C Grammar exercises

1 **Fill in the gaps with the correct form of *have to* or *must*.**

1 Most students in Britain ..have to.. pay at least part of their university fees.
2 Joe ..... get up early on Fridays as he has no lectures in the morning.
3 You ..... talk during the film because other people will get annoyed.
4 These library books are overdue so I ..... pay a fine when I return them.
5 Jeremy ..... drive to work because the bus gets there too late.
6 Because she could already play the piano, she ..... practise much when she learnt to play the organ.
7 You ..... borrow this video – you'll enjoy watching it.
8 ..... (*you*) work every Saturday in your new job?
9 Non-swimmers ..... go into the deep end of the pool.
10 You ..... come to the rehearsal tomorrow if you want to be in the play.
11 When I was a child, I ..... change schools seven times because my parents moved house a lot.
12 Every morning the children ..... feed their rabbit before school.
13 I ..... stop eating so much chocolate or none of my clothes will fit.
14 They've promised to lend me a tennis racket so I ..... take mine.

2 **Match the beginnings and endings of these sentences.**

1 I shouldn't ..g..	a wear a helmet when he's cycling on a busy road.
2 Need I	b to take any money or is it free?
3 We don't need	c to ask his boss before he leaves the office.
4 They needn't	d take sandwiches with them because Jenny's cooking lunch.
5 He should	e to send them our new address because they already have it.
6 Should you	f fill in my application form now? I'm busy at the moment.
7 He needs	g spend so much time playing computer games.
8 Do they need	h carry that suitcase with your bad back?

LIVEWORKSHEETS

4 Rewrite these sentences using the correct form of *must*, *need*, *should* or *have to*.

1 It's her fault that she's lost her watch because she didn't look after it.
She should have looked after her watch.

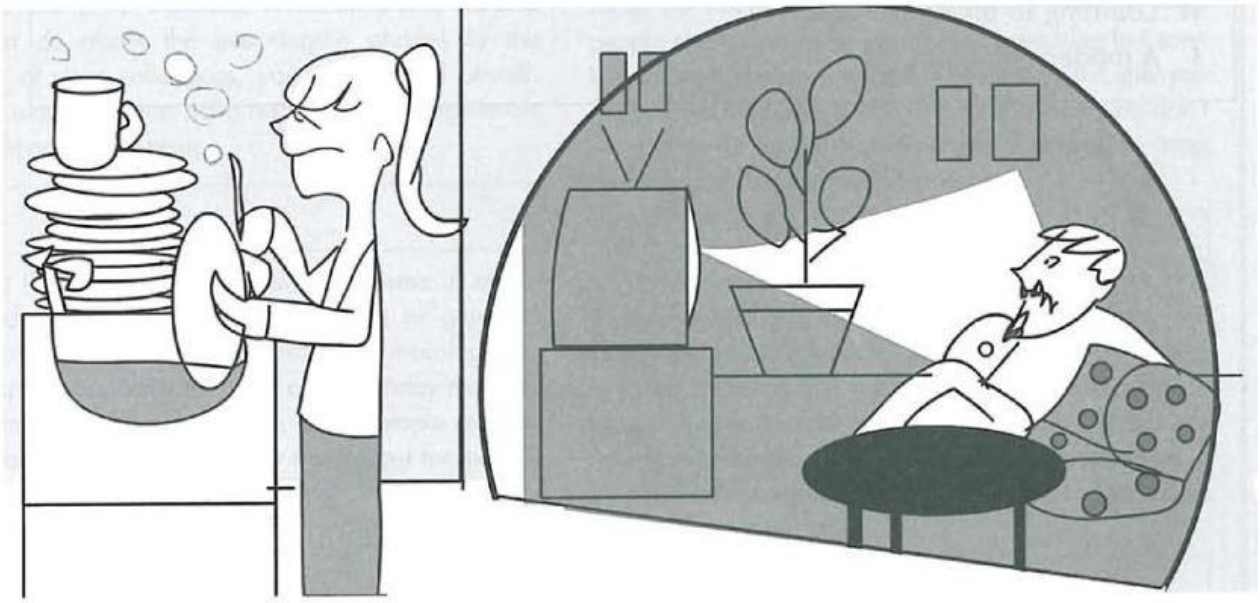
2 I don't expect you to phone me before you come.
You .....

