

**Grammar**

**1 Reported speech**

**Complete the sentences using the correct form of the verbs from the box. Some verbs are not needed.**

|       |          |        |              |         |
|-------|----------|--------|--------------|---------|
| boast | remind   | inform | refuse       | suggest |
| blame | threaten | expect | congratulate | thank   |

Mark boasted that he'd got the highest marks in his class.

- 1 Dan \_\_\_\_\_ everyone for attending the conference.
- 2 The CEO \_\_\_\_\_ his staff that everyone would be issued with an ID card.
- 3 Jana \_\_\_\_\_ starting a petition.
- 4 Paul \_\_\_\_\_ to take part in the discussion because he felt very uncomfortable.
- 5 Please \_\_\_\_\_ me to contact the local council.

\_\_\_\_/10

**2 Reported speech**

**Rewrite the sentences.**

'We're not going to sign the new contract.'  
Stephen refused to sign the new contract.

- 1 'Julia broke the DVD player.'  
Ben blamed \_\_\_\_\_.
- 2 'Don't let anyone see your PIN number, Laura.'  
Phil warned \_\_\_\_\_.
- 3 'Well done John. You scored 98% in your exam.'  
John's teacher congratulated \_\_\_\_\_.
- 4 'There's nothing I can do to change the situation.'  
Tom accepted (that) \_\_\_\_\_.
- 5 'I wish I had voted in the last election.'  
Alice regretted \_\_\_\_\_.

\_\_\_\_/10

### 3 Continuous forms

**Underline the correct alternative in *italics*.**

We heard the news while we were/*had been* deciding what to do.

- 1 *I feel*/*I'm feeling* that you're being a little harsh in your assessment.
- 2 We *were*/*are* wondering if you would join the campaign against child poverty.
- 3 The house was in such a mess when I got home. I think the kids *have*/*had* been having a good time!
- 4 Why *do you see*/*are you seeing* Max again if you don't like him?
- 5 Carol *hasn't been*/*isn't* working for the last month.

\_\_\_\_/10

### 4 Fronting

**Put the words into the correct order to form sentences.**

understand / that / why / I'll / you / never / did

***Why you did that I'll never understand.***

- 1 time's / of / matter / is / fact / the / out / running / ~~the~~  
The \_\_\_\_\_.
- 2 most / ~~the~~ / disempowered / people / is / feel / trouble  
The \_\_\_\_\_.
- 3 rule / world / ~~the~~ / remains / giant / the / that / corporations / fact  
The \_\_\_\_\_.
- 4 isn't / be / generous / ~~rich~~ / but / he / Charles / certainly / may  
Rich \_\_\_\_\_.
- 5 I / awake / ~~interested~~ / couldn't / I / though / keep / was  
Interested \_\_\_\_\_.

\_\_\_\_/10

**Vocabulary**

**5 Contrasting opinions**

**Complete the sentences using the words in the box. You won't need them all.**

|            |            |          |               |       |
|------------|------------|----------|---------------|-------|
| overrated  | without    | waste    | indispensable | force |
| disastrous | underrated | benefits | deadly        | harm  |

I think that film was overrated. I can't see what all the fuss was about.

- The Internet is \_\_\_\_\_ now. It isn't possible to do business without it.
- The green movement has definitely been a \_\_\_\_\_ for good.
- TV today is a total \_\_\_\_\_ of space! There really isn't anything worth watching.
- Junk food has been pretty \_\_\_\_\_ for the health of the nation.
- Most teenagers can't do \_\_\_\_\_ mobile phones and computer games.

\_\_\_\_/10

**6 Lifestyles**

**Complete the sentences with the correct words (a, b or c).**

How do you cope with life in the fast \_\_\_\_?

- a lane                                      b road                                      c track

- Having a breakdown recently was a real wake-up \_\_\_\_ so I've decided to quit my job.  
a moment                                      b time                                      c call
- Having a lot of money isn't the be-all and \_\_\_\_-all.  
a have                                      b end                                      c do
- Every few years I get \_\_\_\_ feet and I go travelling for a while.  
a itchy                                      b scratchy                                      c twitchy
- I enjoy the \_\_\_\_ of working in the city.  
a buzzing                                      b buzz                                      c buzzer
- Peter's very laid back and just goes with the \_\_\_\_.  
a current                                      b tide                                      c flow

\_\_\_\_/10

**7 Cause and effect**

**Complete each sentence with one word.**

Teachers can be a great influence on their students.

