

It's GRAMMAR TIME

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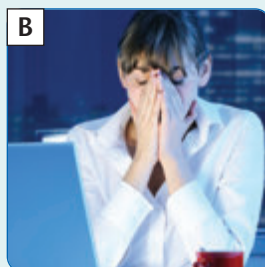
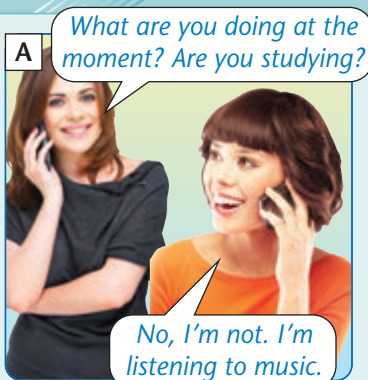
Virginia Evans - Jenny Dooley



Express Publishing

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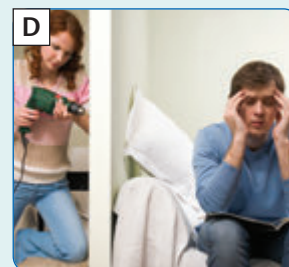
Present continuous



Sue is working very hard these days.



She is travelling to Rome in an hour.



You're always making noise late at night!

Affirmative	I'm reading, He's/She's/It's reading, We're/You're/They're reading.		
Negative	I'm not reading, He/She/It isn't reading, We/You/They aren't reading.		
Interrogative	Am I reading?, Is he/she/it reading?, Are we/you/they reading?		
Short Answers	Yes, I am.	Yes, he/she/it is.	Yes, we/you/they are.
	No, I'm not.	No, he/she/it isn't.	No, we/you/they aren't.

Spelling

- Most verbs add **-ing** to the base form of the main verb.
talk – talking, watch – watching, look – looking
- Verbs ending in **-e**, drop the **-e** and add **-ing**.
ride – riding, make – making
- Verbs ending in a **vowel and a consonant**, double the consonant and add **-ing**.
swim – swimming, get – getting
- Verbs ending in **-ie**, change the **-ie** to **-y** and add **-ing**.
lie – lying
- Verbs ending in **-l**, double the **-l** and add **-ing**.
travel – travelling

Time words/phrases used with the present continuous: *now, at the moment, at present, these days, tomorrow, tonight, next week, etc*

Use

We use the **present continuous**:

- for actions happening **now**, at the moment of speaking, or actions happening around the time of speaking. (temporary situations)
He is reading a book now. (action happening now).
She is practising for a concert these days. (around the time of speaking).
- for **fixed arrangements** in the near future.
He is meeting his friends at the cinema. (He has to be at the cinema in an hour.)
- with **always** to express our **annoyance** at actions happening too often.
You're always leaving your clothes on the floor.

15 Look at the pictures (A-D). Underline all the verbs. What tense is this?

- a) How do we form the affirmative, negative and interrogative of this tense?
- b) Which of the uses of the tense does each verb show?

16 Add **-ing** to the verbs below and put them in the correct box.

- talk • bake • die • quarrel • type • shake • run • try
• hope • forget • tie • write • cook • stop • sleep • have

+ing	<i>talking,</i>
-e → ing	<i>baking,</i>
-ie → y + ing	<i>dying,</i>
double consonant + ing	<i>quarrelling,</i>

17 Fill in the correct verb from the list in the *present continuous*. Which sentences refer to actions happening now (N), temporary situations (T), fixed arrangements in the near future (F) and annoyance about actions happening too often (A)?

- take • read • shop • meet
- work • stay • move • study

- Sue and Emma *are shopping* for some new shoes. N
- I Joanna at the shopping centre in an hour.
- Joe in his father's company these days.
- We into our new house at the weekend.
- You always my things without asking!
- Karl for his exams right now.
- I a really interesting book at the moment.
- I with my aunt and uncle this week.