3 It is essential for students to buy a good dictionary.
Students .....

4 It was wrong of you to take money from my purse without asking.
You .....

5 I was getting ready to drive to the station to pick up my sister when she arrived in a taxi.
I .....

6 It's not fair that I do the washing-up on my own.
You .....



7 Students aren't allowed to smoke in the canteen.
Students .....

8 She turned the music down to avoid disturbing her neighbours but they'd gone out.
She .....

9 I think she's wrong to make promises which she doesn't keep.
She .....

10 You can give the tour guide a tip but it is not necessary.
You .....

LIVEWORKSHEETS

D Exam practice

Reading

You are going to read a magazine article about working in offices. Choose the most suitable heading from the list **A–I** for each part (**1–7**) of the article. There is one extra heading which you do not need to use. There is an example at the beginning (**0**).

A A problem often overlooked
B Get regular rest
C Managing your meals
D More than just keeping fit
E Changing your mind
F Effects on others
G A variety of health problems that can be solved
H Learning to enjoy exercise
I A modern problem

LIVEWORKSHEETS

Find your energy again

0 I

The offices that most of us work in aren't the most healthy places in the world. If you work in a building that is more than 50 years old, it may not be perfectly designed for the office environment but it is probably healthier than one built recently. Even the best designed of today's offices represent an artificial environment where it can be difficult to stay positive and bursting with energy.

1

Complaints about feeling tired, no energy, no interest in food, headaches and backache are commonplace. Office workers often say that these health problems are the inevitable consequences of working in an office. However, this is not the case. While there may be little you can do about the ever-ringing phones or the tempers of your colleagues, you needn't feel unwell. There is plenty you can do to restore those energy levels and feelings of well-being.

2

The first thing you must address is tiredness. If at the weekend you stay up all night dancing or going to dinner parties and sleep all the following morning, you can't expect your body to adjust on a Monday morning to a completely different routine. Some people seem to keep this lifestyle up without any trouble but for most of us it isn't a good idea.

3

Our diets are another way we mistreat ourselves. Many office workers say they don't have breakfast – but you really should eat something, however small, before you leave the house. And if you're busy over lunch or have to go shopping, it's possible to forget that too. So you get to the evening and suddenly realise how hungry you are. This is a disastrous way to manage (or not manage) your diet. Nothing is more important than eating and drinking regularly.

4

You should also do a session of exercise once or twice a week in the evenings. This will help you to get to sleep and wake up refreshed in the morning. Recent American research has established that regular, vigorous exercise is a good way of improving your mood and that the effects last far longer than the session itself. It does have to be vigorous though – walking or tennis have to be kept up for at least an hour to have a positive effect.

5

All the advice on exercise says that you should choose something which you like doing. To this, many people reply: but I don't like doing any form of exercise! Most people start off with the intention of exercising but soon lose interest. The answer here is you must do it until you get so used to doing it that you miss it when you don't do it. In order to motivate yourself, you need to keep reminding yourself of the advantages.

6

If you're working in an office with no natural light, you should go out for a walk for at least half an hour a day, even when the weather is dull and rainy. The importance of spending some time in daylight is often ignored. We now know that lack of sunlight can cause depression. It is, however, something that needn't happen because it can easily be overcome.

7

You may be bothered by some of your colleagues' bad temper or lateness. Think about how their behaviour influences your own state of mind and remember that you don't need to behave in the same way. You are much more likely to enjoy your evening or weekend if you leave work feeling positive and it's the same for your colleagues.

LIVEWORKSHEETS

C Grammar exercises

1 **Fill in the gaps in these sentences.**

1 ..Can.. I change traveller's cheques here?
2 I'm sorry to bother you. ..... I look at your timetable, please?
3 ..... cycling to town today for a change? It will be good for us.
4 We ..... ask Paula if she'd like to come riding with us. What do you think? I know she'll enjoy it.
5 ..... you get that tin down from the shelf for me, Dad? I can't quite reach.
6 I ..... post your parcel on my way to work if you want.
7 We haven't got any plans this weekend so ..... we go sailing? The weather's going to be fine.
8 Excuse me, ... you tell me where the nearest tube station is?
9 A: '..... I take this bag onto the plane?'
B: 'No, I'm afraid not.'
10 ..... you turn that television down? I need to use the phone.

2 **Daniel runs his own business. He isn't very tidy. Tomorrow an important client is coming to visit him in his office. Give him some advice, using at least four different structures and the words in the box.**

coat cups ~~desk~~ filing cabinet lampshade telephone wastepaper bin window



1 You'd better tidy the desk.
2 .....
3 .....
4 .....
5 .....
6 .....
7 .....
8 .....

LIVEWORKSHEETS

3 **Fill in the gaps with the phrases in the box.**

Can I do ~~Can I help~~ Could I see I'm afraid
Shall I ask Would you exchange You can't have
You could give You'd better not You should ask
You shouldn't have done



Assistant: ..... Can I help ..... (1) you?

