

1 **Gerunds and infinitives - 1** Look at the statements for Listening exercise 1 again. Then match them with the rules.

1. Reading your notes again and again is useful.
2. It's good to revise with other students.
3. I always go to the library to revise.
4. I revise by reading my notes and then asking somebody to test me.
5. I can't stand revising so I leave all my revision to the last week before the exams.
6. I feel stressed when I revise so I go running or swimming regularly to help me relax.
7. My revision strategy involves drinking lots of coffee and going to bed late.
8. I always need to take a break after 45 or 50 minutes of study.

We use the **gerund** ...

as the subject/object of a sentence.

with *go* to talk about physical activities. ✓

after prepositions. ✓

after verbs of liking or disliking (except when the verb goes with *would*, e.g. *would like*, *would prefer*). ✓

after certain verbs like *admit*, *avoid*, *consider*, *involve*, *risk*, *suggest*. ✓ ✓

We use the **infinitive** ...

to explain why somebody does something.

✓

immediately after adjectives. ✓

2a Choose the correct alternative.

TWO UNUSUAL REVISION TECHNIQUES

It's amazing how much revision we do while we're at school or university. The problem is that can quickly become boring and repetitive. It's important a variety of different revision techniques for revision as effective as possible. Instead of the same old things, here are two unusual techniques that might work for you.

1. revision cards all around your house can help what you've learnt. Put cards in the bathroom, kitchen, living room ... everywhere. The idea is that you can revise and learn something even when you go to the kitchen cupboard a biscuit! But remember that it's essential a real break from time to time.



2. Most people enjoy , even if they don't actually sing very well. Some experts suggest your revision notes to the tune of a song that you like.



You can sing your notes all day long, even when you walk to school, go , or do sport. Basically, music appears us to remember more. But don't forget your voice down in the exam when you're singing your notes to yourself! And check that people in your family don't mind to you revising at home all weekend!

3 Is the gerund or infinitive used correctly in each sentence? If not, rewrite it.











1. I've been studying hard so I expect passing (to pass) ✓ the exam.
2. She suggested to study (studying) ✓ together that evening.
3. We arranged to meet in the library.
4. My friends appeared finding (to find) ✓ the exam easy.
5. I was happy because I managed passing (to pass) ✓ the exam with 90%.
6. Please promise not to cheat again!
7. You risk to fail (failing) ✓ if you don't start studying soon.
8. Have you ever considered to study (studying) ✓ another language?

4 Complete this exam advice with the gerund or infinitive form of the verbs given.

1. Plan your time at the start to make sure that you have enough time (finish) the exam.
2. (Start) the exam before you have read all the questions can be a bad idea.
3. We suggest (take) more than one pen or pencil to the exam.
4. Don't write too fast or carelessly to avoid (create) a bad impression.
5. Think about (leave) yourself time (check) your work at the end.
6. Check that you know how many questions you need (complete) because sometimes not all questions are obligatory.
7. Try (answer) all the questions that are obligatory.



6 Choose the verbs in the correct form.

1. I prefer  football to  homework.
2. I'd rather  by bus than .
3. She'd prefer  in at the weekend.
4. She prefers  essays by hand.
5. He'd rather  a project than  an exam.
6. I'd prefer  by train than .

1 **Past perfect simple** Look at the sentence and then choose the action that happened first.

When I **had finished** school, I **bought** a ticket to travel round the world.

- I finished school.
- I bought a ticket.

Choose the correct alternative.

We use the past perfect simple to talk about actions that happened **before** another action in the past.

2 Complete the sentences with the past simple or past perfect simple form of the verbs given.

1. When she (write) her letter of application, she sent it.
2. The teacher didn't let her do the exam because when she arrived, the exam (start).
3. He unlocked the door and (step) inside.
4. Before today's conversation, I (not speak) to the boss.
5. When the wind (blow), the leaves on the trees shook.
6. They didn't want to see the film again because they (see) it twice already.
7. They weren't hungry because they (eat).

4a **Past perfect continuous** Do these sentences contain verbs in the past perfect simple or the past perfect continuous?