18 Look at the pictures and use the phrases to ask and answer questions, as in the example.

- watch television • read a book • wash dishes
- ride a bike

1 Julie/listen/music

A: *Is Julie listening to music?*

B: *No, she isn't. She's reading a book.*



2 Brian/have/dinner

A:

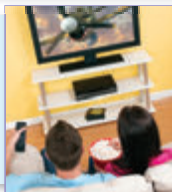
B:



3 they/surf/Net

A:

B:



4 he/play/football

A:

B:



19 It is Bob and Alice's wedding anniversary. Put the words in the correct order to find out what they are doing.

- anniversary/today/their/celebrating/Bob and Alice/are
Bob and Alice are celebrating their anniversary today.
- are/with/friends/later tonight/having/they/dinner/their
.....
- the/a/Bob/moment/is/at/table/booking
.....
- dinner/is/Alice/dress/for/the/new/for/shopping/a
.....
- flying/Madrid/weekend/they/at/to/the/are
.....
- trip/friend/the/paying/present/a/their/as/for/best/is
.....
- weather/hoping/for/they/the/nice/are/stays/it
.....

20 Fill in the gaps with the *present continuous*.

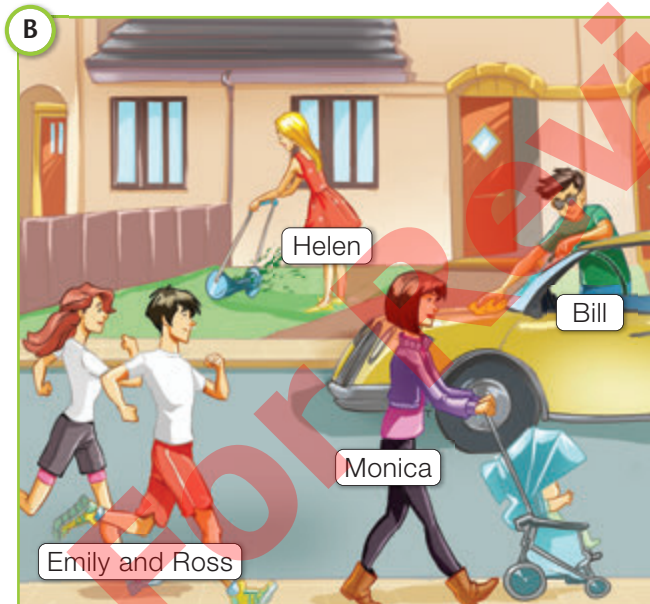
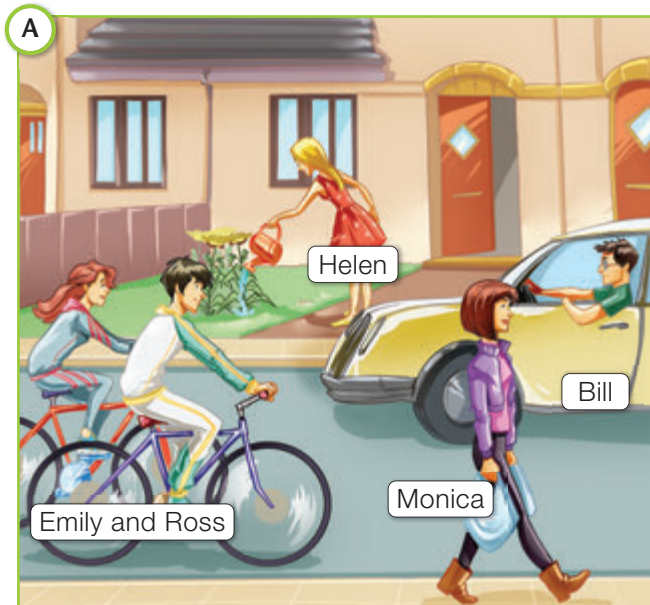
- We *are going* (go) to the theatre at the weekend.
- I (take) my driving test on Friday.
- What book (you/read) at present?
- Billy (not/work) on the computer now.
- Toby (study) engineering at university at the moment.
- Jenny (pack) her suitcase now.
- We (use) public transport this week because our car is in the garage.
- Please be quiet! The baby (sleep).
- You (always/interrupt) me when I'm talking!
- Darren (not/wear) a jacket because it's so hot outside.
- What (you/have) for dinner tonight?

