises

1. They won't be on time if they aren't here in five minutes.
2. You _____ leave as soon as you solve the problems.
3. John _____ get the job because he _____ move.
4. You _____ say all the things you think.
5. I _____ be a little late, but you _____ need to wait for me to start the program.
6. Joy really _____ be here. They're expecting her.
7. Why _____ you speak a little louder? We just _____ hear you.
8. They'd already left before we _____ get there.



9. The trunk was so heavy that she _____ move it, no matter how hard she tried.
10. _____ you see that movie yet?
11. _____ you please not postpone the meeting? We _____ make these decisions.
12. They promised that they _____ definitely be here by 8:00 in the morning.
13. You _____ want to arrive by seven. We're sure there _____ be a huge crowd.
14. We promised that we _____ try to meet you here at noon.
15. She's had the flu, so she _____ go to the reception. She _____ send a gift with Bob.



3.3 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Probability is expressed by *could*, *may*, and *might*. Obligation is expressed by *better*, *had better*, *must*, *ought to*, and *should*. Choose words from the lists to fill in the blanks in the exercises below. You may use words more than once or not at all.

Probability Words

could
may
might
would

Obligation Words

better
had better
must
ought to
should

Exercises

1. They said they might be able to make it, but I doubt that they can.
2. We really _____ stay longer so that we can visit with our host.
3. Is there some way Kurt _____ leave before ten o'clock?
4. You _____ be on time. You _____ take this seriously.
5. You really _____ give this more consideration.
6. I haven't seen Juila yet, but she _____ already be here.
7. We definitely _____ not do that if we were you.
8. _____ you tell me the time? I forgot my watch.
9. It _____ be dangerous.
10. They said it _____ not be possible, but they'll try.

NAME _____
DATE _____
CLASS _____

3.3 Culture



Instructions

Using the class schedule as a guide to work out a class schedule for each of the situations below.

CLASS SCHEDULE FOR ELLIS UNIVERSITY				
CLASS	DAYS	TIME	INSTRUCTOR	CREDIT HOURS
MATH 101*	M W F	10:00-10:50	PERRY	3.0
SPANISH LITERATURE 340	T TH	9:00-11:30	SANCHEZ	3.0
PHOTOGRAPHY 121	DAILY	10:00-11:50	LANGE	2.0
AMERICAN HISTORY 201*	M T W	12:00-1:00	GLEASON	2.0
AMERICAN HISTORY 202*	TH F	12:00-1:30	WYLIE	2.0
MOLECULAR BIOLOGY 370	T W	8:00-10:00	MILLER	4.0
WESTERN CULTURE 110*	M W F	1:30-2:40	SCHMIDT	3.0
*G.E. CLASSES				

Exercises

- Which class meets every day?
_____ *Photography 121* _____
- Which class will be the most expensive to take?

- How many times does Professor Miller's class meet each week?

- How many G.E. classes are listed in the schedule?

- Linda is a freshman at the university. She must take at least one G.E. class, but she can afford only two credit hours. What class should she take?



6. Dave needs one class to graduate. He'd like to take a fun class since he's taken all the required classes. What class should he take?
-
7. Franklin works every day from 9:00 a.m. to 12:30 p.m. What G.E. class should he take?
-
8. Shauna is majoring in Spanish. She needs to take an American History class and a class for her major. Her friends tell her that Professor Wylie isn't a good teacher. What classes should Shauna take?
-
9. Carlene wants to take six credit hours. On Mondays, Wednesdays and Fridays, she works from 8:00 until 1:00. Which classes can fit into Carlene's schedule?
-
10. Gina and Stan would like to take a class together. Stan works all day on Fridays. Stan must take Spanish Literature and Gina must take Molecular Biology. They both need to take a G.E. class. Which class should they take?
-

NAME _____
DATE _____
CLASS _____

4.1 Vocabulary



Instructions

Match the words on the left with their opposites on the right.

Exercises

- | | | |
|----------|----------|--------------|
| 1. _____ | hello | a. goodbye |
| 2. _____ | finish | b. yesterday |
| 3. _____ | close | c. noon |
| 4. _____ | tomorrow | d. before |
| 5. _____ | after | e. start |
| 6. _____ | midnight | f. far |

4

4.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

The sentences below use *have* and *had*. Some of the sentences use them as a main verb. Other sentences use them as an auxiliary verb. Make a positive question and a short answer to each response in parentheses.

Exercises

1. Do you have a cold? _____(Yes / I have a cold.) Yes, I do. _____

2. _____

(No / I haven't taken the dog for a walk yet.) _____

3. _____

(Yes / We had a good time at the park.) _____

4. _____

(No / I've never met your sister.) _____

5. _____

(Yes / I usually have a good breakfast.) _____

6. _____

(Yes / I have a quarter.) _____

7. _____

(Yes / I had a bath earlier.) _____

8. _____

(No / I have chicken pox.) _____

9. _____

(No / I have been jogging.) _____

10. _____

(No / I haven't enjoyed myself.) _____

NAME _____
DATE _____
CLASS _____

4.1 Culture



Instructions

This activity will help you learn all the different ways to tell the time. Write down all the possible ways to tell these times.

Exercises

1. 2:45 p.m.

2. 12:30 p.m.



4.2 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Match the words and phrases with their synonyms.

Exercises

- | | | |
|----------|--------------|-------------------|
| 1. _____ | take a break | a. a thing |
| 2. _____ | realize | b. buy |
| 3. _____ | something | c. relax |
| 4. _____ | late | d. understand |
| 5. _____ | pick up | e. end of the day |
| 6. _____ | kind of | f. a little |

NAME _____
DATE _____
CLASS _____

4.2 Communication



Instructions

Match the questions on the left with the answers on the right.

Exercises

- | | | |
|-----------|------------|---------------------------|
| 1. _____ | How long? | a. At the restaurant. |
| 2. _____ | Who? | b. By bus. |
| 3. _____ | Which one? | c. Next week. |
| 4. _____ | Where? | d. Because I said so. |
| 5. _____ | When? | e. Four hundred students. |
| 6. _____ | What? | f. John. |
| 7. _____ | How many? | g. The blue one. |
| 8. _____ | Why? | h. Three dollars. |
| 9. _____ | How much? | i. A book. |
| 10. _____ | How? | j. Ten years. |



4.2 Communication

NAME _____
DATE _____
CLASS _____

Instructions

Complete the questions by writing a question word or phrase that matches the answer.

Exercises

1. When is your exam?
Next week.
2. _____ roommates are in your apartment?
Four.
3. _____ is the bookstore?
Next to the library.
4. _____ aren't you coming to the movie?
Because I'm tired.
5. _____ is that tennis racquet?
It costs \$75.
6. _____ tie would you like?
The blue one.
7. _____ is that girl in the red dress?
That's Jane.
8. _____ are you planning to stay here?
Two more years.
9. _____ are there discos at the Student Center?
Every week.

NAME _____
DATE _____
CLASS _____

4.2 Grammar



Instructions

Each exercise below gives the answer to a question. Write a question to go with each answer.

Exercises

1. Liz went to the dentist.

Where did Liz go? _____

2. She saw Dr. Johnson.

3. Because she had a toothache.

4. She was there for nearly one hour.

5. He gave her a filling.

6. It cost her \$250.

7. She got home at 4:30.

8. Her mouth was numb for three hours.

9. Her teeth are fine now.



4.2 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Write questions using *who*, *whom*, or *what*. Ask the question about the word in italics.

Exercises

1. *Someone* called me.

_____ *Who called you?*

2. *Someone* taught me how to make the perfect margarita.

3. John broke *something* very valuable.

4. *Something* has gone wrong.

5. This must mean *something*.

6. Brent is going to marry *someone*.

7. I knocked my head against *something*.

8. I think I have done *something* terrible.

9. I gave your money to *someone*.

10. Anne told me *something* exciting.

NAME _____
DATE _____
CLASS _____

4.3 Vocabulary



Instructions

Fill in the blanks with the words from the list. Use each word only once.

Word List

buying
~~crackers~~
help
magazine
over there
snack
some

Exercises

1. I would love some crackers with my soup.
2. Joshua isn't too hungry. He just wants a _____.
3. The pop is _____ with the rest of the beverages.
4. If you could pick me up _____ rice, I'd really appreciate it.
5. Have you read the latest edition of that _____?
6. Charlotte could use some _____ preparing dinner.
7. How many boxes of cereal are you _____?

4

4.3 Grammar

NAME _____
DATE _____
CLASS _____

Instructions

Build an adjective clause beginning with the word(s) on the line. Add words to the clause to fit it into the sentence.

Exercises

1. Tom, _____ *whom you met last night* _____, will be leaving tomorrow.
(whom you)
2. Rose, _____, will come by your house to pick it up tonight.
(whom you saw)
3. Ed and Maria, _____, would like to discuss them with you soon.
(who shared)
4. The bag _____ fell apart yesterday.
(that I bought)
5. The school, _____, has been replaced by a modern campus.
(which was built)

NAME _____
DATE _____
CLASS _____

4.3 Communication



Instructions

Complete each sentence below with an adjectival or adverbial clause from the list. Make sure the sentences are punctuated correctly.

Phrase List

although she had the flu
because she's so smart
~~because of his inventions~~
because there's not much snow
even though he's afraid of heights
when you get a raise

Exercises

1. The story of Thomas Edison is fascinating because of his inventions.
2. _____, Henrietta taught her aerobics class.
3. Daniel decided to ride the roller coaster _____.
4. _____, we won't be skiing much this year.
5. You should buy a set of high-quality luggage _____.
6. _____, it was easy for Jen to solve the problems.

