

## 1 Complete the sentences. Use the correct form of the verb in brackets.

Example: Are you going (go) on holiday this year?

- 1 Sonia \_\_\_\_\_ (work) in the garden. Shall I call her for you?
- 2 We \_\_\_\_\_ (go) to the Edinburgh Festival in August last year.
- 3 If I found £20 on the floor in a shop, I \_\_\_\_\_ (give) it to one of the assistants.
- 4 My mother \_\_\_\_\_ (go) to salsa dance classes for the last two months – she loves it!
- 5 Wait until Roberto \_\_\_\_\_ (get) here and then the meeting can begin.
- 6 I think I \_\_\_\_\_ (send) Pedro the wrong file when I emailed him yesterday.
- 7 Diana told me she \_\_\_\_\_ (want) to start learning French.
- 8 I \_\_\_\_\_ (drink) less coffee at the moment to see if it helps with my headaches.
- 9 'Is Mike at home?' 'He \_\_\_\_\_ (go) to the shops. He'll be back in an hour.'
- 10 When we returned, we saw that somebody \_\_\_\_\_ (break) one of our windows.
- 11 I would have invited you to the party if I \_\_\_\_\_ (know) you were around!
- 12 Students will get their results in June. A letter \_\_\_\_\_ (send) to their home address.
- 13 I don't want to eat curry again! We \_\_\_\_\_ (have) it twice last week.
- 14 'Didn't you hear your phone ring?' 'No, I \_\_\_\_\_ (listen) to music on headphones.'
- 15 Mary \_\_\_\_\_ (meet) Anna for lunch most days. Their offices are very close.

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## 2 Complete the sentences with one word.

Example: That's the house where my father was born.

- 1 It won't take long to paint this room, \_\_\_\_\_ it?
- 2 That's the door \_\_\_\_\_ takes you back to reception.
- 3 You wouldn't have missed the train if you \_\_\_\_\_ stayed in bed so long.
- 4 Wait \_\_\_\_\_ everyone is here before you start the meeting.
- 5 If I \_\_\_\_\_ you, I wouldn't say anything and just forget about it.
- 6 Will Donna be \_\_\_\_\_ to give me a lift to the station later?
- 7 Chris \_\_\_\_\_ me if I knew why he had been made redundant.
- 8 You're Andy's new secretary, \_\_\_\_\_ you?
- 9 The car park is free – you don't \_\_\_\_\_ to pay!
- 10 I didn't \_\_\_\_\_ to like cabbage but I love it now.

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### 3 Underline the correct word(s).

Example: There's *no* / *not* enough time to get the project finished today.

- 1 I don't mind people *disagree* / *disagreeing* with me.
- 2 Could you drive more *slower* / *slowly*? I hate it when you drive fast.
- 3 Sally *wouldn't* / *won't* pass her driving test if she doesn't practise more.
- 4 That's the man *whose* / *who's* dog bit me last month!
- 5 You *mustn't* / *shouldn't* record films in the cinema. It's illegal!
- 6 My sister *said* / *told* me not to tell anyone about her new boyfriend.
- 7 *Will* / *Shall* you call me when William arrives?
- 8 If you sent him a birthday card, *he'll* / *he'd* really appreciate it.
- 9 Lisa *usually* / *use to* listens to the radio when she works.
- 10 There were very *few* / *little* people at the concert because of the weather.
- 11 We'll come and see you again *the next* / *next* Saturday.
- 12 There aren't *any* / *no* eggs in the fridge. Shall I get some?
- 13 You won't be able to get home *unless* / *if* you call a taxi.
- 14 Richard has always worked much harder *than* / *that* I do.
- 15 The Olympics and Paralympics *held* / *were held* in London in 2012.

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Grammar total	40	
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## VOCABULARY

### 4 Underline the odd one out.

Example: composer teacher employee violinist

- 1 sociable charming affectionate spoil
- 2 script cartoon comedy musical
- 3 get expelled graduate cheat fail
- 4 retire get sacked apply for resign
- 5 fried grilled tinned baked

**5 Write the noun.** Example: organize organization

- 1 complain \_\_\_\_\_
- 2 lose \_\_\_\_\_
- 3 respond \_\_\_\_\_
- 4 deliver \_\_\_\_\_
- 5 succeed \_\_\_\_\_
- 6 explain \_\_\_\_\_

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## VOCABULARY

**6 Complete the sentences with the correct preposition.**

Example: What are you going to do next weekend?

- 1 Vicky is really good \_\_\_\_\_ card games – she always wins.
- 2 You must be really pleased \_\_\_\_\_ your exam results!
- 3 Scotland is famous \_\_\_\_\_ its golf courses.
- 4 We spent €4,000 \_\_\_\_\_ a holiday in New York.
- 5 I'm so tired. I'm really looking forward \_\_\_\_\_ my holiday next week.
- 6 Jake's thinking \_\_\_\_\_ applying for a job with Microsoft.
- 7 I'm not keen \_\_\_\_\_ lamb. I prefer beef or chicken.