1

Present continuous

21 Look at the pictures and find the differences. Write sentences using the verbs from the list.

- water • cut • jog • carry • wash
- push • ride • drive • wear



In picture A, Helen is watering the flowers. In picture B, Helen isn't watering the flowers. She's cutting the grass.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

22 Answer the questions about yourself.

- Are you learning a foreign language?
Yes, I am. I'm learning French and English.
- Is your best friend going on holiday this year?
.....
- Is your mother cooking right now?
.....
- Are you doing anything at the weekend?
.....
- Are you listening to music at the moment?
.....
- Is your father working now?
.....
- Are you studying for your exams at present?
.....

23 Put the verbs in brackets into the present continuous.

Dear Christine,
Greetings from Edinburgh! I 1) *'m spending* (spend) the holidays with my aunt and uncle here. The city is really beautiful in winter, but can you believe that it 2) (snow) right now! Everyone 3) (wear) hats and gloves because it's so cold. I 4) (not/enjoy) the cold weather. I 5) (sit) in a café waiting for my cousins. I 6) (drink) hot chocolate to keep warm while they 7) (shop). Later, tonight we 8) (watch) the firework display at Edinburgh Castle. I 9) (come) home next week, so I can show you my photos then. 10) (you/have) a nice time at the moment?
See you soon,
Mary

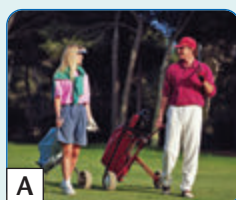
Speaking

Work in pairs. Find a picture in a magazine and describe it to your partner. Say what is happening, what the people in the picture are doing, what they are wearing, etc.

In this picture, there is/are ...

Writing

Write a short text describing your picture.



A

It's Saturday and they're playing golf. They usually play golf on Saturdays.



B

Margaret lives in Madrid, but this summer she is visiting her sister in Paris.



C

The plane to Stockholm leaves at 4 o'clock, so Rob is flying in 30 minutes.



D

The Earth orbits around the sun.

Why are you always interrupting me?



E

Use

We use the **present simple** for:

- **daily routines, habits, repeated actions usually with adverbs of frequency** (usually, always, etc).
Sharon usually goes to work at 9 am.
- **permanent states**.
She lives in Paris. She is a teacher.
- **timetables and programmes** (buses, trains, etc).
The concert starts at 7 o'clock.
- **general truths and laws of nature**.
The sun rises in the east. (law of nature)

Time words/phrases used with the **present simple**:
every hour/day/week/month/summer/year, etc, *usually, always, every morning/afternoon/evening/night, in the morning/afternoon/evening, at midday, at night, etc*

We use the **present continuous** for:

- **actions happening at the moment of speaking**.
She is making dinner at the moment.
- **temporary actions happening around the time of speaking**.
David is studying for his exams these days.
- **fixed arrangements in the near future**.
They are taking the train to Rome in 30 minutes.
- With **always** to express our **annoyance** at actions happening too often.
You're always using the computer! Let me have a turn!

Time words/phrases used with the **present continuous**: *now, at the moment, at present, these days, tomorrow, etc*

Stative Verbs

Some verbs don't have continuous forms because they describe a state, not an action. Some of these are: **like, love, hate, want, know, need, believe, understand, remember, forget, sound, cost**. *I like your new friend.* (NOT: *I'm liking your new friend.*) *I believe the play starts at 8.* (NOT: *I'm believing the play starts at 8.*) *I need a piece of paper.* (NOT: *I'm needing a piece of paper.*) *Do you remember Kevin?* (NOT: *Are you remembering Kevin?*).

