

Advanced Grammar



How to succeed to pass the

ECL (ALCPT),
TOEFL, SAT, GRE,
GMAT



as well as high level and
advanced tests.



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WRITING

Strategy:

strategy text:

writing is a good exercise to detect, work on, and correct grammar errors .



Free writing activity:

Write about a strange or funny experience that you have undergone or that one of your friends or relatives has undergone in the past.

V E R B S

Verbs are defined as words that with nouns make a statement, a command or a request, or ask a question about someone or something.

I/ MOOD OF VERBS: Verbs are divided into three moods:

A/ **the indicative** mood that indicates facts and realities

- > John is a doctor
- > Are the students in class?
- > Please forgive me !

B/ **the imperative** mood which is used to give orders.

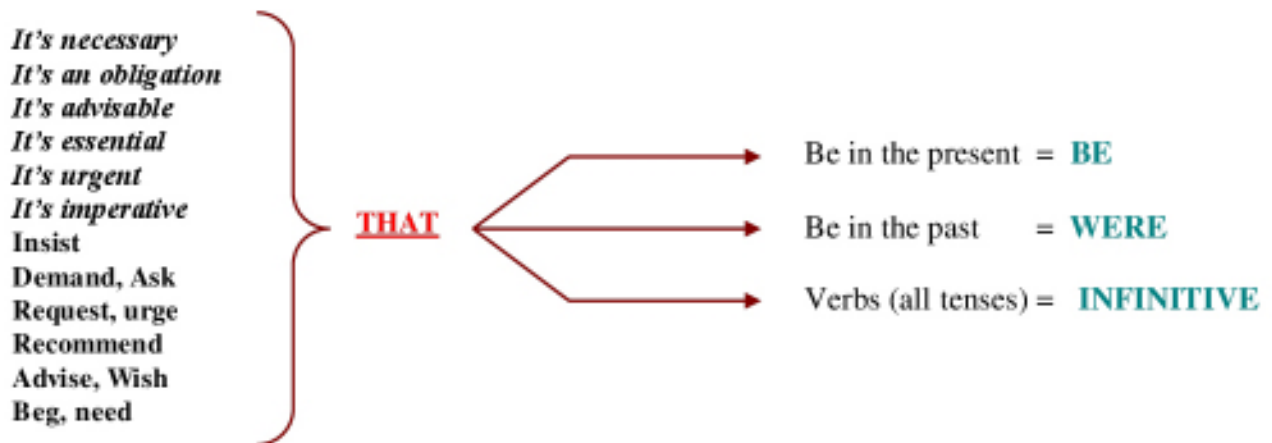
- > Do your homework right now.
- > Don't smoke in class.

C/ **the subjunctive** mood is used for hypothetical or contrary to fact conditions.

- > Indicative : Zineb exercises every day.
- > Subjunctive : *it's necessary that* Zineb exercise every day.
it's necessary that Zineb Be on time.
it's necessary that Zineb Were on time.

N.B:

- ⊛ The subjunctive mood is always used in sentences introduced by expressions of influencing, asking, ordering and demanding such as:



- ⊛ With sentences that contain the words if or wish we always use the plural form of **be** (**were**) in the past never **was**:

- > Zineb wishes she were born in USA.
- > If I were you I would choose to go to Dallas.

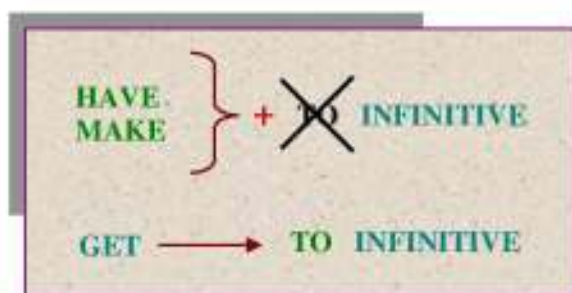
II/ CAUSATIVE VERBS:

Causative verbs are the verbs which are used to cause or force someone to do something. The sentence has two subjects the main subject is not the doer of the action but he only causes the second subject to do the job. The causative verbs are **make, have** and **get**.

- The teacher has Zineb review the lesson.
- The teacher makes Zineb review the lesson.
- The teacher gets Zineb to review the lesson.

N.B: Notice the different usage of "to have" used as a verb, as an auxiliary and as a causative verb:

- As a verb (to possess) : Linda has some homework to do.
- As an auxiliary (perfect tense) : Linda has done her homework.
- As a causative verb : Linda has Zineb do her homework.



III/ SO – TOO // EITHER – NIETHER:

Those four words are only used to avoid repetition. So and too are used to avoid a positive repetition while either and neither avoid a negative repetition.

A/ Affirmative

- | | | | | |
|--|---|----------------------------------|---|--|
| <ul style="list-style-type: none">➤ Zineb <u>is a student</u>➤ John <u>is a student</u> | } | Zineb is a student and : | { | <ul style="list-style-type: none">➤ John is <u>too</u>.➤ <u>So</u> is John. |
| <ul style="list-style-type: none">➤ Zineb <u>studies very hard</u>➤ John <u>studies very hard</u> | } | Zineb <u>studies very hard</u> : | { | <ul style="list-style-type: none">➤ John does <u>too</u>.➤ <u>So</u> does John. |
| <ul style="list-style-type: none">➤ Zineb <u>can help me</u>➤ John <u>can help me</u> | } | Zineb <u>can help me</u> : | { | <ul style="list-style-type: none">➤ John can <u>too</u>.➤ <u>So</u> can John. |

A/ Negative

- Zineb isn't a student
- John isn't a student



Zineb isn't a student and :



- John isn't **either**
- **neither** is John.

- Zineb doesn't study very hard
- John doesn't study very hard



Zineb doesn't study very hard and:



- John doesn't **either**
- **neither** does John.

- Zineb can't help me
- John can't help me



Zineb can't help me:



- John can't **either**
- **neither** can John.

IV/ BE USED TO // USED TO:

Be used to should always be followed by "ING" and it refers to actions that we have just been familiar or accustomed to doing them. We didn't in the past.

"Used to" should be used with past time habits that we had in the past but that we no more do or have them now.

- Clara is used to **smoking** cigarettes. (she didn't in the past but now she starts smoking)
- Clara used to **smoke** cigarettes. (she had the habit of smoking in the past but now she stopped)

