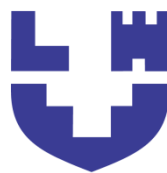


**Міністерство освіти і науки України
Луцький національний технічний університет**



ENGLISH GRAMMAR

Методичні вказівки для самостійної роботи з граматики

для здобувачів першого (бакалаврського) рівня вищої освіти

**ГАЛУЗІ ЗНАНЬ – 05 Соціальні та поведінкові науки, 07 Управління та
адміністрування, 12 Інформаційні технології**

денної та заочної форм навчання

Луцьк 2025

До друку

Голова вченої ради факультету цифрових, освітніх та соціальних технологій

_____ Г.А. Герасимчук

Затверджено вченою радою факультету цифрових, освітніх та соціальних технологій ЛНТУ, протокол № _____ від «_____» _____ 2025 р.

Електронна копія друкованого видання передана для внесення в репозиторій ЛНТУ

Директор бібліотеки _____ Н.П. Поліщук

Рекомендовано до видання на засіданні кафедри іноземної та української філології ЛНТУ, протокол № _____ від «_____» _____ 2025 р.

Завідувача кафедри іноземної та української філології _____ А.П. Мартинюк

Укладачі: _____ О.М. Ковальчук, кандидат педагогічних наук, доцент, доцент кафедри іноземної та української філології ЛНТУ;

_____ О.В. Мельничук, доктор філософії з освітніх, педагогічних наук, доцент, доцент кафедри іноземної та української філології ЛНТУ

Рецензент: _____ І.М. Забіяка, кандидат філологічних наук, доцент, доцент кафедри іноземної та української філології ЛНТУ.

Відповідальний за випуск: _____ А.П. Мартинюк, кандидат педагогічних наук, доцент, завідувач кафедри іноземної та української філології ЛНТУ.

English Grammar [Текст]: 2025. Методичні вказівки для самостійної роботи з граматики для здобувачів першого (бакалаврського) рівня вищої освіти Галузей знань 05 Соціальні та поведінкові науки, 07 Управління та адміністрування, 12 Інформаційні технології денної та заочної форм навчання. / уклад. О.М. Ковальчук. О.В. Мельничук – Луцьк: ЛНТУ, 2025. – 70с.

Методичні вказівки спрямовані на опанування, закріплення та систематизацію знань з граматики англійської мови. Різноманітні вправи для вдосконалення граматичних навичок побудовані на основі поступового ускладнення матеріалу, що дозволяє здобувачам освіти надолужити прогалини в знаннях, водночас, поглиблюючи граматичну компетентність. Методичні вказівки можуть використовуватись як на практичних заняттях, так і для самостійної роботи здобувачів освіти. Правильність виконання вправ та завдань може оцінюватись викладачем на практичних заняттях або дистанційно із залученням університетської платформи Moodle.

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1. FUTURE FORMS: PRESENT SIMPLE, PRESENT CONTINUOUS AND BE GOING TO

1. _____ a strike, the company gave in to the workers' demands.
 - a. Hoping to prevent
 - b. Hoped to prevent
 - c. Hope to prevent
2. Our employees _____ our strongest asset.
 - a. are being
 - b. are
 - c. to be
3. _____ that for another meeting.
 - a. Let's to leave
 - b. Let's be leaving
 - c. Let's leave
4. Our office usually _____ at 5:00 PM, but today we're staying open until 6.
 - a) Closes
 - b) is closing
 - c) closed
5. _____ business in third-world countries can be a frustrating experience.
 - a) To do
 - b) Having done
 - c) Doing
6. Please ask Robert _____ to the meeting.
 - a) to be coming
 - b) to come
 - c) come
7. By the time my boss gets here, I _____ my report.
 - a) will have finished
 - b) would be finished
 - c) finish
8. From now on, we _____ things differently.
 - a) will be doing
 - b) A or C
 - c) will do
9. If he had told me about this earlier, I _____ someone else.
 - a) will have hired
 - b) would have hired
 - c) will hire
10. I _____ those changes last week.

- a) have implemented
- b) have been implementing
- c) implemented

11. Over that past three years, I _____ in a number of interesting projects.

- a) have been involved
- b) A or C
- c) was involved

12. Right now I _____ in any project.

- a) am not being involved
- b) A or C
- c) am not involved

13. PERSON 1: Do you have time to talk? PERSON 2: Not really, I _____ pretty busy right now.

- a) am being
- b) am
- c) have been

14. I _____ to a trade fair until I went to the one in Las Vegas last month.

- a) had never been
- b) was never
- c) have never been

15. They were one of our biggest competitors, but they _____ bankrupt last year.

- a) Went
- b) have gone
- c) had gone

16. Recent efforts _____ our company's profile have been successful.

- a) Boost
- b) to have boosted
- c) to boost

17. John's company _____ one of the biggest electronics retailers in the country.

- a) Is
- b) Are
- c) A or B

18. I _____ the approval of three committee members before Bob signed off on the project.
- a) had already gotten
 - b) did already get
 - c) have already gotten
19. The recent survey shows that our consumer base _____.
- a) Grows
 - b) is growing
 - c) A or B
20. PERSON 1: How's the new guy doing? PERSON 2: Right now he's just _____ to get familiar with our process.
- a) Try
 - b) Tried
 - c) trying
21. Look at those dark clouds! It ____ soon.
- a) will rain
 - b) rains
 - c) is going to rain
 - d) is raining
22. We ____ dinner with Sarah tomorrow night.
- a) will have
 - b) are going to have
 - c) are having
 - d) have
23. The train ____ at 6:30 p.m.
- a) will leave
 - b) leaves
 - c) is leaving
 - d) is going to leave
24. I think they ____ the match. They're playing very well.
- a) are going to win
 - b) win
 - c) will win
 - d) are winning
25. She ____ to visit her grandmother next weekend.
- a) Goes