24 Look at pictures (A-E) and underline all the verbs. a) Identify the tense of each verb. b) Which use of the tense does each verb show?

25 Clara is on holiday. Her daily routine is different. Look at the pictures and use the prompts to tell your partner what Clara usually does and what she is doing now.



A

in the morning

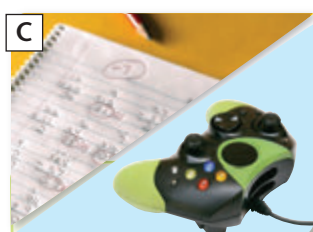
- get up at 7:00
- sleep till 10:00



B

in the afternoon

- go to lessons
- hang out with friends



C

in the evening

- do her homework
- play computer games



D

at night

- go to bed early
- stay up late

Clara usually gets up at 7:00 in the morning, but today she is sleeping till 10:00.



Present simple vs Present continuous

26 Underline the correct form of the verb.

- 1 We go/are going shopping every Saturday.
- 2 Andrew washes/is washing the car at the moment.
- 3 I cut/am cutting the grass every week.
- 4 I am cooking/cook dinner at the moment.
- 5 They pay/are paying a cleaner to tidy the house.
- 6 We paint/are painting the spare room tomorrow afternoon.
- 7 I'm watering/water Carol's plants while she is in Australia this month.
- 8 Susan redecorates/is redecorating her house because she wants to sell it.
- 9 Adam is hanging/hangs out the washing right now.
- 10 We always are cleaning/clean the house together.

27 Underline the correct item.

- 1 Be quiet! The students are taking/take an exam at the moment.
- 2 Donald and Eleanor get/are getting married at the weekend.
- 3 The café opens/is opening at 7:30 every morning.
- 4 I usually am studying/study in the library after class.
- 5 What time do we have/are we having dinner tonight?
- 6 How often are you going/do you go to the gym?
- 7 We look/are looking for a new house these days.
- 8 Emma sometimes cries/is crying at sad films.
- 9 What time is your class beginning/does your class begin?
- 10 We are renting/rent a lovely little cottage for our holiday this year.
- 11 The River Danube flows/is flowing through ten different countries.
- 12 I don't play/am not playing football today because I have a terrible headache.

28 Complete the exchanges with the *present simple* or *present continuous*.

- 1 A: Are you going (you/go) on holiday this summer?
B: Yes, I (fly) to Barbados on Saturday.
- 2 A: What (you/look) for?
B: I (need) some sugar for this recipe.
- 3 A: Excuse me! How much (this T-shirt/cost)?
B: It's £10.
- 4 A: What (you/do) right now?
B: I (type) up my report.
- 5 A: (you/like) action films?
B: No, I (hate) them!

29 Choose the correct item.

- 1 He his dog every morning.
☒ A walks B is walking C walk
- 2 What time outside the theatre tomorrow?
A are we meeting B do we meet
C we are meeting
- 3 My best friend to Spain next month.
A moves B is moving C move
- 4 I usually work at 6 o'clock in the evening.
A am finishing B finish C finishes
- 5 Do you the instructions?
A understand B understanding
C understands
- 6 They a wonderful time at the beach right now.
A are having B has C have
- 7 What time in the morning?
A is the train leaving B the train leaves
C does the train leave
- 8 Julie to watch this film. It's really interesting.
A is wanting B wants C want
- 9 It seven years of studying to become a doctor.
A take B is taking C takes
- 10 She joining us for dinner tonight.
A doesn't B aren't C isn't

30 Underline the correct item.

- How often/never do you order a takeaway?
- We are going grocery shopping in the morning/every morning.
- Nathan is eating more healthily these days/sometimes.
- Doctors suggest eating fruit and vegetables every day/at the moment.
- I rarely/always have time to cook because I work so many hours.
- Barbara is shopping at the market at the weekend/at the moment.
- Janet and Kevin sometimes/at present go out to eat on Friday night.
- She has breakfast at 8 o'clock every day/these days.