1. While I was driving to work this morning, I.....about my briefing.
 - a. Think
 - b. Was think
 - c. Will think
 - d. **Was thinking.**
2. first, I went to the movie; then I..... some pizza.
 - a. eat
 - b. will eat
 - c. **ate**
 - d. am eating.
3. Before the firemen could extinguish the flames, the house.....
 - a. Will already burn down
 - b. Was already burn down
 - c. Is already burn down
 - d. **Had already burned down.**
4. When I was a child, I alwaysmy homework.
 - a. **did**
 - b. do
 - c. will do
 - d. have done
5. Before it was raining, wethe picnic.
 - a. cancel
 - b. **canceled**
 - c. are cancel
 - d. cancels
6. I.....the taste of raw tomatoes ever since I was a little boy.
 - a. like
 - b. am like
 - c. liking
 - d. **have liked**
7. I need to borrow some money because Ito bring my wallet this morning.
 - a. forget
 - b. am forget
 - c. will forget
 - d. **forgot**
8. While I was in college, I.....on most of my tests.
 - a. cheat
 - b. have cheat
 - c. **cheated**
 - d. am cheating.
9. You may leave now, unless youto hear the same lecture again.
 - a. wanted
 - b. **want**
 - c. are wanting
 - d. will be wanted.
10. Just as I was walking into the classroom, the bell
 - a. ring
 - b. ringing
 - c. **rang**
 - d. did rung
11. I will wait in the car while you ... in the store.
 - a. shops
 - b. sopped
 - c. will be shop
 - d. **shop.**
12. Before I could step on the brake, I.... the dog.
 - a. will hit
 - b. was hit
 - c. **hit**
 - d. have hit.
13. Because itso much last night, I was unable to play soccer.
 - a. rain
 - b. rains
 - c. **rained**
 - d. raining
14. Just as I walked outside, itto rain.
 - a. **started**
 - b. starts
 - c. starting
 - d. is start
15. Before I mail this letter tomorrow, Iit.
 - a. am reread
 - b. **will reread**
 - c. did reread
 - d. rereading.
16. I was sitting in my car when
 - a. the storm start
 - b. starts the storm
 - c. **the storm started**

- d. the storm is start
17. While you are taking the test tomorrow, I.....your papers.
 a. read
 b. am reading
 c. **will be reading**
 d. have read.
1. Al's doctor insists.....for a few days.
 (A) that he is resting
 (B) his resting
 (C) him to rest
 (D) **that he rest**
2. I don't like iced tea, and
 (A) she doesn't too
 (B) either doesn't she
 (C) **neither does she**
 (D) she doesn't neither
3. We wish that you such a lot of work, because we know that you would have enjoyed the party.
 (A) **hadn't had**
 (B) hadn't
 (C) didn't have had
 (D) had to reserve better
4. Since your roommate is visiting her family on the weekend,.....you like to have dinner with us tonight?
 (A) Will
 (B) won't
 (C) do
 (D) **wouldn't**
5. Pleasephotocopies of documents.
 (A) **not to submit**
 (B) do not submit
 (C) no submit
 (D) not submit
6. I.....bacon and eggs every morning.
 (A) am used to eat
 (B) used to eating
 (C) am used to eating
 (D) **used to eat**
7. Frankly, I'd rather youanything about it for the time being.
 (A) **do**
 (B) didn't do
 (C) don't
18. the policeman shot the suspects before they
 a. will surrender
 b. **could surrender**
 c. surrender
 d. are surrender
9. The team really looks good tonight because the coach had themevery night this week.
 (A) **practice**
 (B) to practice
 (C) practiced
 (D) the practice
10. would you mindplease?
 (A) to answer the telephone
 (B) **answering the telephone**
 (C) answer the telephone
 (D) to the telephone answering
11. Youyour seats today if you want to go to the game.
 (A) had better to reserve
 (B) had to better reserve
 (C) **had better reserve**
 (D) hadn't have
12. If itso late, we could have coffee
 (A) wasn't
 (B) isn't
 (C) **weren't**
 (D) not be
13. Your sister used to visit you quite often,
 (A) **didn't she**
 (B) doesn't she
 (C) wouldn't she
 (D) wouldn't
14. If Bobwith us, he would have had a good time.
 (A) would come
 (B) would have come
 (C) **had come**
 (D) came
15. We were hurrying because we thought that the Bell
 (A) had already rang
 (B) has already rang
 (C) **had already rung**

(D) didn't

8. Since they aren't answering their telephone, they

- (A) must have left
- (B) should have left
- (C) need have left
- (D) can have left

1. I hadn't expected James to apologize, but I had hoped

- (A) him calling me
- (B) that he would call me
- (C) him to call me
- (D) that he call me

2. My husband lived at home before we were married, and so

- (A) did I
- (B) had I
- (C) I had
- (D) I did

3. Does your new secretary shorthand?

- (A) know to take
- (B) know how to take
- (C) know how take
- (D) know how taking

4. Tommy had his big brother his shoes for him

- (A) will tie
- (B) tie
- (C) tied
- (D) tying

5. I wish that the weather not so warm

- (A) was
- (B) be
- (C) were
- (D) is

6. His English teacher recommends that he a regular degree program.

- (A) begin
- (B) begins
- (C) will begin
- (D) is beginning

7. Let's go out for dinner,?

- (A) will we

(D) have already ringing

9. Would you please write on the books?

- (A) don't
- (B) not to
- (C) not
- (D) to not

10. The old man asked her to move because he in that chair.

- (A) used to sit
- (B) was used to it
- (C) used to sitting
- (D) was used to sitting

11. After the way she treated you, if I in your place, I wouldn't return the call.

- (A) be
- (B) am
- (C) was
- (D) were

12. If I the flu I would have gone with you.

- (A) hadn't
- (B) hadn't had
- (C) didn't have
- (D) wouldn't have had

13. He's taken his medicine,?

- (A) hasn't he
- (B) didn't he
- (C) doesn't he
- (D) isn't he

14. Your mother and I are looking forward you.

- (A) of seeing
- (B) for seeing
- (C) to see
- (D) to seeing

15. It is imperative that you there in person.

- (A) be

- (B) don't we
- (C) shall we
- (D) are we

- (B) will be
- (C) will
- (D) are

8. I'dthe operation unless it is absolutely necessary.

- (A) rather not have
- (B) not rather had
- (C) rather not to have
- (D) rather not having

1. The brakes need.....

- (A) adjusted
- (B) to adjustment
- (C) to adjust
- (D) adjusting

2. I wish that wewith my brother when he flies to England next week.

- (A) could go
- (B) had gone
- (C) will go
- (D) are going

3. Are you sure Miss Smithuse the new equipment?

- (A) knows to
- (B) knows the
- (C) knows how to
- (D) knows how

4. Mary and Johnto the parties at the Student Union every Friday.

- (A) used to go
- (B) use to go
- (C) are used to go
- (D) were used to go

5. Youme, because I didn't say that.

- (A) must misunderstand
- (B) must be misunderstanding
- (C) must have misunderstood
- (D) had to misunderstand

6.you rather sit by the window?

- (A) Don't
- (B) will
- (C) wouldn't
- (D) won't

7. His government insisted that he.....until he finished his degree.

- (A) should stay
- (B) shall stay
- (C) stayed

9. The man who was driving the truck would not admit that he had been at fault, and.....

- (A) neither the other driver
- (B) neither would the other driver
- (C) neither had the other driver
- (D) the other driver neither

10. If it.....rain, we'll have the party outside.

- (A) wouldn't
- (B) doesn't
- (C) didn't
- (D) won't

11. Excuse me, but it is time to have your temperature.....

- (A) taking
- (B) to take
- (C) take
- (D) taken

12. Almost everyone failsthe driver's test on the first try.

- (A) passing
- (B) to have passed
- (C) to pass
- (D) in passing

13. Mike had hopedhis letter.

- (A) her to answer
- (B) that she answer
- (C) that she would answer
- (D) her answering

14. I think that you had better.....earlier so that you can get to class on time.

- (A) to start to get up
- (B) started getting up
- (C) start getting up
- (D) to get up

15. Today's weather isn't as cold as it was yesterday,

- (A) wasn't it
- (B) was it

(D) stay

(C) isn't it

(D) is it

8. After he had researched and.....his paper he found some additional material that he should have included.

(A) wrote

(B) written

(C) writing

(D) have written

PRONOUNS :

Pronouns are words which are used to substitute or replace nouns to avoid repetition, emphasize or for other reasons. We have four main types of pronouns:

- Subject pronouns are used to replace the subject of a sentence (the doer of the action), while Object pronouns substitute for the object of the sentence (receiver of the action).