4

4.4 Grammar

NAME _____
DATE _____
CLASS _____

Instructions

Match the statements on the left with the tags on the right.

Exercises

- | | |
|--|-----------------|
| 1. ____ You're from Brazil, | a. hasn't she? |
| 2. ____ Brad doesn't like fishing, | b. was there? |
| 3. ____ They aren't married, | c. won't we? |
| 4. ____ They weren't alone, | d. does he? |
| 5. ____ There wasn't any damage | e. did she? |
| 6. ____ They came yesterday, | f. aren't you? |
| 7. ____ We'll go camping, | g. are they? |
| 8. ____ Belinda didn't come with John, | h. didn't they? |
| 9. ____ We'd be good at that, | i. can't I? |
| 10. ____ I'm late again, | j. wouldn't we? |
| 11. ____ Anne's been shopping again, | k. were they? |
| 12. ____ I can leave now, | l. aren't I? |

NAME _____
DATE _____
CLASS _____

4.4 Grammar



Instructions

Add the correct tag to the following statements.

Exercises

1. Jack isn't sick again, is he??
2. I'm in trouble, _____?
3. It snows here a lot, _____?
4. I got good grades, _____?
5. Janelle didn't make the same mistake, _____?
6. You should be on time, _____?
7. You won't be late, _____?
8. He wasn't cheating, _____?
9. There's some food left, _____?
10. We've gotten lost, _____?
11. We're leaving tomorrow, _____?
12. She'd be great for the job, _____?



4.5 Culture

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with phrases from the list.

Phrase List

What about the ice cream?

I'm afraid we're out.

That should cover it.

~~That comes to \$8.50.~~

Can I help you find anything?

Do you have any change?

Exercises

1. Clerk: Will that be all, sir?

Eric: Yes, thanks.

Clerk: That comes to \$8.50.

2. Clerk: _____

Eric: No thanks. I'm just looking.

3. Eric: Let's go. I think we have everything.

Amber: _____

Eric: Oh, yeah. I almost forgot.

4. Eric: _____

Clerk: Sorry. I only have dollar bills.

5. Eric: Here's a twenty dollar bill.

Clerk: _____

6. Amber: Could I have some milk?

Clerk: _____

NAME _____
DATE _____
CLASS _____

4.5 Grammar



Instructions

Complete the second sentence so it means the same as the first.

Exercises

1. “Why don’t you come over for coffee,” Anne suggested to me.
Anne invited me over for coffee.
2. “Children, please do not touch the wet paint,” the custodian said.
The custodian told _____.
3. “Matt, don’t forget to lock the door,” his mother said.
Matt’s mother reminded _____.
4. “John, if I were you, I’d go see your professor.”
Ann advised _____.
5. “I didn’t think I was ready to take the TOEFL exam, but my teacher said I was.”
My teacher encouraged _____.
6. “I really didn’t want to go to the club, but Mary said that I should.”
Mary persuaded _____.



4.5 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Using the given statements, rewrite each sentence in reported speech.

Exercises

1. “Class, how many times have I explained this concept?” Dr. Kopetz asked.

Dr. Kopetz asked the class how many times he had explained the concept.

2. “Hand in your tests one at a time,” the teacher directed.

3. “How many of you have played lacrosse before?” the coach asked.

4. William asked Jeanette, “Would you like to go out to dinner with me?”

5. The referee screamed, “Safe!” as Veronica slid into home plate.

6. Whenever someone suggests pizza, Albert says, “We get pizza every time we go out!”

7. “We must return this movie on time!” George’s mother said.

NAME _____
DATE _____
CLASS _____

5.1 Vocabulary



Instructions

Match the words on the left with their synonyms on the right.

Exercises

- | | |
|----------------------|------------------|
| 1. _____ to try | a. somewhat |
| 2. _____ opening | b. to consider |
| 3. _____ to relocate | c. position |
| 4. _____ to look at | d. to search |
| 5. _____ pretty | e. flawless |
| 6. _____ to look for | f. to attempt |
| 7. _____ job | g. to move |
| 8. _____ perfect | h. available job |



5.1 Communication

NAME _____

DATE _____

CLASS _____

Instructions

Match the two parts of the sentences.

Exercises

- | | | |
|----------|----------------------------------|----------------------------------|
| 1. _____ | You won't pass the exam | a. if you don't study hard. |
| 2. _____ | I'll wait | b. if it doesn't rain soon. |
| 3. _____ | There'll be a shortage of water | c. if you get the job. |
| 4. _____ | We'll never win the game | d. if you come right now. |
| 5. _____ | I might be able to play the song | e. if Jimmy can't play. |
| 6. _____ | We will be able to buy the car | f. if I practice hard this week. |

NAME _____
DATE _____
CLASS _____

5.1 Grammar



Instructions

Put the verb in parentheses in the correct tense.

Exercises

1. If we don't go (*not/go*), they will be (*be*) very disappointed.
2. If I _____ (*offer*) you more money, will you sell it to me?
3. Dr. White _____ (*give*) me a low grade if I turn in this paper late.
4. The ozone layer _____ (*get*) thinner if we _____ (*not do*) something about it now.
5. If you _____ (*not go*) to bed early, you _____ (*not be*) able to wake up in time tomorrow.
6. If the weather _____ (*be*) nice tomorrow, we _____ (*go*) skiing.



5.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Change these sentences into conditional sentences using *unless*.

Exercises

1. If you don't help me, I won't be able to finish in time.

_____ *Unless you help me I won't be able to finish in time.*

2. If Joseph doesn't apologize to Larissa, she will be very upset.

3. If you don't have a student I.D., you can't get a discount.

4. If you don't turn off the TV right now, I will be angry with you.

5. If she doesn't take lessons, Annie will never pass the driving test.

6. If it doesn't snow tonight, we won't be able to ski.

NAME _____
DATE _____
CLASS _____

5.1 Culture



Instructions

Use the newspaper ads to complete the exercises.

WAITERS NEEDED TO WORK DINNER HOURS AT FIONNI'S ITALIAN VILLA. CALL FOR AN APPOINTMENT 555-9231.	RAINSFORD AVENUE. FULL-TIME POSITION, INCLUDES BENEFITS. NO CALLS.	TIME. AT LEAST FIVE YEARS OF EXPERIENCE NECESSARY. 555-2135.
UNIVERSITY HOSPITAL IS HIRING EMPLOYEES TO WORK IN CAFETERIA. NO EXPERIENCE NECESSARY. FLEXIBLE HOURS. GREAT FOR STUDENTS. 555-7685.	WANTED: FULL-TIME COOK TO WORK LUNCH SHIFT AT TACOS SUPREME. SOME EXPERIENCE REQUIRED. 439 STATE STREET. 555-3900.	BIOLOGIST NEEDED AT RESEARCH INSTITUTE DOWNTOWN. MASTER'S DEGREE IN BIOLOGY REQUIRED. CALL EXPERIMENTS UNLIMITED AT 555-4983, EXT. 4758.
EXPERIENCED BARBER NEEDED AT FLOYD'S. APPLY IN PERSON. 78 NORTH MAGNOLIA ST. CALL 555-2120	PART-TIME EMPLOYEE NEEDED FOR BASIC DATA ENTRY. WILCOX SYSTEMS. CALL 555-8987 FOR AN APPOINTMENT.	ELDERLY WOMAN NEEDS HELP WITH ODD JOBS. PAY NEGOTIABLE. CALL 555-1993.
MANAGER WANTED AT WATERSON'S BOOKS. 332	WE WANT YOU TO WORK FOR US! COMPUTER PROGRAMMER NEEDED PART-	

Exercises

1. Where could a person apply who knows something about computers but does not have much experience?

2. Which job offers flexible hours?

3. How many jobs require someone with experience?

4. Which job requires a certain amount of education from a university?

5. How many jobs have to do with food?



6. What company does not want people to call for an appointment?

7. How many of the ads mention how much the employee will be paid?

8. A person who can't work in the evening should not apply for which job?

9. Which job requires some physical work?

10. Which job requires the most amount of schooling?

NAME _____
 DATE _____
 CLASS _____

5.1 Culture



Instructions

Below is a sample résumé. Study it, then fill in your own résumé on the reverse side of this sheet.

ANNA BUCHANAN

7230 Maple Drive | Elmhurst, UT 84606 | (801) 555-5384 | anna@inet.com

Objective

I would like a position where I can use the latest computer technology to make the most of my artistic skills.

Education

School	Ellis University
Major	Information Design
Minor	English
Graduation Date	May 2003
G.P.A.	3.86

Skills

Document Design	QuarkXPress; Microsoft Word; Adobe InDesign; Macintosh and Windows
Technical Writing	Writing instructions, technical manuals, and product descriptions
Computer Programming	Programmed listening tests for ESL Classes at Ellis University; created web sites in BBEdit using HTML, CSS, and Javascript.
Graphic Arts	Adobe Photoshop; Adobe Illustrator; Corel Draw; GraphicConverter

Experience

Teaching Assistant Ellis University January 2002–Present	Aided in an Internet publishing class of 16 students Helped class members work with Macintosh computers to learn HTML, CSS, and JavaScript using Dreamweaver and BBEdit.
Private Violin Teacher May 1999–April 2003	Taught 20 private students per week, ages 3–19 Organized studio recitals twice yearly Served as an officer in a regional teachers' association Designed recital programs and advertisements
Graphic Artist The Graphics Group May 2000–August 2001	Computerized design concepts for business cards, posters, and advertisements. Worked in teams and independently Qualified for a pay increase



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Objective

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Education

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Skills

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Experience

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NAME _____
DATE _____
CLASS _____

5.2 Vocabulary



Instructions

Match the words on the left with their opposites on the right.