31 Complete the text with the present simple or present continuous.

From: Naomi@mail.com
To: rose05@server.co.uk

Hi Rose,

How 1) are (be) you? 2) (you/like) your new college? I 3) (love) mine! All the students in my class are really nice, but my best friends are Julia and Elly. We always 4) (have) lunch together and after our lessons we usually 5) (do) our homework at Julia's house because she 6) (live) next to the college. Tomorrow is Saturday and I 7) (go) ice-skating with Elly. Julia 8) (not/come) because she 9) (visit) her cousins in London. I 10) (not/go out) on Sunday mornings because I always 11) (help) Mum with the chores, but in the afternoons, I 12) (play) basketball with my college team. Practice 13) (start) at 3 o'clock and 14) (finish) at 5. I have to go now-Mum 15) (call) me. She 16) (always/ask) me to do something when I'm using the computer! 17) (you/still/come) to see me next weekend? I can't wait!

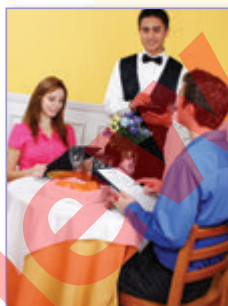
Naomi

32 Write sentences about yourself. Use the following time expressions: on Saturdays, always, in the morning, often, at the moment, these days.

- I go horse riding on Saturdays.
-
-
-
-
-

Speaking

Look at the pictures and the prompts. In pairs, ask and answer questions, as in the example.



- waiter
- serve food
- take an order

A: What's his job?
B: He's a waiter.
A: What does he usually do at work?
B: He serves food.
A: Is he serving food right now?
B: No, he's taking an order.

- shop assistant
- help customers
- talk on the phone



- nurse
- examine patients
- wash hands

- cook
- cook food
- put the food on a plate



Writing

Write an email to your English speaking friend about your daily routine and what you are doing this weekend. Use ex. 31 as a model.



Exploring Grammar (Starter – Unit 1)

be/have got, Possessive adjectives & pronouns

- 1** a) Read the dialogue. Circle all forms of the verbs *to be* and *have got*. How do we form the negative and interrogative of the verbs?

b) Read the dialogue again and highlight two *possessive adjectives*. What are their equivalent *possessive pronouns*? Where do we put the *possessive adjectives*: before or after the noun? How do we use *possessive pronouns*? Give examples.

A: Good morning sports fans! Today I am talking to football player Josh Jackson, who plays for Silvertown FC. Josh, welcome!

B: Hi, I'm excited to be on the show.

A: So, Josh. Where are you from?

B: I'm from Seattle, in the United States. But I've got a family in England, and I love the football here. It's great that I'm playing in the English league now.

A: Which English teams are your favourite?

B: Well, of course Silvertown FC! But England has got amazing teams and players. I'm often amazed at the level here, so I always train hard for every game.

A: So, what do you do when you aren't playing?

B: Well, I have got a family. So I usually spend time with my children. My wife takes them to the stadium, and her parents watch my games on TV too, back in America.

A: When's your next game?

B: We're playing Riverview Rovers next week.

A: Great! Good luck Josh, and thank you for your time.

B: Thank you!

- 2** Fill in: *am/is/are* or *have/has*.

- 1 Tim and his brother members of the college basketball team.
- 2 Stephen got a new car.
- 3 I a student at Leeds University.
- 4 "..... Bob a friend of yours?"
"Yes, I know him very well."
- 5 Jeff and his wife got three children.
- 6 your neighbours at home right now?
- 7 Caroline got long wavy hair.
- 8 I got a computer in my room.

Present simple vs Present continuous

- 3** a) Read the dialogue again. Underline all the verbs in the *present simple* and the *present continuous*. How do we form the negative and the interrogative of these tenses?

b) Match the underlined verb forms to their uses:

- daily routines/habits/repeated actions
- permanent states
- actions happening at/around the time of speaking

c) What is a *stative verb*? Find an example in the text. Give three more examples of *stative verbs*.

d) Highlight all the *adverbs of frequency* in the dialogue. Where do we use them in a sentence?

e) Find a sentence in the dialogue where the *present continuous* is used with future meaning. Can the *present simple* be used with future meaning? Give an example.