- Possessive pronouns are used to show possession and ownership.

That's **my** money, **It's** not **yours** or **hers**.

- Reflexive or emphatic pronouns are used only to emphasize that the subject of the sentence is the actual performer of the action. They can never be used as the main subject of a sentence.

The president, **himself**, told me the truth.

Types of Pronouns:

SUBJECT PRONOUNS	OBJECT PRONOUNS	POSSESSIVE PRONOUNS	REFLEXIVE PRONOUNS
I	Me	My / mine	Myself
You	You	Your / yours	Yourself
He	Him	His / his	Himself

She
It
We
You
They

Her
It
Us
You
Them

Her / hers
Its / its
Our / ours
Your / yours
Their / theirs

Herself
Itself
Ourselves
Yourselves
Themselves

N.B: Subjective pronouns are used to replace the subject of the sentence while objective pronouns substitute for the receiver of the action which is the object.

- Zineb visits Linda.
- She visits her.

So, when we want to use a subject pronoun we should look for the doer of the action in the sentence. However, to use an object pronoun we should search for the receiver of the action.

1. The mother took.....sick dog to the doctor.
 - a) her
 - b) its**
 - c) those
 - d) his
2. Where isbook?
 - a) me
 - b) an
 - c) these
 - d) my**
3. I bought a new CD, but now I can't find.....
 - a) them
 - b) they
 - c) it**
 - d) him
4. Please give the new books to.....
 - a) him and I
 - b) he and I
 - c) me and he
 - d) him and me**
5. The commanding officer.....will inspect the barracks.
 - a) themselves
 - b) himself**
 - c) ourselves
 - d) itself
6. My mother lost.....keys.
 - a) hers
 - b) his
 - c) it's
 - d) her**
7. Give me that book! It's.....
 - a) mine**
 - b) himself
 - c) herself
 - d) ourselves
8. I don't want to be in a class with student who speaks Spanish all the time.
 - a) others
 - b) other
 - c) another**
 - d) some others
9. My wife hurt.....
 - a) himself
 - b) sheself
 - c) ourself
 - d) herself**
10. The carI bought was a bargain.
 - a) who
 - b) which**
 - c) whom
 - d) what
11. Mind your own business. This is an argument between.....
 - a) Joe and I
 - b) He and I
 - c) Him and I
 - d) Him and me.**
12. He gavebicycles for Christmas.
 - a) My brother and I
 - b) My brother and me**
 - c) I and my brother
 - d) Me brother and I.

13. That iscar.

- a) me
- b) my
- c) he
- d) him

14. My father took.....car to the repair shop yesterday.

- a) her
- b) his
- c) its
- d) me.

15. The girls did this report all by.....

- a) herself
- b) themselves
- c) themselves
- d) theirselves

16. I want to thank you for inviting my wife and.....to dinner.

- a) I
- b) me
- c) we
- d) he.

1. Tito was the only foreigner I saw at the convention.
 (A) whom
 (B) which
 (C) who
 (D) what
2. They forgot about them to join us for lunch.
 (A) us to ask
 (B) us asking
 (C) our asking
 (D) we asking
3. Our host family always invites my roommate and to their house on Sundays.
 (A) me
 (B) my
 (C) I
 (D) mine
4. Because they usually receive the same score on standardized examination, there is often disagreement as to is the better
 (A) who
 (B) which
 (C) whom
 (D) whose
5. I really appreciate to help me, but I am sure that I will be able to manage by myself
 (A) you to offer
 (B) your offering
 (C) that you offer
 (D) that you are offering
6. Let you and agree to settle our differences without involving any of the other students.
 (A) I
 (B) myself
 (C) me
 (D) my
7. If you had told us earlier he was, we could have introduced him at the meeting.
 (A) who
 (B) which
 (C) whom
 (D) whoever
8. I always ask my sister and for advice.
 (A) her
 (B) she
 (C) hers
 (D) herself
9. Do you know the woman was hurt in the accident?
 (A) which
 (B) whom
 (C) who
 (D) whose
10. I would like to leave a message for if I may.
 (A) they
 (B) them
 (C) their
 (D) theirs
11. A few of are planning to drive Florida during spring break.
 (A) who
 (B) us girls
 (C) girls we
 (D) girls
12. This is the woman the artist said posed as a model for the painting.
 (A) who
 (B) whom
 (C) which
 (D) whose
13. Of those who took the exam with Jane and I am the only one who studied for it.
 (A) he
 (B) his
 (C) him
 (D) himself
14. Two of notebooks Tom had lost on the bus were returned to the main desk at his dormitory.
 (A) what
 (B) who
 (C) which
 (D) whose
15. He didn't seem to mind TV while he was trying to study.
 (A) their watching
 (B) that they watch
 (C) them watching
 (D) them to watch

N O U N S :

I/ CARDINAL AND ORDINAL NUMBERS:

Cardinal numbers are used to give the number of things while ordinal numbers are used to give the exact order or classification of things:

- A. Zineb has two books.
- B. Zineb has the second book.
- C. Zineb has book two.

In sentence "A" the word two is used to show the number of the books. However in both sentences "B" and "C" we have only one book but it's the second one not the first or the third, so the words "the second" and "two" are used only to show the order of this book.

II/ MODIFIERS AND DETERMINERS:

There are some modifiers that may be used only with count nouns (nouns that may be counted and made plural). There are some other modifiers that can be used only with non-count nouns (nouns that can not be counted or made plural). The third category are the modifiers that may be used with both types; count and non-count nouns:

Modifiers Used with Count Nouns	Modifiers Used with Non Count Nouns	Modifiers Used with Both Count Nouns And Non Count Nouns
Few – a few Many A number of Each – every – both – several	Little – a little Much A great deal of An amount of	Not any / no Some – a lot of Plenty of Most – all

- ✓ John needs some money. He decided to ask some friends to give him few dollars.
- ✓ I need plenty of money to buy a number of T- shirts and several blue Jeans.

