

## B. PRACTICE: WORD CLASSES

### I. Re-arrange the given words to make meaningful sentences:

1. bank/ close/ does/ until/ the/ 4.30/ not



2. Ireland/ her/ in/ grandmother/ born/ was



3. brother/ has/ quite/ my/ watch/ a/ expensive



4. learning/ ago/ ten/ started/ years/ English/ I



5. Henri/ Saturday/ normally/ football/ on/ plays



6. asked/ mother/ Janet's/ test result/ her/ the/ about



7. me/ to/ with/ in/ they/ Florida/ invited/ stay/ them



8. ice-cream/ cake/ they/ a/ have/ breakfast/ some/ big/ for/ tomorrow/ and



9. all/ the/ father/ him/ himself/ Peter's/ to/ housework/ asked/ finish/ by



10. sell/ she/ her/ to/ a/ house/ had/ because/ new/ Jane/ needed/ car



11. Mary/ arrived/ for/ until/ but/ the/ the/ early/ bus/ at /station/ waited/ noon/ bus



12. comes/ the/ its/ dog/ owner/ home/ big/ loudly/ barks/ whenever



13. for/ you/ want/ to/ you/ answers/ prepare/ all/ to/ right/ test/ if/ the/ tomorrow/ need/ get/ the



14. she/ was/ believed/ when/ in/ fairy/ she/ tales/ younger



15. was/ although/ I/ the/ play/ the/ really/ not/ good/ acting/ like/ did/ very



**III. Fill in each blank with a proper Pronoun or Possessive Adjective.**

1. In 1804, Lewis and Clark began \_\_\_\_\_ expedition to explore the continent.
2. As they walked, Lewis cut \_\_\_\_\_ feet on cactus.
3. The group was careful with \_\_\_\_\_ food supplies.
4. Everyone in the team did \_\_\_\_\_ share of the work.
5. As they forced \_\_\_\_\_ way through the wilderness, \_\_\_\_\_ impressed them with \_\_\_\_\_ wild beauty.
6. When Lewis and Clark saw the ocean, \_\_\_\_\_ were overjoyed.
7. Clark was shocked to hear in 1809 that Lewis had killed \_\_\_\_\_ in a fit of depression.
8. Tell him not to forget \_\_\_\_\_ ticket, and she mustn't forget \_\_\_\_\_, either.
9. I gave him some stamps of \_\_\_\_\_ in exchange for some of \_\_\_\_\_.
10. I asked Cathy if that car was \_\_\_\_\_, she said no, \_\_\_\_\_ car is a Ford Explorer.

**IV. Insert the appropriate adjective or adverb to fill in the blank.**

1. A servant thought that Charles Darwin was (*idle/idly*) \_\_\_\_\_ because he stared at an anthill for an hour.
2. Darwin wanted to observe every creature in (*minute/minutely*) \_\_\_\_\_ detail.
3. He studied ants and turtles (*particular/particularly*) \_\_\_\_\_ (*close/closely*) \_\_\_\_\_.
4. Darwin always held a (*powerful/powerfully*) \_\_\_\_\_ affection for family.
5. He wanted to observe (*accurate/accurately*) \_\_\_\_\_ human beings' emotions.
6. Darwin argued that love, affection, morality, and sympathy had (*gradual/gradually*) \_\_\_\_\_ developed from our prime ancestors.
7. Even baboons can feel (*civil/evilly*) \_\_\_\_\_ passions.
8. When correcting the proofs for his book *The Expressions of the Emotions in Man and Lower Animals*, Darwin (*emphatic/emphatically*) \_\_\_\_\_ deleted the word "lower".

**V. Read the following story and fill in each blank with the correct form of the given word.**

Once upon a time there lived two great friends in a hamlet near Jaipur. Jay and Vijay had been friends since their [(1. CHILD) \_\_\_\_\_]. Now, they were studying in a college, which was at far distance from their place. On the way to their college, they had to cross a river, pass hills and also many [(2. SAND) \_\_\_\_\_] areas. They used to go to college together. Their [(3. FRIEND) \_\_\_\_\_] was famous in college.

One rainy day, the two friends set out for college as usual. They were chatting while walking. Perhaps they were discussing some point of [(4. ATOM) \_\_\_\_\_] theory which was taught the previous day. The two had different opinions which led to heated arguments. This was followed by [(5. ABUSE) \_\_\_\_\_] language by both sides. Things got so bad that in a fit of [(6. ANGRY) \_\_\_\_\_] Jay slapped Vijay. Shell shocked Vijay stared at his friend and wrote on sand that "today my best friend slapped me." Both resumed their walk, but now they were [(7. SILENCE) \_\_\_\_\_].