- b) is going
- c) will go
- d) going

26. What time ____ the meeting start?

- a) Does
- b) is going to
- c) will
- d) do

27. We've already decided. We ____ a new car next month.

- a) are going to buy
- b) will buy
- c) buy
- d) are buying

28. Don't worry. I ____ you with your homework.

- a) Help
- b) am going to help
- c) will help
- d) am helping

29. My flight ____ at 9 a.m. tomorrow.

- a) is taking off
- b) will take off
- c) takes off
- d) going to take off

30. Be careful! You ____ fall!

- a) are going to
- b) will
- c) are falling
- d) fall

2. PRESENT SIMPLE AND CONTINUOUS

1. Marie-Claude isn't a Canadian. I _____ she comes from France.

- A. believe
- B. ? am believing

2. Look! Junko _____ into the water.

- A. ? jumps

B. ? is jumping

3. I _____ you're crazy!

A. think

B. am thinking

4. Don't give Jan any cheese. She _____ it!

A. hates

B. is hating

5. I _____ to Toronto next Thursday. Do you want to come?

A. ? go

B. ? am going

6. Once a week, I _____ to an art class at the college.

A. ? go

B. ? am going

7. I _____ lunch in the cafeteria every day.

A. ? have

B. ? am having

8. Salman is rich — he _____ a Mercedes.

A. ? drives

B. ? is driving

9. You won't find Jerry at home right now. He _____ in the library.

A. ? studies

B. ? is studying

10. It _____ quite hard — perhaps we shouldn't go out tonight.

A. ? snows

B. ? is snowing

11. She usually ___ to work by bus.

A) goes

B) is going

C) go

D) going

12. Right now, they ___ dinner in the kitchen.

- A) have
- B) are having
- C) has
- D) having

13. I ___ my homework every afternoon.

- A) do
- B) am doing
- C) does
- D) doing

14. Listen! The baby ___.

- A) cries
- B) is crying
- C) cry
- D) crying

15. My parents ___ in New York.

- A) live
- B) are living
- C) lives
- D) are live

16. She ___ a book at the moment.

- A) read
- B) is reading
- C) reads
- D) reading

17. We ___ to the gym twice a week.

- A) go
- B) are going
- C) goes

D) going

18. He can't come to the phone. He ___ a shower.

- A) has
- B) is having
- C) have
- D) having

19. They ___ TV every evening.

- A) watches
- B) is watching
- C) watch
- D) are watch

20. I ___ to music now.

- A) listen
- B) am listening
- C) listens
- D) listening

1 Today she 's **spending/spends** time with her grandmother.

2 They usually **are going/go** to the gym on Sundays.

3 We 're **having/have** a barbecue later on. Do you want to come?

4 No, she can't answer the phone, she **has/is** having a shower.

5 I always have/am having a coffee before **I 'm leaving/leave** for work in the morning.

6 They sometimes **fly/are flying** to Sweden, but usually they are going/go by boat.

7 Where are you? **I 'm sitting/sit** outside in the sunshine!

8 He always **brings/is bringing** a monolingual dictionary to his English class.

3. CONNECTORS

1. She was tired, ___ she went to bed early.

- A) although
- B) because
- C) so
- D) but

2. I didn't go to the party ___ I wasn't invited.

- A) although
- B) because
- C) but
- D) if

3. ___ he was ill, he went to work.

- A) Because
- B) So
- C) Although
- D) If

4. We can't go out ___ it's raining.

- A) unless
- B) because
- C) if
- D) so

5. She's friendly ___ helpful.

- A) or
- B) but
- C) and
- D) because

6. I'll go to the beach ___ it doesn't rain.

- A) unless
- B) because
- C) so
- D) although

7. He studied hard, ___ he passed the exam.

- A) because
- B) although
- C) so
- D) but

8. ___ he practices every day, he's still not very good.
A) So
B) Although
C) Because
D) If
9. We were hungry, ___ we ordered some food.
A) so
B) although
C) because
D) if
10. You can borrow my book ___ you return it tomorrow.
A) although
B) if
C) unless
D) because
11. ___ the rain, the match continued as planned.
A) Because of
B) Although
C) Despite
D) Even though
12. She left early ___ she could catch the last train.
A) so that
B) although
C) because
D) in case
13. He didn't study; ___, he passed the exam with a high score.
A) therefore
B) although
C) nevertheless
D) so that
14. You can borrow my notes ___ you don't lose them.
A) in case
B) even if
C) unless
D) as long as
15. ___ she worked hard, she didn't get the promotion.
A) Because
B) Even though

- C) Since
- D) In case

16. Take an umbrella ____ it rains later.

- A) in case
- B) although
- C) unless
- D) so that

17. He was very tired; ____, he kept working until midnight.

- A) despite
- B) however
- C) because
- D) so

18. I'll call you ____ I arrive.

- A) during
- B) while
- C) when
- D) since

19. I would join you, ____ I have a meeting at that time.

- A) unless
- B) although
- C) but
- D) if

20. He speaks five languages, ____ he travels a lot for work.

- A) because
- B) although
- C) so
- D) since

1. _____ I'm not used to interpret simultaneously, I did it quite well during my first day of work.

2. _____ the computer manufacturers have agreed to replace the computers free of charge, the new computers will not be installed for at least three months.

3. _____ the car is old, it is still reliable.

4. Be careful when handling a knife _____ not to get injured.

5. Buying a house is expensive. It is, _____, a good investment.

6. Guardiola trained hard for years and, _____, he became one of the best football players in Spain.
7. Handle the flowers carefully _____ not to damage them.
8. He chose this University _____ he could study English.
9. He was _____ tired _____ he went to bed early.
10. His wife left him and, _____, he became very depressed.
11. I don't really want to go out tonight. _____ there is a good film on TV.
12. I studied a lot. _____ I got an excellent mark.
13. I turned off the radio _____ I could hear my thoughts.
14. I went to the music shop _____ buy the last Eagles CD.
15. I'm determined to buy a house this year. I don't know where exactly, _____.
16. _____ it was snowing, the festival took place as usual.
17. _____ the noise, the students could study for their test.
18. _____ the rain, I went for a walk.
19. It was late _____ he decided to take a taxi home.
20. It was _____ a difficult exam _____ he knew he wouldn't pass it.
21. You really must make up your mind. It's a big decision to make, _____.
22. It's _____ a cold day _____ I will stay in bed.
23. John is very rich _____ his friends are extremely poor.
24. Many of the deaths of older people are _____ heart attacks.
25. Many people think scientists are abusing of animals. _____, those people do nothing to stop the problem.
26. Mrs. Dean was sleeping, _____ she didn't hear the thief.

4. VERBS + -ING VS. INFINITIVE

1. He agreed ____ us with the project.
 - A) helping
 - B) to help
 - C) help

- D) to helping
2. I enjoy ____ to music in the evenings.
A) listen
B) to listen
C) listening
D) listened
3. They decided ____ a new car.
A) buying
B) buy
C) to buy
D) to buying
4. She avoided ____ eye contact during the meeting.
A) to make
B) make
C) making
D) to making
5. We hope ____ a response soon.
A) receiving
B) receive
C) to receive
D) to receiving
6. Would you mind ____ the window?
A) open
B) to open
C) opening
D) opened
7. They promised ____ on time.
A) be
B) being
C) to be
D) to being
8. I can't help ____ when I see that video.
A) to laugh
B) laughing
C) laugh
D) to laughing

9. She refused ____ part in the project.
A) take
B) to take
C) taking
D) to taking
10. He admitted ____ the mistake.
A) make
B) to make
C) to making
D) making
11. I'm learning ____ better under pressure.
A) working
B) work
C) to work
D) to working
12. He suggested ____ a break.
A) take
B) to take
C) taking
D) to taking
13. We can't afford ____ a new house now.
A) buy
B) buying
C) to buy
D) to buying
14. She kept ____ even after everyone had stopped.
A) to talk
B) talking
C) talk
D) to talking
15. He pretended ____ asleep.
A) being
B) be
C) to be
D) to being
16. I miss ____ my grandparents.
A) see
B) seeing

- C) to see
- D) to seeing

17.They managed ____ the deadline.

- A) to meet
- B) meeting
- C) meet
- D) to meeting

18.He considered ____ a gap year before university.

- A) take
- B) to take
- C) taking
- D) to taking

19.She tends ____ too much when she's nervous.

- A) talking
- B) to talk
- C) talk
- D) to talking

20.They delayed ____ the decision until next week.

- A) make
- B) making
- C) to make
- D) to making

1. I can't stand _____ in queues. (to wait)

2. I wouldn't like _____ in his shoes. (to be)

3. Jim loves _____ in Thailand. (to work)

4. I hate _____ the shopping on Saturday. (to do)

5. Blast! I forgot _____ milk. (to buy)

6. In the end we decided _____ in. (to stay)

7. I need _____ some information about Portugal. (to find)

8. My parents like _____ for long walks at the weekend. (to go)

9. Tony gave up _____ years ago. (to smoke)

10. I wanted _____ and see Troy but no one else was interested. (to go)
11. Mrs Leith offered _____ us to the airport. (to take)
12. Clare refused _____ clean up after the party. (to help)
13. I tried _____ him to come but it was no use. (to persuade)
14. Do you mind not _____ ? (to smoke)
15. Everybody really enjoyed _____ the cha-cha-cha. (to dance)
16. Lionel admitted _____ my chocolate mousse. (to eat)
17. I don't fancy _____ (go) out tonight.
18. She avoided _____ (tell) him about her plans.
19. I would like _____ (come) to the party with you.
20. He enjoys _____ (have) a bath in the evening.
21. She kept _____ (talk) during the film.
22. I am learning _____ (speak) English.
23. Do you mind _____ (give) me a hand?
24. She helped me _____ (carry) my suitcases.
25. I've finished _____ (cook). Come and eat!
26. He decided _____ (study) biology.
27. I dislike _____ (wait).
28. He asked _____ (come) with us.
29. I promise _____ (help) you tomorrow.
30. We discussed _____ (go) to the cinema, but in the end, we stayed at home.
31. She agreed _____ (bring) the pudding.
32. I don't recommend _____ (take) the bus. It takes forever!
33. We hope _____ (visit) Amsterdam next month.
34. She suggested _____ (go) to the museum.
35. They plan _____ (start) college in the autumn.
36. I don't want _____ (leave) yet.