Exercise 1: Fill in the blanks with the appropriate words to complete the following sentences:

1. Most people want.....
 - a. the freedom
 - b. many freedom
 - c. **freedom**
 - d. lots freedom
2. I want to buy.....cigarettes.
 - a. a
 - b. **some**
 - c. an
 - d. a few of
3. The teacher gives.....homework.
 - a. **too much**
 - b. many
 - c. lot
 - d. a
4. Please may I have.....coffee.
 - a. any
 - b. both
 - c. **some**
 - d. much.
5. I lostmoney.
 - a. all
 - b. my all
 - c. all of me
 - d. **all of my**
6. I want a picture of.....elephants.
 - a. the three
 - b. **those three**
 - c. them three
 - d. this three
7. There arecars in the parking lot.
 - a. too much
 - b. some much
 - c. **too many**
 - d. some many
8. I bought.....book.
 - a. some old
 - b. old
 - c. these old
 - d. **an old**
9. The police said they captured.....robbery suspects.
 - a. both of
 - b. the both
 - c. one
 - d. **both of the**
10. To get 100 on the ECL test is extremely difficult,students manage to do that.
 - a. few
 - b. **a few**
 - c. some
 - d. many
11. I boughtpies for the buffet.
 - a. a
 - b. one
 - c. an
 - d. **several**
12. Tellstudents that they will take the test.
 - a. all of five
 - b. **the all five**
 - c. all five
 - d. all the of five.
13. The kids ate.....candy before supper.
 - a. too many
 - b. some of
 - c. lot
 - d. **too much.**
14. I boughtroses for my mother.
 - a. severals red beautiful
 - b. beautiful red several
 - c. beautiful several red
 - d. **several beautiful red.**
15. I like studying.....kind of exercise.
 - a. **this**
 - b. these
 - c. those
 - d. many.
16. People in some countries don't have.....
 - a. same freedoms
 - b. those freedom
 - c. the freedom
 - d. **freedom.**
17. I don't like.....exercises.
 - a. this
 - b. these
 - c. **those**

d. them.

1. Please go to pick up your ID card.
 (A) third window
 (B) the window three
 (C) window third
 (D) **the third window**
2. May I have two instead of beans, please?
 (A) corn's ear
 (B) ear of corns
 (C) corn ears
 (D) **ears of corn**
3. If you want to find good information about graduate programs in the United States, look in of the College Blue Books.
 (A) **volume two**
 (B) volume second
 (C) the volume two
 (D) a few dollar
4. Let's buy our tickets while I still have left.
 (A) a few money
 (B) a few dollar
 (C) **a few dollars**
 (D) few moneys
5. The assignment for Monday was to read in your text books.
 (A) Chapter tenth
 (B) the chapter ten
 (C) chapter the tenth
 (D) **the tenth chapter**
6. I always put my best in a safe-deposit box.
 (A) jewelries
 (B) jewelry's pieces
 (C) **pieces of jewelry**
 (D) piece of jewelries
7. I will need about the climate before I make a final decision.
 (A) a few informations
 (B) **a few information**
 (C) a little informations
 (D) a little information
8. Sending "express mail" costs about ten times as much as sending it "regular delivery."
 (A) mails
 (B) **a mail**
 (C) a piece of mail
 (D) pieces of a mail
9. It's shame that you have time in New York on the tour.
 (A) so few
 (B) **so little**
 (C) a few
 (D) a little
10. We haven't had news from the disaster since the earthquake.
 (A) many
 (B) quite a few
 (C) **much**
 (D) some
11. John F. Kennedy was of the U.S.A.
 (A) he thirty-five president
 (B) **the thirty-fifth president**
 (C) the president thirty-fifth
 (D) president the thirty-five
12. I'll have a cup of tea and
 (A) two toasts
 (B) two piece of toasts
 (C) two piece of toast
 (D) **two pieces of toast**
13. The ticket agent said that the plane would be boarding at
 (A) the gate six
 (B) sixth gate
 (C) **gate six**
 (D) the six gate
14. The Chicago bus is parked at
 (A) the lane two
 (B) the two lane
 (C) **lane two**
 (D) lane the two
15. We don't have tonight
 (A) many homeworks
 (B) much homeworks
 (C) many homework
 (D) **much homework**

MODIFIERS:

I/ ARTICLES:

- ⊛ "A" and "An" are indefinite articles that should be used with count nouns (C.N) but never with non-count nouns (N.C.N).
 - John is a rich person (C.N). He has money (N.C.N) to burn.
- ⊛ "The" is a definite article that may be used with count nouns and non-count nouns.
 - John is the rich person (C.N) who has the money (N.C.N) to burn.

II/ SO / TOO:

Both so and too are used to modify as well as intensify adjectives but "so" expresses the excess of something with the possibility of doing it while "too" shows also the excess of something but with the impossibility of doing it.

- The coffee is so hot but I can drink it.
- The coffee is too hot, I can't drink it.

III/ COMPOUND NOUNS:

When a noun functions as the adjective of another noun it's always in its singular form even when it's plural.

- My daughter has six years. (year = a noun).
- She is a six year girl. (year = adjective of the noun girl).

1. She hasn't seen her family three years ago.
expensive
ago.
(A) since
(B) for
(C) from
(D) before
2. Just put your coat in.....
(A) the hall closet
(B) the closet of the hall
(C) the hall's closet
(D) hall closet
3. Bill came to work at the University thirty years to day.
(A) since
(B) before
(C) from
(D) ago
4. This drink tastes a little to me.
(A) strongly
(B) so strong
(C) strong
(D) too much strong
5. I like these dishes, but..... is a little too small.
(A) the tea cup
(B) the cup of tea
(C) the tea's cup
(D) tea cup for the tea
6. My sister has a..... baby .
(A) two-months-old
(B) two-month-olds
(C) tow-months-olds
(D) two-month-old
7. Jacobson's is one of the most expensive in the city.
(A) departments store
(B) department stores
(C) departments stores
(D) department stores
8. I don't understand how John could have made in judgement.
(A) such big mistake
9. The one in the window was that I couldn't afford it.
(A) so
(B) too
(C) too much
(D) very
10. We used to go skiing in Michigan every winter but I haven't gone the past five seasons.
(A) from
(B) for
(C) to
(D) since
11. It is..... day that travel advisories have been issued for most of the major highways.
(A) such snowy
(B) so snowy
(C) such a snowy
(D) such snowy a
12. Our reservation are for
(A) sixth June
(B) six June
(C) the sixth of June
(D) the six of June
13. They listened..... while the examiner gave them the directions Part I.
(C) attentive
(B) attentively
(C) attentiveness
(D) attention
14. The cookies that you sent over were..... that I ate them all.
(A) very good
(B) too good
(C) so good
(D) good
15. You can give me a receipt if you want to, your word is..... for me.
(A) enough good
(B) good as enough
(C) good enough
(D) good than enough

- (B) such a big mistake
- (C) so a big mistake
- (D) so big mistake

1. Sam usually does his work very and well, but today he seemed preoccupied.
 - (A) careful
 - (B) careful manner
 - (C) carefully
 - (D) care
2. Besides being expensive, the food in the Cafeteria tastes
 - (A) badly
 - (B) too badly
 - (C) too much bad
 - (D) bad
3. here since 1976 when her parents moved from New York.
 - (A) She's lived
 - (B) She's living
 - (C) She was living
 - (D) She'd live
4. We'll get by train if we leave tonight, the
 - (A) fast enough there
 - (B) there fast enough
 - (C) there enough fast
 - (D) enough fast there
5. If the cab arrives, you will miss your flight.
 - (A) lately
 - (B) lateness
 - (C) more later
 - (D) late
6. It was that we went camping in the mountains last weekend.
 - (A) such nice weather
 - (B) so nice a weather
 - (C) too nice weather
 - (B) nice weather so
7. The homecoming football game will be played on
 - (A) two September
 - (B) the second of September
 - (C) September tow
 - (D) the tow of September
9. Could you please tell me the for Biology 457 and Chemistry610?
 - (A) rooms number
 - (B) room number
 - (C) room's number
 - (D) room numbers
10. I think it's to take a few more pictures.
 - (A) enough light
 - (B) light as enough
 - (C) light enough
 - (D) enough as light
11. Last Sunday was that we took a drive in the country.
 - (A) so beautiful day
 - (B) such a beautiful a day
 - (C) such a beautiful day
 - (D) so beautiful a day
12. The conference was organized for all of in the state.
 - (A) mathematic teachers
 - (B) mathematics teachers
 - (C) mathematics teacher
 - (D) mathematic's teachers
13. It is difficult to find a in the Washington area for less than \$ 1200 a month.
 - (A) two-bedroom apartment.
 - (B) two-bedrooms apartment
 - (C) two-bedrooms apartments
 - (D) two-bedroom apartments
14. I am especially glad that Bob decided to come to the party because we had not seen him several months.
 - (A) since
 - (B) until
 - (C) before
 - (D) for
15. John and I like to watch the game on TV because we can see more than we could from a seat in the stadium.
 - (A) clear
 - (B) clearness
 - (C) clearly