Meanwhile, they reached the river which was overflowing today. Vijay was not a really good swimmer. He stepped into the river, but began to drown and flow with force of water in the [(8. DIRECT) \_\_\_\_\_] of the flood. Jay saw this and without thinking for a second jumped into the river. With [(9. DIFFICULT) \_\_\_\_\_], he could drag Vijay out of the river. He helped Vijay restore his normal breath. When Vijay became normal, he wrote on a hill that "today my best friend saved my life." Jay who was observing all this could not help asking, "why did you write it on sand when I slapped you and why are you writing on the hill when I've saved your life?" Vijay replied that "we should soon forget wrong done by our friends and dear ones as writing on sand gets erased in no time, but if they do something good for us we should always remember their [(10. KIND) \_\_\_\_\_] just as writing on stones is forever." Saying this Vijay hugged his friends and two went to college as if nothing had happened..



## B. HOMEWORK

I. Look at these job adverts and do the exercises to improve your reading skills.

**A** **Support Worker**

Do you have the ability to care for others? Can you understand how older people feel? Are you a good communicator? Do you have good listening skills? Can you work weekends?

If you have answered **YES** to the above, we would like to hear from you:

- Starting rate of £8.56 per hour
- Free Uniform
- Excellent Training

**Golden Care** careers@golden-care.com

**B** **Trainee hairdresser**

Full Time - 40 hours per week  
Permanent  
**Brighton City Centre**

*Learn from some of the best hairdressers in the world!*

You will work 40 hours a week Monday to Saturday. Your responsibilities will include: welcoming clients, washing hair, bringing coffee and tea to customers, and keeping the salon clean and tidy at all times.

No previous experience is necessary.  
Please apply NOW!  
cathy@cut-above.brighton.com

**C** **WOWEE MAGAZINE**  
**Writers wanted!**

Wowee Magazine is looking for writers for its website. Pay is based on the number of people who read your articles. You may also receive free tickets to events and free products to test. This is a great opportunity to get valuable work experience.

We want people who are:  
*chatty interesting*  
*passionate skilled*

Contact us at info@wowee.com

**D** **CALLING ALL MODELS**

Think you could be a model? If so, we'd like to meet you!

Working as a successful fashion model isn't easy but it is very exciting and could be a great opportunity.

Girls should be **over 16** with a minimum height of 172 cm and boys should have a minimum height of 182 cm. If you are under 16 and do not yet have the required height, we would still be interested in meeting you, but you must bring a parent.

info@top-model-agency.uk

**E** **WORK FOR COFFEE BEANS**

Join Britain's number one café at **COFFEE BEANS** where every café has the same aims: to create family-like teams and to give excellent customer service.

Many different kinds of people come and work with us so start your career at **COFFEE BEANS** today:

- choose the hours you work
- get management experience
- share your love of coffee

Join us as a **Team Member, Assistant Manager or Café Manager**, depending on your skills and experience.

**i. Which job would be best for each person? Write A-E for each answer.**

- \_\_\_\_ 1. Nina is studying English and has her own blog. She is a very sociable person, and is interested in music and fashion.
- \_\_\_\_ 2. Dave has just finished school and is looking for a full-time job. He is sociable, likes working with his hands and cares about his appearance.
- \_\_\_\_ 3. Dewei enjoys helping people. He wants to make a difference to other people's lives. He is looking for opportunities to learn new things that will help him in his career.
- \_\_\_\_ 4. Sarah is a student and she is looking for flexible, part-time work. She doesn't want to work in a restaurant or shop. She is tall, beautiful and has her own unique look.
- \_\_\_\_ 5. Sam is friendly and sociable. He has experience working in a restaurant and wants a job with more responsibility. He is studying part time so he needs flexible working hours.

**ii. Fill in the gaps with the correct letters. Write A-E for each answer.**

6. You never have to wear your own clothes for job \_\_\_\_.
7. Job \_\_\_\_ offers possibilities for children under 16 years old.
8. Your pay for job \_\_\_\_ depends on how successful you are at the job.
9. Job \_\_\_\_ requires physical contact with customers.
10. Job \_\_\_\_ offers management opportunities.
11. You might get some "freebies" if you do job \_\_\_\_.
12. You need to work closely with your team for job \_\_\_\_.
13. Job \_\_\_\_ is for someone who likes working with older people.