	Past perfect simple	Past perfect continuous
I'd been working for almost 12 months when I had an idea.	<input type="radio"/>	<input checked="" type="radio"/>
When I'd earned enough money, I decided to go skiing in France.	<input checked="" type="radio"/>	<input type="radio"/>
I'd been organising my gap year for a long time.	<input type="radio"/>	<input checked="" type="radio"/>
When I'd finished that job, I worked as a volunteer in Madagascar.	<input checked="" type="radio"/>	<input type="radio"/>

4b **Past perfect continuous** Which sentences give more importance to the duration of the action? Which give more importance to the completion of the action?

I'd been working for almost 12 months when I had an idea.

When I'd earned enough money, I decided to go skiing in France.

I'd been organising my gap year for a long time.

When I'd finished that job, I worked as a volunteer in Madagascar.

5 Choose the best alternative.

1. We had for an hour when finally the director arrived.
2. They were tired because they been running for more than an hour.
3. By the time we got there, they had all the food.
4. He had three novels by the time he was 25.
5. She couldn't open the door because she had the key.
6. When I saw her face, I knew she had for a long time.
7. The teacher was angry because the boys had all through the lesson.

6 Make sentences in the past perfect simple or continuous to explain the situations.

1. Why was the little girl upset?

somebody steal sweets

Somebody had stolen her sweets.

2. Why were his parents angry with him?

not study hard enough

He hadn't studied hard enough. ✓

3. Why were her hands dirty?

work all morning in the garden

She had been working in the garden all morning. ✓

4. Why did she feel really sleepy?

study for hours

She had been studying for hours. ✓

5. Why didn't he want to read the book?

read it twice before

He had read it twice before. ✓

6. Why did he fail his final exam?

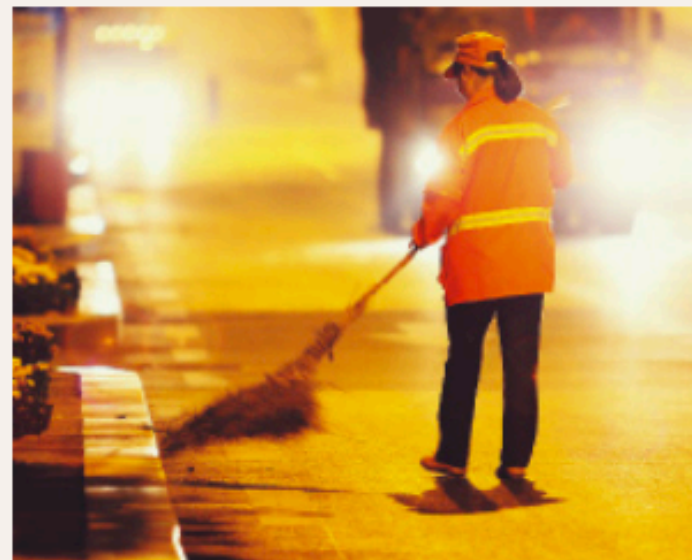
not pay attention to his teacher all year

He hadn't paid attention to his teacher all year. ✓



7b Read the text again and think of the word which best fits each gap. Use only one word in each gap.

A few years ago, a Chinese woman called Yu Youzhen became a millionaire. Before becoming a millionaire, she had been working hard for nearly 40 years. She had been a farmer, cook and even a lorry driver. Then she applied for the job of street cleaner. One day the government gave her money for her land. She used the money to set up her own business. After a few years, she had made about £1 million by buying apartments. But she decided she didn't want to stay at home doing nothing. So she made the decision to continue keeping the streets clean. She wanted to be a good example to her children. She wasn't happy with them because they were just sitting at home all day. They hadn't been doing anything for years. And even though she had already earned enough money to live well without doing anything at all, she put on her orange jacket and went to work six days a week. It worked! Now her children finally started working!



4 Look at the expressions in the Speaking bank. What are the three different categories?

SPEAKING BANK

Negotiating and collaborating – 1

1. Asking an opinion

What do you think? ■ What do you think about (architects)?

What about you? ■ What about (bank managers)?

Do you agree? ■ Don't you think so?

2. Agreeing

Yes, I agree. ■ Yes, you're right. ■ Sure. ■ OK.

I think you're right. ■ That's true. ■ I agree with you.

I see what you mean. ■ That's a good idea.

3. Disagreeing

I see what you mean, but ... ■ I suppose so, but ...

I'm not sure. ■ Maybe, but ... ■ I agree up to a point, but ...