8. Mary overslept and was late that she missed her bus. (D) clearer
- (A) so
(B) too
(C) much
(D) very

COMPARATIVES :

NOTE

- ⊛ Never forget that those words should always be considered as one:

The same as	Different from
Alike	Like
Similar	Similar To
The same	Not + As + Adj + As
As + Adj + As	Not + So + Adj + As.

- My car is **the same as** yours, but John's car is **different from** ours.
 - The teacher is angry because our exams papers are **alike**.
- ⊛ Coordinate comparative is used when both things being compared are related to each other. One depends upon the other. When the first element is up the second one increases in parallel and vice versa.
- **The more** you study, **the more** you progress.
 - **The earlier** Zineb comes, **the sooner** we will arrive.

1. I will return your notes as soon as coping them.
 (A) I will finish
 (B) I do finish
 (C) I finish
 (D) I be finished
2. the worse I seem to feel.
 (A) When I take more medicine
 (B) The more medicine I take
 (C) Taking more of the medicine
 (D) More medicine taken
3. We will have to be careful not to get our suitcases mixed up because yours is almost the same mine.
 (A) like
 (B) to
 (C) as
 (D) that
4. My new glasses cost me the last pair that I bought.
 (A) times three
 (B) three times more
 (C) three times as much as
 (D) as much three times as
5. Although she is very popular, she is not her sister.
 (A) pretty as
 (B) as pretty
 (C) prettier than
 (D) more pretty than
6. We are going to Florida as soon as taking our final exams.
 (A) we're finish
 (B) we'll finish
 (C) we'd finish
 (D) we finish
7. I would have paid for my car if the salesman had insisted, because I really wanted it.
8. This new soap is much the others that I have tried.
 (A) different
 (B) different that
 (C) different from
 (D) different that
9. Ms. Jones isn't as nice Ms. Smith.
 (A) as
 (B) for
 (C) like
 (D) to
10. The rooms in graduate Towers are Patterson Hall.
 (A) larger than
 (B) larger than that of
 (C) larger than those in
 (D) larger than in
11. We'll be there as soon as we a babysitter for our son.
 (A) find
 (B) found
 (C) have found
 (D) was found
12. They are my other neighbors.
 (A) more friendlier than
 (B) friendly than
 (C) friendly as
 (D) friendlier than
13. Tuition at American university runs six thousand dollars a semester.
 (A) so high as
 (B) as high to
 (C) as high as
 (D) as high than
14. I get to know her, the more I like her
 (A) For more
 (B) More
 (C) The more

- (A) as much twice
- (B) much twice
- (C) twice as much
- (D) times two

(D) The most

EMBEDDED QUESTIONS...

Double negations and double questions forms are considered as a common mistake in English the reason why we should try our best to avoid them.

✓ Where **is** the post-office please ?
↳ The post-office **is** near the hospital.

But we say:

✓ I would like you to tell me.....
✓ Please tell me.....
✓ Please show.....
✓ I wonder.....
✓ I want to know.....

} Where the post-office **is**.
(Affirmative)

1. We are considering buying a house in Gainesville, but we want to find out there first.
 (A) what the taxes are
 (B) what are the taxes
 (C) the taxes what are
 (D) the taxes are
2. Betty moved from the dormitory the noise.
 (A) because of
 (B) cause
 (C) because
 (D) caused from
3. I didn't hear when he gave us the assignment.
 (A) what the professor says
 (B) that the professor said
 (C) what the professor said
 (D) which the professor says
4. He had to borrow a little money from his brother he could finish his education without working.
 (A) so as
 (B) that
 (C) so that
 (D) in order so
5. I wonder where.....
 (A) he did go
 (B) did he go
 (C) he went
 (D) went he
6. Both Mary and Ellen, Jane, are studying nursing at New York University.
 (A) as well as
 (B) well
 (C) as well to
9. We had a disagreement..... the bus was late.
 (A) because of
 (B) caused of
 (C) because
 (D) caused
- 10..... the light rain, the baseball game will not be cancelled unless the other team concedes.
 (A) despite of
 (B) despite in
 (C) In despite
 (D) despite
11. I don't have any idea what for graduation.
 (A) does she want
 (B) she wants.
 (C) she want
 (D) is she wanting
12. We were both pleased honored to be guests of the president.
 (A) also
 (B) and
 (C) alike
 (D) as
13. I wonder on sale.
 (A) how much cost these shoes
 (B) how much do these shoes cost
 (C) how much these shoes cost
 (D) how much are these shoes cost
14. We moved to the front row we could hear and see better.
 (A) so as
 (B) so that
 (C) such
 (D) such that

(D) and well as

7. James plays not only on the basketball squad

- (A) but on the baseball team
- (B) but on the baseball team also
- (C) also on the baseball team
- (D) but also on the baseball team

8. his wealth, he is not spoiled.

- (A) Despite of
- (B) In despite
- (B) In spite of
- (D) In spite

1. The data on the winter migration patterns of the Monarch butterfly is very

- (A) interested
- (B) interest
- (C) interesting
- (D) of interest

2. The cost of a thirty-second commercial on a network television station is \$300,000, for most businesses.

- (A) so much
- (B) much
- (C) very much
- (D) much too much

3. In the ocean, more salt in the deeper water

- (A) is there
- (B) it may be
- (C) there is
- (D) it is

4. Aluminum is used in construction because although it is light, it can hold up to ninety pounds of pressure per square inch without

- (A) it cracks
- (B) to crack
- (C) cracking
- (D) it will crack

5. By the second year of production, the price of a new piece of technology significantly.

- (A) will decreased
- (B) has decreased
- (C) will have decreased
- (D) will has decreased

6. If endangered species

15. Could you please tell me where

- (A) is the nearest bus stop located
- (B) the nearest bus stop is located
- (C) is located the nearest bus stop
- (D) located is the nearest bus stop

8. In office longer than any other president, Franklin Delano Roosevelt was elected four terms.

- (A) while
- (B) from
- (C) of
- (D) for

9. California, more populous state than any of its Western neighbors, has greater representation in the House.

- (A) a
- (B) it is a
- (C) that a
- (D) is a

10. pine trees bear cones.

