

Look carefully at each line. Some of the lines are correct, and some have a word which should not be there. Tick each correct line. If a line has a word which should not be there, write the word in the space.

A letter from the builders

Dear Mrs Sangster,

Just a quick note to explain what we have been done

so far this month. The work on the kitchen has gone

well so far, although we haven't already finished

knocking down the outside wall yet. So I wrote

to you last week and have explained that two of

my workmen were ill. They have quite recovered

now, I am glad to say, and they have came back

to work yesterday. As the weather has been bad

we have been work inside most of the time, and

all the painting is now been finished. We have

also put in a new window in the kitchen, as you

have instructed in your last letter. As you

have not been visiting here for two weeks

we have not had the chance to discuss the walls.

When we checked them we have discovered

that they are in a dangerous condition. I'll

let you know what we have do to them.

Best wishes,

Andrew Turner, Builder

Keeping a diary

Are you one of those people who will know

exactly what they will be doing every day next

week? When the different days will arrive,

will you have get out your diary, or are

you the kind of person who will just guess?

Some people will write their appointments

in a diary, but others just hope that they will

remember. For example, tonight I'm be going

to the cinema, but perhaps I'll not forget all

about it. You see, I will never keep a diary.

I try not to forget my appointments, but I know

that I will usually do. I just don't like planning

my future. I know that one day I'm going to

make a serious mistake. I'll be miss an important

examination, or by the time I remember it and

get there, it will have been finished.

Perhaps that will be when I have finally buy a diary.

Underline the correct form.

Many students report that they often feel **a *bored* / *boring*** by studying. This is not **b *surprised* / *surprising*** when you consider how some students study. A recent report, which many teachers find **c *worried* / *worrying***, suggests that a majority of students listen to music at the same time as studying.

However, what experts say about this issue is rather **d *confused* / *confusing***.

Some people study more effectively when they are **e *relaxed* / *relaxing***, and listening to music may help. Students who are **f *worried* / *worrying*** by the pressure of school may find that they are in a better mood if their music is playing. When they become more **g *interested* / *interesting*** in what they are studying, they do not in fact 'listen' to the music at all. It just becomes background noise. On the other hand, there are certainly students who find the music more **h *entertained* / *entertaining*** than their school work, and never really concentrate on their work at all.

So perhaps we shouldn't be **i *surprised* / *surprising*** to discover that listening to music helps some but not all, though this can also depend on the type of music.

And it also depends on what students are supposed to be studying. Anyone who listens to music while trying to read and remember details will almost certainly be **j *distracted* / *distracting*** by the music. So in the end, perhaps it's a matter of 'what works for you'.