5. *INDIRECT QUESTIONS*

1. Can you tell me ___?
A) where is the station
B) where the station is
C) where is it the station
D) where the is station

2. Do you know ___ a doctor nearby?
A) is there
B) there is
C) if is there
D) if there is

3. I wonder ___ this bus goes to the airport.
A) if
B) that
C) whether
D) both A and C

4. Could you tell me ___ last night?
A) what happened
B) what did happen
C) what happens
D) what does happen

5. I don't know ___ she lives now.
A) where
B) where does
C) where is
D) where does she

6. Do you remember ___ me yesterday?
A) call
B) to call
C) calling
D) called

7. I'd like to know ___ next.
A) what will happen

- B) what happen
- C) what is happen
- D) what is going to happen

8. He asked me ____ ready.

- A) was I
- B) if I was
- C) if was I
- D) that I was

9. Can you show me ____ the post office is?

- A) where
- B) where is
- C) where does
- D) where do

10. I'm not sure ____ coming to the party.

- A) who is
- B) who
- C) is who
- D) who are

11. Do you know ____ how to fix this?

- A) he knows
- B) does he know
- C) if he knows
- D) that he knows

12. Can you tell me ____ the bank closes?

- A) what time
- B) what time does
- C) what time do
- D) what time is

13. She asked ____ working on the project.

- A) who is
- B) who was
- C) who were

D) who does

14. I have no idea ____ to start.

A) what

B) where

C) how

D) when

15. Do you know ____ any good restaurants nearby?

A) are there

B) there are

C) if there are

D) if are there

16. Could you tell me ____ the tickets cost?

A) how much do

B) how much

C) how much does

D) how much the

17. She wants to know ____ be at the meeting.

A) who will

B) who

C) who does

D) who is

18. I'm not sure ____ it's going to rain.

A) why

B) that

C) if

D) what

19. Tell me ____ for the job interview.

A) what should I wear

B) what I should wear

C) what I wear should

D) what wear I should

20. Do you have any idea ____ left the door open?

- A) who
- B) who did
- C) who does
- D) who is

1. Where is the closest ATM?

- A. Could you tell me where is the closest ATM?
- B. Could you tell me where the closest ATM is?

2. Did Greg receive your postcard?

- A. Do you know if/whether Greg received your postcard?
- B. Are you know if/whether Greg received your postcard?

3. Is Larry meeting us in Paris?

- A. I wonder if/whether Larry is meeting us in Paris.
- B. I wonder if/whether Larry meeting us in Paris is.

4. How far is your house from the city centre?

- A. Have you any idea how far your house from the city centre is?
- B. Have you any idea how far your house is from the city centre?

5. What did the butler say when you gave him that tip?

- A. I would like to know what the butler said when you gave him that tip?
- B. I would like to know what the butler said you gave him that tip?

6. Will they offer special assistance to embark?

- A. Do you think (that) they will offer special assistance to embark?
- B. Are you think (that) they will offer special assistance to embark?

7. Did William find his phone in the end?
- A. Does anyone know if/whether William found his phone?
 - B. Does he know if/whether William his phone found?
8. Has she ever been to Iceland?
- A. Does she know if/whether she's ever been to Iceland?
 - B. Does he know if/whether she's ever been to Iceland?
9. Why are they digging holes in the road outside my house?
- A. Can anyone tell me why they digging holes in the road outside my house are?
 - B. Can anyone tell me why they're digging holes in the road outside my house?
10. Can she also play the guitar?
- A. I wonder if/whether she can also play the guitar?
 - B. Could she also play the guitar?
11. Can you tell me where the nearest bookstore is?
- A. Where is the nearest bookstore?
 - B. Where the nearest bookstore is?
12. Do you know if it's going to rain tomorrow?
- A. Is it going to rain tomorrow?
 - B. Is it raining tomorrow?
13. Could you tell me what you have learned today?
- A. What you learned today?
 - B. What have you learned today?
14. I was wondering who your favorite author is.
- A. Who is your favorite author?

B. What is your favorite author?

15. I'd like to know if you enjoy playing football.

A. Do you enjoy to play football?

B. Do you enjoy playing football?

6. PAST SIMPLE AND PRESENT PERFECT

1. We _____ the final report last week.

- a) have submitted
- b) submitted
- c) submit
- d) have been submitting

2. She _____ many international conferences since 2018.

- a) attended
- b) has attended
- c) was attending
- d) attends

3. I _____ the contract yet.

- a) didn't sign
- b) don't sign
- c) haven't signed
- d) wasn't signing

4. They _____ a new office in Singapore last year.

- a) have opened
- b) open
- c) had opened
- d) opened

5. _____ you ever negotiated a deal with foreign partners?

- a) Did
- b) Do
- c) Have
- d) Were

6. We _____ a lot of progress this quarter.

- a) made
- b) have made
- c) had made
- d) are making

7. When I _____ the CEO, I introduced myself.

- a) have met
- b) meet
- c) met
- d) had met

8. Our company _____ profits significantly in the past three years.

- a) increased
- b) has increased
- c) increases
- d) is increasing

9. He _____ the client's email yesterday morning.

- a) replied
- b) has replied
- c) reply
- d) replies

10. We _____ a new marketing strategy. Would you like to hear about it?

- a) develop
- b) developed
- c) have developed
- d) are developing

11. She _____ the invoice before the deadline.

- a) sent
- b) has sent
- c) send
- d) is sending

12. _____ you _____ the annual report yet?

- a) Did / review
- b) Have / reviewed
- c) Were / reviewing
- d) Do / review

13. Our manager _____ back from the business trip yesterday.

- a) came
- b) has come
- c) comes
- d) had come

14. They _____ with this supplier several times before.

- a) did work
- b) worked
- c) have worked
- d) are working

15. I _____ the terms of the agreement during the last meeting.

- a) have discussed
- b) discuss
- c) discussed
- d) am discussing

16. We _____ the new software package. It's very efficient.

- a) just installed
- b) have just installed
- c) are just installing
- d) had just installed

17. The team _____ their target already this month.

- a) reached
- b) is reaching
- c) reaches
- d) has reached

18. She _____ her resignation letter two days ago.

- a) hands in
- b) handed in

- c) has handed in
- d) is handing in

19. How many deals _____ you _____ this quarter?

- a) did / close
- b) have / closed
- c) do / close
- d) were / closing

20. I _____ the presentation slides yesterday afternoon.

- a) prepare
- b) have prepared
- c) prepared
- d) am preparing

1. The company _____ (not upgrade) the computers since 2008.

- A. hasn't upgraded
- B. didn't upgrade

2. The company _____ (relocate) last year but no one likes the new office.

- A. Relocated
- B. has relocated

3. There _____ (be) a boom in office rents in the last six months.

- A. Was
- B. has been

4. The government _____ (deregulate) the insurance industry in the middle of last year and your company is the only one which hasn't reformed its business because of that yet.

