

Grammar summary | UNIT 6

1 Complete the sentences with these expressions.

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

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
- marketing department meetings only.
 - please stay on topic.
 - we can plan the meeting.
 - wasting time during the break.
 - minimize interruptions.
 - delay the start of the meeting.

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

- I / in order to**
 - _____ work more efficiently
 - _____ answer email only twice a day.
- Mike / so that he**
 - _____ works late on Friday nights
 - _____ can take the weekend off.
- We / so as not to disturb**
 - _____ other customers.
 - _____ would kindly request that you switch off your mobile.
- I / in order not to**
 - _____ forget appointments
 - _____ set an alarm on my phone.
- Dean and Lola are / to avoid**
 - _____ practising their presentation
 - _____ making any big mistakes when they give it tomorrow.
- we have / to prevent**
 - _____ fires
 - _____ a strict no-smoking policy.
- this / is for**
 - _____ door
 - _____ emergency use only.
- I / To**
 - _____ start work at seven o'clock
 - _____ avoid rush hour traffic.

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 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 Davina **would know / knows** you're there.