Laura: I'd like to have a refund on a CD which I was given as a present.
..... (2) that here?

Assistant: Yes you can. I'll do it for you. ..... (3) the receipt, please?

Laura: ..... (4) not. I haven't got one, you see, because it was a present.

Assistant: ..... (5) a refund without the receipt. Those are the rules, I'm afraid.

Laura: ..... (6) it for something else then?

Assistant: What CD is it? Oh, but you've taken it out of its wrapping.
..... (7) that if you wanted to return it.

Laura: Christabel did it before she gave it to me.

Assistant: Did you say Christabel? Does she work here at weekends?

Laura: I don't know. She's got dark hair and glasses.

Assistant: ..... (8) her where she got this. She was probably given it free because it has no wrapping. ..... (9) the manager what he thinks?

Laura: ..... (10) do that. I don't want to get her into trouble.

Assistant: ..... (11) it to someone else for their birthday, I suppose.

LIVEWORKSHEETS

4 What you would say in the following situations? Write sentences.

1 You have just started work in a new office and you want to know how the coffee machine works. Ask someone.
Excuse me, could you tell me how the coffee machine works, please?

2 Your sister has just moved into a new flat and you offer to help her clean it.

3 Your friend is trying to decide what to buy her mother for her birthday. Give her some suggestions.

4 Your brother puts lots of salt onto his food. You don't think this is a good idea because too much salt is bad for you. What do you say?

5 You want a book which you can't find in the bookshop. Ask the assistant to order it.

6 You are buying something in a shop and you want to pay by credit card. Ask the assistant if this is possible.

7 Your friend is always late because he doesn't have a watch although he can afford to buy one. What advice do you give him?

8 You have been at a party at a friend's house and the kitchen is in a terrible mess. Offer to help clear up.

9 Your sister is going shopping. You need a new film for your camera. Ask her to get one for you.

10 You need a lift home. Your friend has a car but lives in the other direction. Ask him politely for a lift.

LIVEWORKSHEETS

C Grammar exercises

1 Fill in the gaps with *can('t)*, *could(n't)*, or the correct form of *be able to*. Sometimes there are two possible answers.

The maths genius

Ryan Kennedy speaks to Nick Evans about his amazing talent.

'One day when I was four years old, my father was telling my mother how much money he'd spent and while he was talking I added it all up. They didn't believe that I could / was able to (1) do that because I ..... (2) read or write. I'm now at university and I ..... (3) still add up complicated sums in my head. I did a maths exam once which I finished so quickly I ..... (4) eat a meal in the canteen before the others had finished. Next year we have to write essays and I'm not sure whether I ..... (5) do that because I ..... (never) (6) spell very well. I would like ..... (7) use my mathematical skill in a job but I haven't decided what yet. I ..... (8) be a maths teacher – I'd enjoy the maths but I'm not sure about the children! I entered a maths quiz show on TV once but when they asked me the questions I ..... (9) think of the answers because I was just too nervous. So I ..... (10) imagine myself as a TV star. I ..... (11) always get work in the supermarket when the tills break down, I suppose!'

2 Complete the sentences about the man in the picture with some of the words and phrases in the box.

~~famous~~ a film star fit Greek married rich a schoolboy Spanish a tennis champion 45 years old



1 He might be famous .
2 He must be ..... .
3 He might be ..... .
4 He may be ..... .
5 He can't be ..... .
6 He could be ..... .
7 He couldn't be ..... .
8 He must be ..... .

LIVEWORKSHEETS

3 **Read about what has happened on a camping trip.**

Two boys are camping with their families near a lake. One day they find an old boat and decide to row out to an uninhabited island. They explore the island until suddenly they realise it's getting dark. They run to find the boat, but it's gone.

Here are some of the things their families say when they don't come back.

1 There can't be much to eat on the island.
2 Someone may have noticed them rowing across the lake.
3 They could be stuck there for days.
4 A fishing boat might see them.
5 They must have forgotten how late it was.
6 They must be getting scared.
7 There may be a cave or hut they can shelter in.
8 The boat could have sunk.
9 Someone may have taken the boat.
10 They can't have tied the boat up properly.