- A. Deregulated
- B. has deregulated

5. The company _____ (downsize) the workforce six months ago and now there aren't enough staff to do all the work.

- A. has been downsized
- B. downsized

6. Sales of the new product _____ (make great strides = improve) in the last two months, but it is still losing money.

- A. made great strides
- B. have made great strides

7. The company updated its software on Monday, but it _____ (crash) seven times since then.

7. MODAL VERBS: OBLIGATION, PROHIBITION, NECESSITY, RECOMMENDATION

1. Which modal verb expresses an obligation imposed by the speaker?

A. have to

B. must

2. Jerry SHOULD study more if he wants to succeed.

A. should = obligation

B. should = ability

C. should = desire

D. should = advice

3. Dennis! You ... hit your sister ever again!

A. must

B. mustn't

C. don't have to

4. We ... get up early on weekends.

A. don't have to

B. have to

C. mustn't

5. You _____ try some of my ice cream and see if you like it.

A. need to

B. needn't

C. have to

D. should

6. You _____ give me the money today, you can give it to me tomorrow.

A. don't have to

B. should

C. need to

D. shouldn't

7. You _____ go to bed so late – you'll be exhausted tomorrow.

A. shouldn't

B. don't have to

C. needn't

D. should

8. You _____ buy some food, because we've got nothing for dinner.

A. have to

B. don't have to

C. needn't

D. need to

9. You _____ buy a camera, I'll lend you one if you like.

A. need to

B. don't need to

C. should

D. have to

10. If you want to delay handing in your project, you _____ ask the teacher first.

A. don't have to

B. have to

C. needn't

D. shouldn't

11. I _____ get good grades, so I can go to university.

A. must

B. have to

C. don't have to

12. The entrance for the art gallery is free. You _____ pay.

A. don't have to

B. have to

C. can

D. should

13. You _____ use your phone while you are at the bank.

don't have to

A. mustn't

B. must

C. shouldn't

14. He _____ play a musical instrument

A. can't

B. mustn't

C. must

15. He's very handy. He _____ do anything around the house.

A. must

B. can't

C. mustn't

D. can

16. _____ your brother drive a car?

A. can't

B. must

C. can

D. mustn't

17. I've forgotten my key. So I _____ come in.

A. mustn't

B. can

C. must

D. can't

18. _____ fish in this part of the river when you lived here?

A. can you

B. Were you allowed to

C. Could you

D. Are you allowed to

8. *COMPARISON*

1. We _____ the final report last week.
 - a) have submitted
 - b) submitted
 - c) submit
 - d) have been submitting

2. She _____ many international conferences since 2018.
 - a) attended
 - b) has attended
 - c) was attending
 - d) attends

3. I _____ the contract yet.
 - a) didn't sign
 - b) don't sign
 - c) haven't signed
 - d) wasn't signing

4. They _____ a new office in Singapore last year.
 - a) have opened
 - b) open
 - c) had opened
 - d) opened

5. _____ you ever negotiated a deal with foreign partners?
 - a) Did
 - b) Do
 - c) Have
 - d) Were

6. We _____ a lot of progress this quarter.
 - a) made
 - b) have made
 - c) had made
 - d) are making

7. When I _____ the CEO, I introduced myself.

- a) have met
- b) meet
- c) met
- d) had met

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- a) did / close
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- c) do / close
- d) were / closing

