

Explanations

This unit (and Grammar 24 and 25) assume that a wide range of phrasal verbs, and their grammatical types, are already known. These units focus on multiple meaning, and other meanings of known phrasal verbs. Note that there may be other meanings for the verbs listed here.

Add up (make sense)

*His evidence just doesn't **add up**.*

Ask after (inquire about)

*Jim was **asking after** you.*

Back down (yield in an argument)

*Sheila was right, so Paul had to **back down**.*

Bargain for (take into account)

*We hadn't **bargained for** there being so much traffic, and we missed the plane.*

Bear out (confirm the truth)

*Helen's alibi was **borne out** by her sister.*

Break down (lose control of the emotions)

*David **broke down** and wept when he heard the news.*

Break off (stop talking)

*He **broke off** to answer the phone.*

Break up (come to an end)

*The party finally **broke up** at 3.00 am.*

Bring about (cause to happen)

*The crisis was **brought about** by Brenda's resignation.*

Bring off (succeed in doing something)

*The team tried for years to win the competition and they finally **brought** it off.*

Bring on (cause the onset of an illness)

*Sitting in the damp **brought on** his rheumatism.*

(cause trouble to happen to oneself)

*You have **brought** this **on/upon** yourself.*

Bring round (influence someone to your point of view)

*After much discussion, I **brought** the committee **round** to my point of view.*

Bring up (mention)

*I feel I ought to **bring up** another small matter.*

Call up (mobilise for military service)

*Mark was **called up** when the war broke out.*

Carry off (complete successfully - perhaps despite a problem)

*Jane had a difficult role to play, but she **carried** it off.*

Carry out (complete a plan)

*The attack was successfully **carried out**.*

- Catch on (become popular - colloquial)
*This new hair style is beginning to **catch on**.*
- Come about (happen)
*Let me explain how the situation **came about**.*
- Come down to (be in the end a matter of)
*It all **conies down to** whether you are prepared to accept less money.*
- Come in for (receive - especially *criticism, blame*)
*The government has **come in for** a lot of criticism over the decision.*
- Come off (take place successfully)
*I'm afraid that deal didn't **come off** after all.*
- Come out (appear)
*All the flowers have **come out**.*
*When the news **came out**, everyone was shocked.*
*My photos didn't **come out** very well.*
- Come up (occur - usually *a problem* - colloquial)
*Look, something has **come up**, and I can't meet you.*
- Come up against (meet a difficulty)
*We've **come up against** a bit of a problem.*
- Come up to (equal - especially *expectations, standard*)
*The play didn't **come up to** expectations.*
- Come up with (think of - especially *an answer, a plan, a solution*)
*We still haven't **come up with** a solution to the problem.*
- Count on (rely on)
*Don't worry, you can **count on** me.*
- Crop up (happen unexpectedly - colloquial)
*I can't come to your party, something has **cropped up**.*
- Do away with (abolish - colloquial)
*Dog licences have been **done away with**.*
 (murder - colloquial)
*What if they **do away with** the old man?*
- Do up (decorate - colloquial)
*We are having our living room **done up**.*
- Draw up (come to a stop)
*A white sports car **drew up** outside the door.*
- Draw up (organise - especially *a document*)
*The contract is being **drawn up** at the moment.*
- Drop in (pay a visit - colloquial)
***Drop in** any time you're passing.*
- Drop off (fall asleep - colloquial)
*The baby has just **dropped off**.*
- End up (finish in a certain way, or place)
*We **ended up** staying there for lunch.*
*The car **ended up** in a ditch.*

- Face up to (have courage to deal with - especially *responsibilities*)
*You have to **face up to** your responsibilities.*
- Fall about (show amusement - especially *laughing* - colloquial)
*Everyone **fell about** when Jane told her joke.*
- Fall back on (use as a last resort)
*If the worst comes to the worst, we've got our savings to **fall back on**.*
- Fall for (be deceived by - colloquial)
*It was an unlikely story but he **fell for it**.*
 (fall in love with - colloquial)
*I **fell for** you the moment I saw you.*
- Fall out with (quarrel with)
*Peter has **fallen out** with his boss.*
- Fall through (fail to come to completion)
*The plan **fell through** at the last minute.*
- Feel up to (feel capable of doing)
*Old Mr Smith didn't **feel up to** walking all that way.*
- Follow up (act upon a suggestion)
*Thanks for the information about that book. I'll **follow it up**.*
 (take more action)
*We'll **follow up** this lesson next week.*
- Get across (be understood - especially *get an idea across*)
*I had the feeling I wasn't getting the meaning **across**.*
- Get at (imply - about personal matters - colloquial)
*What are you **getting at** exactly?*
- Get down to (begin to seriously deal with)
*It's time we **got down to** some real work.*
- Get off with (avoid punishment)
*They were lucky to **get off with** such light sentences.*
- Get on for (approach a certain age/time/number)
*He must be **getting on for** seventy.*
- Get on (make progress - especially *in life*)
*Sue is **getting on** very well in her new job.*
- Get over (be surprised)
*I couldn't **get over** how well she looked.*
- Get over with (come to the end of something, usually unpleasant)
*I'll be glad to get this awful business **over with**.*
- Get round to (find time to do - also *around*)
*Sorry, but I haven't got **round to** fixing the tap yet.*
- Get up to (do something - usually bad when about children - colloquial)
*The children are **getting up to** something in the garden.*
*What have you been **getting up to** lately?*

Practice

Underline the correct word or phrase in each sentence.

- Jim completely fell for my *joke/story*.
- The *conversation/meeting* didn't break up until late.
- It seems that we've come up against rather a tricky *idea/problem*.
- It must be getting on for *six o'clock/extremely well*.
- The witness's evidence bore out *what Peter had said/as Peter said*.
- I really should get down to *my homework/the weather*.
- Unfortunately my *plan/suggestion* didn't quite come off.
- Mary's new novel doesn't come up to her usual *expectation/standard*.
- Last night I dropped off *at 11.30/from 11.30* until 7.00 this morning.
- When David started speaking everyone fell about *in laughter/laughing*.



Put one suitable word in each space.

- When I give an order I expect it to be carried out.
- Getting up so early really gets me.....,
- It was a good idea, but I'm afraid it didn't quite.....off.
- I'm afraid that your story doesn't really.....up.
- I was so surprised when Harry got the job, I couldn't.....over it.
- Terry's new book.....out next week.
- Someone was.....after you in the club yesterday.
- I tried to get an early night, but just as I was.....off, the phone rang,
- Neil was too embarrassed to.....up the question of who would pay.
- The police didn't.....up Bill's complaint about his neighbours.

3 Read the text and decide which answer (A, B, C or D) best fits each space.

The Terrys were sitting calmly having afternoon tea in their lounge when the van (1) ...A.... up outside. The words 'Reliable Removals - you can (2).....us' were printed on the side of the van in large blue capitals. Soon afterwards, an enormous man covered in tattoos appeared on the doorstep. Tim opened the door. 'Sorry we're late, guv,' said the tattoo man, 'we hadn't (3)..... all the traffic on the motorway, otherwise we'd have been here sooner. Isn't that right, Lester? His companion, an unshaven man roughly half his size, joined in: 'We didn't budge for a good half hour, and we (4).....up coming off the motorway and going through the villages. I did try and phone, but I couldn't get (5)..... Anyway, we're here now, so let's (6).....some serious work.' Tim said, 'Erm, I think there's been some sort of misunderstanding, gentlemen.'

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|-------------------|-------------------|-----------------|---------------|
| 1) A drew | B followed | C cropped | D called |
| 2) A ask after | B bear out | C count on | D draw up |
| 3) A got up to | B faced up to | C bargained for | D added up |
| 4) A brought | B ended | C broke | D came |
| 5) A down | B across | C over | D through |
| 6) A do away with | B come up against | C fall out with | D get down to |

Read the text and decide which answer (A, B, C or D) best fits each space.

