

**A** Write one word in each gap.

### Written communication

Not long ago, written communication was slow. In the past, you (1) ..... communicate (2) ..... someone (3) ..... letter. They would receive the letter (4) ..... you several days or weeks after you sent it, though. Sometimes, that must have (5) ..... very annoying! For example, you couldn't send a letter inviting someone (6) ..... your party unless you sent it at least a week before.

Today, though, with e-mail and text messages, we can send a written message (7) ..... someone instantly – and we don't (8) ..... to go to the post office or pay for a stamp! It's now easier than ever to stay in touch (9) ..... friends and relations wherever they are in the world. Now, you (10) ..... decide to have a party in the morning, and your friends will be there in the evening. That's great, isn't it?

(1 mark per answer)

**B** Complete by changing the form of the word in capitals.

- |   |                |
|---|----------------|
| 11 It's ..... ! I've won the lottery!                 | <b>BELIEVE</b> |
| 12 I can tell from your ..... that you're not happy.  | <b>EXPRESS</b> |
| 13 We offer free ..... on all purchases over €100.    | <b>DELIVER</b> |
| 14 It's ..... colder today than it was yesterday.     | <b>CERTAIN</b> |
| 15 I've got to give a ..... at my brother's wedding.  | <b>SPEAK</b>   |
| 16 Would you like to ..... in a big city?             | <b>LIFE</b>    |
| 17 There's a lot of ..... about that on the Internet. | <b>INFORM</b>  |
| 18 What ..... is Borhar? Is he Spanish?               | <b>NATION</b>  |

(1 mark per answer)

**C** Complete each second sentence using the word given, so that it has a similar meaning to the first sentence. Write between two and five words in each gap.

- 19 The magazine is published every Friday. **out**  
The magazine ..... every Friday.
- 20 Could you complete this application form, please? **in**  
Could you ..... this application form, please?
- 21 I am writing with regard to your advertisement for a part-time shop assistant. **response**  
I am writing ..... your advertisement for a part-time shop assistant.
- 22 I don't want to say anything about that. **comment**  
I don't want to ..... that.
- 23 You'll be caught! **away**  
You won't ..... it!
- 24 I didn't do anything wrong! **guilty**  
I'm ..... anything!

- 25 I was talking to Jo on the phone when we were disconnected. **off**  
 Jo and I ..... when we were talking on the phone.
- 26 You can have half of this pizza. **share**  
 I'll ..... you.

(2 marks per answer)

**D** Choose the correct answer.

- 27 Jacques speaks with a French .....  
 A announcement                      C channel  
 B accent                                  D broadcast
- 28 How do you ..... the word 'brought' in English?  
 A whisper                                  C swear  
 B announce                                D pronounce
- 29 Local residents are ..... about the park being closed.  
 A protesting                                C arresting  
 B committing                                D linking
- 30 Don't blame Carl ..... being late. It wasn't his fault.  
 A on    C for  
 B in    D with
- 31 We're collecting money for a local .....  
 Could you spare a couple of euros?  
 A tradition                                    C situation  
 B culture                                        D charity
- 32 The bank in the high street was ..... again yesterday.  
 A stolen                                        C robbed  
 B broken                                        D taken
- 33 I only glanced ..... his face, so I can't really remember what he looks like.  
 A to    C on  
 B at    D by
- 34 If something is illegal, it's against the .....  
 A law    C government  
 B society                                         D rule

(1 mark per answer)

**E** Choose the correct answer.

- 35 Will lives quite near here, ..... he?  
 A don't    C doesn't  
 B lives not                                      D isn't
- 36 Do you think she should ..... for this job?  
 A to apply                                        C applying  
 B applies                                         D apply
- 37 You ..... help me, but you can if you want to.  
 A don't have to                                  C mustn't  
 B didn't need to                                 D haven't to
- 38 Excuse me, I wonder if you could tell me if .....  
 A is there a bank near here?                      C is there a bank near here.  
 B there is a bank near here.                      D there is a bank near here?
- 39 You shouldn't have ..... to James about what I told you. It was a secret!  
 A speak                                         C to speak  
 B spoke    D spoken
- 40 That ..... the end of the lesson already! We've only just started, haven't we?  
 A mustn't be                                      C mustn't have been  
 B can't be                                         D didn't have to be
- 41 We ..... go to the cinema tonight, but it depends on what they're showing.  
 A will    C should  
 B might    D can
- 42 I ..... apologise when I broke my mum's favourite vase.  
 A had to    C must  
 B ought to                                         D could

(1 mark per answer)