20. I _____ the presentation slides yesterday afternoon.

- a) prepare
- b) have prepared
- c) prepared
- d) am preparing

21. This quarter's results are _____ than we expected.

- a) good
- b) best
- c) better
- d) the best

22. Our prices are much _____ than our competitors'.

- a) lowest
- b) lower
- c) more low
- d) low

23. This report is not as detailed _____ the previous one.

- a) than
- b) like
- c) as
- d) so

24. His approach is _____ effective than hers.

- a) more
- b) most
- c) much
- d) too

25. The new manager is _____ than the previous one.

- a) efficient
- b) more efficient
- c) most efficient
- d) the efficient

26. This is the _____ budget we've ever had.

- a) less
- b) more
- c) lowest
- d) lower

27. Our office is nearly as big _____ theirs.

- a) as
- b) like
- c) than
- d) so

28. The second candidate was _____ suitable than the first.

- a) less
- b) fewer
- c) little
- d) more little

29. Their offer was the _____ of all.

- a) good
- b) better
- c) best
- d) most good

30. The German market is growing _____ than the French one.

- a) fast
- b) faster
- c) fastest
- d) more fast

31. This is the _____ important decision we've faced this year.

- a) more
- b) most
- c) very
- d) too

32. I found the training program much _____ than I expected.

- a) useful
- b) more useful

- c) most useful
- d) the most useful

33. She is as professional _____ her colleague.

- a) like
- b) than
- c) that
- d) as

34. Your plan is far _____ than mine.

- a) better
- b) gooder
- c) more good
- d) the best

35. This year's profits are slightly _____ than last year's.

- a) high
- b) higher
- c) highest
- d) the high

36. No one is _____ qualified for the job than Alan.

- a) much
- b) less
- c) little
- d) few

37. The new system is by far the _____.

- a) efficient
- b) most efficient
- c) more efficient
- d) efficiently

38. Our delivery times are _____ than they used to be.

- a) quicker
- b) the quickest
- c) most quick
- d) quick

39. The workload is getting heavier and _____.

- a) heavier
- b) heavyer
- c) more heavy
- d) heaviest

40. This software is the _____ option available.

- a) less
- b) good
- c) better
- d) best

41. She speaks English more fluently _____ her boss.

- a) as
- b) than
- c) like
- d) so

42. This strategy is just as risky _____ the old one.

- a) than
- b) like
- c) as
- d) so

43. Their office is much _____ than ours.

- a) modern
- b) more modern
- c) most modern
- d) the more modern

44. This is _____ interesting presentation I've ever attended.

- a) the more
- b) the most
- c) most
- d) more

45. Our product is not _____ effective as theirs.

- a) too
- b) as
- c) so
- d) than

46. The new assistant is _____ efficient than expected.

- a) less
- b) little
- c) fewer
- d) least

47. Which department is performing _____ – sales or marketing?

- a) well
- b) good
- c) better
- d) best

48. The updated design is slightly _____ than the old one.

- a) appealing
- b) more appealing
- c) most appealing
- d) very appealing

49. The second candidate was _____ experienced of the three.

- a) less
- b) the least
- c) the less
- d) fewer

50. January was _____ than we predicted.

- a) quieter
- b) more quiet
- c) the most quiet
- d) the quieter

51. Their offer is not nearly as attractive _____ ours.

- a) so
- b) as

- c) than
- d) like

52. Prices have become more and _____ over the past year.

- a) high
- b) higher
- c) highest
- d) most high

53. He completed the task _____ than I expected.

- a) quickly
- b) more quick
- c) most quick
- d) quickest

54. I think this option is the _____ of the two.

- a) best
- b) better
- c) most
- d) more

55. This month's figures are slightly _____ than last month's.

- a) worse
- b) worst
- c) bad
- d) more bad

56. The first applicant was _____ than the second.

- a) impressive
- b) impressiver
- c) more impressive
- d) the most impressive

57. Outsourcing has proven to be _____ than expected.

- a) costlier
- b) more costly
- c) most costly
- d) cost

58. She is one of the _____ analysts on the team.

- a) good
- b) best
- c) better
- d) most better

59. His idea is just as valuable _____ yours.

- a) like
- b) than
- c) as
- d) so

60. This job is _____ challenging than my previous one.

- a) much more
- b) more much
- c) most
- d) many more

9. PASSIVE VOICE

1. At last night's ceremony, they _____ (give) the award to an unknown actress.

- A. gave
- B. were given

2. The survivors _____ (rescue, happen) by a cruise ship that _____ to be near them.

- A. were rescued, happened
- B. rescued, were happened

3. Two hours after the accident the doctor _____ (declare) him dead.

- A. were declared
- B. declared

4. I remember _____ (be take) to the circus by my father.

- A. taken

B. being taken

5. The weather _____ (not improve) in the next few days.

A. will not improve

B. will be improved

6. Coffee _____ (must roast, sell) before you _____ it.

A. must roast, sell

B. must be roasted, sell

7. The bridge _____ (repair, cannot use) at the moment so it _____ .

A. is repaired, can use

B. is being repaired, can't be used

8. The police _____ (show) the victim a picture of the suspect.

A. showed

B. was shown

9. The new staff members _____ (give) all the help they need.

A. gave

B. will be given

10. That door _____ (not open) for ages.

A. opened

B. hasn't been opened

11. A few days ago, a judge _____ (order) him to appear before court next month.

A. ordered

B. was ordered

12. The Times _____ (never publish) such a shocking letter before.

A. have never published

B. published

13. They _____ (instruct, come) on what to do when the headmaster _____ in.

A. instructed, was come

B. were being instructed, came

14. The vandals _____ (throw, destroy) bottles into windows and _____ a few cars.

A. threw, destroyed

B. was thrown, was destroyed

15. The new teammates _____ (should give) more time to get accustomed to the practice sessions.

A. should give

B. should be given

16. After dad had taken _____ (take, buy) me to the zoo, he _____ me some new clothes at the department store.

A. took, bought

B. had taken, bought

17. I _____ (never be) so surprised by such an outstanding performance before.

A. have never been

B. was never be

18. All the papers _____ (must hand) in by next Friday.

A. musthand

B. must be handed

19. Someone has already paid the workers.

20. Who wrote that book?

21. They taught him Spanish and gave him a word list.

22. People say that the strike will end soon.

23. My friend offered me a job at the bank.

24. The boss asked him to leave the meeting.

25. Did the proposal interest you?

26. They will show the paintings at the exhibition until Monday.

27. They are repairing the church bells at the moment.

28. They say that the man is living in London.

29. You have never watered these plants.

30. When I entered the room, the teacher was passing out the test instructions.

31. They treat and cure people at hospitals.

32. They haven't seen him since last week.

33. Everyone says he is a great footballer.

10. LINKING WORDS

1. The report was delayed _____ the data was incomplete.

- a) although
- b) because
- c) however
- d) despite

2. She attended the meeting, _____ she wasn't feeling well.

- a) because
- b) so
- c) although
- d) therefore

3. Sales dropped in the first quarter; _____, we increased our market share.

- a) because
- b) despite
- c) however
- d) although

4. The deadline was extended _____ the client requested more time.

- a) although
- b) so
- c) because
- d) nevertheless

5. He presented his idea clearly, _____ the board rejected it.

- a) but
- b) so
- c) because
- d) although

6. We expect to launch the product in July; _____, it may be delayed.

- a) as
- b) however
- c) because
- d) since

7. _____ being a small company, they have a large international client base.

- a) Because of
- b) Although
- c) Despite
- d) Even

8. She was promoted _____ her excellent performance.

- a) although
- b) because of
- c) however
- d) but

9. The presentation was interesting; _____, it was too long.

- a) therefore
- b) so
- c) however
- d) although

10. He submitted the proposal late, _____ it was still accepted.

- a) but
- b) because
- c) therefore
- d) as

11. We hired more staff _____ the increased workload.

- a) despite
- b) because of
- c) although
- d) but

12. _____ the technical issues, the conference went smoothly.

- a) Although
- b) In spite
- c) Because
- d) So

13. We need to improve our service; _____, customers are complaining.

- a) so
- b) because
- c) for example
- d) otherwise

14. She accepted the offer _____ it was below her expectations.

- a) because
- b) although
- c) therefore
- d) despite

15. _____ the economic downturn, the company continued to grow.

- a) Because
- b) Although

- c) Despite
- d) But

16. We postponed the meeting _____ the manager was unavailable.

- a) so
- b) although
- c) because
- d) even though

17. He worked hard; _____, he earned a promotion.

- a) but
- b) however
- c) therefore
- d) although

18. I'll confirm the booking _____ I receive the payment.

- a) although
- b) as soon as
- c) despite
- d) unless

19. The new policy was implemented; _____, some employees were not informed.

- a) because
- b) however
- c) so
- d) since

20. _____ the training was free, few employees attended.

- a) Although
- b) Because
- c) Since
- d) Even

1. I'll call you _____ I get home.

2. We decided to go for a walk _____ we had had lunch.

3. I was washing my hair _____ the phone rang.

4. I took a taxi _____ it was raining.

5. I was preparing dinner _____ John was washing the car.

6. I got to the bus stop _____ the bus arrived.
7. _____ he read the instructions he knew how to operate the DVD-recorder.
8. You can have the newspaper _____ I've finished reading it.
9. They had repaired the roof _____ John got back.
10. All flights were cancelled _____ of the fog.
11. _____ it was summer the nights were quite chilly.
12. _____ his great qualifications he couldn't manage to find a job.
13. The piece of wood hit the man on the head. _____ , he wasn't injured.
14. He is good at languages , _____ his brother is an athlete.
15. I like hamburgers, I don't like pizza _____.
16. My car is _____ in a very good condition. It's 12 years old.
17. In spite of her age, she's still a very good worker.
18. Jimmy can't read very well. _____ he is a skilful worker.
19. Brian is good at languages _____ his brother can't even speak English.
20. Janet is clever but she _____ finds some subjects difficult.
21. _____ her qualifications she wasn't the right person for the job.
22. She felt cold _____ she was wearing a winter coat.
23. _____ feeling unwell, she went to school.
24. They worked overtime _____ finish the project.
25. _____ we don't have that much money, we won't take a holiday this year.
26. The game was cancelled _____ the bad weather
27. I phoned home _____ my parents wouldn't worry.
28. _____ starring in a few films, she is also the lead singer of a band.
29. Everyone had fun _____ Cathy.
30. What else can we do _____ going for a cup of coffee?
31. I used to play football _____ I was in college.
32. You can borrow this book for _____ you like.
33. The doorbell rang _____ I was having a shower.
34. You can't watch the football game _____ you have finished your homework.
35. The concert had already started _____ Sam arrived.

36. We have been waiting at the bus stop _____ four o'clock.
37. _____ he had sat down to eat, the telephone started ringing.
38. Jimmy will start working in his father's company _____ he has graduated from college.
39. Monica has been living in France _____ ten years.
40. _____ he entered the classroom he turned off his mobile phone.
41. _____ the restaurant's good reputation, the food was terrible.
42. The restaurant has a good reputation. _____, the food was terrible.
43. She was cold. She went for a long walk, _____.
44. _____ she was cold, she went for a long walk.
45. She went for a long walk, _____ being cold.
46. _____ the fact that it wasn't easy, I finished the homework.
47. I finished the homework, _____ it wasn't easy.
48. I finished the homework. It, _____, wasn't easy.
49. _____ it was expensive, John bought the watch.
50. John bought the watch. _____, it was expensive.
51. John bought the watch, _____ the fact that it was expensive.
52. It was raining. _____, we still went to the park.
53. _____ it was raining, we still went to the park.
54. _____ the rain, we still went to the park.
55. _____ the restaurant has a good reputation, the food was terrible.

11. REPORTED SPEECH

1. I explained, "The game won't be so easy".
I explained that the game _____ so easy.
2. She said, "I can see the Eiffel Tower from here":
She said that _____ the Eiffel Tower from _____.
3. He asked me, "Did you see John yesterday?"
He asked me _____ John the day before.

4. Dad said, "Don't drive so fast !"
Dad advised me _____ so fast.
5. My friend said, "I will have to go to London next week."
My friend said that he/she _____ to London _____.
6. The doctor warned her, "Don't smoke any more cigarettes!"
The doctor warned her _____ any more cigarettes.
7. The boy asked, "Can we go out if the rain stops?"
The boy wanted to know _____ out if the rain _____ .
8. I said, "The film will be very interesting."
I said that the film _____ very interesting.
9. She asked us, "Who do you normally visit on Sundays?"
She wanted to know _____ on Sundays.
10. The instructor explained to us , "Tennis is not an easy game to play."
The instructor explained that tennis _____ an easy game to play.
11. Ann asked Jim, "Please close the door."
Ann asked Jim _____ the door.
12. Jack told us, "I have been enjoying my new job "
Jack told us that he _____ new job.
13. The hotel guest said, "I don't like coffee".
The hotel guest said that he/she _____ coffee .
14. The commander ordered , "Run faster" !
The commander ordered the soldiers _____ .
15. Dad wanted to know , "When is the next bus going to arrive".
Dad wanted to know _____ .
16. The female tourist asked us, "Can you tell me the way ?"
The female tourist asked us _____ .
17. The newspaper reported, "There will be a change in government next week."
The newspaper reported that _____ a change in government _____.
18. Linda told us, "I have been working here for the past three years."
Linda told us that _____ for the past three years.