2 Present perfect simple and continuous Choose the correct alternative.

1. Have you the TV off?
2. We've been here two hours.
3. My feet ache. I've here for ages.
4. I love this film! I've it six times.
5. This is my American friend. She's in my house, but she's leaving tomorrow.
6. My eyes are tired. I've without the light on.
7. That's it! I've my work.

3 **Gerunds and infinitives** Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. Use between two and five words.

1. Don't do that as there's a chance you'll fail. **RISK**

Don't do that because you .

2. He loves to ride his bike at the weekend. **GO**

He loves to at the weekend.

3. I think it's terrible to get up early. **STAND**

I early.

4. Please think about joining our club. **CONSIDER**

Please our club.

5. I think it's essential to have a valid passport. **PASSPORT**

I think is essential.

6. Nobody finished the exam before Sarah. **FIRST**

Sarah was the exam.

7. It would be great to see him in concert next week. **LOVE**

I him in concert next week.



3 **Past perfect simple and past perfect continuous** Is the underlined part of the sentence correct? If not, rewrite it.

1. I ~~have been waiting~~ (I had been waiting) for an hour when the film finally started.
2. He was tired because he ~~had painted~~ (had been painting) all day.
3. She ~~had been writing~~ (had written) seven emails.
4. Everything was white because it had been snowing.
5. When they ~~ate~~ (had eaten) their dinner, they washed the dishes.
6. They heard a loud noise and thought that somebody had fallen over.
7. When they ~~had been finishing~~ (had finished) their homework, they turned the TV on.

2 LIFE AT UNIVERSITY Complete the sentences.

1. Some people study **a b r o a d** instead of studying in their own country.
2. I need to apply for a student **l o a n**.
3. This university has got great **f a c i l i t i e s**, such as the science laboratories.
4. It's good to be **i n d e p e n d e n t** and to do things for yourself.
5. I live with other students in a **h a l l** of residence.
6. **e x t r a c u r r i c u l a r** activities can help to take your mind off your studies.

1 WORK CONDITIONS AND RESPONSIBILITIES Complete the sentences with these words.

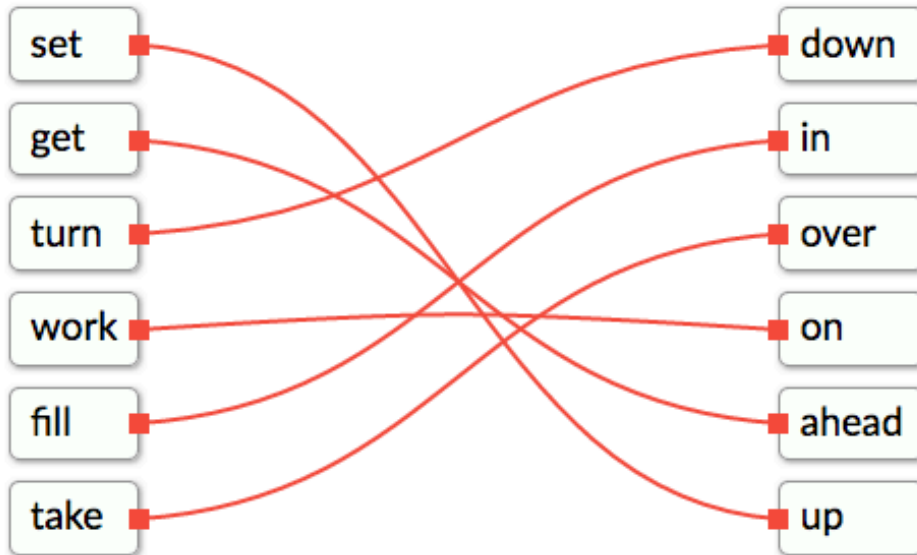
1. I'm responsible **for** helping customers.
2. My job involves **dealing** with all the paperwork.
3. This company isn't mine. I'm just an **employee**.
4. I **earn** quite a good salary.
5. This is a **skilled** job. It requires a lot of training.
6. I do **shift** work. Sometimes I work at night.
7. He often arrives home late as he works **overtime**.
8. Have you got any **qualifications** ? A university degree, for example?