Subject/Object pronouns

- 4** a) Which *subject/object pronouns* can you find in the dialogue in Ex. 1? Write S for subject and O for object pronouns.

b) Look at the dialogue again and complete the sentences.

- a We use pronouns before verbs.
- b We use pronouns after a verb or a preposition.

Question words/Plurals

- 5** a) Find all the *question words* in the dialogue. What are they used to ask about? Give examples of question words which are used to ask about people, age, place and reason.

b) Find all the *plural* forms in the dialogue. How do we form the plural of regular nouns? Give examples.



1 Choose the correct item.

- 1 Caroline going out today because she's ill.
A 'm not B isn't C aren't
- 2 She got a brand new car.
A 've got B 've C 's
- 3 a lot of ingredients in this recipe.
A They are B There are C These are
- 4 There's sugar in the cupboard so I can't make a cake.
A no B any C some
- 5 Make sure you brush your before you go to bed.
A tooth B teeth C tooths
- 6 Bob doesn't use mobile phone at work.
A he B his C him
- 7 I my new neighbourhood. There are so many things to do there.
A love B loves C am loving
- 8 It's my sister's birthday and she a party today!
A have B is having C has
- 9 bike is that outside your house?
A Who B Whose C Who's
- 10 It is too late to learn a new language.
A always B usually C never
- 11 She stay up late during the week because she gets up early in the mornings.
A hasn't B doesn't C isn't
- 12 Jerry is studying hard for his exams
A usually B these days C always
- 13 Walk along Archer Avenue and the post office is the right.
A on B at C in
- 14 The cinema is to the supermarket.
A next B near C beside
- 15 I know a shortcut the park.
A over B across C through
- 16 Give me six, please.
A tomatoes B tomatos C tomato
- 17 We a flight to Toronto in the morning.
A catch B catches C are catching
- 18 The bird is making a nest so it can lay eggs.
A it's B its C it
- 19 season do you like better, summer or spring?
A What B Which C Who
- 20 The train to London at 2:30 in the afternoon.
A leave B is leaving C leaves
- 21 Terry to go on holiday to Portugal.
A is wanting B wants C want
- 22 The bus stop is not far; it's from here.
A ten minutes' walk B ten minute walk C ten minute's walk
- 23 The news agent's is the bank and the baker's.
A among B between C in
- 24 "Whose keys are these?"
"They're"
A Tom B Toms' C Tom's
- 25 Julie never cola or sports drinks.
A drinks B drink C doesn't drink

▶ Grammar in Focus

Complete the gaps with the correct word, choose the correct word or put the words in brackets into the correct form.

Graham Hendry 1) (enjoy) the same things that boys 2) age like to do, but he 3) (not/be) your average 16 year old boy. That's because he 4) (work) in a circus! He 5) (perform) with his family as they fly through the air 6) on/in the trapeze. Every day he goes 7) to/from his school lessons and 8) (do) his homework, but then 9) begins his training. At the moment, his family 10) (practise) for a big show 11) the weekend. 12) are planning a new trick for the show. Graham 13) (love) his job. He says 14) it's/its very tiring but he 15) (not/want) to do anything else!



