

Homework Units 3 and 4

GRAMMAR

1. Write sentences with *going to*.

1. My / boss / not / give / me / a / raise

2. What / you / do ?

3. I / look for / a / new / job

4. When / you / start / applying / for / jobs ?

5. First / I write / a / new / résumé

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

Message

From Tina



Hi, Jeremy! Sorry I ¹ (not e-mail) you for a long time. I ² (be) very busy these past few months. I was promoted at work, and I ³ just (buy) a new house. My sister ⁴ (move) to Chicago. She ⁵ (move) there last month. I ⁶ (not visit) her yet!
Oh, yes! My brother ⁷ (write) an article for a magazine. It's his first! He ⁸ (do) it when he was in Brazil. It's actually very interesting. How about you? ⁹ you (do) anything exciting this year?

VOCABULARY

3. Choose the correct verbs.

- A Have you ¹ *emptied* / *tidied* the dishwasher yet?
B No, I haven't, but I have just ² *done* / *made* the laundry.
A That's great! I've ³ *emptied* / *cleaned* the kitchen floor, and James has ⁴ *used* / *vacuumed* all the rugs.
B Great! Matt has ⁵ *made* / *done* his bed for once!

FUNCTIONS

4. Circle the correct phrases to complete the conversation in a polite way.

1. A *Could you help* / *Help* me finish this report?
B Yes, of course.
2. A *Tell* / *Could you tell* John not to worry?
B Yes, of course.
3. A *Come* / *I'd like you to come* into work this weekend.
B I'm sorry, I can't. I'm going away.
4. A *Order* / *Can you tell* him to stop that noise now?
B OK.
5. A *When can you look* / *Look* at this document?
B I can look at it first thing tomorrow morning.