- 1 Blues music has its roots \_\_\_\_\_ the southern states of the US.
- 2 Global warming has given rise \_\_\_\_\_ all kinds of strange weather patterns.
- 3 Greed stems \_\_\_\_\_ insecurity in my opinion.
- 4 Poverty is a major cause \_\_\_\_\_ inner city crime.
- 5 How can we bring \_\_\_\_\_ change is we don't know what we want?

\_\_\_\_/10

**8 Academic English**

**Underline the correct alternative in *italics*.**

We need to formulate/*underline* a constructive approach to the problem.

- 1 Please put these dates in *alphabetical*/*chronological* order.
- 2 Some people, *in terms of*/*notably* those in this office, have been trying to undermine me.
- 3 It is necessary to *highlight*/*focus* the problems we'll have to face if there's another recession.
- 4 *And yet*/*To sum up*, we'll produce a report outlining our findings.
- 5 We're looking at redundancies. *However*/*Nevertheless*, initially these will be voluntary.

\_\_\_\_/10

**How to ...**

**9 describe problems**

**Match the sentence beginnings (1-5) with the sentence endings (a-e).**

- |                                         |          |
|-----------------------------------------|----------|
| 0 The photocopier keeps                 | <i>f</i> |
| 1 I can't get it                        | _____    |
| 2 The screen's always                   | _____    |
| 3 I don't know how to make the computer | _____    |
| 4 I'm having problems                   | _____    |
| 5 The fan                               | _____    |

- a won't go round.
- b coming up with the same message.
- c switching the air conditioning on.
- d to make any copies.
- e shut down normally.
- f getting jammed.

\_\_\_\_/10

**Reading**

**10 Read this leaflet on coping strategies. Are the statements true (T) or false (F)?**

**How to stay sane in a stressful world**

Sometimes life can seem overwhelming. Everywhere you turn, you see problems and challenges. To help you cope when times are hard, we have put together a leaflet with some of our favourite strategies for de-stressing.

*Start the day on a positive note.* Take a few moments to consider your life. Go online or open a book of inspirational thoughts and think about the message you are given. One of our personal favourites is 'Nothing external to you has any power over you'.  
*Ralph Waldo Emerson*

*Take time to have breakfast.* All too often we leave home without having eaten anything. You wouldn't expect a car to go very far without any petrol, would you? A balanced, nutritious diet is invaluable in so many ways as it helps to control your mood as well as your physical energy.

*Take regular exercise.* So many of us have a sedentary lifestyle today; we spend our working day in front of a computer and often spend the evening slumped in front of the television so it's important to take regular exercise. You don't have to go to the gym. Just take the stairs instead of the lift and walk to the local shop instead of jumping into the car.

*Clear your mind.* Meditation has been proven to be a great de-stressing tool. A few minutes of silence, just focusing on your breathing is as energising as the strongest energy drink. When you notice your head filling with a thousand 'musts', 'shoulds' and 'can'ts', it's time to switch off.

*Take time out to do what you love.* A good work/life balance is necessary for a sense of wellbeing so don't forget to find time to do things you enjoy: going out with friends, spending time in the garden, making calls, reading, watching your favourite DVDs.

*Relax at the end of the day.* The way you end your day is as important as the way you start so make sure you have some down time before you go to bed. Don't watch the news or go on your computer. Instead, have a warm drink and read a good book or have a soak in the bath.

If you follow our advice, we can assure you that you'll feel the benefits very quickly. If you'd like to find out more about the courses we run or the therapies we offer, please get in touch.

- 0 The leaflet has been written by a team of health professionals. T
- 1 It's important to eat something, no matter what, before you go out. \_\_\_\_
- 2 The leaflet recommends daily rigorous exercise. \_\_\_\_
- 3 You should switch off the computer before meditating. \_\_\_\_
- 4 Watching the news last thing at night does more harm than good. \_\_\_\_
- 5 The leaflet is aimed at members of the public. \_\_\_\_

\_\_\_\_/10