- (A) Virtually types
- (B) All types virtually of
- (C) Virtually all types of
- (D) Types all virtually

11. How many musical notes of the 11,000 tones that human ear can distinguish in the musical scale?

- (A) it is
- (B) is it
- (C) there are
- (D) are there

12. The tendency to develop cancer, even in high-risk individuals, can be decreased the amount of fruit and vegetables in the diet.

- (A) to increase
- (B) for increase
- (C) for increasing
- (D) by increasing

13. In spite of the fact that 85 percent

saved rainforests must be protected.

- (A) are to be
- (B) be
- (C) can be
- (D) will be

7. A colony of ants is often observed
..... in cooperative activity.

- (A) engaging
- (B) to engages
- (C) engage
- (D) engages

Of all societies allow the men to take
more than one wife, most prefer monogamy
..... polygamy

- (A) than
- (B) to
- (C) for
- (D) that

14. The average spoken sentence in conversational
English takes 2,5

- (A) for to complete
- (B) completing
- (C) to complete
- (D) by completing



Final Test :

PART A:

This section tests your ability to recognize language that is appropriate for written English grammar, word order, usage, sentence structure and your understanding of an acceptable style of writing English.

1. On the average, a healthy heart..... to pump five tablespoons of blood with every beat.
(A) must
(B) ought
(C) can
(D) should
2. Only twenty years ago, most doctors agreedtruthful with their terminally ill patients, a trend that has reserved itself in modern medical practice.
(A) don't to be
(B) not to be
(C) we shouldn't been
(D) not to been
3. The New English states have had serious earthquakes since the Ice Age .
(A) none
(B) not any
(C) not
(D) no
4.orangutans live alone.
(A) Near all
(B) Almost all
(C) The all
(D) The most all
5. More murders are reportedDecember in the U.S.A than during any other month.
(A) on
(B) in
(C) at
(D) for
6. William Tory was one of the first educators interested.....a logical progression of topics in the school curriculum.
(A) in establishing
(B) for establishing
(C) establishing
(D) to establish
7. Nowadays, microwaves are used for cooking telecommunications
(A) and to diagnose medically
(B) and medical
(C) and diagnosed medically
(D) and medical diagnosis
8. The Pilgrims.....seven thousand dollars At 43 % interest to make their journey in 1620.
(A) lent
(B) borrowing
(C) to lend
(D) borrowed
9. Stained glass becomes even more beautiful when itbecause the corrosion diffuses Light.
(A) will age
(B) ages
(C) are aging
(D) aged
10. All of the sensessmell must pass through intermediate gateways to be processed.
(A) until
(B) but
(C) to
(D) for
11. Some hybrid flowers retain the fragrant scent of the non hybrid, and.....
(A) another
(B) the other
(C) some other
(D) others
12. North American Indian tribes used sign languagewith tribes that spoke a different language or dialect.
(A) to communicating
(B) to communicate
(C) for communicated
(D) for communicate
13. Adult eagles let their off spring.....nests near their original nesting area.
(A) build
(B) builds
(C) building
(D) to build
14. A cure for juvenile diabetesuntil more funds are allocated to basic research.
(A) won't develop
(B) aren't developing
(C) don't develop
(D) won't be developed

1. If the weather report calls for an 80 % probability of rain, it means there's it will pour.
- not much hope
 - very little chance
 - a good chance**
 - no chance
2. Paul in a song
- ask Art to join him
 - asked Art to join him**
 - joined Art asking
 - asked to Art to join him
3. he was only an hour late; don't be so upset.
- All after
 - Always after
 - Afterward
 - After all**
4. If you promise angry with me, I'll tell you what I broke.
- get not
 - not get
 - not to get**
 - not getting.
5. Geoffrey Chaucer occupies a place in English literature.
- most unique
 - unique**
 - least unique
 - very unique
6. When you put up the shelf, remember that nails are needed at each pressure point.
- one
 - any
 - a
 - several**
7. They always give the available seats to comes first.
- whoever
 - whom**
 - which
 - whomever
8. Our father always tended to put Katherine and on a pedestal.
- I
 - she
 - mine
 - me**
9. Pennsylvania Avenue merchants formed a group to decide on a special street sale.
- Any
 - The**
 - A
 - Its
10. My boss asked me to answer the phone, to take all messages, and some letters.
- to type
 - typing
 - type**
 - typewrite
11. We haven't seen her sister, her.
- neither, nor**
 - either or
 - neither, or
 - either nor
12. Nancy asked if she could some money for bus fare to get home.
- lend
 - loan
 - borrow**
 - get from
13. Mr. Lombardi, a football coach, always told his players that winning everything.
- is**
 - will be
 - was
 - would be
14. One of his favorite spiritual songs is « we Are Climbing ».
- Jacobs Ladder
 - Jacob Ladder
 - the Jacob's Ladder**
 - Jacob's Ladder**
15. Does Betty object to for her every night?
- your waiting**
 - that you wait
 - since you wait
 - for waiting
16. we must leave the party at exactly 9:00 we'll be late for work.
- for else
 - other
 - else**

- d. otherwise
17. *She plays the flutean expert.*
 a. like
 b. since
 c. as
 d. as if
18. *Their parents and.....went to the same church last weekend.*
 a. me
 b. I
 c. myself
 d. mine
19. *Neither my brotherever been to Texas.*
 a. or I have
 b. nor I have
 c. or me has
 d. nor me have
20. *At the bus stop..... a soldier and two young people on their way to North Carolina.*
 a. were
 b. was
 c. is
 d. sits and waits
21. *If the maid comes have her.....my shirts.*
 a. washed
 b. washing
 c. to washing
 d. wash
22. *My wife and I.....smoke, but we don't anymore.*
 a. used to
 b. are used to
 c. use to do
 d. used to do
23. *The Welfare Reform Bill was segmented and then divided.....three different subcommittees of the Congress ,*
 a. from
 b. with
 c. between
 d. among
24. *.....Ellen, Terri was the only girl who attracted any attention.*
 a. Except
 b. Unless
 c. Besides
 d. Accept
25. *The children listened to the words of their grandfather.*
 a. respectably
 b. respect fully.
 c. respectively
 d. respect
26. *I have always enjoyed of books.*
 a. the kind
 b. this kinds
 c. these kind
 d. this kind
27. *Of Mexico and Montreal, the former is.....*
 a. larger
 b. more
 c. Largest
 d. most
28. *By the time you get to Dallas tomorrow, Ifor South-east Asia.*
 a. shall have left
 b. will leave
 c. am leaving
 d. have already left
29. *In order to proceed we must agree.....a plan of action .*
 a. with
 b. on
 c. at
 d. in
30. *We had a.....good time.*
 a. real
 b. really
 c. most
 d. badly
31. *Heather was born Lima August 7,1966 3:30 in the afternoon.*
 a. at.....by.....on
 b. in.....in.....in
 c. in.....on.....at
 d. at.....at.....at
32. *Alfred has been out of work.....three days.*
 a. by
 b. since
 c. in
 d. for
33. *If he had known how to repair the toaster, he surely.....her.*
 a. would tell
 b. would have told
 c. will tell
 d. tells
34. *Is the bus station only twos blocks..... here ?*

- a. by
- b. from**
- c. to
- d. away

- a. studying**
- b. the study
- c. to study
- d. study

35. *That idiom should read: I wouldn't touch it with a.....pole.*

- a. ten-foot**
- b. ten foot
- c. ten feet
- d. foot ten

36. *If Jackie is as sick as you say, she.....see a doctor.*

- a. better
- b. had better**
- c. had rather
- d. would rather

37. *Irene..... New Hampshire in 1976 and.....in Virginia since then.*

- a. left.....worked
- b. has left.....has worked
- c. left.....has worked**
- d. has left.....worked

38. *Is it time for the game to begin.....? No, not.....?*

- a. already.....yet
- b. yet.....yet**
- c. already.....already
- d. Yet..... already

39. *Ed promised that he.....finish the work on time*

- a. will
- b. can
- c. shall
- d. would**

40. Francis has always enjoyed.....English.

41.is full tonight.