Exercises

- | | |
|--------------------|-------------------|
| 1. _____ find | a. same |
| 2. _____ accept | b. director |
| 3. _____ hire | c. first |
| 4. _____ different | d. lose |
| 5. _____ last | e. fire |
| 6. _____ assistant | f. refuse |
| 7. _____ fine | g. unsatisfactory |



5.2 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with the words or phrases from the list.

Word List

appointment

between

~~can I help you~~

interview

looking for

speak

Exercises

1. Can I help you with anything, or do you have everything you need?
2. Patricia needs to _____ with the person in charge of reservations.
3. Sometime _____ 1:00 and 2:30, my bike was stolen.
4. Dr. Russell won't see anyone without an _____ but you could still try.
5. If I could just get an _____ I think I could convince them to hire me.
6. Eric wasn't _____ anything in particular, but he found a great suit!

NAME _____
DATE _____
CLASS _____

5.2 Grammar



Instructions

Complete the sentences with the words in parentheses. Use the conditional.

Exercises

1. I don't have a car.

If I had a car, I would be able to take you home.
(have) (be able to)

2. I don't have a work permit.

If I _____ a work permit, I _____ get a full-time job.
(have) (can)

3. Jeanne doesn't exercise.

If Jeanne _____ exercise, she _____ a lot better.
(do) (feel)

4. I have to work.

If I _____, I _____ take you to the airport.
(not have to work) (can)

5. The book isn't on sale.

If the book _____ on sale, I _____ it.
(be) (buy)

6. We don't have enough time.

If we _____ enough time, we _____ go shopping.
(have) (can)

7. Kurt doesn't have a good accent.

If Kurt _____ a good accent, I _____ understand him better.
(have) (be able to)

5

5.2 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Complete the sentences with the correct forms of the words in parentheses. Some of the sentences express true or possible situations; others express untrue or impossible situations. There may be more than one correct answer.

Exercises

1. Perhaps there will be time to go swimming.

If there is enough time, we will go to the beach.
(be) (go)

2. The weather looks like it might clear up.

If it _____, we _____.
(clear up) (go hiking)

3. Bonnie can't afford a new dress.

If she _____ a new dress, she _____ to the party.
(can afford) (go)

4. My parents aren't going to come after all.

If they _____, we _____ all have Christmas together.
(come) (can)

5. Steve may be seriously ill.

If he _____ seriously ill, we _____ to go on vacation.
(be) (not be able)

6. Thomas doesn't train hard enough.

If he _____ hard enough, he _____ a chance to win a medal.
(train) (have)

7. I don't have a computer.

If I _____ a computer, I _____ the project at home.
(have) (finish)



8. Maybe we will be lucky.

If we _____ lucky, they _____ our lost luggage.
(be) (find)

9. I don't go to work every day.

If I _____ to work every day, we _____ carpool.
(go) (can)

10. I have to study tonight.

If I _____ tonight, I _____ you out.
(not have to study) (take)

11. Joanna has her final exams next week.

If she _____ her final exams next week, I'm sure she _____ to go.
(not have) (love)



5.3 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with the words from the list. Use each word only once.

Word List

ad
appointment
earn
hire
interview
look at
pretty
relocate
résumé
tuition

Exercises

1. Would you be willing to _____ me if I could start tomorrow?
2. I need to update my _____ before I send in my application.
3. We're _____ busy at the moment. Could you come later?
4. How much money did you _____ at your last job?
5. I think I can get his job. I just need to do well at the _____.
6. We need to _____ several candidates for this position.
7. I'd like to make an _____ to see the dentist.
8. I need a job this summer to be able to pay my _____ for fall.
9. Would you be willing to _____ if you were offered a promotion?
10. There's an _____ for a great job in today's paper.

NAME _____
DATE _____
CLASS _____

5.3 Grammar



Instructions

Complete the conditional sentences with the words in parentheses. There may be more than one correct answer.

Exercises

1. I got lost coming here.

If I hadn't gotten lost coming here, I wouldn't have been late.
(not get lost) (not be late)

2. You reminded me about my dental appointment.

If you _____, I _____ all about it.
(not remind me) (forget)

3. The car had an air bag.

If the car _____ an air bag, we _____.
(not have) (be killed)

4. I asked you about the test.

If I _____ about the test, I _____ about it.
(not ask) (not know)

5. I saw the car approaching.

If I _____ the car approaching, I _____.
(not see) (be killed)

6. I didn't know you were in the hospital.

If I _____ you were in the hospital, I _____ you.
(know) (visit)



5.3 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Rewrite sentences using a conditional clause. There may be more than one correct answer.

Exercises

1. We were able to leave early because the neighbors helped us.

_____ *We would not have been able to leave early if the neighbors had not helped us.*

2. Carl forgot to lock his car and his stereo equipment was stolen.

3. Tanya forgot her umbrella and got soaked.

4. The car broke down because I didn't take care of it.

5. I didn't recognize you because your hair looked different.

6. Helen didn't wear her seat belt and was badly injured in the accident.

7. Luke didn't stop at the light and crashed into a truck.

NAME _____
DATE _____
CLASS _____

6.1 Vocabulary



Instructions

Match the words on the left with their synonyms on the right.

Exercises

- | | | |
|----------|---------|------------------------|
| 1. _____ | plan | a. uncertain |
| 2. _____ | things | b. intend |
| 3. _____ | tired | c. get ready |
| 4. _____ | prepare | d. exhausted |
| 5. _____ | fuzzy | e. items |
| 6. _____ | study | f. spend time learning |



6.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Complete these sentences using the gerund form of the verbs from the list.

Word List

do
drive
enjoy
go
paint
receive
sky dive

Exercises

1. Jean managed to escape doing the dishes again.
2. Let's finish _____ the walls before we have lunch.
3. I can't imagine _____ myself at the party without you.
4. Are you scared of _____? It's not that dangerous.
5. I try to avoid _____ the car in icy weather.
6. I would appreciate _____ an apology from her.
7. Mark had to postpone _____ on the picnic because of the weather.

NAME _____
DATE _____
CLASS _____

6.1 Grammar



Instructions

Complete the sentences with the expressions from the list.

Phrase List

go dancing
go jogging
go sailing
go shopping
go sightseeing
go skating
go skiing
go swimming

Exercises

1. The snow should be great today. Let's _____.
2. There's a great new disco in town. Would you like to _____.
3. John needs to try out his new skates. He wants to _____.
4. Mary has a lot of things to buy. She needs to _____.
5. We haven't seen anything of Paris yet. Let's _____.
6. There's a good breeze on the lake today. Why don't we _____.
7. I haven't had any exercise for days. I need to _____.
8. The beach is not far and the weather is perfect. Let's _____.



6.2 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Match the words on the left with their opposites on the right.

Exercises

- | | | |
|----------|-----------|-------------|
| 1. _____ | left | a. question |
| 2. _____ | answer | b. doubtful |
| 3. _____ | different | c. right |
| 4. _____ | arrive | d. start |
| 5. _____ | of course | e. leave |
| 6. _____ | stop | f. same |

NAME _____
DATE _____
CLASS _____

6.2 Culture



Instructions

A friend has asked you to help him study for a driver's license test. After reading the passage, write down some questions you might ask your friend to help him prepare for the test.

Passage

There are several places you are not allowed to park. These places include:

- On a sidewalk
- In front of a private driveway
- In an intersection
- Within 15 feet of a fire hydrant
- On a crosswalk
- Within 30 feet of a stop sign
- Within 50 feet of a railroad crossing
- Within 75 feet of a fire station entrance or exit
- In a tunnel

Questions



6.2 Culture

NAME _____

DATE _____

CLASS _____

Instructions

A friend has asked you to help her study for a driver's license test. After reading the passage, write down some questions you might ask your friend to help her prepare for the test.

Passage

How to Make a Left Turn

1. Before you reach the corner, signal a lane change and move over to the left lane.
2. Signal and slow down at least three seconds before you reach the corner.
3. Look right and left before starting to turn.
4. Enter the street you are turning on to in the lane to the right of the center.
5. Don't turn from or enter the right lane.

Questions

NAME _____
DATE _____
CLASS _____

6.3 Grammar



Instructions

Complete the sentences with the infinitive or gerund form of the words in parentheses. Some of the verbs can be used with either form.

Exercises

1. The man tried to pull the boy from the pool.
(pull)
2. Ruth appeared _____ the meal and continued _____ until late.
(enjoy) (talk)
3. The organizers failed _____ that most people dislike _____ in line.
(realize) (stand)
4. I hate _____ you, but could you tell me if you plan _____ me?
(disturb) (help)
5. When it started _____, we decided _____ at a motel.
(snow) (stop)



6.3 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Each of the sentences contains a mistake. Rewrite the sentence and correct the mistake.

Exercises

1. Have you been to swimming yet?

_____ *Have you been swimming yet?* _____

2. Why aren't you more excited to going on vacation?

3. It is important getting a good education.

4. Sarah dislikes to exercise and prefers to go on a diet.

5. I can't wait for you to finish your homework. I want you going now.

6. They persuaded for me to go to the club even though I dislike dancing.

7. My dad wanted me to becoming a lawyer but I preferred to become a teacher.



8. Would you consider to quit your job if your bosses refuses to give you a raise?

9. Can you help me fixing my bike or teach me how to do it?

10. Can we arrange for him to arrive earlier or do we need to postponing the meeting?

11. Please do not hesitate contacting me if you need to borrow a car.



6.4 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with the words from the list. Use each word only once.