19. The boy said, "I'll be back by 11."
The boy said that _____ by 11.
20. The teacher told Mrs Smith, "Your son is improving".
The teacher told Mrs Smith that _____ .
21. Susan asked me , " Did you take my pen?"
Susan wanted to know _____ her pen .
22. The coach said, " If it rains tomorrow the game will be called off".
The coach said that _____ the next day, the game _____ off .
23. "He works in a bank."
24. "We went out last night."
25. "I'm coming!"
26. "I was waiting for the bus when he arrived."
27. "I'd never been there before."
28. "I didn't go to the party."
29. "Lucy will come later."
30. "He hasn't eaten breakfast."
31. "I can help you tomorrow."
32. "You should go to bed early."
33. "I don't like chocolate."
34. "I won't see you tomorrow."
35. "She's living in Paris for a few months."
36. "I visited my parents at the weekend."
37. "She hasn't eaten sushi before."
38. "I hadn't travelled by underground before I came to London."
39. "They would help if they could."

12. ORDER OF INFORMATION IN SENTENCE

1. are think I we right track all on the.
2. same definitely We on the page now are.
3. all wavelength I we're on the same think.

4. Rebecca was all morning stuck in traffic.
5. I like more Macs than PC's.
6. Already I've finished the project.
7. I worked for six months in Paris.
8. Could you tell me what time is the meeting?
9. I go sometimes to the gym after work.
10. I never am productive at night.
11. I started last week working on a new assignment.
12. For who are you waiting?
13. About what was the argument?
14. Carla finished at home the project.
15. We started offering last week a new course.
16. Scott created at work the document.
17. Who works normally the night shift?
18. With who did you work?
19. good point That's a very.
20. To who did you speak?
21. Even I didn't have time to eat lunch today.
22. behind problem What's this?
23. begin can Perhaps we by down the problem breaking.
24. point What's view your of?
25. your What's perspective?
26. start month plan Do you to next?
27. there another Is planned meeting?
28. this Jeremy going Are you to speak to about?
29. with I agree you totally.
30. behind I'm you 100%.
31. a very That's point good.
32. until recommend we strongly 2013 I that wait.
33. no There's we need to now alternative act.

- 34.think have I we to now something do.
- 35.idea That to makes a of me too lot sense.
- 36.examples I've other support seen this idea that.
- 37.did that If we, save could we 12%.
- 38.this As result a of, more the be would project feasible.
- 39.means savings this What all is time.
- 40.do we If this, will in savings it huge result.
- 41.energy our noticed I've that have dropped levels.
- 42.a have Let's break.
- 43.arguing noticed I've we're and discussing not that.
- 44.don't Why we a break have?
- 45.seems It integration to be an problem.
- 46.It wireless looks like it's a problem connection.
- 47.The problem wireless engineers found a the connection have with.
- 48.at the problem Maria, looked you've, ideas any?
- 49.but not the second one.I agree with the first option,
- 50.but I'd like to discuss alternatives. I'm not against it,
- 51.I point your see, I'd like to but at the alternatives look.
- 52.company compiles Every year bad debts the a writes them off list of and.
- 53.a new job Are a new employee you looking for or recruiting?
- 54.have do deadlines When you to meet?
- 55.do you feel How?
- 56.have you many responsibilities Do too?
- 57.do When you information provide?
- 58.ever Have a training session you attended?
- 59.taking Do you like risks?
- 60.improvement That's a real.

13. PAST TENSES: PAST SIMPLE, PAST CONTINUOUS, PAST PERFECT CONTINUOUS

1) Complete the passage with the correct form of the verbs in brackets.

It was Sunday afternoon. I 1 _____ (watch) a cookery program on TV when I 2 _____ (realise) how hungry I was. But, of course, I was hungry; I 3 _____ (eat) anything since lunch, and I 4 _____ (run) a race in the morning. "Biscuits!" I 5 _____ (think). My mother 6 _____ (give) me a jar of delicious home-made biscuits. I 7 _____ (go) into the kitchen, 8 _____ (open) the fridge and 9 _____ (pour) some milk in a big glass. Then I 10 _____ (look) for the kitchen chair but it 11 _____ (be) there: somebody 12 _____ (take) it away. And there were no biscuits in the biscuit jar: somebody 13 _____ (eat) them all! I was sure I 14 _____ (put) the jar there the previous day, and I 15 _____ (eat) only one cookie. It was very strange. A few minutes later, I 16 _____ (drink) my glass of milk when I 17 _____ (hear) a loud noise coming from the dining room. I 18 _____ (go) there quickly and I 19 _____ (open) the door. I couldn't believe my eyes. An enormous monkey 20 _____ (eat) the biscuits excitedly on the kitchen chair.

2) Choose the right answer.

1. I was very late. When I arrived, the conference _____.

- a. was already starting b. started c. had already started

21. When he heard the police knocking on the door, he _____ under the bed.

- a. hid b. had hidden c. was hiding

22. The police arrested him because he _____ a gun.

- a. carried b. was carrying c. had carried

23. When they arrived at the police station, he said that he _____ anything wrong.

- a. didn't do b. wasn't doing c. hadn't done

24. When he said that he loved me, I knew that he _____.

- a. lied b. was lying c. had lied

25. I looked at him and I knew he _____ in a fight, because he had a black eye.

a. was b. was being c. had been

26. He pulled out a gun and everybody _____ away.

a. ran b. was running c. had run

27. When I was a child, we _____ anywhere at weekends; it was boring.

a. never went b. were never going c. had never gone

28. When he retired he _____ in the company for more than 50 years.

a. was b. was being c. had been

29. I _____ to the road and we crashed.

a. didn't pay attention b. wasn't paying attention c. hadn't paid attention

3) Complete the passage with the correct form of the verbs in brackets.

This story is based on true events that 1 _____ (happen) many, many years ago in Scotland. One day, Mr Clark 2 _____ (walk) home with a smile on his face. He 3 _____ (carry) something very valuable in his hand: tickets for a long, long journey. After many years working and saving, Mr Clark 4 _____ (save) all the money he needed to take all his family to the United States. Earlier that afternoon he 5 _____ (buy) all the tickets that now he 6 _____ (hold) in his hand. It was the opportunity of their lives. "The United States of America," he repeated aloud just to see how nice it 7 _____ (sound) in his ears. A few days before their departure, Mr Clark's son 8 _____ (play) in the street when a dog 9 _____ (bite) him. The doctor 10 _____ (go) to their home and 11 _____ (treat) the child's wound. Then he 12 _____ (hang) a yellow sheet on their front door. That yellow sheet meant that they 13 _____ (just/be) quarantined. They 14 _____ (have) to stay at home for two weeks because of the possibility of rabies. Five days later, Mr Clark was at the docks. He 15 _____ (leave) the house and now he 16 _____ (watch) their ship leave to the United States without him or his family. When the ship 17 _____ (disappear) in the horizon, he 18 _____ (stand up) and 19 _____ (go) back home, crying. A few days later, the tragic news spread throughout Scotland - the mighty Titanic 20 _____ (sink), taking hundreds of lives with it.

4) Complete the passage with the correct form of the verbs in brackets.