- a. Some moon
- b. Moon
- c. The moon**
- d. A moon

42.practicing with the band this week?

- a. Has been Paul
- b. Has Paul been**
- c. Has Paul
- d. Paul been

43. The committee decided to award the trophy to Rob and.....

- a. myself
- b. I
- c. my self
- d. me**

44. The detective thought the guilty party to bebecause I had the strongest motive.

- a. me
- b. I
- c. myself
- d. mine**

45. *No one objected to Harry's presiding over the condominium owners' meeting, what everyone.....objecting to was his rudeness.*

- a. were
- b. have been
- c. was**
- a. had been

1. A friend of his recommended.....in this school.
 a. him to study
 b. he studied
 c. that he study
 d. he studies
2. Q: Did you have a good trip here?
 A: If I..... I wouldn't be so tired now.
 a. had had
 b. did
 c. had
 d. would
3. No soonerthe phone rang.
 a. did I close the door when
 b. I closed the door than
 c. had I closed the door when
 d. had I closed the door than
4. Her advisor arranged.....the course for a grade of pass / fail.
 a. her to take
 b. for her to take
 c. that she takes
 d. she take
5.information was given to the passengers, and they were angry at being kept uninformed.
 a. A little
 b. A few
 c. little
 d. few
6. The.....people use fossil fuels, the better it's for the environment.
 a. fewer
 b. less
 c. few
 d. little
7. No matter what we do now, it's apparent that the population of the earth.....considerably larger by the middle of the next century.
 a. will have been
 b. will be
 c. be
 d. is
8. In none of the travel book.....a reference to this monument.
 a. I read did I find
 b. did I read I find
 c. did I read did I find
 d. I read I found
9. They.....if the weather had been better.
 a. might stay
 b. might have been stayed
 c. might had stayed
 d. might have stayed
10. A.....money was spent on the project than had been planned.
 a. great many more
 b. quite a bit
 c. great deal more
 d. a lot of
11. Q: did you have a car when you first came here?
 A: No. I wish I..... I would have seen a lot more.
 a. did
 b. had had
 c. had
 d. would have
12.their older sisters and mothers, who often had children late, many young women say they would like to raise their children first and then go to work.
 a. Whereas
 b. In contrast
 c. Despite
 d. Unlike
13. Regardless of.....Russian for years, she was unable to speak it.
 a. she studied
 b. her studying
 c. her having studied
 d. that she studied
14. His doctor said it was essential.....to take the medicine regularly.
 a. that he not forget
 b. that he don't forget
 c. that he didn't forget
 d. not forgetting
15. Q: do you have tickets to that concert?
 A: No. I wish I..... It sounds like it's going to be great.
 a. had
 b. had had

- c. *would have*
d. *did*
16. Unfortunately, she wasn't accepted to the school she wanted to go to. If she.....she would be much happier now.
a. *were*
b. *had*
c. *had been*
d. *was*
17. When I was young, I always wished that I a younger brother or sister.
a. *had had*
b. *had*
c. *have had*
d. *would have had*
18. Korean families are similar to Japanese families in regard to.....
a. *they are both traditional*
b. *the importance of tradition*
c. *the former is traditional and the latter is also*
d. *their similarities*
19. The student government made a proposal that a student.....to choose whether to take a course for a letter grade or for pass / fail.
a. *allow*
b. *allows*
c. *be allowed*
d. *is allowed*
20. If you had done what you were supposed to do, we.....in the situation we're in.
a. *wouldn't have been*
b. *wouldn't be*
c. *weren't*
d. *hadn't been*
21. She wouldn't have done what she did if she.....so intelligent.
a. *were*
b. *was*
c. *had been*
d. *would have been*
22. By the time you get here, I think he.....all of the work.
a. *will finish*
- b. *has finished*
c. *will have finished*
d. *will be finishing*
23.people signed the petition, but not enough to stop the building from being torn down.
a. *Few*
b. *Little*
c. *A few*
d. *A little*
24. If they.....a contract at the beginning, they might not be involved in this court battle.
a. *signed*
b. *would have signed*
c. *had signed*
d. *would sign*
25. Not until.....the article.....that he had won the contest.
a. *did I read.....did I realize*
b. *I read....I realized*
c. *did I read....I realized*
d. *I read....did I realize*
26. I wish they.....that noise. It's driving me crazy.
a. *had stopped*
b. *stopped*
c. *'ll stop*
d. *'d stop*
27. Q: Are you going to visit your parents?
A: I wish I.....but I have too much work to do.
a. *would be*
b. *would*
c. *were*
d. *was*
28. By the time he.....his studies, he.....here for five years.
a. *Will finish.....will have lived*
b. *will finish.....will have been lived*
c. *finishes.....will have been living*
d. *finishes.....will have lived*

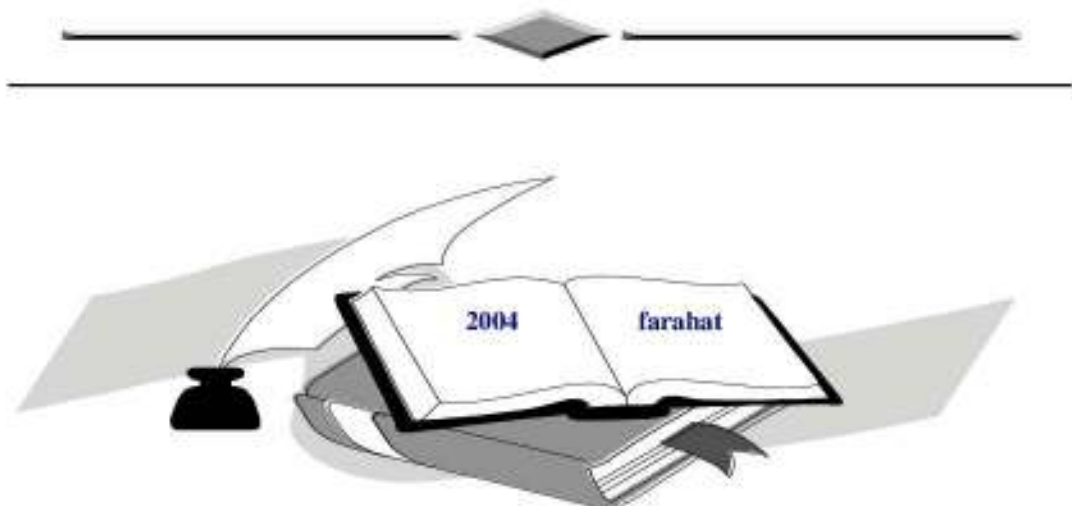
PART B :

Each problem in Part B consists of a sentence in which four words or phrases are underlined. The four underlined parts of the sentence are marked a, b, c, d. You are to identify the one underlined word or phrase that should be corrected or rewritten. Then on your answer sheet, find the number of the problem and mark your answer.

