Vocabulary

Prepositions

Choose the correct alternative in each sentence. The phrases come from the psychometric test on PowerPoint Lecture Slides page 4.

Office Survival Skills

Boring job? Here are ten tips on how to get through the week.

1. Put your boss in a good mood on Monday morning: find about / out what his / her favourite chocolates are and leave some on his/ her desk.

2. Always look as if you're concentrating on / in your work when the boss walks past.

3. Distract your colleagues off / from their work by sending them funny e-mails.

4. Make sure that you always leave the office at lunchtime so that you can switch out / off from work for a while.

5. If your boss asks you to work late, tell him / her you have important plans for / at the evening which you can't possibly cancel.

6. Find an interesting course and persuade your boss to pay for / to you to do it as part of your professional development.

7. If your boss asks you to do some extra photocopying, say that you have to get on at / with some work for an important client.

8. Don't waste time looking back / behind at your mistakes – just hope that no one notices them.

9. Always remember that this job may lead to / on something better in the future.

10. If you've really had enough by Friday lunchtime, tell your boss that something urgent has come on / up at home and you've got to leave early.

LIVEWORKSHEETS

Gerunds as Subjects

Read the grammar notes below and finish the exercise.

Introduction:

The gerund is a verb that functions as a noun referring to an action, a process or a state. We can use gerund as the subject of the sentence.

Form:

When the gerund is a noun, it can be the subject of the action described by the verb.

Structure:

Subject [Gerund] + verb + ... (Object)

The most commonly used gerunds are "building, buying, living..."
When it is used as the subject, the verb form is singular, conjugated as the third person singular, and it does not accept degree verbs.

Filling up the blank suitable form:

- _____ (build) a career as an artist was one of her biggest goals.
- _____ (buy) a house is hi dream.
- _____ (live in) the city centre can be stressful.
- _____ (smoke) cigarettes is bad for you.
- _____ (write) a poem was harder than he expected.
- _____ (listen) to music is very relaxing.
- _____ (sleep) is hard when your mind is full of thoughts.

Use:

We can use **gerunds** as a **singular noun**, so it can be the **subject** of the sentence.

Summary

The **-ing** form is commonly used to create **nouns** and **verbs**. When used as a noun, it is considered a **gerund**. In this case, it can be used as the **subject** or **complement** of the sentence.

The structure is : We start with the subject, which has the form of a gerund, followed by a verb.

When it is used as the **subject**, the verb form is **singular**, conjugated as the third person singular, and it does not accept degree verbs.

For example:

-- Reading in bed is bad for our eyes.
-- Watching Netflix every week improves my English skills.

LIVEWORKSHEETS

More practice:

1. Complete the sentences below by using the "-ing" gerund from of the verbs below.

1) Eating lots of vegetables is important for good health.

2) _____ a parking space is difficult in the mornings.

3) _____ to work is a great way to get some exercise.

4) _____ books and magazines can help you to learn English.

5) _____ is fun. I love making dinner for my friend.

6) _____ is a great way. To get fit, but I'm afraid of the water.

7) _____ is an activity that all animals do. However, did you know that cats sleep for two-thirds of their lives?

8) _____ cigarettes is very bad for your health.

9) _____ TV is bad for my eyes. That's what my mother says.

10) _____ about other people and cultures is fascinating.

11) _____ is my sister's favourite hobby. She has a great voice.

12) _____ and _____ is a serious crime.

13) _____ is boring! I hate shopping malls!

14) _____ is not allowed during the exam.

15) _____ makes me nervous. I prefer traveling by train.

sleep	eat	cook	read	find	sing	smoke	talk
watch	swim	shop	drive	drink	fly	learn	cycle

LIVEWORKSHEETS

Reading

Questions 147–148 refer to the following e-mail.

To	employees@simnetsolutions.com
From	management@simnetsolutions.com
Subject	Seminar Opportunity
Date	February 5

Dear Female Employees,

Only one week remains until registration will be closed for the Women's Leadership Seminar. This seminar is offered free of charge to all of our female employees at Simnet Solutions. To accommodate our female employees' busy schedules, identical seminars will be held on two different dates—February 21 and February 23.

In order to register for this specially designed seminar, you must e-mail James Taylor in human resources by 5:00 P.M. on February 12. This seminar will teach our female employees about how to communicate with confidence and credibility in the workplace.

The Simnet Solutions Management Team

147. What is indicated about the seminar?

(A) It will feature speaker James Taylor.
(B) It is held annually.
(C) Its fee is more expensive than the last one.
(D) It is designed for women.

148. When will the free registration offer end?

(A) On February 5
(B) On February 12
(C) On February 21
(D) On February 23

Kyle
Nancy, it's Kyle. I'm in conference room B setting up for the meeting at 5. The projector doesn't work. Can you search for another in the supply room?

Nancy
Hey. No problem, I'm headed there now.

Kyle
Thanks. I really appreciate it.

Nancy
Kyle, there are no projectors here. I've called the IT department and asked if they have any spare ones. I'll get back to you when I get a reply.

Kyle
Thanks again. Oh and can you check for extra microphones?

Nancy
There are two here. I'll take them both. Meanwhile, the IT department says they don't have extra projectors but they'll send a guy down now to check what's wrong. They say it worked fine at yesterday's presentation.

Kyle
Great! I'll see you soon then.