Word List

by the way
definitely
example
good luck
legal
~~speed~~
speed limit
unsafe

Exercises

1. You shouldn't _____ *speed* _____ along this road. I've been ticketed several times.
2. _____, do you know exactly which test problems we should do?
3. Find a good _____ of free-verse poetry.
4. It is _____ to drive this fast. We'll get in an accident!
5. Elinor says that it's not _____ to lie about your profits.
6. Donald wished me _____ on my final.
7. We _____ should have taken more water on the campout.
8. I honestly thought the _____ on this road was 55 miles per hour.

NAME _____
DATE _____
CLASS _____

6.4 Grammar



Instructions

In the sentences below, change infinitive phrases to gerunds, and change gerunds to infinitive phrases.

Exercises

1. Water skiing is fun.

_____ *It is fun to water ski.* _____

2. It's sensible to avoid junk food.

3. Drinking and driving is a very foolish thing to do.

4. Meeting my old school friends last night was so much fun.

5. It's not necessary to use bad language.

6. Parking there is illegal.

7. It's almost impossible to find him at home.

8. It's hard to get a good grade from her.

9. Is skiing in Europe expensive?



10. It is dishonest to copy from someone else.

11. They allow smoking here.

12. You are allowed to fish here.

NAME _____
DATE _____
CLASS _____

6.4 Grammar



Instructions

Complete the sentences below using infinitives of the verbs from the list. Use each word from the list only once.

Word List

be
buy
come
enjoy
offer
take
visit

Exercises

1. Dan promised to take his kids to a movie on Saturday.
2. Brent seemed _____ an honest guy.
3. I invited Sophie to the party but she refused _____.
4. We hope _____ England in August.
5. Most students can't afford _____ a new car.
6. They pretended _____ the meal in order to not offend their host.
7. The company decided not _____ the job to Alyssa.

NAME _____
DATE _____
CLASS _____

7.1 Vocabulary



Instructions

Match the words on the left with their definitions on the right.

Exercises

- | | |
|------------------|------------------------|
| 1. _____ try | a. method; plan |
| 2. _____ finish | b. thing; article |
| 3. _____ system | c. increase |
| 4. _____ quarter | d. attempt |
| 5. _____ item | e. can't be changed |
| 6. _____ raise | f. complete |
| 7. _____ frozen | g. to go to |
| 8. _____ attend | h. 9–10 weeks of class |



7.1 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with the words from the list. Use each word only once.

Word List

afford
earn
fee
increased
load
per
school
term

Exercises

1. This is where Ian goes to _____.
2. I'm afraid we can't _____ to go to such expensive restaurants.
3. Robyn got a raise. Now she will _____ almost \$50,000 a year.
4. This will be my fifth _____ at the trade school.
5. These nails cost \$2.35 _____ pound.
6. I can barely afford school because living expenses have _____.
7. I was advised not to take a heavy _____ my first semester.
8. What is the _____ for ten credit hours?

NAME _____
DATE _____
CLASS _____

7.1 Grammar



Instructions

Change the sentences below from active to passive. Use the same tense.

Exercises

1. Brent helped me.

_____ *I was helped by Brent.* _____

2. The fireman rescued the dog.

3. The police arrested the demonstrators.

4. A truck lost a wheel.

5. Paramedics took the woman to the hospital.

6. Dr. Anderson teaches our math class.

7. The news didn't surprise Joel at all.

8. The entire class signed the card.

9. Jackie invited me to the party.

10. Linda answered the phone.



7.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

If it is possible, make the sentences below passive. Write *not possible* if it is not possible to change the sentence to the passive.

Exercises

1. When do you arrive?

_____ *not possible* _____

2. Mary's answer shocked me.

3. I slept in the basement.

4. When did the accident happen?

5. Vern made the reservation.

6. Anna left yesterday.

7. It belongs to me.

8. We had breakfast early.



9. Shakespeare wrote *Hamlet*.

10. I didn't call.

11. We ran to the station.



7.2 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Change the sentences from active to passive. Use the same tenses. Include *by* only if the subject is important.

Exercises

1. Someone is ringing the bell.

_____ *The bell is being rung.* _____

2. Someone should fix the roof.

3. The bomb has killed over twenty people.

4. You must not return books late.

5. Someone was helping the old lady across the street.

6. Joanne is clearing the table right now.

7. They should complete the tunnel in 1999.

8. I really should do the ironing.



9. Has someone repaired the heating yet?

10. You must leave the bags in the lockers.

11. Where did they steal your purse?



7.2 Culture

NAME _____

DATE _____

CLASS _____

Instructions

Look at the tuition costs for three different schools below. Then answer the questions.

Zephyr State University	\$150 per credit hour for residents \$400 per credit hour for non-residents
Mistral Community College	\$100 per credit hour for all students
Chinook Trade School	\$150 per class for residents \$325 per class for non-residents

Exercises

1. Martin has planned a budget for the fall semester. He can spend \$2000 on tuition. As a non-resident, how many credit hours can he take at Zephyr State University?

2. Next year, the tuition at Zephyr State University will go up \$25 per credit hour. Adam will become a resident of the state. How many credit hours will Adam be able to take if he can spend \$1200 on tuition?

3. Marla is a resident and wants to take a class at Chinook Trade School. How much should she budget for her tuition?

4. Peter wants to take two credit hours, but he doesn't have much money. Which school will be the least expensive for Peter?

5. Camilla has a full scholarship. How much should she budget for tuition at Mistral Community College?

6. Jane can spend \$625 on tuition. As a non-resident, how many credit hours can she take at Mistral Community College?

NAME _____
DATE _____
CLASS _____

7.3 Communication



Instructions

Fill in the blanks with the phrases from the list below. Use each word only once.

Phrase List

it depends
long enough
non-resident
tax-supported
out of state

Exercises

1. Are you going to the game tonight? _____ on who's playing.
2. We shouldn't leave the party yet. We haven't been here _____.
3. The government housing projects are _____.
4. Liz's car insurance costs more because she's a _____.
5. If Paul doesn't get accepted at Ohio State, he may have to go _____.



7.3 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Complete the sentences with the stative passives from the list. Use each word from the list once.

Word List

acquainted
crowded
excited
exhausted
divorced
pleased
qualified
scared

Exercises

1. Lisa is _____ of being alone in the house.
2. We were _____ from the long hike up the mountain.
3. The town was _____ with visitors for the festival.
4. Christine was _____ about getting her first job.
5. My teacher was _____ with the progress that I had made.
6. Are you _____ with this part of town?
7. Brett and June are _____ because they always fought.
8. Paul didn't get the job because he wasn't properly _____.

NAME _____
DATE _____
CLASS _____

7.3 Grammar



Instructions

Fill in the blanks with the correct forms of the words below the lines to form passive sentences.

Exercises

1. Francis is having his car fixed by a mechanic.
(have) (fix)
2. Heidi appreciated _____ for getting the highest score on the test.
(be rewarded)
3. The door needs _____ in the next day or two.
(be painted)
4. Try to not _____ so easily. You'll do better next time.
(be discouraged)
5. David and Kate _____ their picture _____ yesterday.
(get) (take)



7.4 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Cross out the word in each group that doesn't belong. The first exercise has been done for you as an example.

Exercises

1. hello
hi
~~good-bye~~
hey
2. hour
trimester
quarter
term
3. grades
budget
load
credit
4. expenses
fee
schedule
rent
5. dorms
trade school
apartment
rent
6. scholarship
tuition
grant
loan
7. scholarship
grant
assistance
tuition

NAME _____
DATE _____
CLASS _____

7.4 Vocabulary



Instructions

Complete the sentences with the words from the list. Use each word only once.

Word List

confused
divorced
drunk
engaged
hurt
lost
sunburned
tired
worried

Exercise

1. If you don't put on sunscreen, you will get _____.
2. After three years of marriage, John and Shirley got _____ last year.
3. I'm sorry I'm late. I got _____ on the way here.
4. I'm getting _____ by your directions. They don't make sense.
5. Mitch was arrested for _____ driving.
6. Samantha needs to go to bed. She's getting _____.
7. When did you get _____? Can I see the ring?
8. I haven't seen the kids since they left this morning. I'm getting _____ about them.
9. Did anyone get _____ in the accident?

NAME _____
DATE _____
CLASS _____

8.1 Vocabulary



Instructions

On the left are vocabulary words, and on the right are examples of the vocabulary words. Match the words on the left with the examples on the right.

Exercises

- | | | |
|----------|----------------|----------------------------|
| 1. _____ | entertainment | a. \$25 |
| 2. _____ | transportation | b. movie |
| 3. _____ | food | c. cookies |
| 4. _____ | amount | d. airplane |
| 5. _____ | everything | e. all of your possessions |



8.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Choose the correct word for each of the sentences.

Exercises

1. There _____ a lot of traffic in town today.
 - a. are
 - b. is

2. I need some _____ for the machine.
 - a. coin
 - b. coins

3. Can you give me _____ advice on which computer to buy?
 - a. an
 - b. some

4. _____ there any news about the football game?
 - a. Are
 - b. Is

5. Here _____ the facts about the accident.
 - a. are
 - b. is

6. I need to learn a lot of _____.
 - a. vocabularies
 - b. vocabulary



7. I want to paint the _____ white.
- a. furniture
 - b. furnitures
8. Would you like some _____?
- a. cookie
 - b. cookies
9. Would you like _____ cheese?
- a. a
 - b. some
10. Here _____ some money for the movies.
- a. are
 - b. is



8.1 Culture

NAME _____

DATE _____

CLASS _____

Instructions

Jim, Byron, and Larry live together in an apartment. Each of them pays \$275 in rent, \$50 in utilities, and \$10 in phone charges each month. Keeping these expenses in mind, help Jim, Byron and Larry make budgeting decisions in the exercises below.

