

21 Did you mention the plans for this weekend to Matt? **talk**  
Did you ..... the plans for this weekend?

22 I think we should build a new theatre in town. **favour**  
I'm ..... building a new theatre in town.

23 You lost Jill's camera and I think you should say sorry. **apologise**  
I think you should ..... losing her camera.

24 Have you ever participated in a swimming race? **part**  
Have you ever ..... in a swimming race?

25 Remove any mistakes you make using a rubber. **rub**  
If you make any mistakes, ..... with a rubber.

26 Please play your electric guitar more quietly! **down**  
Please ..... your electric guitar!

27 How long has Alice been Tony's girlfriend? **out**  
How long has Alice been ..... Tony?

28 When was the last time you heard from Nigel? **contact**  
When was the last time you were ..... Nigel?

(2 marks per answer)

**D** Use the word given in capitals at the end of each line to form a word that fits in the gap in the same line.

### Top tips for writers

None of us find writing easy. When you can't see the person who you're talking to, (29) ..... is much more difficult. You have to be (30) ..... to communicate your message clearly, but how do you do that? The first thing you must think about is who you're writing to. Then you can make a (31) ..... about how formal it should be. A letter to a friend is more like (32) ..... English, so your (33) ..... should be in your writing, while a letter to a hotel manager is formal. You also need to think about what kind of thing you're writing. The language in a story, for example, should be (34) ..... , but the language in a report or an article should be much more (35) ..... . When you're writing a formal essay giving your opinion, make sure the (36) ..... gives a general idea of the subject. Later, in the (37) ..... , you should summarise your opinion. Each time you write, you have to make (38) ..... about what you're going to do. If you do that right, then there's nothing to stop you becoming a good writer!

**COMMUNICATE**  
**CARE**

**DECIDE**  
**SPEAK**  
**PERSON**

**EXPRESS**  
**INFORM**  
**INTRODUCE**  
**CONCLUDE**

**CHOOSE**

(1 mark per answer)

**LIVE** **LIVEWORKSHEETS**