When the war (1) ..C....out I must have been (2).....18 years of age, and like most boys of my age, I received the news with a kind of naive enthusiasm, born out of youthful ignorance and inexperience. When I was (3)....., I still had a romantic vision of marching quickly to victory and being home in time for tea. I have an old picture of myself standing proudly in my new uniform - a young man about to (4).....his responsibilities in life. I look like a boy pretending to be a man - and not quite managing to (5).....it off. Little did I realise just what I had (6).....

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|---------------------|-------------------|--------------------|-----------------|
| 1) A came | B bore | C broke | D carried |
| 2) A getting on for | B falling back on | C getting round to | D feeling up to |
| 3) A counted on | B broken up | C called up | D asked after |
| 4) A draw up | B face up to | C do away with | D bring about |
| 5) A call | B break | C get | D carry |
| 6) A come in for | B come up against | C come down to | D come up with |

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) They didn't punish Karen, only gave her a warning.

got

Karen ..got off with.....a warning.

- b) What sort of progress are you making in your new job?

getting

How are.....in your new job?

- c) There were no taxis so in the end I had to walk home.

up

Because there were no taxis I.....home.

- d) I'm doing more work than I bargained for.

be

I didn't expect.....much work.

- e) Brenda doesn't get on with her next-door neighbour any more.

fallen

Brenda has.....her next-door neighbour.

- f) I broke down and cried when I heard the news.

into

I.....when I heard the bad news.

- g) The best solution was thought of by Sally.

came

Sally.....the best solution.

- h) Soon it will be time for lunch.

getting

It's.....lunch time.

- i) What happened confirmed the truth of Jack's prediction.

borne

Jack's prediction.....by subsequent events.

- j) Carol has trouble communicating her ideas to others.

her

Carol has trouble across.

→ SEE ALSO

Grammar 24 and 25: Phrasal verbs
Grammar 26: Consolidation 5

Explanations

This unit (and Grammar 23 and 25) assume that a wide range of phrasal verbs, and their grammatical types, are already known. These units focus on multiple meaning, and alternative ways of expressing meanings of phrasal verbs. Note that there may be other meanings for the verbs listed here.

Give away (betray)

His false identity papers gave him away.

Give off (send off a smell - liquid or gas)

The cheese had begun to give off a strange smell.

Give out (be exhausted)

When our money gave out we had to borrow some.

Give over (abandon, devote)

The rest of the time was given over to playing cards.

(stop - colloquial)

Why don't you give over! You're getting on my nerves.

Give up (surrender)

The escaped prisoner gave herself up.

(believed to be dead or lost)

After ten days the ship was given up for lost.

Go back on (break a promise)

The management has gone back on its promise.

Go in for (make a habit of)

I don't go in for that kind of thing.

(enter competition)

Are you thinking of going in for the race?

Go off (become bad - food)

This milk has gone off.

Go on (happen - usually negative)

Something funny is going on.

Go round (be enough)

There weren't enough life-jackets to go round.

Go through with (complete a promise or plan - usually unwillingly)

When it came to actually stealing the money, Nora couldn't go through with it.

Grow on (become more liked - colloquial)

This new record is growing on me.

Hang onto (keep - colloquial)

I think we should hang onto the car until next year.

Have it in for (be deliberately unkind to someone - also as *have got*)

My teacher has (got) it in for me.

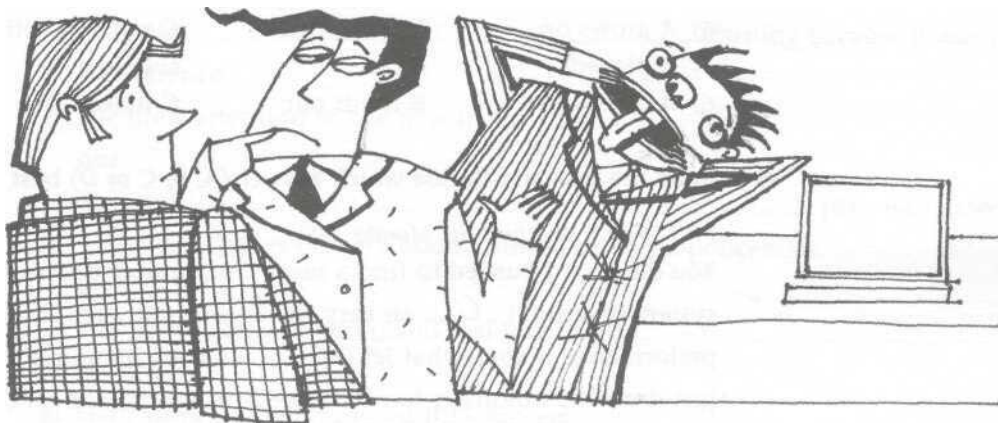
- Have it out with (express feelings so as to settle a problem)
*/ put up with the problem for a while but in the end I **had it out with** her.*
- Have someone on (deceive - colloquial)
*/ don't believe you. You're **having me on**.*
- Hit it off (get on well with - colloquial)
*Mark and Sarah really **hit it off** at the party.*
- Hit upon/on (discover by chance - often *an idea*)
*They **hit upon** the solution quite by chance.*
- Hold out (offer - especially with *hope*)
*We don't **hold out** much hope that the price will fall.*
- Hold up (delay)
*Sorry I'm late, I was **held up** in the traffic.*
 (use as an example - i.e. *a model of good behaviour*)
*Jack was always **held up** as an example to me.*
- Hold with (agree with - an idea)
*I don't **hold with** the idea of using force.*
- Keep up (continue)
*Well done! **Keep up** the good work!*
- Lay down (state a rule - especially *lay down the law*)
*The company has **laid down** strict procedures for this kind of situation.*
- Let down (disappoint, break a promise)
*Sony to **let you down**, but I can't give you a lift today.*
- Let in on (allow to be part of a secret)
*We haven't let Tina **in on** the plans yet.*
- Let off (excuse from punishment)
As Dave was young, the judge let him off with a fine.
- Let on (inform about a secret - colloquial)
*We're planning a surprise for Helen, but don't **let on**.*
- Live down (suffer a loss of reputation)
*If City lose, they'll never **live it down**.*
- Live up to (reach an expected standard)
*The play quite **lived up to** my expectations.*
- Look into (investigate)
*The police have promised to **look into** the problem.*
- Look on (consider)
***We look on** this town as our real home.*
- Look someone up (visit when in the area)
*If you're passing through Athens, **look me up**.*
- Make for (result in)
*The power steering **makes for** easier parking.*
- Make off with (run away with)
*The thief made **off with** a valuable necklace.*
- Make out (pretend)
*Tim **made out** that he hadn't seen the No Smoking sign.*
 (manage to see or understand)
*/ couldn't quite **make out** what the notice said.*

- Make someone out (understand someone's behaviour)
Janet is really odd. I can't make her out.
- Make up (invent)
I think you made up the whole story!
- Make up for (compensate for)
Our success makes up for all the hard times.
- Miss out (fail to include)
You have missed out a word here.
 (lose a chance - colloquial)
Five people got promoted, but I missed out again.
- Own up (confess - colloquial)
None of the children would own up to breaking the window.
- Pack in (stop an activity - colloquial)
John has packed in his job.
- Pay back (take revenge - colloquial)
She paid him back for all his insults.
- Pick up (improve - colloquial)
The weather seems to be picking up.
- Pin someone down (force to give a clear statement)
I asked Jim to name a suitable day, but I couldn't pin him down.
- Play up (behave or work badly)
The car is playing up again. It won't start.
- Point out (draw attention to a fact)
I pointed out that I would be on holiday anyway.
- Pull off (manage to succeed)
It was a tricky plan, but we pulled it off.
- Push on (continue with some effort - colloquial)
Let's push on and try to reach the coast by tonight.
- Put across (communicate ideas)
Harry is clever but he can't put his ideas across.
- Put down to (explain the cause of)
Diane's poor performance was put down to nerves.
- Put in for (apply for a job)
Sue has put in for a teaching job.
- Put oneself out (take trouble - to help someone)
Please don't put yourself out making a meal. A sandwich will do.
- Put off (discourage, upset)
The crowd put the gymnast off, and he fell.
- Put up (offer accommodation)
We can put you up for a few days.
- Put up with (tolerate, bear)
I can't put up with all this noise!