Multiple choice questions

1 Choose the correct item.

- 1 A writer book won an award is speaking to our class today.
A who B whose C which
- 2 Tanya didn't work at the weekends.
A used to B use to C use
- 3 You be over 18 to vote.
A should B need C must
- 4 Can you get a of milk please?
A can B carton C packet
- 5 I was sleeping the phone rang.
A while B when C as
- 6 My new flat is to the town centre than my old flat.
A closer B the closest C close
- 7 If we recycle more, we decrease the amount of rubbish in the city.
A will B must C would
- 8 We'd like the afternoon tour, please.
A taking B take C to take
- 9 Nelly is popular in her class.
A too B enough C very
- 10 Not liked the concert.
A anyone B everyone C someone
- 11 You're late. The show has started.
A already B since C yet
- 12 Can we have ice cream for dessert?
A few B a few C some
- 13 Let's take a walk,?
A will we B won't we C shall we
- 14 The curtains were made silk.
A by B with C in
- 15 This isn't my ticket. It's
A your B yours C you're
- 16 George to become a pilot.
A has wanted B is wanting C wants
- 17 The students enjoyed on the school trip.
A themselves B ourselves C itself
- 18 The dog bit me belongs to my neighbour.
A who B that C whose
- 19 Karen swam in the race.
A good B well C best
- 20 I left my wallet the table.
A on B at C in
- 21 Charles hasn't played the piano years.
A since B for C -
- 22 There is food left over from the party.
A many B a few C a lot of
- 23 Our teacher let us class early today.
A to leave B leave C leaving
- 24 We to the grand opening of the gallery.
A are invited B invited C invite
- 25 Linda is the person I know.
A caring B more caring C most caring
- 26 There aren't vegetarian dishes on the menu.
A some B any C much
- 27 She on a cruise last Saturday.
A was going B had gone C went
- 28 This is the best restaurant town.
A at B of C in
- 29 Kate has visited the museum twice
A already B yet C ever
- 30 I don't like this jacket. I prefer that
A one B ones C -
- 31 If I had the money, I a laptop.
A will buy B would buy C buy
- 32 They to London three times so far.
A have been B have gone C went
- 33 It was raining we were walking home.
A just B while C until
- 34 He usually his laundry on Saturdays.
A is doing B has done C does
- 35 David be a policeman.
A would B used to C use to
- 36 She dances than the other students in the class.
A gracefully B most gracefully C more gracefully
- 37 We will go hiking it rains.
A unless B since C if
- 38 You cook dinner; I brought takeaway.
A mustn't B can't C needn't

Multiple choice questions



- 39 Melanie watching documentaries on TV.
A loves B is loving C love
- 40 He suggested the tickets online for a better price.
A booking B to book C book
- 41 Have you seen an opera before?
A ever B already C yet
- 42 I can't find my wallet
A nowhere B anywhere
C somewhere
- 43 They at an animal shelter this summer. That's their plan.
A volunteer B will volunteer
C are going to volunteer
- 44 You are young to drive.
A really B enough C too
- 45 We Janice since last week.
A don't see B didn't see
C haven't seen
- 46 They decided on a boat tour of the lake.
A go B to go C going
- 47 My friend Jessica is 20 years old and I nineteen.
A am B are C is
- 48 Carol introduced to the group.
A themselves B herself C -
- 49 The trip is shorter by train than by car.
A less B very C much
- 50 When I nuts, I get sick.
A will eat B eat C ate
- 51 They go to a school uses solar energy.
A that B where C who
- 52 They be at the cinema but I'm not sure.
A must B can C might
- 53 There's salt in the soup.
A nothing B no C no one
- 54 I on the beach when it started to rain.
A relaxed B have relaxed
C was relaxing
- 55 We were asked the teacher to clean up the classroom.
A by B with C from
- 56 I don't know when the show
A will start B is starting C starts
- 57 I'm older than you, I?
A am B aren't C am not
- 58 You can ask me you want.
A everything B something
C anything
- 59 The jeweller's is the bank and the newsagent's.
A between B next C across
- 60 Jeff and can't talk right now.
A drives B is driving C drive
- 61 Julia is the youngest her class.
A of B from C in
- 62 "..... mobile is this?"
"It's mine."
A What B Who's C Whose
- 63 We haven't got flour to make a cake.
A some B enough C many
- 64 Jack with us for a few days.
A stays B is staying
C has stayed
- 65 Look at all the traffic! We late.
A are being B will be
C are going to be
- 66 Jessica isn't as as her sister.
A friendlier B friendly
C friendliest
- 67 I don't know she's angry with me.
A what B when C why
- 68 "Do you read the news online?"
"Yes, I do."
A already B sometimes C ever
- 69 It's cold outside.
A much B a lot C very
- 70 It's worth that film.
A seeing B to see C see
- 71 She walked to the bus stop.
A slow B slowly C slower
- 72 Did you repair your laptop?
A yourself B itself C you
- 73 On Saturdays, I basketball with my friends.
A am playing B use to play C play
- 74 Did Max live in the countryside?
A used to B use to C used
- 75 Anna is the artist I've ever met.
A more talented
B very talented
C most talented