Write the number of the sentences with their meanings, a or b.

a I feel certain about this. 1
b I think this is possible. .....

4 **Fill in the gaps with a modal verb and the correct form of the verb in brackets.**

1 Jenny's brother can't be (*be*) a doctor because he's only 18.
2 Samantha said she'd go for a swim as soon as she reached the seaside so she ..... (*swim*) in the sea right now.
3 I don't seem to have my wallet. I ..... (*leave*) it at home because I paid for my train ticket.
4 A: I left Camilla a message on her answerphone but she hasn't rung yet.
B: She ..... (*not listen*) to it yet. She usually has a shower as soon as she gets home from work.
5 A: I found this watch in the changing rooms.
B: It ..... (*be*) Peter's. I think he's got one like that.
6 I can't make the video recorder work. I ..... (*do*) something wrong. Where are the instructions?
7 I can't think what's happened to Annie. She left home hours ago so she ..... (*be*) here by now.
8 These football boots don't fit me any more. My feet ..... (*grow*).

LIVEWORKSHEETS

9 He remembers when there were fields here instead of houses so he ..... (*be*) very old.

10 A: I don't really like James. Why did you invite him?

B: Don't worry. He ..... (*not come*) anyway. He said he wasn't sure what his plans were.

5 **Read this police report about a stolen painting.**

A very small but valuable painting has been stolen from Sidcombe art gallery. We know it was stolen between 6.00 and 7.30 on Friday evening. There are several suspects. They all have keys to the art gallery:

The caretaker, Sam Willis
Sam, who has worked at the gallery for 32 years, locked up at 6.30 as usual after the cleaners had left.

A student, Daniel Foreman
When the gallery shut at 5.30 Daniel begged the caretaker to let him stay a bit longer to finish his work. The caretaker saw him coming out of the toilets at 6.30 and told him to leave. He bought an expensive car on Saturday.

A cleaner, Sandra Thompson
Sandra cleaned the offices and the galleries with two other cleaners. They finished at 6.00 and had a chat in the cloakroom before leaving together at 6.15. She says the picture was still there at 6.00.

The shop manager, Sophie Christie
Sophie closed the museum shop at 5.30 but had to stay and wait for a delivery. The driver got delayed in the traffic and arrived at 6.05. He left straight away and Sophie said she left at about 6.15 but nobody saw her leave the building.

The director, William Rees
William was on the phone in his office between 6.00 and 7.00. He says he left the gallery at 7.15 but nobody saw him leave.

The cloakroom attendant, Josie McCartney
The cloakroom closed at 5.30 and Josie tidied up. She was just leaving when the cleaners arrived and she stopped to have a chat with them. They all left together at 6.15.

Who had the opportunity to steal the painting? Complete these sentences using *must have, can't have, couldn't have, might have, may have* and *could have*. Use each structure once.

1 Sam Willis might have stolen the painting because he was there until 6.30.

2 Sandra Thompson ..... the painting because .....

3 William Rees .....the painting because .....

4 Daniel Foreman ..... the painting because .....

5 Sophie Christie ..... the painting because .....

6 Josie McCartney ..... the painting because .....

LIVEWORKSHEETS

D Exam practice

⚠ This task tests grammar from the rest of the book as well as the grammar in this unit.

Use of English

For questions **1–10**, read the text below. Use the word given in capitals at the end of each line to form a word that fits in the space in the same line. There is an example at the beginning (**0**).

THE WOMAN ON THE HILL

A woman has lived in complete **(0)** isolation in a large house on a hill in north	**ISOLATE**
Yorkshire for the last fifty years. She **(1)** ..... visits the nearby village to order	**OCCASION**
food. She walks **(2)** ..... down the main street but she only speaks to the	**CONFIDENCE**
different shop **(3)** ..... in order to ask for something. Apart from that, she	**ASSIST**
doesn't speak to anyone at all. She receives a **(4)** ..... of wood once a year for	**DELIVER**
her fire but the van driver has **(5)** ..... to leave it on the doorstep and go away.	**INSTRUCT**
She must have been very **(6)** ..... when she was young and her clothes were	**ATTRACT**
probably **(7)** ..... 50 years ago. She must be about 70 years old now.	**FASHION**
She gives the **(8)** ..... from the way she behaves that she might have been	**IMPRESS**
an **(9)** ..... once. But nobody in the village knows who she is and they are	**ACT**
(10) ..... to find out unless she tells them.	**LIKE**



LIVEWORKSHEETS