Practice

Underline the correct word or phrase in each sentence.

- Richard and I have never really hit *it/ourselves* off.
- The manager promised to look into *my request/the matter*.
- I am afraid I don't hold with *this kind of thing/people like you*.
- Hang on to the tickets, *they might fall/we'll need them later*.
- The team couldn't keep up *the pressure/the score* in the second half.
- This'll go off unless you *put it in the fridge/close the window*.
- I think *the second paragraph/a great opportunity* has been missed out.
- Most of the meeting was given over *in the end/to Tom's report*.
- Stephen eventually *confessed up/owned up* to sixteen murders.
- Something odd is going on *behind my back/tomorrow afternoon*.



Put one suitable word in each space.

- We can't watch that programme if the television is *..playing.....*up again.
- This novel is beginning to.....on me.
- It is quite clearly.....down that only amateurs can take part.
- Sales were slow to start with, but now they're.....up.
- I don't want to.....you off, but this type of plane has crashed quite often.
- Two members of the gang eventually.....themselves up.
- We.....out that we had forgotten Jane's birthday, though it wasn't true.
- There should be enough plates to.....round.
- What does that notice say? I can't.....it out.
- Hilary told me to.....her up the next time I was in London.

Read the text and decide which answer (A, B, C or D) best fits each space.

The small resort of Palama (1) *.B.* . . . out rather in the 1990s, as the tourists flocked to the more obvious attractions of the nearby resorts of Calapo and del Mare. But now, thanks to a major new hotel development plan, business is (2), and Palama is more than (3) its poor past showing and unfashionable image. The kindest thing one can say about Palama is that it (4) you if you've been staying there for long enough. It is being (5) up as a shining example of the latest retro-style of modern hotel architecture, but as far as this observer is concerned, it only occasionally (6) its billing.

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|---------------------|-----------------|------------------|-----------------|
| 1) A held | B missed | C made | D gave |
| 2) A picking up | B making out | C paying back | D giving over |
| 3) A putting in for | B hanging on to | C hitting it off | D making up for |
| 4) A grows on | B hold with | C puts up with | D pushes on |
| 5) A played | B put | C held | D made |
| 6) A lives up to | B holds out | C makes for | D puts across |

4 Read the text and decide which answer (A, B, C or D) best fits each space.

Phil West test drives the Mondo XfS

You'd be hard-pushed to find a more comfortable drive - the superb suspension system makes (1) *...C.* . . . an easy ride over bumpy roads, although the performance is somewhat let (2) by the handling round corners. Maybe I just drove this monster too fast! The instruction manual (3) that the XJS can hit a top speed of 240 kph: 200 would be nearer the mark - still not a figure to be sniffed at. The dashboard controls are an absolute picture and easy to operate, although some of the electronics were a bit temperamental on my trial run - at one point, alarmingly, the windscreen wipers decided to (4) Also I did not (5) with the gearbox, and only found third gear with difficulty. But hey, I'm the world's most demanding critic - this thing is a beast! Don't be (6) by the price, a cool £85,000.

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|-----------------|---------------|---------------|----------------|
| 1) A out | B off with | C for | D up |
| 2) A up | B down | C in | D on |
| 3) A puts up | B pulls off | C makes out | D holds up |
| 4) A give away | B miss out | C put off | D pack up |
| 5) A hit it off | B pull it off | C have it out | D live it down |
| 6) A missed out | B owned up | C put off | D hit upon |

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) I'm not really interested in sports.

go

I don't really *..go in for*.....sports very much.

- b) Terry was rude but Anne got her revenge on him.

being

Anne paid Terry.....to her.

- c) You can stay with us for a week.

up

We can.....for a week.

- d) The police only warned Sally because it was her first offence.

off

Sally was.....warning because it was her first offence.

- e) Sue drew attention to the flaw in the plan.

out

Sue.....plan was flawed.

- f) The plain clothes officer's boots showed he was a policeman.

given

The plain clothes policeman's real identity.....his boots.

- g) Hard work was what caused Jill's success.

put

Jill's success can.....hard work.

- h) The box smelled faintly of fish.

gave

The box.....of fish.

- i) I think my boss is prejudiced against me.

it

I think my boss.....me.

- j) The holiday wasn't as good as we had expected.

up

The holiday didn't.....expectations.

→ SEE ALSO
Grammar 23 and 25: Phrasal verbs
Grammar 26: Consolidation 5

Explanations

This unit (and Grammar 23 and 24) assume that a wide range of phrasal verb: and their grammatical types, are already known. These units focus on multip] meaning, and alternative ways of expressing meanings of phrasal verbs. Note that there may be other meanings for the verbs listed here.

Rip off (charge too much - colloquial)

*You paid £50? They really **ripped** you off!*

Run down (criticise)

*She's always **running down** her husband.*

(lose power, allow to decline)

*I think the batteries are **running down**.*

Run into (meet)

*Guess who I **ran into** at the supermarket!*

Run to (have enough money)

*I don't think we can **run** to a holiday abroad this year.*

Run over (check - also *run through*)

*Let's **run over** the plan once more.*

Run up (a bill - let a bill get longer without paying)

I ran up a huge telephone bill at the hotel.

Run up against (encounter - usually *a problem*)

*We've **run up against** a slight problem.*

See someone off (go to station, airport, etc to say goodbye to someone)

*I went to the station to **see them off**.*

See through (realise the truth about)

*I **saw through** his intentions at once.*

Send up (make fun of by imitating)

*Jean is always **sending up** the French teacher.*

Set about (start working)

*We must **set about** re-organising the office.*

Set in (establish itself - especially weather)

*I think this rain has **set in** for the day.*

Set out (give in detail in writing)

*This document **sets out** all the Union demands.*

(arrange)

*I've **set out** the refreshments in the hall.*

(start an action)

*Sue **set out** to write a biography but it became a novel.*

Set up (establish)

*An inquiry into the accident has been **set up**.*

- Set (up) on (attack)
*We were **set upon** by a gang of hooligans.*
- Sink in (realise slowly - colloquial, intransitive)
*Slowly the realisation that I had won began to **sink in**.*
- Slip up (make a mistake - colloquial)
*Someone **slipped up** and my application was lost.*
- Sort out (find a solution - colloquial)
*Don't worry, Mary will **sort out** your problems.*
- Stand by (keep to an agreement)
*The company agreed to **stand** by its original commitment.*
- Stand for (represent - initials)
*E.g. **stands for** *exempli gratia*, it's Latin.
 (tolerate)
*I will not **stand for** this kind of behaviour in my house!**
- Stand in for (take the place of)
*Carol has kindly agreed to **stand in for** Graham at the monthly meeting.*
- Stand up to (resist, bear stress)
*The engine won't **stand up to** the strain.*
- Step down (resign - colloquial)
*The Chairman has **stepped down** after criticism from shareholders.*
- Step up (increase)
*Production at the Leeds plant has been **stepped up**.*
- Stick up for (defend - especially yourself, your rights - colloquial)
*You must learn to **stick up for** yourself.*
- Take in (deceive)
*Don't be **taken in** by her apparent shyness.*
- Take (it) out on (make someone else suffer because of one's own sufferings)
*I know you are unhappy, but don't **take it out on** me!*
- Take off (imitate - colloquial)
*Dave **takes off** the Prime Minister really well.*
- Take on (acquire a new characteristic)
*My grandmother has **taken on** a new lease of life since her operation.
 (do something extra)
 She has **taken on** too much with a full-time job as well.*
- Take out (insurance - sign an insurance agreement)
*Ann has **taken out** life insurance.*
- Take over (gain control of)
*The army tried to **take over** the country.*
- Take to someone (develop a liking for)
*You'll soon **take to** your new boss, I'm sure.*
- Take up (time - occupy time)
*The meeting **took up** a whole morning.*
- Talk out of or into (dissuade from, persuade into)
*Paul **talked me into** going skiing, against my better judgement.*