Open cloze texts

- 5** Complete this blog. Write ONE word for each space.

Good Eats Blog about us contact

Hey bloggers,
Samantha here, and I've got a treat for you today. Most of **0)** *my* recent postings **1)** been about savoury meals, but today I thought I'd write about something sweet. I'm **2)** very keen on desserts **3)** there's one thing I can't say no to **4)** it comes to puddings. Banoffee Pie! It's my favourite! I don't mind **5)** it's made with a biscuit **6)** a pasty base, I can't get **7)** of it. Whoever thought of mixing toffee with bananas **8)** putting whipped cream on top of **9)** was a genius. It's a simple way to finish any meal. Post a comment and tell **10)** about your favourite dessert.

- 6** Complete these memos. Write ONE word for each space.

MEMO

To: All staff From: Mr Scott
Subject: Boardroom meeting Date: 25 January

I am planning the annual company meeting **0)** to discuss our new product range. The meeting is on Monday 20th **1)** 11 o'clock and it should last for two hours. I have checked **2)** holiday list and no one is scheduled to **3)** absent that day, but **4)** for some reason you cannot attend, **5)** please inform my office so I have **6)** accurate list of numbers. Thank you.
Mr Scott, Managing Director

MEMO

To: Mr Scott From: John Wilson
Subject: Boardroom meeting Date: 25 January

I'm afraid I won't be able to attend the meeting. I have a doctor's appointment in the morning **7)** I cannot reschedule and then I **8)** meeting some clients at lunchtime. I will make sure that **9)** assistant is there and he can pass on any important information to **10)**
John Wilson

- 7** Complete this report. Write ONE word for each space.

REPORT

To: Alistair Fraser
From: Bill Hickson
Subject: Venue for graduation dinner

Introduction
The purpose of this report is to assess the choice of venue for the graduation dinner.

Regent Hotel
The Regent Hotel is **0)** *in* the city centre close to the metro. It has a function room **1)** is available for up to 100 people. The menu has got **2)** wide range of dishes and **3)** charge £15 per person for a three-course meal.

Highburgh Lodge
Highburgh Lodge *doesn't* have a function room but **4)** restaurant seats 80 people. The menu has four main dishes **5)** a three-course meal costs £12 per person. It **6)** located outside the city and is 10 minutes **7)** the nearest bus stop.

Recommendation
I **8)** recommend the Regent Hotel. Although the meal is **9)** expensive than at the lodge, there is a wider choice of dishes and the venue is bigger. Moreover, being in the city centre means **10)** transport would not be a problem.

- 8** Complete this postcard. Write ONE word for each space.

Hi Peter,

Greetings from Scotland! I'm visiting **0)** *my* cousins in Edinburgh **1)** the moment. I've already seen the castle and Holyrood Palace, **2)** Queen's official residence in Scotland. Tomorrow, we're **3)** to climb Arthur's Seat, **4)** extinct volcano in Holyrood Park, **5)** is a huge green area **6)** the middle of the city. There's so **7)** to see and do here and right now, as the city **8)** hosting its world famous festival. There are shows in venues all over the city and even on the streets! I'm having the best time!
I can't wait **9)** show you all the pictures I **10)** taken.
See you when I get home,
Owen