Exercises

1. Jim has \$500 to spend every month. He takes his girlfriend to three movies every month. He cooks at home and spends \$75 a month on groceries. He is responsible for \$60 worth of long-distance phone calls. What advice would you give him?

2. Byron has \$1000 to spend every month. He has a \$265 car payment every month. Byron likes to eat out and spends \$250 a month on food. He also spends \$50 on theater tickets each month. He spends \$60 a month on gas and his car needs new tires to pass inspection. The tires will cost \$195. What advice would you give Byron?

3. Larry has \$650 to spend every month. He eats at the school cafeteria and spends \$200 each month on food. He doesn't have a car, so he rides the bus. He needs a new bus pass for \$50. He also needs to buy a plane ticket to go home for the summer next month. The round-trip ticket costs \$320. What advice would you give Larry?

NAME _____
DATE _____
CLASS _____

8.1 Culture



Instructions

Laura, Bridget, and Alexis live together in an apartment. Each of them pays \$300 in rent, \$40 in utilities, and \$15 in phone charges each month. Keeping these expenses in mind, help Laura, Bridget, and Alexis make budgeting decisions in the exercises below.

Exercises

1. Laura has \$500 to spend every month. She cooks at home and spends \$80 a month on groceries. Laura needs to make a credit card payment of \$70. She spends over \$100 each month on entertainment. What advice would you give Laura?

2. Bridget has \$900 to spend every month. Each month, she has a \$210 car payment and spends \$50 on gas. She likes to eat out and spends over \$250 a month on food. She usually spends \$100 a month on new clothes and has a \$175 final payment on her stereo due this month. What advice would you give Bridget?

3. Alexis has \$650 to spend every month. She eats at home and spends \$60 a month on food. She has a bike. What advice would you give Alexis?



8.2 Communication

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with the phrases from the list.

Phrase List

at home
end up
fast food
likely
no thanks
too much

Exercises

1. I'm studying _____ tonight so I can get more done.
2. Gwen will _____ driving all day tomorrow if she doesn't make it home to-night.
3. _____, guys. I'd rather study by myself.
4. I've spent _____ time on this to give up now.
5. We're all in a hurry, so we're getting _____ for lunch.
6. It is _____ that Ron will get the highest score.

NAME _____
DATE _____
CLASS _____

8.2 Grammar



Instructions

Choose the word that will complete the sentence correctly.

Exercises

1. Charlie drove to ____ to pick up the children.
 - a. church
 - b. the church

2. Would you like to go to ____ some day?
 - a. college
 - b. the college

3. Mrs. Marshall went to ____ to talk to Lucy's teacher.
 - a. school
 - b. the school

4. Matthew's father is a lawyer. He is in ____ for fraud.
 - a. prison
 - b. the prison

5. His mother goes to ____ to visit her husband every week.
 - a. prison
 - b. the prison



8.2 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Complete the sentences with *a*, *an*, or *the*. There may be more than one correct answer.

Exercises

1. There are only two places to eat in this town: _____ Chinese restaurant and _____ Mexican restaurant. _____ Chinese restaurant isn't bad, but _____ Mexican is better.
2. _____ man approached _____ police officer and asked _____ question. _____ police officer didn't understand _____ question so _____ man repeated it.
3. It's cold in here. Could you please close _____ window?
4. Andy is studying to be _____ doctor.
5. _____ beach is not so crowded now. Let's go for _____ walk.
6. I must go to _____ bank. I need _____ loan.
7. My glasses are on _____ table by _____ window.
8. We have _____ oldest car on _____ block.
9. Do you have _____ car? No, but I have _____ motorbike.
10. Is Kate _____ graduate student?
11. Does London have _____ zoo?
12. Let's go to _____ zoo this Saturday.

NAME _____
DATE _____
CLASS _____

8.2 Grammar



Instructions

Write *the* in the blank if it is needed. If *the* is not needed, leave the blank empty.

Exercises

1. _____ computers are becoming very common in schools.
2. _____ computers in our school need to be replaced.
3. _____ fruits and vegetables contain no cholesterol.
4. _____ TV commercials are often very irritating.
5. Can you please turn _____ TV up?
6. Why are _____ lawyers paid so much?
7. _____ people who live next door often go boating.
8. You need _____ coconut to make _____ cake.
9. Let's take _____ children to _____ park.
10. _____ air in this town is not as clean as it used to be.
11. I don't like _____ food at that restaurant. Let's go somewhere else.
12. Harry restores _____ old cars as a hobby.



8.3 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with the words from the list. Use each word only once.

Word List

bill
each
expenses
long-distance
same
utilities

Exercises

1. Does the rent for this apartment include _____?
2. When I got last month's telephone _____, I was pleasantly surprised.
3. Couldn't we save money by cutting down on our _____ phone calls?
4. _____ person needs to supply his or her own car.
5. The money we spend on entertainment for the visitors should be included in the _____ for this month.
6. Both Johnny and Angela feel the _____ about the situation.

NAME _____
DATE _____
CLASS _____

8.3 Grammar



Instructions

Circle the correct modifiers for each sentence.

Exercises

1. I don't eat _____ bread, but I do eat _____ pasta.
 - a. much / much
 - b. much / a lot of
 - c. many / much
 - d. many / a lot of

2. How _____ donuts have you eaten?
 - a. much
 - b. many

3. There were _____ professors at the seminar but not _____ students.
 - a. a few / much
 - b. a few / many
 - c. a little / much
 - d. a little / many

4. We have too _____ vocabulary to learn and too _____ time to study.
 - a. much / few
 - b. much / little
 - c. many / few
 - d. many / little



5. There was _____ noise outside our apartment last night, so I didn't get _____ sleep.
- a. much / much
 - b. much / many
 - c. a lot of / much
 - d. a lot of / many
6. Could I have _____ water please?
- a. a few
 - b. a little
7. We had _____ of snow here last winter.
- a. much
 - b. a lot of
8. Are there _____ foreign students on this campus?
- a. much
 - b. many

NAME _____
DATE _____
CLASS _____

8.3 Grammar



Instructions

Cross out the modifiers that can *not* be used in the sentences.

Exercises

1. Jack had _____ to eat last night.
a lot
much
too much
a little
2. Do you have _____ compact discs?
a few
a little
a lot of
both
many
much
several
some
3. Did you eat _____ food last night at the party?
a lot of
some
a few
a little
several
too many
too much
4. There is _____ furniture in the apartment.
a lot of
some
a few
a little
several
many
much



8.4 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Match the words on the left with their opposites on the right.

Exercises

- | | |
|-----------------------|-----------------|
| 1. _____ cheap | a. too much |
| 2. _____ nice | b. improbable |
| 3. _____ now and then | c. bad |
| 4. _____ same | d. spend |
| 5. _____ likely | e. expensive |
| 6. _____ save | f. all the time |
| 7. _____ income | g. include |
| 8. _____ not enough | h. different |
| 9. _____ leave out | i. expenses |

NAME _____
DATE _____
CLASS _____

8.4 Vocabulary



Instructions

Write the words from the list into the categories they belong in. Use each word only once.

Word List

breakfast	lunch
bus	cafeteria
concerts	restaurant
electricity	subway
movies	taxi
fast-food place	TV
gas	water

Exercises

1. Meals

2. Utilities

3. Transportation

4. Places to eat

5. Entertainment



8.4 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Complete each sentence by choosing a quantifier for it. There may be more than one correct answer. You may use the words from the list more than once or not at all.

Word List

a lot
all
any
most
one
plenty
some

Exercises

- How about ice cream?
Sure, let's get _____.
- Do we need beans?
Yeah, they'll eat _____.
- I love Jan's cookies.
There aren't _____ left now.
- We need a good dictionary.
Okay, we'll get _____ tomorrow.
- Who has good tools?
I'm sure Martin has _____.
- How many hot dogs should we cook?
We'd better cook _____. The kids love them.
- How much pop should we buy?
About twelve cans. Everyone will drink _____.

NAME _____
DATE _____
CLASS _____

9.1 Vocabulary



Instructions

Match the words on the left with their synonyms on the right.

Exercises

- | | |
|------------------|-------------|
| 1. _____ believe | a. before |
| 2. _____ tell | b. speak |
| 3. _____ earlier | c. complete |
| 4. _____ finish | d. kind |
| 5. _____ handle | e. think |
| 6. _____ type | f. manage |



9.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Change the verbs into the present progressive. Use contractions.

Exercises

1. he / coming

He's coming. _____

2. they / hit / well

3. I / not / give up

4. she / sell / lemonade

5. I / write / a letter

6. he / win / the race

7. you / begin / to grow

8. they / run / fast

9. I / choose / the red one

10. you / not / make sense



11. he / live /in Iowa

12. we / try / to win

13. we / not / study



9.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Match the following three uses of the present progressive tense with the sentences.

Mark

each sentence:

A for something happening at the moment of speaking

B for something happening around the moment of speaking

C for something that happens for a limited time

Exercises

1. _____ Why don't you come over? We're having a party.
2. _____ We're saving for our summer vacation.
3. _____ I'm walking to work this week.
4. _____ I don't have time for golf this month.
5. _____ Why are you watching TV?
6. _____ What are you doing these days? I'm looking for a job.
7. _____ I'm not reading a lot of books at the moment.
8. _____ We're meeting in a different classroom this week.
9. _____ I can't get the door. I'm taking a shower.
10. _____ Diane is studying Italian this semester.
11. _____ Please be quiet. I'm doing my homework.

NAME _____
DATE _____
CLASS _____

9.1 Grammar



Instructions

Complete the sentences with the words in parentheses. Use the simple present or present progressive.