Tell off (scold - colloquial)

*Our teacher **told** us off for being late.*

Tie in with (be in agreement with)

*I'm afraid your party doesn't quite **tie in with** our arrangements.*

Track down (trace the whereabouts of)

*The police **tracked down** the killer and arrested him.*

Try out (test - a machine)

*Let's **try out** the new washing machine.*

Turn down (reject an offer)

*Another company offered me a job but I **turned** them **down**.*

Turn out (happen to be in the end)

*He **turned out** to be an old friend of Helen's.*

(come to a meeting or to form a crowd)

*Thousands of fans **turned out** to welcome the team.*

Turn up (be discovered by chance)

*Don't worry about that missing book, it's bound to **turn up** sooner or later.*

(arrive - often unexpectedly)

*Not many people **turned up** for the lesson.*

Wear off (lose effect - especially a drug)

*These painkillers **wear off** after about two hours.*

Work out (calculate - also *work out at* for specific amounts)

*The hotel bill **worked out at** over £500.*

Practice

Underline the correct word or phrase in each sentence.

- a) Tom asked Jane out, but she *turned down him/turned him down.*
- b) *In the end/Initially* I set out to prove that such a voyage was possible.
- c) If he treated me like that I wouldn't stand for *him/it.*
- d) The government should set up *a committee/a minister* to sort the matter out.
- e) Both teams stepped up *the pace/the rate* in the second half.
- f) The dog didn't take to *its new owner/liking me.*
- g) *The good news/The prize* hasn't really sunk in yet.
- h) I *told her off/told off her* for leaving the office unlocked.
- i) After a week on the ice the expedition ran into *difficulties/potholes.*
- j) They really rip *the bill/you* off in this restaurant!

2 Read the text and decide which answer (A, B, C or D) best fits each space.

Telesales have become the bane of my life. Recently I have been so inundated with them that I now refuse to answer the phone between 6 and 9 in the evenings. Friends and relatives understand, and don't bother calling at these times. Last week I was almost (1) ...D.... accepting a year's subscription to a video company, before the red mist descended just in time, and I slammed the phone down. If it's not advisors promising to (2).....out your finances for you, or persuading you to (3).....life insurance, it will usually be home improvement companies.

My advice is, don't be taken (4).....by the friendly chat at the beginning of the conversation. You can (5).....all their charming chit chat with ease - all they really want is your custom and your money. So (6).....them, and, preferably politely, just say 'no'.

- | | | | |
|-------------------|------------------|---------------|---------------|
| 1) A set in | B stuck up for | C worn off | D talked into |
| 2) A try | B set | C sort | D run |
| 3) A run into | B take out | C set about | D stand by |
| 4) A in | B over | C up | D off |
| 5) A turn out | B take to | C tell off | D see through |
| 6) A stick up for | B run up against | C tie in with | D stand up to |

Read the text and decide which answer (A, B, C or D) best fits each space.

Meetings which (1) ..D... too much of managers' time are being blamed for inefficiency and lost revenue, according to a report from the Institute of Managerial Affairs. The report concludes that a lot of meetings which take place in the business world are a waste of time: the decisions made in them could be arrived at by other means, or the manager's presence delegated, with a capable deputy standing (2).....the manager. But it seems this message has not (3)..... in yet, for the number of hours devoted to meetings continues to increase annually, in most countries of the world. In-house meetings are bad enough, but some companies insist on lavish affairs in hotels or restaurants, (4)..... huge bills in the process. With delicious irony, one leading finance company has (5)..... a committee to investigate the new scourge of unnecessary meetings. The number of weekly meetings for the committee has

- | | | | |
|----------------|--------------|---------------|--------------|
| 1) A run over | B set in | C turn out | D take up |
| 2) A by | B in for | C up to | D for |
| 3) A sunk | B set | C taken | D turned |
| 4) A taking on | B sending up | C working out | D running up |
| 5) A run into | B sorted out | C taken out | D set up |
| 6) A sent | B stepped | C run | D taken |

Put one suitable word in each space.

- a) The government has allowed the coal industry to run ..down.....
- b) Robert was set.....by two masked men and robbed.
- c) Why didn't you stick.....for me instead of saying nothing?
- d) Let's run.....the details of the arrangements just once more.
- e) Most of my time is taken.....with answering the phone.
- f) I've run.....against a number of difficulties in this area.
- g) The buffet was set.....on a number of low tables.
- h) The next day, teams of local people set.....clearing up the damage.
- i) No one expected the government to stand.....the agreement.
- j) Hundreds of people turned.....in the rain to see the prince.

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) I need someone to take my place at the ceremony.
in
I need someone to **...stand in for me**.....at the ceremony.
- b) In the end it was quite a sunny day after all.
out
It.....be quite a sunny day after all.
- c) Members of the audience started sending up the speaker.
of
Members of the audience started.....the speaker.
- d) Janet persuaded me not to sell my house.
out
Janet.....my house.
- e) Brian takes off the French teacher really well.
imitation
Brian does.....the French teacher.
- f) The effect of these pills only lasts for three hours.
off
The effect of these pills.....three hours.
- g) Harry swore he would stand by his promise.
back
Harry swore that he would not.....his promise.
- h) Terry has just insured her life.
out
Terry has just.....life insurance policy.
- i) In the end it was discovered that Joe was the thief.
out
Joe.....the thief.
- j) I need a calculator to arrive at the total.
work
I can'ta calculator.

→ SEE ALSO

Grammar 23 and 24: Phrasal verbs
Grammar 26: Consolidation 5

1 Put one suitable word in each space.

Unlikely as it may seem, there has now been expert confirmation that wild pumas and lynxes are (1) *at*.....large in parts of Britain, rather than being the figments (2).....some wild imaginations. Previous sightings (3).....such large cats had been put down (4).....exaggeration. (5).....all, the argument went, some people are prone (6).....seeing flying saucers and Loch Ness monsters, particularly when (7).....the influence of one drink too many. Some newspapers were suspected (8).....having made (9).....stories such as that of the Beast of Exmoor, an animal which is responsible (10).....the deaths of hundreds of sheep over the past ten years. But experts have now come (11).....with proof that such stories were (12).....earnest after all. The animals are (13).....all likelihood pets which have escaped (14).....small zoos, or been abandoned (15).....their owners. Because the keeping (16).....such animals is severely restricted (17).....the terms of the Dangerous Wild Animals Act of 1976, owners of unlicensed animals might not report an escape (18).....fear of prosecution. Britain's only surviving native species, the wild cat, is confined (19).....Scotland. After examining hair samples, experts now say that the Beast of Exmoor in the South of England is (20).....doubt a puma or lynx, both of which are normally native to the Middle East and Asia.

2 Put one suitable word in each space.

- a) My cousin George is obsessedwith.....keeping fit.
- b) Many frozen foods are deficient.....vitamins.
- c) They say that there is an exception.....every rule.
- d) It was very good.....Sue to drive us to the airport.
- e) Breaking his leg put Peter's football career.....jeopardy.
- f) The same rule applies, irrespective.....how much you have paid.
- g) With total disregard.....her own safety, Ann jumped in to rescue the dog.
- h) I'm afraid you are not eligible.....a pension until you are 65.