1. They _____ (get) to the airport as the plane was landing.
2. She wore the shoes she _____ (buy) the previous day.
3. I fell as I _____ (run) for the bus.
4. What _____ she _____ (say) when he asked her to marry him?
5. When I was a student, I _____ (not have) much money.
6. Why _____ she still _____ (work) at one o'clock in the morning?
7. I was happy to see her, because we _____ (not see) each other for years.
8. By the time we got to the shop, a long queue _____ already _____ (form) outside.

5) Complete the passage with the correct form of the verbs in brackets.

Until a few years ago, no one 1 _____ (hear) of Harry Potter, the young wizard and hero of the children's book Harry Potter and the Philosopher's Stone. The writer, J K Rowling, 2 _____ (already / write) several stories and books, but this was the first book that was published. She 3 _____ (get) the idea for the story of a wizard at magic school while she 4 _____ (travel) on a train to London. By the time the train 5 _____ (reach) King's Cross station, she 6 _____ (invent) most of the characters. When the book was published in 1997, no one 7 _____ (imagine) it would be such a tremendous success, but it quickly 8 _____ (become) a bestseller. While millions of young readers in many countries 9 _____ (enjoy) her first Harry Potter book, J K Rowling 10 _____ (think) of ideas for the next book in this incredibly popular series.

14. *FIRST AND SECOND CONDITIONAL*

1. If it rains tomorrow, we ___ the match.
A) cancel
B) will cancel
C) cancelled
D) would cancel
2. If I were you, I ___ that job offer.
A) take
B) took
C) would take
D) will take
3. She ___ better if she studied more.
A) will do
B) would do
C) does
D) did
4. If they invite us, we ___ to the party.
A) would go
B) go
C) will go
D) went
5. If I ___ more time, I would travel the world.
A) have
B) will have
C) had
D) has
6. What will you do if he ___ to help?
A) refuses
B) refused
C) will refuse
D) would refuse
7. If we ___ earlier, we wouldn't miss the train.
A) leave
B) left
C) had left
D) will leave

8. If you study hard, you ____ the test.
A) pass
B) will pass
C) would pass
D) passed
9. He ____ happier if he had a better job.
A) will be
B) is
C) would be
D) was
10. If you ____ now, you'll catch the bus.
A) leave
B) left
C) would leave
D) had left
11. If we had a car, we ____ to the beach.
A) go
B) went
C) will go
D) would go
12. I ____ it if you help me with my homework.
A) would appreciate
B) will appreciate
C) appreciated
D) appreciate
13. If he ____ harder, he would succeed.
A) worked
B) works
C) work
D) would work
14. You'll get wet if you ____ an umbrella.
A) won't take
B) don't take
C) didn't take
D) wouldn't take
15. If I ____ rich, I would buy a mansion.
A) am
B) was

- C) were
- D) be

16. We ___ the exam if we don't start revising.

- A) fail
- B) failed
- C) would fail
- D) will fail

17. If she ___ here, she would know what to do.

- A) is
- B) was
- C) were
- D) will be

18. I ___ surprised if he passed the test.

- A) will be
- B) would be
- C) was
- D) am

19. If you ___ your phone at home, you'll miss my call.

- A) leave
- B) left
- C) leaves
- D) would leave

20. If we ___ faster, we wouldn't be late.

- A) walk
- B) walked
- C) had walked
- D) walking

1) Complete the sentences with the verb in brackets. Use the First Conditional.

1. If my aunt comes to visit, she _____ (give) us a present.

2. If it doesn't rain, we _____ (go) to the beach.

3. If it _____ (snow) tonight, we will make a snowman tomorrow.

4. If you don't try, you _____ (not succeed).

5. If you _____ (bring) the sandwiches for the picnic, I will bring the drinks.

6. If he talks too long, his parents _____ (not let) him use the phone.
7. He will turn on the heater if it _____ (get) too cold.
8. You won't understand the questions unless you _____ (read) the book.

2) Circle the correct words.

1. Andrew will water the garden if he **comes** / **will come** home.
2. We will buy our tickets if we **will have** / **have** enough money.
3. We will be late for the show unless you **hurry** / **will hurry**.
4. I **will take** / **take** an umbrella if it rains.
5. If it **is** / **will be** a nice day tomorrow, we will go for a bike ride.
6. He won't cross the road unless he **will see** / **sees** the green light.

3) Put the verb in the correct form to complete each sentence.

1. If global warming continues, temperatures ____ (rise) even higher.
2. What would you do if you ____ (win) a million dollars?
3. If people stopped using cars completely, there _____ (be) much less pollution.
4. If I spoke English fluently, I _____ (not/need) to take lessons.
6. If Siberia _____ (not/be) so cold, I'd go there in winter.
7. Tom will be at the party tonight. If I see him, I _____ (say) hello.
8. If it _____ (not/rain) so much in England, you wouldn't see so many umbrellas.
9. I _____ (call) you when I get home.
10. Where _____ (you/live) when you move out of your flat?
11. If you _____ (can) choose any company, which company would you like to work for?

4) Study each situation and complete the sentence below. Decide whether to use a first or second conditional structure.

1. According to the weather forecast there is a chance of snow tomorrow. If it ____ (snow), I ____ (need) to buy a pair of gloves.
2. Patrick is deciding whether to go to France or Spain on his next holiday. If Patrick _____ (go) to Spain, he _____ (be) very satisfied.

3. John works 12 hours a day. If John _____(not/be) so busy, he _____ (have) more time for his family.
4. Kate is out of work, but she goes shopping every day. If Kate _____ (continue) to go shopping, she (run out) of money.
5. It is a sunny day with clear blue skies. If it _____ (rain), I _____ (need) an umbrella.
6. Anne's boss is very demanding. If Anne's boss _____ (not/be) so demanding, she _____ (not/be) so stressed.
7. Daniel has an exam tomorrow. If Daniel _____ (pass) his exam, he _____ (celebrate) with his friends.
8. Fabio and Carlo are best friends. If Fabio and Carlo _____ (not/be) best friends, they probably _____ (not/be) living together.
9. Derek doesn't have a car. It takes him an hour to get to work. If Derek _____ (have) a car, it _____ (not/take) him so long to get to work.
10. The Olympic Games are held every four years. If the Olympics _____ (be) held every year, they _____ (not/be) so interesting.

5) Put the verb into the correct tense to make the second conditional.

1. If I _____ (be) you, I _____ (get) a new job.
2. If he _____ (be) younger, he _____ (travel) more.
3. If we _____ (not / be) friends, I _____ (be) angry with you.
4. If I _____ (have) enough money, I _____ (buy) a big house.
5. If she _____ (not / be) always so late, she _____ (be) promoted.
6. If we _____ (win) the lottery, we _____ (travel) the world.
7. If you _____ (have) a better job, we _____ (be) able to buy a new car
8. If I _____ (speak) perfect English, I _____ (have) a good job.
9. If we _____ (live) in Mexico, I _____ (speak) Spanish.
10. If she _____ (pass) the exam, she _____ (be) able to enter university.

15. *RELATIVE CLAUSES*

1) Make one sentence from the two short ones. The sentence in italics should become the relative clause. The relative pronoun is the subject of the relative clause.

1. She worked for a man. The man used to be an athlete. _____

2. They called a lawyer. The lawyer lived nearby. _____

3. I sent an email to my brother. My brother lives in Australia. _____

4. The customer liked the waitress. The waitress was very friendly. _____

5. We broke the computer. The computer belonged to my father. _____

6. I dropped a glass. The glass was new. _____

7. She loves books. The books have happy endings. _____

8. They live in a city. The city is in the north of England. _____

9. The man is in the garden. The man is wearing a blue jumper. _____

10. The girl works in a bank. The girl is from India. _____

11. My sister has three children. My sister lives in Australia. _____

12. The waiter was rude. The waiter was wearing a blue shirt. _____

13. The money is in the kitchen. The money belongs to John. _____

14. The table got broken. The table was my grandmother's. _____

15. The television was stolen. The television was bought 20 years ago. _____

16. The fruit is on the table. The fruit isn't fresh. _____

2) Make one sentence from the two short ones. The sentence in italics should become the relative clause. The relative pronoun is the subject of the relative clause.