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**7 Complete the sentences with the correct words.**

Example: I inherited a lot of money a few years ago from my grandfather.  
Inherited earned invested

- 1 We were late, but luckily there was a taxi \_\_\_\_\_ very near the office.  
platform rank station
- 2 We didn't just \_\_\_\_\_ the other team – we destroyed them!  
win draw beat
- 3 *The Hobbit* was \_\_\_\_\_ New Zealand.  
directed by based on filmed in
- 4 My brother's only seven so he's still at \_\_\_\_\_ school.  
secondary nursery primary
- 5 I have plenty of free time because I only work \_\_\_\_\_.  
temporary part-time self-employed
- 6 You can't ride your motorbike through here – it's a \_\_\_\_\_ area.  
residential pedestrian suburb
- 7 I got a 10% \_\_\_\_\_ on the coat because it had a button missing.  
refund bargain discount
- 8 Be careful what you say to Maria. She's very \_\_\_\_\_.  
reliable sensible sensitive

# VOCABULARY

- 9 We usually eat outside on the \_\_\_\_\_ in summer.  
terrace roof path
- 10 I didn't have breakfast this morning. I'm absolutely \_\_\_\_\_!  
starving furious freezing
- 11 Can you \_\_\_\_\_ to the shoes you want in the window?  
nod point touch
- 12 It was very \_\_\_\_\_ that Jeff drove past and saw us just after we'd missed the bus.  
fortune fortunate unfortunate
- 13 I'm not going to spend the money I inherited. I'm going to \_\_\_\_\_ it.  
owe waste invest
- 14 Megan was very \_\_\_\_\_ of her sister after she was promoted.  
jealous ambitious moody

## 8 Complete the sentences with one word.

Example: My sister and I get on well with each other.

- 1 I'm trying to cut down \_\_\_\_\_ the amount of meat I eat.
- 2 Rob's the new sales manager, and is now in \_\_\_\_\_ of 50 people.
- 3 I like foreign films but I prefer them dubbed. I hate having to read the \_\_\_\_\_.
- 4 Sarah \_\_\_\_\_ yoga for an hour every day. She says it's very relaxing.
- 5 I'm afraid Katie isn't in the office. Do you want to leave a \_\_\_\_\_?
- 6 Ben \_\_\_\_\_ in the exam – he copied answers from the boy next to him.
- 7 It was nice to see you again after such a long time. Let's \_\_\_\_\_ in touch.
- 8 I got \_\_\_\_\_ playing rugby last week. I sprained my ankle.

# READING

Our facial expression is usually the first indicator of our state of mind. When we're happy, we smile. And when we're sad or angry, we **frown**. There are times, however, when we don't want people to know what we're really thinking or feeling, or when we're trying to hide something. In these situations, we choose our words carefully, and we consciously make our facial expression **mirror** what we're saying.

However, up to 90 per cent of communication is non-verbal. So we might say one thing, but our body language often tells a different story. Body language refers to the **pattern** of gestures that express our **inner** thoughts and feelings in communication.

Unless we are very clever, our bodies will usually try to tell the truth, no matter what our words and facial expressions are communicating. Here are three of the most common ways that our bodies can **give us away**:

- 1) **Touching** our faces more often than usual. If we are lying, we often cover our mouth with our hand or put a finger on our lip. Part of us knows that what we are saying is not true, and tries to stop it coming out. Touching our ear or hair and, most commonly, our nose are signs that we might be feeling anxious, or that we are angry or frightened but don't feel able to express it.
- 2) **Gesturing** with our hands. Experiments have shown that we use our hands to talk with much less than usual when what we are saying is not true. We don't know exactly what our hands are saying, but we know they are probably communicating something important so we try not to use them. A person who says he or she is very pleased with something, and they have their arms **folded** while they are speaking, may actually be feeling quite the opposite.
- 3) **Moving** our legs and feet. These are the most **revealing** parts of our body as they are the furthest from our face and we don't usually pay attention to what they are doing. An interviewer might be listening patiently, smiling, and **nodding**, but if he's **tapping** his foot, this could tell us that he is not enjoying the interview at all.

Most of us don't know exactly what someone else's body language means. But if we feel uneasy in someone's company, it may be because their words and their body are saying different things from each other. This difference can have a significant effect on how we get on with that person.

## 1 Read the text and choose the correct answer A, B or C.

Example: The expression on our face can \_\_\_\_\_.

- A show how we're feeling ☐ B hide what we really think ☐  
C both show how we're feeling and hide what we're really thinking ✓

- 1 We change the expression on our faces when we want people to believe \_\_\_\_\_.  
A what we're really thinking ☐ B that we're lying ☐ C what we're saying ☐
- 2 Our body language shows \_\_\_\_\_.  
A what we want people to think ☐ B what we're really thinking ☐ C that we always tell the truth ☐

- 3 People who aren't being honest often \_\_\_\_\_.  
 A touch their faces more frequently ☐ B try to stop talking ☐ C touch their hair ☐
- 4 People who are afraid tend to \_\_\_\_\_.  
 A cover their mouths ☐ B touch their noses ☐ C touch their hands ☐
- 5 It's common to \_\_\_\_\_ if we aren't telling the truth.  
 A use our hands more ☐ B use our hands less ☐ C look at our hands ☐
- 6 To decide if someone is telling the truth, looking at their hands is \_\_\_\_\_ listening to what they say.  
 A a better indication than ☐ B just as effective as ☐ C not as effective as ☐
- 7 When it comes to watching body language, legs and feet \_\_\_\_\_.  
 A aren't as interesting as faces ☐ B are the most revealing ☐  
 C aren't worth looking at ☐
- 8 If an interviewer's foot is moving, he's probably \_\_\_\_\_.  
 A listening very carefully ☐ B not enjoying the interview ☐ C not paying attention ☐
- 9 \_\_\_\_\_ can interpret a person's body language accurately.  
 A Few people ☐ B Nobody ☐ C Most people ☐
- 10 If a person's words and body language don't match, we can feel \_\_\_\_\_.  
 A at ease ☐ B relaxed ☐ C uncomfortable ☐

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## 2 Match five of the highlighted words and phrases with the definitions.

- 1 crossed in front of your chest  
 \_\_\_\_\_
- 2 moving the head up and down  
 \_\_\_\_\_
- 3 regular way things happen  
 \_\_\_\_\_
- 4 letting something be known that is usually hidden  
 \_\_\_\_\_
- 5 make lines appear in the space above your eyes  
 \_\_\_\_\_

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