3 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) You think I am someone else.

confusing

You are *confusing with me*.....someone else.

- b) Gary is proud of the fact that he is never late.

on

Gary prides.....being early.

- c) On this ship passengers cannot get onto the bridge.

access

Passengers have.....the bridge of this ship.

- d) What is the difference between nuclear fission and nuclear fusion?

differ

How exactly.....nuclear fusion?

- e) An electrical failure was said to be the cause of the fire.

blamed

They.....an electrical failure.

- f) It's all a matter of money, in the end.

comes

It all.....in the end.

- g) His smooth manner didn't deceive us.

taken

We were.....his smooth manner.

- h) The total came to just under £4,000.

worked

The total.....just under £4,000.

- i) I haven't realised yet what winning this race means.

sunk

It hasn't.....won this race.

- j) In the end we had to walk to the railway station.

up

We.....to the railway station.

4 Put one suitable word in each space.

- a) It looks as if the front door lock has been *..tampered* with.
- b) The people were protesting.....the closure of two local factories.
- c) We are very.....to you for pointing out the mistake.
- d) The hotel.....me £14 for phone calls I had not made.
- e) I'd just like to consult my father before I.....myself to a decision.
- f) The new television channel tries to.....for all tastes.
- g) I couldn'tfrom laughing at the President's remark.
- h) I think that you would both.....from a few days holiday.

5 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) A bus and a lorry collided on the motorway.
between
There was *..a collision on the motorway between* a bus and a lorry.
- b) Don't make me suffer because of your problems!
on
Don't take.....just because you've got problems!
- c) Sally persuaded me not to sell my car.
of
Sally talked.....my car.
- d) A true story is the basis of the novel.
on
The novel.....a true story.
- e) They said the accident was Mary's fault.
blamed
They.....Mary.
- f) Joe gets on very well with his mother-in-law.
terms
Joe.....with his mother-in-law.
- g) There is nothing strange about this.
out
There is nothing.....about this.
- h) Ellen has been unemployed for six months.
out
Ellen has beenfor six months.

O Put one suitable word in each space.

- a) It's safe to hide here. We won't give you away.....
- b) My mum told me.....for coming home late from school.
- c) Sorry I'm late. Something cropped.....at the office.
- d) You can rely on her. She won't let you.....
- e) Nick was taken to court but he got.....
- f) It was surprising how quickly that fashion caught.....
- g) Don't worry. I'll sort it.....
- h) I don't really hit it.....with my new boss.
- i) Don't eat that sausage. I think it's gone.....
- j) She'll come round when the anaesthetic wears.....

7 Complete the following extracts with a word or phrase that is a more formal version of the informal words in brackets. Then say where each extract comes from.

- a) The three publishers who (1) rejected..... (turned down) this fantastic first novel must be kicking themselves. John Carter's *Capital City* is a wonderful read and all the more amazing when one considers the author is just 23. What Carter may lack in experience he more than (2).....(makes up for) in sheer enthusiasm. Read it and I promise you won't feel (3).....(let down).
- b) I (1).....(setup) my own business, 'Sarah Castle Photography Ltd,' two years ago, after (2).....my post (stepping down) as a TV camera person. I now (3).....(do mostly) native pictures.
- c) Dear Mr and Mrs Sinclair,
I do apologise, but I am unable to come to your daughter's wedding on 21 May. Unfortunately, it (1).....(happens at the same time as) a holiday I've already booked. When I booked it, I was (2).....(thought) that the wedding was to (3).....(happen) in July.
- d) Dear Mr Smith,
This is to remind all employers that Tax Rule 13d has been (1).....(done away with), so you are now (2).....(don't have to) declare any earnings for your company relating to 'ancient debts'. This term shall be deemed to refer to money owed to you from seven years ago or more. We would also (3).....to (point out to you) the fact that column 3 on page 6 of your tax declaration can now be left blank.

8 Using the notes as a guide, complete the letter. Use one or two words in each space. The words you need do not occur in the notes.

To: Anne

From:PY

We've had a letter from a Mr Scott, complaining about a rather violent scene which upset his children, on one of our programmes, 'Murphy's Run'. Could you write to him? Point out that:

The programme is a joint production with Talent Productions.

It observed Channel 2 regulations.

All programmes, no matter where they come from, are checked 3 months before they're shown.

The TV Standards Authority often checks children's programmes, and were happy with the scene Mr Scott didn't like.

Unlike similar programmes on other channels, it's very suitable viewing.

We always try to show clearly the difference between good and bad on it.

Dear Mr Scott,

With (1) *..refence/regard.....*to your letter of 3 May, we deeply regret the distress caused to your children by the violent scene on episode 53 of 'Murphy's Run', a Channel 2 programme produced in (2).....Talent Productions Ltd. However, the programme did (3).....with Channel 2 regulations.

Each programme is carefully checked for unsuitable material three months in (4).....its scheduled broadcast time. This (5).....to all Channel 2 programmes (6).....of their origin and type. There is also a watchdog body, the TV Standards Authority, which monitors children's programmes on a (7).....They too were happy with the scene you (8).....to.

The programme in question is, in (9).....similar programmes on private channels, entirely suitable for children, and takes great care to (10).....between good and bad, and between moral and immoral. In conclusion, we are happy that the scene was acceptable, and we hope that you will continue to allow your children to watch the programme.

Yours sincerely,

Ann Orbison

Explanations

There are many features of texts which help the reader understand how the information in the text is organised.

Text Organisers

This term covers a wide range of words and phrases which make text easier to understand. A selection is given here.

- Adding a point

As well as the obvious dangers, there was the weather to be considered.

In addition to the obvious dangers, there was the weather to be considered.

Not only were there the obvious dangers, but there was also the weather to be considered.

- m* Developing a point

Besides/furthermore/in addition/moreover/what's more/on top of that/to make matters worse, smoking has been directly linked to lung cancer.

- Contrast

The identity of the attacker is known to the police. However/nevertheless/an the same no name has been released.

The identity of the attacker is known to the police. No name has, however/all the same, been released.

(Al)though/while/even though/despite the fact that the identity of the attacker is known to the police, no name has been released.

The identity of the attacker is known to the police. A name has nevertheless/none the less/still not been released.

No, I didn't say the President got it wrong. On the contrary, I think he's handled the affair superbly.

I prefer city life as opposed to country life.

I prefer city life, whereas John prefers country life.

Donahue established his reputation as a novelist. In contrast, his new book is a non-fiction work.

- Explaining reasons

The government does not intend to cause any further provocation.

As a result/accordingly/thus/hence/consequently/for that reason, all troops have been withdrawn.

The employers have promised to investigate these complaints, and we in turn have agreed to end the strike.

Making generalisations

Broadly speaking, generally speaking, on the whole, by and large, to a large/some/a certain extent, this has been an encouraging year for the company.

Starting

That's absolute rubbish! For a start/first of all/in the first place/for one thing, it was Rod who said that, not me. And secondly ...

Giving new information

She then turned to Henry, who *incidentally/by the way* is now about two metres tall, and said ...

By the way/incidentally, do you remember an old friend of ours called Ransom?

Concession/qualification

OK, so you two have had a few problems. *Even so/all the same*, I don't see why you need to split up.

Lancaster is a man of great personal integrity. *Having said that/even so/all the same*, I don't think he'd make a good chairman.

Reality

What did you think of 'Death in Action'?

To be (perfectly) honest/to tell the truth, I can't stand films like that.

