

H *Dos and Don'ts*

Which of these are good things for a candidate to do in Use of English Part 2? Which of them are not so good? Write **Do** or **Don't** before each one.

- 1 _____ read through the whole text before you fill in the gaps.
- 2 _____ ask yourself what kind of word (adjective, noun, etc) is needed for each gap.
- 3 _____ look out for patterns you know, such as 'accuse of' or 'succeed in'.
- 4 _____ fill in the gaps you know to help you with the others you don't know.
- 5 _____ make any spelling mistakes.
- 6 _____ read the whole sentence to give you the context for the gap.
- 7 _____ read through the text again when you have filled all the gaps.
- 8 _____ make an educated guess if you are not sure.
- 9 _____ leave any gaps blank.

Grammar focus

Each of these sentences is about the past. Choose the correct form of the verb in each sentence. Then, write the correct letter in the space provided to explain why the verb is in this form. You have to use one letter three times.

- 1 I saw / was seeing a great programme about working on a newspaper last night.
- 2 I walked / was walking to the underground every morning when I worked in the centre of London.
- 3 I knew / was knowing nothing about being a vet until I spent the summer on a farm.
- 4 They wanted me to go for an interview on Saturday, but I had already arranged / was already arranging to play tennis.
- 5 I have been / used to go to Germany a couple of times, but I didn't like it much.
- 6 When I arrived, the other workers were discussing / would discuss the new office rules.
- 7 My mum used to travel / has travelled to work until she started to work by e-mail from home.
- 8 Dad would drive / was driving me to school every morning on his way to work.
- 9 While I was working / had worked hard, the others in the office were sitting / had sat around doing nothing.
- 10 I was tired because I had been working / was being working all day.

- A This describes a past state.
- B This describes two events that were both in progress at the same time.
- C This describes a past habit.
- D This describes something that happened 'before the past'.
- E This describes an event in progress when another, shorter event happened.
- F This describes something that happened at an indefinite time in the past.
- G This describes a single event completed in the past.
- H This describes something with duration that happened 'before the past'.