3 **DO AND MAKE** Choose the correct

1. do a course
2. make a decision
3. do a favour
4. make a suggestion
5. make progress
6. make the lunch
7. do the shopping

2 PHRASAL VERBS CONNECTED WITH WORK Match the parts of the phrasal verbs. Then write them next to their definitions.



not accept an offer, request or application

take control of something

progress faster than other people

add information on a document

spend time working or improving something

start a new business, office, etc.

turn down

take over

get ahead

fill in

work on

set up

4a Complete the dialogues with the present simple or present continuous form of these verbs. Where appropriate, add *always*, *constantly*, *continually* or *forever*.

coach • leave • play • say • study

1. A: What's the matter?

B: It's my brother. He music loud.

2. A: Why isn't your sister here?

B: She's at the Language Academy. She Italian on Wednesdays.

3. A: You're angry with me, aren't you?

B: Yes, I am. You your dirty plates on the table.

4. A: Why don't you like this TV presenter?

B: He the same things.

5. A: Are you coming on the trip on Saturday?

B: I can't. I the junior basketball team and there are matches every Saturday.



3 WORKING LIFE Complete the text.

When Rose finished her degree she started to **l o o k** for a job. She found an interesting post in a multinational company and so she **a p p l i e d** for it. She got the job, but soon after the company told Rose that they didn't need her anymore. She was made **r e d u n d a n t** and became **u n e m p l o y e d**. Luckily, another company contacted her soon afterwards. An employee at the company had just been **d i s m i s s e d / f i r e d / s a c k e d** because he was always late. Rose went for an interview. They really liked her and she was **o f f e r e d** the job. She accepted, of course!

6c **Present perfect simple and present perfect continuous** Which tense gives more importance to ...

	Present perfect simple	Present perfect continuous
the completion and result of an action?	<input checked="" type="radio"/>	<input type="radio"/>
the process and duration of an action?	<input type="radio"/>	<input checked="" type="radio"/>
how many times an action happens?	<input checked="" type="radio"/>	<input type="radio"/>
an action that is incomplete or has finished recently?	<input type="radio"/>	<input checked="" type="radio"/>

1b **Past simple and past continuous** Look at the rules. Is each rule for the past simple or the past continuous?

1. We use it to say that one thing happened after another.
2. We use it to talk about an activity in progress at a moment in the past.
3. We use it to describe scenes in a story or description.
4. We use it to talk about finished actions or situations in the past.
5. We use it to talk about an activity in progress in the past that was interrupted by another action.

8 Rewrite the sentences using the correct tense and correct the words in bold.

1. She's been failing (She's failed) ~~six~~ exams.
2. I've lived here for (since) ~~2012~~.
3. We've been (We went) ~~to~~ that city in 2008.
4. I've done (I've been doing) ~~this~~ assignment for two weeks, but I haven't finished yet.
5. My friend has been having (has had) ~~an~~ accident.
6. That artist has been painting (has painted) ~~more~~ than a hundred paintings.
7. They've been revising for that exam since (for) ~~five~~ hours.
8. Oh no! My keys and my wallet! ~~Host~~ (I've lost) ~~them~~.
9. I haven't been doing (haven't done) ~~this~~ exercise yet.
10. I've waited (I've been waiting) ~~here~~ for a bus for 20 minutes.



2 Complete the rules with *do* or *make*.

1. We usually use with work at school or university.
2. We usually use with work around the house.
3. We usually use with things we produce, create or construct.
4. We usually use when we talk about activities in general.
5. We use with these words: *a mistake, a decision, a noise, friends, an appointment, an effort, an excuse, money, progress, a phone call, a plan, a promise, an offer, a suggestion.*
6. We use with these words: *your best, a favour, business, sport, your hair.*

1 *Past simple and past continuous* Put the verbs in the correct form of the past simple or past continuous.

She (get) up and (look) out of the window. The sun (shine) and there wasn't a cloud in the sky. While she (look) out of the window, she (see) something strange. Two boys (play) football in her garden.

3 Complete the text with the correct form of *do* or *make*.

Last year a good university my brother an offer to study electronic engineering there. He the decision to accept their offer. He has to a lot of work, but his tutors say that he very well at the moment and that he a lot of progress. He has to a lot of theoretical exercises, but he also has to practical assignments. Right now, for example, they a simple computer from old parts. The only problem is that my brother is becoming unhealthy because he never has time to sports and he always eats out because he doesn't have time to the shopping or lunch or dinner. My mum says he needs to an effort to those simple chores, but I understand that it's hard. There isn't time to everything!