Practice

1 Underline the correct word or phrase in each sentence.

- a) A: Did you ring the hospital for me?
B: I forgot *as a result/to be honest/to make matters worse*. I'll do it now.
- b) A lot of adults are very wary of learning in a school situation. *For that reason/On the other hand/To tell the truth* they don't sign up for our courses.
- c) *By and large/Despite the fact that/Owing to* I'm very pleased with their work on our home. *At any rate/Accordingly/Having said that*, I think they could have made a better job of the painting.
- d) I missed two weeks' training because of flu last month. *To put it another way/As a result/To tell the truth*, I'm not expecting to run very well in today's race.
- e) They've had a very difficult time. *On top of that/At any rate/To start with*, their home was burgled.
- f) What a terrible experience! *Anyway/In contrast/By the way*, you're safe now - that's the main thing!
- g) She's a sociable girl with lots of friends. *Even so/Furthermore/To some extent*, she can get lonely, like anyone else.
- h) He comes across as being very full of himself, *in contrast/broadly speaking/whereas* he's actually a very nice guy.
- i) *Nonetheless/On the whole/Hence* I agree with what you're saying, but I'm not sure about your last point.
- j) I seem to be giving the impression that I didn't enjoy my time in Norway. *After all/Having said that/On the contrary*, I had a wonderful time.

2 Underline the most suitable word or phrase to complete each sentence.

- a) They've got a terrible record over tax and education. *Nevertheless/On the other hand*, I still think the Democrats will win the election.
- b) Balding's 'People in the Sky' is a very disappointing painting. *At any rate/In contrast*, Rae's 'Beach Scene' really brings this exhibition to life.
- c) I would like to complain about the way I was treated in your shop. *For one thing/Besides*, the assistant was rude ...
- d) Our dining room is a place which we keep strictly for eating, *as opposed to/whereas* the sitting room, which is for sitting, talking and watching TV.
- e) We saw the Eiffel Tower, the Seine and the Louvre, *what's more/as well as* Eurodisney.
- f) The country's economy depends to *a large extent/at least* on the tourist industry.
- g) I'm here on business *in addition/as opposed to* pleasure.
- h) The weather is likely to be dry and warm. In the far north-west of Scotland, *however/whereas*, it will be wet and windy.

Read the interview and decide which answer (A, B or C) best fits each space.

Interviewer: The recent scandal involving your finance minister has done little to restore public confidence in the government.

Minister: (1) ...C..., I think the 'scandal', as you call it, has shown us to be a very moral party. The minister concerned resigned his post and showed great contrition for what he'd done.

Int: (2)....., a scandal is a scandal. (3)....., a senior minister accepts a large donation on behalf of his party from the entrepreneur Robert Tivwell, then five weeks later, Tivwell's company, which (4).....just happens to be nearly bankrupt, wins a contract with the government worth millions of pounds.

Min: Well, as I say, the minister has resigned, (5)..... I should point out that there is technically nothing illegal about what he did.

Int: Yes, there is, minister. It's called bribery.

Min: Well you can call it that if you want. I prefer to call it 'sharp practice' (6)..... But it happens, it's always happened, and I'm sure it'll continue to happen. (7)....., we will not condone this kind of financial dealing and will continue to stamp down on it.

Int: This is pure double talk!

Min: No that's not true. (8).....we take such matters extremely seriously. But we are realistic enough to know that we can't eliminate them altogether. You see, there is nothing to stop people or companies making donations to parties - (9).....if we didn't have such money, we wouldn't be able to survive. It's just that the timing of such payments can be unfortunate. So each case has to be investigated on its merits. But (10)....., this practice is causing less controversy than it has done under previous governments.

- | | | |
|-----------------------|-----------------------|-------------------------|
| 1) A Incidentally | B First of all | C On the contrary |
| 2) A Even so | B As a matter of fact | C Hence |
| 3) A By and large | B Consequently | C First of all |
| 4) A in contrast | B incidentally | C at any rate |
| 5) A despite | B although | C whereas |
| 6) A anyway | B furthermore | C to be honest |
| 7) A Having said that | B Moreover | C To make matters worse |
| 8) A As a result | B As a matter of fact | C To some extent |
| 9) A although | B thus | C indeed |
| 10) A in contrast | B in addition | C broadly speaking |

Read the text and decide which answer (A, B or C) best fits each space.

Starting your own business could be the way to achieving financial independence. (1) ..B....it could just as well land you in debt for the rest of your life. (2)....., that is the view of Charles and Brenda Leggat, a Scottish couple, who last week saw their fish farm business put into the hands of the receiver. 'We started the business at a time when everyone was being encouraged by the banks to borrow money. (3)....., we fell into the same trap, and asked for a big loan. (4)....., at the time we were sure that we could make it into a going concern,' said Charles Leggat, a farmer from the Highlands. The bank analysed the proposals we put forward and they agreed that it would be a highly profitable business.' Sure enough, within five years the Leggats were exporting trout and salmon products to hotels all over Europe, and (5).....they took on over fifty staff. (6)....., with the advent of the recession, they began to lose ground as orders dried up. '(7)....., said Brenda Leggat, 'the business has now been valued by the bank at a fraction of its true worth. If they had left us to work our way out of our difficulties, (8)..... virtually bankrupting us, I am sure that we could have gone back into profit. As it is, we have been left without a livelihood, and the bank has not recovered what it lent us.' The Leggats both felt that their banks had not treated them fairly. '(9)....., they were falling over themselves to lend us the money initially, (10) now they are doing very little to keep the business going, and fifty local people in work.' A spokesman for the bank concerned refused to comment.

- | | | |
|----------------------------|---------------------|-------------------------|
| 1) A Moreover | B On the other hand | C As well as |
| 2) A At least | B However | C To make matters worse |
| 3) A Incidentally | B At any rate | C As a result |
| 4) A To put it another way | B Nevertheless | C In contrast |
| 5) A what's more | B on the other hand | C to tell the truth |
| 6) A Hence | B Consequently | C However |
| 7) A In contrast | B Whereas | C To make matters worse |
| 8) A as opposed to | B as well as | C in addition to |
| 9) A However | B To tell the truth | C As a result |
| 10) A as well as | B whereas | C on the other hand |

Explanations

The CAE exam includes proof-reading activities. Those relating to extra words have been dealt with in earlier units. Those relating to punctuation and spelling are looked at in this unit.

Words commonly misspelled

Common errors

Learners can benefit by making lists of the words they most frequently misspell. The words listed here are spelled correctly.

accommodation, address, advertisement, beginning, committee, conscience, curiosity, disappear, disappointed, embarrassed, faithfully, favourite, forbidden, government, guarantee, immediately, independent, jealous, journey, manufacture, marriage, medicine, necessary, pollution, prefer, preferred, pronunciation, quiet, quite, receive, recommend, responsibility, separate, sincerely, successful, truly, unconscious, unfortunately, unnecessary, writing

Words with similar spelling but different meanings.

<i>altogether</i>	This means 'completely'.
<i>all together</i>	This describes a group of things or people in one place.
<i>effect</i>	verb: bring about, make; noun: result
<i>affect</i>	have an effect on
<i>lose</i>	verb: fail to have or find
<i>loose</i>	adjective: not tight
<i>specially</i>	for a special purpose
<i>especially</i>	particularly
<i>stationery</i>	paper, envelopes, etc (collective noun)
<i>stationary</i>	not moving (used formally of vehicles)
<i>principle</i>	general truth or standard
<i>principal</i>	head of college or school

Words with the same pronunciation but different spelling and meaning. This is a selection, as there are many of these:

allowed - aloud
bear - bare
fair - fare
hair - hare
pear - pair
piece - peace
practice (n) - practise (v)
stair - stare
their - there
weather - whether

Punctuation• **Commas**

Commas are used to separate items in lists, before question tags, to separate clauses, after and around certain linking words. See Grammar 27.

I've been to Dallas, New Orleans, Kansas and Tampa Bay.

Sue is a lovely girl, isn't she?

If you see Kevin, tell him his photocopies are ready.

Broadly speaking, I agree with what you are saying.

I do not, however, agree with your last point.