1. She worked for a man. The man used to be an athlete. _____

2. They called a lawyer. The lawyer lived nearby. _____
3. I sent an email to my brother. My brother lives in Australia. _____
4. The customer liked the waitress. The waitress was very friendly. _____
5. We broke the computer. The computer belonged to my father. _____
6. I dropped a glass. The glass was new. _____
7. She loves books. The books have happy endings. _____
8. They live in a city. The city is in the north of England. _____
9. The man is in the garden. The man is wearing a blue jumper. _____
10. The girl works in a bank. The girl is from India. _____
11. My sister has three children. My sister lives in Australia. _____
12. The waiter was rude. The waiter was wearing a blue shirt. _____
13. The money is in the kitchen. The money belongs to John. _____
14. The table got broken. The table was my grandmother's. _____
15. The television was stolen. The television was bought 20 years ago. _____
16. The fruit is on the table. The fruit isn't fresh. _____

3) Make a new sentence by joining the two short sentences. The sentence in italics should become the relative clause, and the relative pronoun is the object. (write it in brackets. It can be omitted)

1. We ate the fruit. I bought the fruit. _____
2. She bought the computer. Her brother had recommended the computer. _____
3. He lost the money. I had given him the money. _____
4. We called the taxi company. Julie often uses the taxi company. _____

5. John met a girl. I used to employ the girl. _____
6. Lucy called the doctor. My mother knows the doctor. _____
7. He brought a woman. I used to often meet the woman. _____
8. We employed the lawyer. Julie recommended the lawyer. _____
9. The fruit is on the table. I bought the fruit. _____
10. The wallet belongs to John. Lucy found the wallet in the garden. _____
11. The food was delicious. David cooked the food. _____
12. The car was stolen. My father gave me the car. _____
13. The man was arrested. I reported the man to the police. _____
14. The doctor was right. Lucy asked the doctor about her problem. _____
15. The waitress was very pretty. My brother dated the waitress. _____
16. The secretary is in the office. The boss likes the secretary. _____

4) Combine the sentences using relative clauses. Note that all relative clauses are non-defining.

1. Samuel Johnson was the son of a bookseller. Samuel Johnson was born in 1709. Samuel Johnson _____
2. In 1728, he went to Oxford. He studied at Pembroke College in Oxford. In 1728, he went _____
3. Johnson had to leave Oxford without a degree. He was too poor to pay the fees. Johnson _____
4. In 1737, Johnson moved to London. There he wrote poetry, essays and biographies. In 1737, Johnson _____

5. In 1746, Johnson started to write his dictionary. It took him nine years to complete.
In 1746, Johnson started _____
6. His home at that time was in 17 Gough Square in London. It is a museum now. 17
Gough Square in London _____
7. In this house, his wife died in 1752. Her name was Elizabeth Porter. In this house
his wife _____
8. In 1755, the work was published. It was called A Dictionary of the English
Language. In 1755, the work _____
9. Samuel Johnson died in 1784. He is buried in Westminster Abbey. Samuel
Johnson _____

16. REDUCED RELATIVE CLAUSES

1. The man ___ at the bus stop is my uncle.
A) who waits
B) who is waiting
C) waiting
D) waited
2. The students ___ late were not allowed to enter.
A) who arrive
B) arriving
C) arrived
D) arriving
3. The books ___ on the table belong to the teacher.
A) placed
B) placing
C) are placing
D) who placed
4. Anyone ___ the workshop must register online.
A) who want to attend
B) wanted to attend

- C) attending
D) attend
5. The woman ___ the project works in marketing.
A) who leads
B) leading
C) who leading
D) leads
6. We visited the town ___ for its history.
A) which is known
B) known
C) knowing
D) that knows
7. The people ___ the event were very helpful.
A) who organize
B) organizing
C) organized
D) are organizing
8. The ideas ___ in the meeting were very creative.
A) discussed
B) discussing
C) who discuss
D) were discussed
9. The film ___ last night won several awards.
A) which was shown
B) showing
C) shown
D) was shown
10. Students ___ extra help should see the tutor.
A) needing
B) who need
C) need
D) needed
11. The man ___ near the window is my teacher.
A) sits
B) who sits
C) sitting
D) who sitting

12. The documents ____ on the desk are confidential.
- A) leaving
 - B) who left
 - C) left
 - D) which leave
13. The emails ____ by the manager were urgent.
- A) send
 - B) sending
 - C) sent
 - D) were sending
14. He is someone ____ his word.
- A) keeping
 - B) who keep
 - C) who keeps
 - D) known for keeping
15. The girl ____ on the bench is my sister.
- A) sits
 - B) who is sitting
 - C) sitting
 - D) who sitting
16. People ____ to improve their English should practice daily.
- A) wants
 - B) wanting
 - C) who wants
 - D) wanted
17. The house ____ at the top of the hill is very old.
- A) is built
 - B) which is built
 - C) built
 - D) building
18. The workers ____ the new road are very fast.
- A) build
 - B) who build
 - C) who are building
 - D) building
19. Do you know the name of the man ____ by the police?
- A) arrests
 - B) arresting

- C) arrested
- D) was arrested

20. Anyone ___ in the event must sign this form.

- A) interested
- B) who interested
- C) interest
- D) who is interested

1. They called a lawyer (the lawyer lived nearby)
2. Julia is on the train (the train is arriving at Platform 3)
3. Those books were mine (those books had been lying on the table)
4. The man is over there (the man wants coffee)
5. Who is that boy (that boy is walking in the forest)?
6. Don't wake the baby (the baby is sleeping in the next room)
7. People will not be allowed to enter (people have arrived late)
8. We found a doctor (the doctor works at a hospital in Madrid)
9. The man is in the garden (the man is wearing a blue jumper)
10. We broke the computer (the computer belongs to my father)
11. The artist who is painting the mural has a great reputation.
12. The buildings that were designed by the architect are famous landmarks.
13. The bus that stops here goes to the city centre.
14. The cake that was baked by the chef won an award.
15. The chair that is in the corner is my favourite.
16. The children who are playing in the park seem joyful.
17. The documents that are on the desk need to be signed.
18. The man who is reading a book in the café is my professor.
19. The movie that starts at 8 p.m. is highly recommended.
20. The people who are at the event are influential leaders.
21. The report that was prepared by the committee was thorough.
22. The woman who writes articles for the newspaper is a journalist.

- 23.He's a man who likes his food.
- 24.A woman who works at the office told me something funny.
- 25.The woman who is sitting next to the door used to go out with Teddy.
- 26.What can you give the man who has everything?
- 27.This message is for children who are picked up by their parents after school.
- 28.Cars which are parked illegally will be towed away.
- 29.The man who cleans the windows is off this week.
- 30.Did you hear about that film which is showing at the ABC cinema?
- 31.That house which is being done up in Queen's Avenue is apparently worth twenty million.
- 32.Turn left, drive another kilometer and you'll see a bridge which is being built.
- 33.She has the bedroom which overlooks the garden.
- 34.Anyone who wants to come to the party should let me know by tomorrow.
- 35.She's the kind of person who wants everything her own way.
- 36.Could anyone who needs a copy of the notes let me know later?
- 37.He's a person who needs to be told everything very clearly.
- 38.A man who drank 27 pints of beer in one evening has announced he will try to drink 30.
- 39.I once knew a woman who had ten cats.
- 40.A car which was standing outside the building at the time of the explosion was destroyed.
- 41.A number of people who were walking in the area reported seeing the UFO.
- 42.We watched a man who was making noodles by hand.
- 43.We were given a room which overlooked the sea.
- 44.I know a man who has run a Marathon.
- 45.I spoke to a man who had clearly been eating garlic.
- 46.He bought a car which had been owned by Michael Jackson.
- 47.He bought a house which had formerly been owned by Bill Gates.

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