Exercises

1. It is not raining (*not / rain*) now. Let's go outside.
2. Why _____ (*Brad / climb*) on the roof?
3. This is Dr. Peterson. She _____ (*teach*) English at the university.
4. We _____ (*live*) in a trailer while our house is being repaired.
5. _____ (*you / write*) to your parents often?
6. Please turn the TV down. I _____ (*try*) to make a phone call.
7. What _____ (*your son / do*) these days?
8. It _____ (*rain*) a lot in Vancouver.
9. I usually _____ (*get up*) at 7:00, but this week I
_____ (*get up*) earlier because I'm on a different work shift.
10. Meg _____ (*stay*) with her friend until she _____
(*find*) an apartment.
11. Anne _____ (*practice*) the piano every morning.



9.2 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Match the words on the left with the examples on the right.

Exercises

- | | |
|-----------------------------|---|
| 1. _____ qualification | a. \$5.75 an hour |
| 2. _____ wage | b. 8:00–12:00; 2:30–6:30 |
| 3. _____ experience | c. a bachelor's degree in biology |
| 4. _____ a couple of people | d. accepting a student with a 1.5 GPA to a major university |
| 5. _____ split shift | e. Ryan and Pamela |
| 6. _____ exception | f. worked five years at a laboratory |

NAME _____
DATE _____
CLASS _____

9.2 Vocabulary



Instructions

Match the sentences on the left with the stative verbs on the right.

Exercises

- | | | |
|----------|---|---------------|
| 1. _____ | How do you _____ about leaving at 6:00? | a. believe |
| 2. _____ | Do you _____ why Nathan is so angry? | b. feel |
| 3. _____ | I _____ a B in that class now. | c. have |
| 4. _____ | Did you _____ whether he was on time? | d. understand |
| 5. _____ | I _____ eggs to pancakes. | e. prefer |
| 6. _____ | I don't _____ what Kara just said! | f. notice |



9.3 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Cross out the word in each group that does not belong. The first exercise has been done for you as an example.

Exercises

1. hello
hi
~~good-bye~~
hey
2. degree
certificate
permit
tuberculosis
3. references
experience
qualifications
health department
4. hire
semester
application
interview

NAME _____
DATE _____
CLASS _____

9.3 Grammar



Instructions

Write complete sentences using the simple past or the past progressive of the verbs.

Exercises

1. Mark / have an accident while / drive to work

_____ *Mark had an accident while he was driving to work.*

2. While Amy / talk on the phone Kris / prepare dinner

3. Jerry / arrive while we / have dinner

4. Nancy / dance when the music / suddenly stop

5. Sam / break his leg while he / ski

6. John / at work / hear about his mother's death

7. When the dance / finish we all / go home

8. While I / shop yesterday I / see an accident

9. While I / wait for Matt I / meet an old friend



9.3 Culture

NAME _____

DATE _____

CLASS _____

Instructions

In what order should the following events take place? Number each event in the correct order.

Exercises

- _____ You call for an appointment.
- _____ You look through a newspaper for want ads.
- _____ You go to the interview.
- _____ You decide to look for a job.
- _____ You fill out an application.
- _____ The interviewer asks you questions.
- _____ You hand the interviewer your résumé.
- _____ You get the job.

NAME _____
DATE _____
CLASS _____

9.4 Vocabulary



Instructions

Fill in the blanks with the words from the list. Use each word only once.

Word List

busiest
during
hire
is there any way
problem
work out

Exercises

1. How would it _____ if Irene sang instead of Harold?
2. It will be a big _____ if you don't deliver the chair by 5:00.
3. _____ you could get off work fifteen minutes early?
4. Whom did we _____ for the management position?
5. _____ what time will your mother be in the hospital?
6. Maybe you received poor service because you went to the restaurant during the _____ time of day.



9.4 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Complete the sentences with the words in parentheses. Use the future progressive tense. Remember that you can form the future progressive with *going to*.

Exercises

1. Marcus and his daughter will be staying with us for the entire month of June.
(*stay*)
2. We recently hired a night guard who _____ for suspicious activities.
(*watch*)
3. Some day, we _____ the news and she will have done something great.
(*watch*)
4. Caryn's parents _____ a party on Saturday. Do you want to come?
(*have*)
5. Ivan has been in school forever! When _____?
(*graduate*)
6. In thirty years, _____ back on all the crazy things we did.
(*look*)
7. Please be quiet when you come home tonight because I _____.
(*sleep*)
8. When will you _____ people at a formal dinner party?
(*entertain*)
9. The plane _____ at the Denver airport at 10:35 next Friday night.
(*land*)

NAME _____
DATE _____
CLASS _____

9.5 Vocabulary



Instructions

Fill in the blanks with the words from the list. Use each word only once. You will not use some of the words.

Word List

decision	qualify
exception	raise
fair	split shift
for hire	start out
hire	tips
make up	wage
minimum wage	worry

Exercises

1. The company is growing fast and they need to hire some more programmers.
2. Don't _____ about taking me to the airport. I can take the bus.
3. I am not accepting a job at such low pay. Besides, the _____ is \$5.75.
4. It isn't _____ that I have to work 50 hours a week.
5. If I can arrange a _____ at work, I will be able to take the math class at 11:00.
6. I will _____ chopping vegetables at the restaurant, but will eventually be a chef.
7. Veronica makes \$6.00 an hour, but with _____, it's really closer to \$8.50.
8. All our graduates have received job offers with the _____ of Barry.
9. Will you be able to _____ the time you lost last week while you were sick?
10. Victoria is angry that her request for a _____ was turned down.
11. The boss's _____ was final: no more twenty minute coffee breaks.



9.5 Communication

NAME _____
DATE _____
CLASS _____

Instructions

Choose a phrase from the list to complete each exercise below. Use each phrase only once.

Phrase List

100 miles
a lot of my friends
~~beginning to swell~~
contains the information
economics
is getting old
is not enough

Exercises

1. These mosquito bites are beginning to swell.
2. _____ are going.
3. None of my books _____.
4. Four hours of sleep _____.
5. To some people, _____ is interesting.
6. _____ separates the two capitals.
7. Each of our cars _____.

NAME _____
DATE _____
CLASS _____

9.5 Culture



Instructions

When you interview for a job, you are often asked to fill out an application. Fill out the application below as if you are applying for a job.

EMPLOYMENT APPLICATION

<i>Full Name</i>		<i>Date</i>	
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Daytime Phone</i>	<i>Evening Phone</i>	<i>Social Security Number</i>	

Are you available for full-time work?

- ☐ yes
☐ no

When are you available to begin work? _____

EDUCATION

Last school attended _____

Did you graduate?

- ☐ yes
☐ no

Degree earned _____

Other schools attended: _____

**EMPLOYMENT HISTORY**

Please begin with your present or most recent employer.

1. Company name _____

Address / phone _____

Supervisor's name _____

Starting and ending dates _____

Position _____

Reason for leaving _____

Job duties _____

2. Company name _____

Address / phone _____

Supervisor's name _____

Starting and ending dates _____

Position _____

Reason for leaving _____

Job duties _____

3. Company name _____

Address / phone _____

Supervisor's name _____

Starting and ending dates _____

Position _____

Reason for leaving _____

Job duties _____

NAME _____
DATE _____
CLASS _____

10.1 Vocabulary



Instructions

Match the words on the left with their synonyms on the right.

Exercises

- | | |
|-----------------------|----------------|
| 1. _____ front | a. directions |
| 2. _____ begin | b. cautious |
| 3. _____ follow | c. start |
| 4. _____ instructions | d. rear |
| 5. _____ back | e. foremost |
| 6. _____ careful | f. come after |
| 7. _____ hit | g. push |
| 8. _____ ashamed | h. embarrassed |



10.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Write the correct preposition from the word list in front of each item. You may use each word more than once.

Word List

at
in
on

Exercises

1. ____ 3 o'clock
2. ____ Monday
3. ____ August
4. ____ 1984
5. ____ midnight
6. ____ Christmas
7. ____ the morning
8. ____ breakfast
9. ____ the weekend
10. ____ Friday afternoon

NAME _____
DATE _____
CLASS _____

10.1 Grammar



Instructions

Fill in the correct preposition from the list in the sentences below. You may use each word more than once. There may be more than one correct answer to some exercises.

Word List

at
by
for
in
on

Instructions

1. They got engaged ____ April 19th.
2. I usually go jogging ____ the evening.
3. Jim prefers to study ____ home.
4. They have lived in Kansas ____ 10 years.
5. You are not allowed to sit ____ the grass.
6. We live ____ the first floor.
7. When did you arrive ____ the airport?
8. Don't sit ____ that chair. It's not safe.
9. Who is that girl ____ the door?
10. Shall we go ____ bus?
11. There's no one ____ the pool. Let's swim.
12. The store is ____ the right.
13. Mary's sitting ____ the armchair.
14. You didn't stop ____ the traffic light.



10.2 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the sentences with the words from the list. Use each word only once.

Word List

afraid
carefully
make sure
mess up
necessarily
press
speakers
without

Exercises

1. To make the radio play, _____ the button labeled *on*.
2. That statement isn't _____ true. There are exceptions to most rules.
3. Please wash these glasses _____. They are over one hundred years old.
4. _____ to lock all the doors before you leave.
5. Kristina hates to travel _____ her favorite pillow.
6. Where should we put the _____ so they supply sound to the entire room?
7. The more I learn, the less _____ I am of taking the final.
8. The kids better not _____ the kitchen. It's just been cleaned.

NAME _____
DATE _____
CLASS _____

10.2 Grammar



Instructions

Write the correct preposition from the list in the sentences below. You may use the words from the list more than once.