Note that commas are not used between a subject and its verb, or in defining relative clauses.

The lady standing over there at the bus stop is my next-door neighbour.

Will the pupil who threw that paper dart please stand up now.

^M **Apostrophes**

Apostrophes are used to indicate letters omitted, possession and plurals of letters and figures.

Letters omitted: *It's warm today.*

Possession: *Jack's car, the player's entrance, the people's decision*

Possessive *its* does not have an apostrophe.

Plurals: *There are two I's in 'specially'. Are these 7's or 3's?*

^H **Colons and semi-colons**

Colons introduce examples, lists, and statements which give in detail what has been stated in general.

There were two possible courses of action: borrowing from the bank, or asking for more time to find the money elsewhere.

Semi-colons divide parts of long sentences or long phrases in a list; it is usually possible to divide one sentence into shorter ones, so that semi-colons are unnecessary.

Practice

1 Add the necessary commas, (semi) colons and apostrophes to these texts.

I've been to the following Italian cities Rome Florence Genoa and Pisa. I thought Rome was incredible the food was great the views were fantastic and I will never forget the vivacious people. The Italians' legendary hospitality was nowhere more evident than in the capital city. But my all-time favourite is probably Genoa with its fabulous hill-top houses and its dusty mountains reverberating to the sound of grasshoppers. I spent many a happy hour looking down on the seething city below and the sea beyond. Best of all the city's location at the heart of the Italian Riviera meant that fabulous resorts like Portofino and Camogli were only a train ride away.

Water is becoming a more and more precious commodity so save as much as you can. Flushing the toilet accounts for a third of all household water use so don't flush wastefully. If you are only getting rid of a tissue for example resist the habit of reaching for the handle or chain. Take a shower rather than a bath it uses about a third of the water. And don't keep the water running all the time when you wash or clean your teeth. If you have a garden try to find ways of saving water outside such as using a water butt to collect rain water rather than using a hosepipe to water your flowers. A simple pipe connecting external gutters to a water butt can save an awful lot of water.

2 For each pair of sentences, find two words with the same sound but different spelling.

- a) I cannot ..*bear*..... to see any animal suffering.
The giant pulled the roof off the house with his ...*bare*..... hands.
- b) As soon as the policeman was out of....., one of the men broke a window.
This spot you are standing on was once the.....of a great battle.
- c) The dress showed off Maria's beautiful slender.....
Quite frankly, this whole scheme has been a.....of time and money.
- d) In the novel, Cruz is a clever servant who always.....through his master's plots.
Armed police were sent to the house to.....the gang's weapons.
- e) Mix the apples and almonds into a fine.....and pour it into a jug.
The Inspector.....up and down the room, considering his next move.

In most lines of this text, there is either a spelling or punctuation error. For each line, write the correctly spelled word, or show the correct punctuation. Indicate correct lines with a tick. Three examples are given.

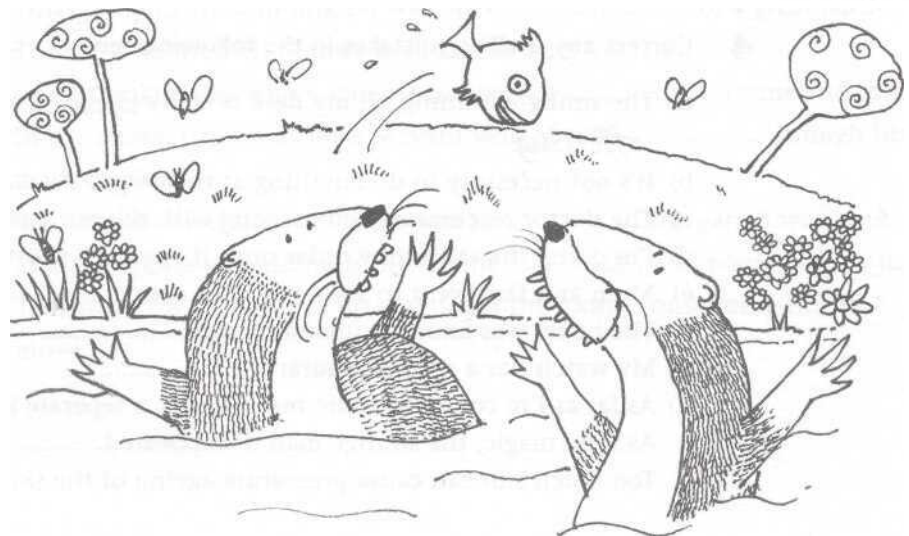
It is an accepted part of everyday nostalgia to assume	0 ..√.
that in the past food was somehow better, than it is today.	0 <i>better than.</i>
The fruit and vegetables were more naturally grown and this	0 <i>naturally....</i>
was not seen as an extra bonus which added ten per sent on to	1
the price. Most food was fresh, not frozen, and you had the	2
chance to examine it to see weather you wanted it. When you	3
went shopping you could ask for exactly what peace of meat you	4
wanted and see the butcher cutting, it instead of finding it	5
ready- wrapped in plastic. And your local tradesman soon got to	6
know what you wanted, and provided it for you, otherwise he	7
would have gone out of business. Of course, unless we invent	8
time-travel we shall never know, whether this is all true.	9
Survivors from those distant days naturally tend to dislike	10
today's convenience foods, and to prefer the Good Old Days	11
when a joint of beef filled the oven, produced thick red juice	12
instead of water when cooked, and cost the same as a can of	13
Coke. What is always forgotten is that then as now the quality	14
of your food depended very much, upon who you were,	15
how well-off you happened to be, and where you lived.	16
Shopping then demanded considerable skill, and shopper's had	17
to be able to tell the fresh from the not so fresh. Their was	18
no sell-buy date to act as a guide. If you were hard up then	19
frozen meat and canned foods' would have been on the menu,	20
just as they are today.	

4 Correct any spelling mistakes in the following sentences. Some are correct.

- a) The sunlight shining on my desk is really effecting my concentration.
.affecting.
- b) It's not necessary to do anything at this stage
- c) The doctor recommended gargling with diluted aspirin
- d) I'm doing the stationery order now, if anyone's short of anything
- e) Mum and Dad went to see a marriage councillor
- f) The boxer was knocked unconscious.
- g) My watch has a six-year gaurantee
- h) As far as I'm concerned, the marketing is a seperate issue
- i) As if by magic, the strange man dissappeared
- j) Too much sun can cause premature ageing of the skin

In most lines of this text, there is either a spelling or punctuation error. For each line, write the correctly spelled word, or show the correct punctuation. Indicate correct lines with a tick. Three examples are given.

A river in the west of England, made famous by the best-seller	0 ..*.....
'Tarka the Otter' has, once again become safe for otters after ten	0 <i>Otter', has</i>
years of what had been thought a loosing battle against pollution	0 <i>losing</i>
from chemicals. The River Torridge in North Devon was the	1
setting for Henry Williamsons book, the success of which has	2
led to the area calling itself Tarka Country, and becoming a	3
popular tourist spot. Since 1927 when the book was written,	4
the human population of the area has however increased	5
three-fold, and increased use of pestisides and fertilizers	6
lead to the river being declared 'dead' in the early nineteen	7
eighty's. Otters are shy creatures and the river provides them	8
with numerous places to hide along the river vallies, and the	9
fear was that they had been elliminated because of the clearing	10
away of undergrowth and trees, and the affects of chemicals on	11
their breeding capabilities, not to mention otter hunting, though	12
this has now ceased. However, a number of projects desined to	13
cleanse the river area seem to have borne fruit, despite a	14
pesimistic announcement earlier this year. The Tarka Project,	15
which includes local councils and environmental groups, now	16
says that the otter poppulation is healthy and thriving in North	17
Devon. Signs of otter habitation have been found in a number	18
of places, and more and more sitings of otters have been	19
recorded. But the otter is by no means widespred in other parts	20
of the country.	