Questions 149-150 refer to the following text message chain

149. Where most likely is Nancy?

(A) At a conference room
(B) At the IT department
(C) In the supply room
(D) In her office

150. What did Nancy mean when she said "I'm headed there now"?

(A) She was going to the location
(B) She would lead the presentation
(C) She knew where the room was.
(D) She was going straight to meet him.

LIVEWORKSHEETS

Questions 151–152 refer to the following ticket.

Purchased by: Tim Bailey

Tate Theater

The Kelly Cooper Concert

Time: 7:00 P.M.
Date: Friday, May 20
Section: General Admission
Row: F
Seat: 26

- Guests seated in general admission should arrive at least 30 minutes before the concert begins.
- For those coming by car, the location of the theater can be found on our website at www.tatetheater.com.
- All ticket sales are non-refundable.

151. What is Mr. Bailey advised to do?

(A) Contact the theater for a refund
(B) Select his preferred seat on a website
(C) Arrive at the venue in advance
(D) Post a review later

152. According to the ticket, what can be viewed on the theater's website?

(A) A list of past performances
(B) Driving directions
(C) Concert reviews
(D) Pictures of the theater

Questions 153–154 refer to the following information.

Gilmore Good Buy

Order Confirmation

Name: Jenny Collins
Customer ID: F833J
Address: 808 Columbus Avenue, New York, NY 10025
Order date: August 22

Item(s)	Price
Springform pans (5 @ $5.00 each)	$25.00
4 oz. cocoa butter	$10.99
Confectioner's glaze (3 @ $5.90 each)*	$17.70
Cupcake pans (2 @ $4.00 each)	$8.00
Merchandise Total	$61.69
Delivery	$8.99
Total	$70.68
Payment: Credit Card XXXX XXXX XXXX 4026	

* Notes: Will be delivered at a quicker speed to prevent melting or damage

153. What kind of business are the items most likely intended for?

(A) A shopping mall
(B) A bakery
(C) An appliance store
(D) A convenience store

154. What is indicated about the order?

(A) It will be paid in installments.
(B) It will be sent separately.
(C) It has been discounted.
(D) It will be delivered at no charge.

LIVEWORKSHEETS

Questions 155–157 refer to the following article.

Community Victory

After a months-long battle to stop the development of a new shopping mall on the location of the former Rivervalley Courthouse, residents, local businesses, and civic groups are cheering the decision to keep the 150-year-old building intact. – [1] – "We're dissappointed," added Branford Construction's CEO. "We felt that the community would benefit and grow, but obviously, residents want to preserve their history and I respect that."

Instead, efforts are being made to restore the old deserted courthouse to its former glory. – [2] – "The community is getting together for this and we are collecting donations to have the building renovated," said local resident Enid Tran. "We hope to make a public library or school out of the building."

– [3] – "It's been here for as long as I can remember. In fact, my grandfather worked as a clerk there," added a local business owner, Kevin Lamb. "It's an iconic symbol of our community and we don't want it destroyed." The community has already raised over $100,000 through an online petition and donations keep pouring in. – [4] – The community hopes that restoration of the building begins within the next couple of months.

155. What is indicated about the old courthouse?

(A) Branford Construction wants to renovate the building.
(B) The residents want to turn the building into a shopping mall.
(C) It may become a public library or school.
(D) It may be destroyed.

156. In which of the positions marked [1], [2], [3] and [4] does the following sentence belong?

"Branford Construction, the development company that originally planned to build the shopping mall, is looking to build the mall outside of the Rivervalley Community."

(A) [1]
(B) [2]
(C) [3]
(D) [4]

157. What is suggested about the fundraising efforts?

(A) The community made a lot of money from the land.
(B) It has been occuring online.
(C) The city government has been helping.
(D) They haven't raised enough money.

Questions 158–160 refer to the following e-mail.

To	Stacey Johnson <sjohnson@toplineelec.com>
From	Josh Fleck <jfleck@toplineelec.com>
Date	October 22
Subject	Strategic Planning

Dear Ms. Johnson,

District Management at Topline Electronics would like to inform you about a new development that will be affecting your store. Another competing consumer electronics store will be opening in the Crayville area on November 12.

In order to ensure that Topline Electronics does not lose business to this new store, District Management is advising you to run a special sale on our new line of curved UHD televisions. These televisions provide state-of-the-art features at moderate prices. By showing your customers that Topline Electronics offers the best deals in the area, you will be able to maintain customer loyalty. We will be shipping the new televisions to your store within the next week. We suggest you prepare a prominent display space in your store to feature them. You should also update your website to advertise the sale.

Smooth communication between you and us is vital to effective operational practices. If you have any questions concerning the new televisions or the marketing campaign in general, please don't hesitate to contact District Management.

Sincerely,

Josh Fleck
District Manager,
Topline Electronics

158. Who most likely is Ms. Johnson?

(A) A store manager
(B) A customer
(C) A product developer
(D) A marketing specialist

159. What is indicated about Topline Electronics?

(A) It recently opened a new store location.
(B) It will be relocated to the Crayville area.
(C) It is concerned about market competition.
(D) It was nominated for an annual award.

160. What is Ms. Johnson NOT instructed to do?

(A) Add new information to a website
(B) Hire additional staff
(C) Contact Management if necessary
(D) Arrange a sale display area

LIVEWORKSHEETS

Writing:

- What does success mean to you?
- Which of these are the most/least important to you?
  - A good live life
  - Friends and fun
  - A happy family life
  - Plenty of money
  - A nice home
  - A successful career
  - Something else

LIVEWORKSHEETS