Word List

for
in
of
on
with

Exercises

1. May I remind you ____ your duties?
2. You must either comply ____ the law or face punishment ____ your actions.
3. John is not interested ____ classical music.
4. Many college students have to travel ____ public transportation.
5. The concert consisted ____ two separate parts.
6. Are you afraid ____ snakes?
7. I don't blame you ____ being angry.
8. You shouldn't be ashamed ____ the results. You did your best.



10.3 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Match the phrases on the left with their meanings on the right.

Exercises

- | | |
|--------------------|-----------------------------|
| 1. _____ pick out | a. discover |
| 2. _____ hang up | b. visit without invitation |
| 3. _____ find out | c. remove |
| 4. _____ drop in | d. choose |
| 5. _____ get over | e. stop trying |
| 6. _____ call back | f. end a phone call |
| 7. _____ take off | g. recover from an illness |
| 8. _____ give up | h. return a phone call |

NAME _____
DATE _____
CLASS _____

10.3 Vocabulary



Instructions

Fill in the blanks with the correct verb from the list. Use each verb only once.

Word List

get along with
give up
look up
made up
put off
turn on

Exercises

1. I should tell Makayla about this. Will you _____ her number?
2. I can't _____ going to the dentist any longer. I haven't gone for two years.
3. Don't _____. If you keep studying, you will get a good grade.
4. Could you please _____ the TV? I would like to see the news.
5. Mary just _____ the whole story. There is no truth to it.
6. John doesn't _____ his roommates at all. They are always arguing.



10.3 Vocabulary

NAME _____
DATE _____
CLASS _____

Instructions

Complete the sentences using an appropriate verb with a pronoun object. Use each phrase from the list only once.

Phrase List

get along with
pick up
put away
take off
throw away
turn down
~~turn off~~
turn on

Exercises

1. The television is on. Can you turn it off?
2. The music is too loud. Can you please _____?
3. I'm done with the dishes. Can you help me _____?
4. Your clothes are all over the floor. Please _____.
5. I don't need these old magazines. We can _____.
6. If you need my jacket, I will _____.
7. Amy can't share an office with Brent. She doesn't _____.
8. We will need the air conditioning today. Should I _____?

NAME _____
DATE _____
CLASS _____

11.1 Vocabulary



Instructions

Match the words on the left with their synonyms on the right.

Exercises

- | | |
|--------------------|-----------------------|
| 1. _____ happy | a. difficulty |
| 2. _____ resources | b. objective |
| 3. _____ meeting | c. glad |
| 4. _____ problem | d. funds; materials |
| 5. _____ popular | e. reason |
| 6. _____ excuse | f. well-liked |
| 7. _____ goal | g. assembly of people |



11.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Choose the pronoun(s) that fits best in the blank.

Exercises

1. Pete is here. ____ wants to see you.
 - a. He
 - b. Him

2. ____ invited Pam to go to the movie.
 - a. I
 - b. Me

3. Jennifer has a cold. ____ has had ____ for a long time.
 - a. He / it
 - b. He / him
 - c. She / it
 - d. She / him

4. Joel and Anita have a new car. ____ bought ____ yesterday.
 - a. He / it
 - b. He / her
 - c. They / it
 - d. They / her

5. Marcos took ____ to dinner yesterday. ____ enjoyed it very much.
 - a. we / We
 - b. we / Us
 - c. us / We
 - d. us / Us



6. Jane and ____ are getting married in June.
- a. I
 - b. me
7. Tom met Amber and ____ at the restaurant. ____ stayed there till 9 o'clock.
- a. I / Us
 - b. I / We
 - c. me / Us
 - d. me / We
8. I will put the money and the tickets in the closet. ____ will be safer there.
- a. It
 - b. They
9. Tony did it for ____.
- a. I
 - b. me
10. We gave the food to the children. ____ enjoyed ____ very much.
- a. He / it
 - b. He / them
 - c. They / it
 - d. They / them
11. Have you seen Doris today? No. ____ and Veronica went skiing today.
- a. She
 - b. Her



11.2 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with the words from the list.

Word List

alternative
change his mind
come up with
opinion
present
voice

Exercises

1. Everyone's _____ is valid. You should listen to what each person has to say.
2. I've been trying to convince Byron for hours. See if you can _____
3. Alice shouldn't expect people to read her mind. If she has concerns, she should _____ them.
4. As an _____, we could go to a concert instead of a movie.
5. How should we _____ our new product?
6. Our newest products are becoming obsolete. We need to _____ more innovative programs.

NAME _____
DATE _____
CLASS _____

11.2 Grammar



Instructions

Circle the correct possessive pronoun or adjective for each exercise.

Exercises

1. My children are still at school. So are _____.
 - a. mine
 - b. my
2. Keith and Mike have both broken _____ legs skiing.
 - a. the
 - b. their
3. My parents are coming to the graduation ceremony. How about _____, Heidi?
 - a. your
 - b. yours
4. Is this _____ umbrella or _____?
 - a. my / your
 - b. my / yours
 - c. mine / your
 - d. mine / yours
5. _____ coats are here but where are _____?
 - a. Their / our
 - b. Their / ours
 - c. Theirs / our
 - d. Theirs / ours



6. ____ wife works at the bank.
- a. Her
 - b. His
7. Our children are going out with ____ friends and we are going out with ____.
- a. their / our
 - b. their / ours
 - c. theirs / our
 - d. theirs / ours
8. Matthew and Jessica are exchanging cars. He is driving ____ and she is driving ____.
- a. his / his
 - b. his / hers
 - c. hers / his
 - d. hers / hers

NAME _____

DATE _____

CLASS _____

11.2 Culture



Instructions

Think about the job you have now or a job that you have had in the past. What are some suggestions you might put into a suggestion box at that job? Write your suggestions in the space below.

[illegible]



11.3 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with the words from the list. Use each word only once.

Word List

already
excited
look after
not exactly
not too well
otherwise
practically
react

Exercises

1. The supervisor didn't _____ positively to the suggestion.
2. A five cents per hour raise was _____ what I had in mind.
3. Unless the professor suggests _____, this will be the subject of my thesis.
4. How is Glen feeling today?
_____. In fact, his headache is worse than yesterday.
5. Unless we can draw up an alternative plan, there is _____ no hope of winning the contract.
6. Could you _____ the dog while we're out of town?
7. They've _____ taken the trash out, but you could mow the lawn if you want.
8. I'm sorry, but it's hard to get _____ about a trip if you have to drive ten hours.

NAME _____
DATE _____
CLASS _____

11.3 Grammar



Instructions

Complete the sentences with reflexive pronouns.

Exercises

1. Your hair is a mess. You should look at yourself in the mirror.
2. They weren't being irresponsible. They were just enjoying _____.
3. Do you have a key? I locked _____ out of my office.
4. Carla is trying to teach _____ how to sew.
5. Brad thinks only of _____. He's so selfish.
6. The vacation was quite expensive, but we really enjoyed _____.
7. I burned _____ trying to take the cake out of the oven.
8. Andrew is still in the hospital. He is feeling sorry for _____.
9. Behave _____ or you will be in trouble.
10. Jill and I are going to California by _____.
11. You two take care of _____ while we're gone.



11.3 Culture

NAME _____

DATE _____

CLASS _____

Instructions

You should be diplomatic when making a suggestion. This means that you say things carefully so you won't upset someone. You have already learned how to give your opinion by using certain phrases. You can use some of those phrases in this lesson. Rewrite each sentence to make the statement more diplomatic.

Exercises

1. I don't like Rick's plan at all.

I think Rick's plan could be improved.

2. It's a bad idea to buy a house in that area.

3. Our supervisor doesn't treat people well.

4. The employees that I work with hate the new rule.

5. That's a terrible idea, Alicia!

6. This project is so disorganized.

NAME _____
DATE _____
CLASS _____

11.4 Grammar



Instructions

Change the direct and indirect objects to pronouns.

Exercises

1. Give John the book.

_____ *Give it to him.* _____

2. Have you shown Anne the picture?

3. Could you pass me the salt?

4. You should send your parents a copy.

5. We'd be grateful if you could lend us your car.

6. Liz turned in her paper to Dr. Graham.



11.4 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Change the position of the indirect object in the sentences below.

Exercises

1. Could I give some advice to your son?

_____ *Could I give your son some advice?*

2. I need to write a letter to my parents.

3. Please pass that drink to Jacob.

4. Why didn't you give the book to Sam earlier?

5. You didn't lend any money to Erin, did you?

6. May I give you this?

7. Please show Amanda the map.

8. Can you send us your résumé?

9. Would you hand me your passport?

NAME _____
DATE _____
CLASS _____

11.4 Culture



Instructions

Below are events in giving a proposal. Put the events in the correct order by writing numbers by the events.

Exercises

- _____ Ask one of your co-workers to read the proposal.
- _____ See if any other employees agree with you.
- _____ Write the proposal.
- _____ Have a suggestion that you think your supervisor should know about.
- _____ Make the presentation to your supervisor with confidence.
- _____ Practice presenting your suggestions.
- _____ Organize the proposal and the presentation.

NAME _____
DATE _____
CLASS _____

12.1 Vocabulary



Instructions

Fill in the blanks with the words from the list. Use each word only once.

Words List

anyone
aspect
character
I guess
leaves
main
namely
now

Exercises

1. If everyone else is gone, I guess that just _____ the two of us.
2. I'm sick. That's the _____ reason why I'm staying home.
3. Pip is the most important _____ in Charles Dickens' novel *Great Expectations*.
4. If they're out of milk, _____ I'll just have water.
5. The most important _____ of that song is the harmonic progression.
6. Doesn't _____ know David's real reason for not going to London?
7. Kari has very strong opinions about a few things, _____ religion and politics.
8. We have _____ all finished the book.



