

Tactics checklist

- ☒ Watch for word clues of future forms.
- ☒ Watch for word clues of perfect forms.
- ☒ Read the other sentences in the text to help you to find out when the action happens.

unit
20

3 Tactic practice

Use the tactics you have practiced to complete the following. For each answer underline the words that helped you and compare your answer with a partner.

Questions 1–3 refer to the following letter.

Dear Mr. Blackburn,

I am writing about the position in the accounting department that we spoke about last month. As you know I to work for a year before returning to school

1. (A) was planned
(B) had been planning
(C) will plan
(D) had been planned

to finish my masters course.

Since we spoke, my situation has changed. I am now to start my course

2. (A) intend
(B) intended
(C) have intended
(D) intending

this coming September, which means that unfortunately I will have to refuse your offer of a job for the coming year.

I hope this will not cause you any inconvenience. I would like to take this opportunity to thank you for your support in the past two years. Without your help I would not able to gain such valuable experience in accounting.

3. (A) be
(B) been
(C) have been
(D) being

Thank you again for your offer and all your help.

Sincerely,

Brad Jenkins