

# Grammar summary | UNIT 6

## 1 Complete the sentences with these expressions.

for	in order not	in order to	is for
so as	so that	to avoid	to prevent

- I check email only twice a day \_\_\_\_\_ myself from wasting too much time dealing with it.
- Jaime saves time by starting work at 7.30 a.m. \_\_\_\_\_ the morning rush hour.
- I'm trying to get more organized \_\_\_\_\_ work more efficiently.
- I'd like to meet you next week \_\_\_\_\_ we can discuss our deadlines.
- We decided to extend the deadline \_\_\_\_\_ to take the pressure off the team.
- This notebook \_\_\_\_\_ recording the names of the people who attend the workshop.
- The time management software I use \_\_\_\_\_ work has helped me a lot.
- \_\_\_\_\_ to waste time on social networking, I never use social media when I'm at work.

## 3 Choose the best position (a or b) for the words in bold.

### 1 I / in order to

- \_\_\_\_\_ work more efficiently
- \_\_\_\_\_ answer email only twice a day.

### 2 Mike / so that he

- \_\_\_\_\_ works late on Friday nights
- \_\_\_\_\_ can take the weekend off.

### 3 We / so as not to disturb

- \_\_\_\_\_ other customers.
- \_\_\_\_\_ would kindly request that you switch off your mobile.

### 4 I / in order not to

- \_\_\_\_\_ forget appointments
- \_\_\_\_\_ set an alarm on my phone.

### 5 Dean and Lola are / to avoid

- \_\_\_\_\_ practising their presentation
- \_\_\_\_\_ making any big mistakes when they give it tomorrow.

### 6 we have / to prevent

- \_\_\_\_\_ fires
- \_\_\_\_\_ a strict no-smoking policy.

### 7 this / is for

- \_\_\_\_\_ door
- \_\_\_\_\_ emergency use only.

### 8 I / To

- \_\_\_\_\_ start work at seven o'clock
- \_\_\_\_\_ avoid rush hour traffic.

## 2 Match the two parts of the sentences.

- Please let me know your schedule so that \_\_\_\_\_
- This meeting room is for \_\_\_\_\_
- Please be on time so as not to \_\_\_\_\_
- To keep the meeting brief, \_\_\_\_\_
- Please turn off your phone in order to \_\_\_\_\_
- Order your lunch before the session to avoid \_\_\_\_\_

**a** marketing department meetings only.  
**b** please stay on topic.  
**c** we can plan the meeting.  
**d** wasting time during the break.  
**e** minimize interruptions.  
**f** delay the start of the meeting.

## 4 Choose the correct options to complete the sentences.

- The road was closed for about six hours *so that / so as to* they could repair it.
- I usually take the stairs to *avoid / prevent* the crowded lift.
- Could you leave your phone number *so that / will* Mr Jones *can / will* call you back?
- I'm trying to be very quiet *so as not / in order to* disturb Kevin's meeting in the next office.
- I'd like to meet Elsa *to / for* find out what her plans are.
- In order that / In order to* we can seat everyone, we've rented two extra tables and some chairs.
- I left the garage unlocked *for / so* Ollie to put the car away.
- Ring the bell when you arrive *so / would know / knows* you're there.