II. Look at the notice below. Using **NO MORE THAN THREE WORDS AND/OR A NUMBER** to answer the following questions.

**IMPORTANT NOTICE: PRODUCT RETURN**

Fancy Foods wishes to inform the public that pieces of metal have been found in some jars of Fancy Foods Chicken Curry (Spicy). The batches of the Jars involved have numbers from J6617 to J6624. The batch number is printed on the bottom of each jar.

If you have any jars with these batch numbers, please return them (preferably unopened) to the supermarket where you purchased them. You can also return them to the factory (Fancy Foods Retailers, Blacktown). Fancy Foods will pay \$10 for each jar returned unopened and \$5 for each jar already opened.

No payment will be made for empty jars, which do not need to be returned. However, the company's Retailing Manager will be interested to hear from people who have consumed chicken curry from any of the above batch numbers. In particular, it will be helpful if they can give information about the place of purchase of the product.

Jars of Fancy Foods Chicken Curry (Coconut) and Fancy Foods Chicken Curry (Mango) have not been affected and do not need to be returned.

**REWARD**

Fancy Foods will pay a reward of \$ 10,000 to \$50,000 for information which leads to the conviction of any person found guilty of placing metal pieces in its products. If you have such information, please contact the Customer Relations Manager, Fancy Foods Retailers, Blacktown.

14. What has been found in some Fancy Foods products?
15. Where can you find the batch number on the jars?
16. How much will you receive for an opened jar of contaminated Chicken Curry?
17. If you have eaten Chicken Curry from a jar with one of the batch numbers listed, whom should you contact?
18. What information do they ask you to provide about the jar of Chicken Curry you ate?
19. What is the maximum reward Fancy Foods is offering for information about who contaminated their product?



### III. Look at the brochure & do the exercises to practice reading skills.

#### **Using your Computer Safely at Work**

As we use computers here a lot in our company, we are very well aware that misuse of these devices can cause problems for the users. Computer workstations or other equipment can be associated with repetitive strain injuries (RSI's) in the neck, shoulder, back or arms, as well as with fatigue and eyestrain.

**Support your back.** Avoid back pain by adjusting your chair so that your lower back is properly supported. A correctly adjusted chair will reduce the strain on your back. Make sure you have one that is easily adjustable, so that you can change the height, back position and tilt. Have your knees level with your hips. You may need a footrest for this.

**Adjust your chair.** Adjust your chair height so that you can use the keyboard with your wrists and forearms straight and level with the floor. This can help prevent RSI's. Your elbows should be by the side of your body, so that the arm forms an L-shape at the elbow.

**Rest your feet on the floor.** Your feet should be flat on the floor. If they're not, ask if you can have a footrest, which lets you rest your feet at a level that's comfortable. Don't cross your legs, as this can cause posture-related problems.

**Place your screen at eye level.** Your screen should be directly in front of you. A good guide is to place the monitor about an arm's length away, with the top of the screen roughly at eye level. To achieve this, you may need to get a stand for your monitor. If the screen is too high or too low, you'll have to bend your neck, which can be uncomfortable.

**Using the keyboard.** Leave a gap of about 100mm - 150mm at the front of the desk to rest your wrists between bouts of typing. Your wrists should be straight when using a keyboard. Keep your elbows vertical under your shoulder and right by your side. Some people like to employ a rest to keep their wrists straight and aligned with the keys.

**Keep your mouse close.** Position and use the mouse as close to you as possible. A mouse mat with a wrist pad may help to keep your wrist straight and avoid awkward bending. If you are not using your keyboard, push it to one side if using the mouse a lot.

**Avoid screen glare.** Your screen should be as free of this as possible. If it's on your screen, hold a mirror in front of it to identify the cause. Position the monitor to avoid glare from overhead lighting and sunlight. If necessary, pull blinds across the windows and replace ceiling lighting with table lights. Adjusting the screen's brightness or contrast can make it much easier to use.

**Working with glasses.** People with bifocals may find difficulties with computer work. It's important to be able to see the screen easily without having to raise or lower your head uncomfortably. If you can't work comfortably with bifocals, you may need a different type of glasses.

Complete the sentences below.

Write *ONE WORD ONLY* from the text for each answer.

20. Using a \_\_\_\_\_ can help workers keep their knees and hips aligned.
21. Workers who \_\_\_\_\_ their legs can suffer from difficulties with their posture.
22. Workers should think about buying a \_\_\_\_\_ so that their computer screen is at eye level.
23. Some workers use a \_\_\_\_\_, so that their wrists are at the same level as their keyboard.
24. It is necessary to adjust the monitor to avoid \_\_\_\_\_ from light over your head.
25. Some workers with \_\_\_\_\_ should use a different kind of glasses if they find them uncomfortable while working with computers.