12.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Fill in the blanks with *for* or *since*.

Exercises

1. I've had this car _____ five years.
2. We've been studying hard _____ 6 o'clock.
3. They've been living here _____ 1990.
4. We haven't heard from you _____ ages.
5. It's been raining _____ Monday evening.

NAME _____
DATE _____
CLASS _____

12.1 Grammar



Instructions

Use the information in parentheses to answer the questions.

Exercises

1. Why are you so happy? (pass the TOEFL)

_____ *I passed the TOEFL.*

2. Why don't you want to see *Star Wars*? (already see)

3. Why is Ken's leg in a cast? (break his ankle)

4. Would you two like to go in on a pizza? (already have dinner)

5. Why don't you wear your jacket? (send it to the dry cleaner)

6. Why are you so hungry? (not eat all day)

7. What's the matter with Linda? (have an argument with Marianne)

8. Why are you still waiting here? (bus not come yet)

9. Why are you looking under the table? (lose my keys)



12.1 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Put the verb into the correct tense: either present perfect or simple past.

Exercises

1. We / get / married in 1985.

_____ *We got married in 1985.*

2. When / you / leave for work this morning?

3. Congratulations! We / just / hear the good news.

4. We / get / engaged three weeks ago.

5. How many times / you / take / the test so far?

6. My grandparents are no longer alive. They / live / in California all their lives.

7. You / visit / the Hermitage when you / be / in St. Petersburg?

8. Jane / be / in there for a long time. I wonder what she's doing?

9. Brad / start / playing golf when he / be / in high school.



10. You / ever / be to Paris?

11. Yes, we / be / there / two years ago.



12.2 Vocabulary

NAME _____
DATE _____
CLASS _____

Instructions

Match the words on the left with their synonyms on the right.

Exercises

- | | |
|-------------------|---------------------|
| 1. _____ brother | a. jail |
| 2. _____ end | b. policeman |
| 3. _____ change | c. male sibling |
| 4. _____ problems | d. restrain |
| 5. _____ prison | e. completely |
| 6. _____ cop | f. make different |
| 7. _____ control | g. conclusion |
| 8. _____ totally | h. struggle; battle |
| 9. _____ fight | i. troubles |

NAME _____
DATE _____
CLASS _____

12.2 Grammar



Instructions

For each sentence, write the verb in the correct tense: present perfect or past perfect.

Exercises

1. You (finish) yet?

Have you finished yet? _____

2. Mark (study) for three hours.

3. We (write) four papers so far this semester.

4. The dishwasher is working now. I (just fix) it.

5. How long (you / know) Harriet?

6. The kids (play) in the park all morning.

7. The kitchen is a mess. What (you / cook) ?

8. Where (you / be) ? I (wait) for you for over an hour.

9. They (travel) around Canada for two months.

10. So far they (visit) two provinces.



12.2 Communication

NAME _____

DATE _____

CLASS _____

Instructions

There are several phrases used to ask for or give opinions. Write each phrase in the correct category. Use each phrase only once.

Word List

As far as I'm concerned . . .

Do you agree?

Does everyone agree?

I agree with you.

I don't know.

I don't see it that way.

I guess that's true.

I think you're right.

That's my point.

Well, maybe you're right.

What do you think?

Why do you say that?

Yes, but so what?

Exercises

1. Which phrases are used to ask someone for an opinion?

2. Write down the phrases that you would use when giving your own opinion. Giving your opinion might include agreeing or disagreeing with someone's opinion.

3. When you are asking a person to explain an opinion, you can say:

NAME _____
DATE _____
CLASS _____

12.3 Vocabulary



Instructions

Match the words on the left with their antonyms on the right.

Exercises

- | | | |
|----------|-------------|-----------------|
| 1. _____ | simple | a. difficult |
| 2. _____ | dramatic | b. excluded |
| 3. _____ | involved | c. terrific |
| 4. _____ | predictable | d. weak |
| 5. _____ | terrible | e. emotionless |
| 6. _____ | follow | f. uneventful |
| 7. _____ | strong | g. inconsistent |
| 8. _____ | interesting | h. precede |



12.3 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Make complete sentences using the past perfect.

Exercises

1. I wasn't able to speak to Tom. He / just / leave.

I wasn't able to speak to Tom. He had just left.

2. Ethel was very nervous when the plane took off. She / never / fly / before.

3. By the time we got to the station, the train / already / leave.

4. Until Edith met Jeff, she / never / eat / Japanese food.

5. The old lady was in great pain. She / fall / down the stairs and / break / her hip.

6. After Don / tell / me all about his adventures, he went to bed.

7. The choir members were excited. They / never / sing / in front of such a large audience before.

NAME _____
DATE _____
CLASS _____

12.3 Grammar



Instructions

Make complete sentences using either the past perfect simple tense or the progressive tense.

Exercises

1. I was exhausted. I / work in the backyard all day.

I was exhausted. I had been working in the backyard all day.

2. Lisa wanted to drive Kent home. He / drink / all evening.

3. Sandra was so happy. She / never / win a prize before.

4. When I finally got to the hotel, they were mad at me. They / sit / in the lobby for an hour.

5. Before Giovanni came to America, he / never / speak a word of English.

6. We / drive / for about half an hour when it started to snow.

7. The roads were very slippery. It / rain / all night.



12.4 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

In each of the groups below, cross out the word that does not belong.

Exercises

1. hello
hi
~~good-bye~~
hey
2. hardship
upset
problem
solution
3. low morale
upset
drought
popular
4. Californian
Oklahoman
American
Communist
5. lie
complain
destroy
combine

NAME _____
DATE _____
CLASS _____

12.4 Grammar



Instructions

Rewrite these sentences in the future perfect or future perfect progressive tense.

Exercises

1. Rob moves to Newark before 2006.

_____ *Rob will have moved to Newark before 2006.*

2. We will be eating for about thirty minutes by the time you arrive.

3. Anastasia and I started the project before you get back.

4. Hopefully, I will graduate by the time you return from Italy.

5. Claire and Don finished their work when I call them.

6. I don't think any of us will finish our homework when the movie starts.



12.4 Culture

NAME _____

DATE _____

CLASS _____

Instructions

Practice giving your opinion. Answer the questions using the phrases you have learned.

Exercises

1. What is your favorite movie? Why? Give your opinions about the story, the actors, the music, or the cinematography.

2. State your opinions about learning English. Is it easy or difficult? Is it fun? What do you like most about it?

3. Which sport do you like better: baseball or basketball? Explain why.

NAME _____
DATE _____
CLASS _____

12.5 Vocabulary



Instructions

Fill in the blanks with the words from the list.

Word List

accurate
achievements
era
hero
parole
portray
propaganda
reflect
simplicity
speeches

Exercises

1. The president gives many long _____ about his economic theories.
2. Both sides used _____ to serve their own purposes in the Second World War.
3. Try to be more _____ in your work. There were many mistakes.
4. What you said in the article is inaccurate. It does not _____ my position at all.
5. We're dealing with children here. What we need is more _____ in our product.
6. During the _____ of the Greeks, philosophy was very popular.
7. The police officer does not consider himself a _____. He says he was just doing his job.
8. On your résumé, you need to mention any special _____ at college or in your career.
9. To _____ the main character in the novel as a villain is too simple.
10. Do you agree that many prisoners are given _____ too soon?



12.5 Vocabulary

NAME _____

DATE _____

CLASS _____

Instructions

In the lists of words below, cross out the one word in each group that does not fit in with the others. The first exercise has been done for you as an example.

Exercises

1. brother
daughter
~~author~~
mother
2. parole
jail
prisoner
morale
3. author
liar
writer
poet
4. politics
propaganda
era
communists
5. worldwide
main
general
widespread
6. simple
easy
upset
uncomplicated



7. self-centered
popular
bad-tempered
hot-headed
8. accurate
true
correct
controversial
9. mostly
totally
entirely
completely
10. probably
possibly
maybe
certainly
11. remain
stay
change
continue
12. complain
express
portray
describe
13. actors
plot
characters
soldier



12.5 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Write the correct past participles in the blanks.

Exercises

1. stop stopped
2. claim _____
3. bury _____
4. make _____
5. hear _____
6. open _____
7. flip _____
8. put _____
9. run _____
10. have _____
11. wave _____

NAME _____
DATE _____
CLASS _____

12.5 Grammar



Instructions

Write the verbs from the list in the sentences below. You may need to conjugate the verbs.

Word List

bring
eat
find
know
leave
sell
teach
write

Exercises

1. Have you _____ all the cookies already?
2. Has Maria ever _____ English in Spain?
3. I've _____ you your lunch.
4. Has John _____ his keys yet?
5. We've _____ Colin since he was a child.
6. I've _____ your book on your desk.
7. I've _____ my bike.
8. I don't need to call my parents. I've already _____ to them.



12.5 Grammar

NAME _____

DATE _____

CLASS _____

Instructions

Write the verbs from the list in the sentences below. You may need to conjugate the verbs.

Word List

break
do
have
lose
meet
speak
spend
understand

Exercises

1. Your father has _____ to the manager, so you don't need to worry.
2. The neighborhood kids have _____ all the windows in the house next door.
3. I haven't _____ a word that you are saying. Could you speak slowly?
4. Margaret has _____ a cold for weeks.
5. Haven't we _____ somewhere before? Your face seems familiar.
6. Have you _____ your homework yet?
7. I've _____ my glasses. Have you seen them anywhere?
8. We've _____ too much money already.