In most lines of this text, there is either a spelling or punctuation error. For each line, write the correctly spelled word, or show the correct punctuation. Indicate correct lines with a tick. Three examples are given.

The common cold, as it is technically known, still resists the efforts of science to control and cure it, and has given rise to a rich popular mythology. As the name suggests the assumption is that you catch a cold because you go out in the cold or get we As we now that a cold is a virus, and that we actually catch it from being in contact with others', this is not strictly true. Shakeing hands with people, kissing them or just being in the same room, can pass on the virus. It is now generally beleived that cold viruses; and there is more than one type, are always present in the throat, but only become active when the bodys resistance to infection is lowered. The activated cold virus then attacks the membranes in the nose and throat, who's tissues become weakened and thus suseptible to infection by types of bacteria which are generally also present in the body. Sudden chilling, or getting soked to the skin, promote conditions in nose and throat membranes that permitt the cold virus to invade the body, although some individuals seem to be resistant to this. Just being out in the cold is not enough, and studys conducted in wartime among troops living in the open found that the incidence of colds' was no greater. As far as prevention and cure are concerned, nearly everyone has there own favourite remedy. Doctors have been unable to produse an affective vaccine against colds, although strong claims have beer put forward for vitamin C.

0 *technically.*

0 ✓

0 *suggests,.....*

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→ SEE ALSO
Grammar 27: Linking words and phrases
Grammar 29: Consolidation 6

Put one suitable word in each space.

Last summer my husband and I had two Italian students to stay at our house in London. It was a kind of exchange, with our two children off to Rome this summer, giving me, incidentally, an interlude of peace in (1) **..which.....to** write this newspaper column, among other things. But back to the two Italians, two charming girls (2).....English was a revelation to everyone in our family. I am not going to say that it was perfect or anything (3).....that, simply that (4).....used expressions that have either long ago died out in these islands, (5).....are greeted when used with blank incomprehension. (6).....example, when a day or two after their arrival Lucia made some coffee and handed it to my neighbour (who had come round to see (7).....her husband kept popping over to brush up his Italian), she unmistakably said 'Here you are'. The shock was (8).....great that we both nearly fell off our chairs. (9).....the benefit of foreign readers, or for anyone who has just returned from a monastery or a few years on Mars, I should explain that this now quaint English expression has long (10).....been replaced by the transatlantic 'There you go', an utterance which threw me into considerable confusion (11).....first used by hairdressers, waitresses and barmen. The two girls also surprised us by asking intelligible questions . (12).....of making vague statements which were supposed to be taken as questions. And they had retained that ancient habit of addressing strangers by (13).....surnames, preceded by a Mr or Mrs, as in 'Good morning, Mrs Scott', rather than greeting me at the door on arrival with a 'Hello, Gloria, and have a nice day'. All in (14)....., they were a delight, although I am sorry to report that by the time they left, they had absorbed (15).....passes as the English language hereabouts, and had plunged downhill towards unintelligibility. Oh well, there you go, I suppose.

2 Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.

- a) I had only just arrived home when the phone rang.
sooner
 No *..sooner had I arrived home than.....*the phone rang.
- b) Don't under any circumstances press this red button.
do
 Whatever.....press this red button.
- c) You can stay with us for a few days.
 you
 We can.....for a few days.
- d) Apparently her ex-husband was a terrible gambler.
known
 Her ex-husband is.....a terrible gambler.
- e) Tony knew what the answer was after reading the book.
read
 By the time Tony.....knew what the answer was.
- f) Our MP demanded a police investigation.
should
 Our MP.....a police investigation.
- g) I think a change would do you good.
from
 I think.....a change.
- h) My passport needs renewing.
 to
 I.....my passport renewed.
- i) Nobody there had heard of Miss Rutherford.
who
 Nobody there.....was.
- j) There is something on your mind, isn't there?
about
 You're....., aren't you?

3 Underline the 20 extra words in this dialogue.

- Tina: Well Martin, pleased to meet with you, and congratulations on getting the job. I'm going to show you round the department, so that you know a bit more before you will start work next week. I gather you're coming with me to the Paris conference.
- Martin: Yes, in two weeks' time. Is the job going to be involve a lot of travel to abroad?
- Tina: A fair bit - Korea mainly. You'd better to get yourself a Korean phrasebook!
- Martin: I've ever been to Korea once before, so I know a few words.
- Tina: Good. We have contacts with most of Asian countries in fact. Well, here's the office you'll be working in. As you can see in this room has a photocopier, your computer ... by the way, are you familiar with PowerPoint?
- Martin: Well, to be perfectly honest, no. I've never really had needed it up to now.
- Tina: You really need to spend a few hours in studying this book, then, if you don't mind. I'm sure it'll explain you how the system works.
- Martin: May I ask who that man was who was leaving the office when we came in?
- Tina: Oh that's Mike. I'm surprised he wasn't at your interview. He's probably the nicest one of the managers.
- Martin: He looks like very cheerful.
- Tina: As I say it, he's a very nice guy. He's my immediate boss. The only thing is, he does tend to make me to do more jobs than I can cope with. Still, he's letting me to go home early today, so I'm not complaining!
- Martin: And on to the subject of leaving, I didn't really understand what they were saying about this finish your task system.
- Tina: Oh, well it's just one of the systems you can choose. Basically, it means that the sooner you do finish the sooner you can go to home. But if you finish your task, say, three hours over normal time, you can come in three hours of late the next day.

4 Put one suitable word in each space.

- a) That sister of yours! She *...can.....* be really annoying, you know!
- b) The crack in the beams resulted *.....* the collapse of the ceiling.
- c) The block of flats was built *.....* money lent by the local authority.
- d) The children are so *.....* forward to the party, they can hardly wait!
- e) Have you insured the car *.....* fire?
- f) I wish grandfather *.....* be here to see all the children.
- g) I wouldn't be surprised if Mary *.....* come first after all.
- h) *.....* this really be the right address? The house is for sale.
- i) The spokesperson refused to elaborate *.....* the plans any further.
- j) If you *.....* see Judith, would you give her my love?

5 In most lines of this text there is one unnecessary word. It is either incorrect grammatically, or does not fit the sense of the text. Write the unnecessary word in the space beside the text. Tick each correct line.

A study into family of health conducted in California comes 0 *...of.....*
 up with some interesting conclusions, though these might not be 0 *..✓.....*
 acceptable to everybody. The main conclusion is so that for a 0 *..so.....*
 family to remain healthy, both the relationship between husband 1 *.....*
 and wife plays a major role. The family perhaps surprising 2 *.....*
 aspect of this research, however, is that statistically the 3 *.....*
 healthy family is as optimistic, church-going, and led by a 4 *.....*
 traditional male. And perhaps not so much surprisingly, what 5 *.....*
 promotes the health of the husband and does not necessarily 6 *.....*
 promote the health of the wife too, and vice versa. For 7 *.....*
 example, when it comes to expressing emotions, thus it is 8 *.....*
 generally assumed that giving up an outlet to feelings is healthy. 9 *.....*
 But according to the study, there may be benefits for one party 10 *.....*
 but not for the other. If the wife talks to more than the husband 11 *.....*
 does in these situations and gives him feelings of guilt, then he 12 *.....*
 is likely to become a depressed, whereas if the wife lets the 13 *.....*
 husband dominate on the argument, then she in turn will be the 14 *.....*
 one of whose mental state will suffer. The study also found that 15 *.....*
 when men dominate in the domestic arguments, they often end 16 *.....*
 up trying to avoid from the real issue, or become silent and 17 *.....*
 withdrawn. This has the effect of making the wife feel anxious 18 *.....*
 and depressed. As a person's mental state there is closely linked 19 *.....*
 to their physical well being, it is as clear that the dynamics of 20 *.....*
 family relationships help to determine health in general.