1. The part of Northfield that(a) interested them most(b) were(c) the two colleges they visited(d)
2. I want that new car but which (a) is too (b) expensive for me (c) at present (d).
3. Is Brazil largest (a) country in (b) South America in area (c) and in population (d)?
4. They (a) too (b) want there (c) names on the programs of the (d) concert.
5. Paula doesn't want (a) to attend (b) the seminar and (c) Sheila doesn't too (d) .
6. Sue always drove (a) more carefully (b) as (c) Richard when the weather was (d) bad.
7. I saw (a) the boy playing (b) in the yard (c) with the red scarf (d).
8. Now that (a) the newspaper arrived (b) we can see (c) the scores of the (d) tennis matches.
9. As far as I'm concerned (a), Wyoming is clearly (b) the more(c) beautiful state(d) in the United States.
10. Penny has (a) always (b) enjoyed looking the flowers (c) and walking (d) through the park..
11. Carson's trailer had broken (a) , so (b) he (c) and Polly stayed in a motel the whole (d) time.
12. After planning the move(a) to Connecticut for(b) months, Gene realized it(c) wasn't what he wanted(d)
13. Richie won't(a) let his sister play with his toy because (b) he is afraid if(c) she will forget(d)to return it.
14. The teller over there(a), she is the thin lady(b),is the one(c) to see to open(d) a special checking account.
15. Crying all the while(a) , she took (d) her dog to (c) the pet hospital(d).
16. Everyone who is from(a) Boston and everyone who(b) has ever been there have heard(d) of the Church.
17. The eighth month of the year(a) is august(b), so named(c) after(d) the Roman emperor Augustus.
18. My sister- in- law (a) has just recently (b) bought a red new (c) car to replace (d) her old one
19. The best times (a) to visit (b) New England are (c) in spring, summer, or in (d) fall.
20. That was me (a) whom (b) you saw (c) on (d) the train.
21. I'm tired after such (a) a long day, so (b) I think I'll (c) lay (d) down and take a nap.
22. Mom, can (a) I go (b) to the movies (c) with Sally this afternoon ? (d).
23. They rose (a) their hands above (b) their heads when the teacher asked them (c) to raise (d) them.
24. When (a) she came in (b), she immediately sat (c) the package on (d) the nearest.

25. Peter, as well (a) as his two (b) sisters Sandra and Emily, are (c) left-handed (d) .
26. Neither (a) rain nor (b) sleet nor snow keep (c) the mailman from (d) his appointed rounds.
27. Its (a) very pleasant staying (b) at this hotel; it's (c) clean, comfortable, and inexpensive (d).
28. It was me (a) at (b) the door when (c) you were taking (d) a bath.
29. If (a) her father would have lived (b) three more days he(c) would have been (d) 100 years old.
30. Living (a) as though (b) she was (c) rich, Jan bought overly (d) expensive clothes.
31. To slowly chew (a) one's (b) food is not only (c) a polite, but also (d) a healthy habit.
32. The Johnson should of (a) been here by now(b). *I can't understand what's*(c) keeping them (d).
33. Before Winnie visited (a) her granddaughter's (b) home, she sent (c) her a gift in the mail (d) .
34. In (a) 1957, Sputnik, the first man-made(b) satellite, was being launched(c) from (d) Russia.
35. When people are careful(a) to keep their(b) cars in good repair, one is(c) rewarded by good(d) service.
36. Frank and Cathy are traveling (a) in the Europe (b) now. They plan (c) to visit (d) Germany.
37. You aren't(a) the only one who(b) feels (c) that way about John; a lot of people loves (d) him.
38. We swam (a) in the Levy's pool, then brang (b) our cups to (c) the table and drank (d) coffee.
39. The results (a) of this election are more (b) difficult to predict from (c) the last one (d).
40. Sarah said she heard(a) someone(b) in the attic, but when we looked we didn't(c) find someone(d).
41. Howard Cosell, the sports announcer, says (a) he always tells (b) it like (c) it (d) is.
42. Although there are (a) approximately (b) 120 intensive language institutes in (c) the United States in 1970, there are more than three times as many now (d) .
43. Cartographers did not make an accurate map because the political situation in the area changes (a) so (b) rapidly that they were not able to draw (c) the boundaries correctly (d) .
44. Today designers are showing very(a) bright colors that were(b) shorter than(c) those (d) shown last year.
45. Everyone who (a) saw Star Wars said that it is (b) one of the best (c) science fiction movies that had ever been (d) released.
46. If there were no alternative (a) we will(b) try to get(c) enough people(d) interested to charter a bus.
47. Before he retired last April (a) , Mr. Thompson is working (b) as foreign student advisor for thirty years (c) at (d) Community College.

48. When he tried to make (a) a reservation, he found that the hotel that he wants (b) was completely (c) filled because of (d) a convention.
49. The secretary thought that she will (a) have to wait (b) until tomorrow to send the letters because the mail had already gone(c), but her boss suggested that she take(d) them to the post office.
50. Although Emily Dickinson publishes (a) only (b) three of her verses before she died, today there are (c) more than (d) one thousand of her poems printed in many important collections.
51. Between one thing and another(a), Anna does(b) not get through with(c) her term paper(d) last Friday.
52. Dew usually (a) disappeared (b) by(c) seven o'clock in the morning(d) when the sun comes up.
53. She was among the few (a) who(b) want (c) to quit smoking(d) instead of cutting down.
54. It is an accepted custom (a) for (b) guests to take (c) their gifts to the wedding reception when the couple invited (d) them to attend.
55. I thought that they are (a) arriving at the airport (b) today, but so far no one from their embassy has (c) called to confirm (d) the time.



1. GRAMMAR TERMINOLOGY

Active Voice:

The verb form that indicates that the subject of the sentence is doing the action expressed by the verb.

- Linda cooked the meal.

Adjective:

A word that describes or modifies the meaning of a noun, pronoun, or noun phrase.

- Little boys. / Hot water. / A big car...

Adverb:

A word that qualifies or describes the meaning of a verb, an adjective, or another adverb. It can tell how, where, when, how often, or to what degree.

- Softly, now, here, frequently, rapidly, slowly,....

Articles:

limiting adjectives; **The** is definite; **a** and **an** are indefinite.

- The teacher (specific and definite)
- A teacher (anyone).

Auxiliary Verb:

A verb that accompanies the main verb of a clause or a sentence and helps express its tense, mood, or voice.

- I am hungry
- Sara could not help you.

Collective nouns:

The name of a collection, group, or set of persons, places, things, etc.

- Team, jury, audience, United States,...

Colon:

A mark (:) that indicates that something, often a list, is to follow.

- The new Fords are available in the following colors : red, green, blue, etc.

Comma:

A mark(,) that indicates a short pause and a separation of ideas or elements in a phrase, clause, or sentence.

- Yes, Jane, you'll need food, clothing, and money.

Comparative:

Describing the degree of comparison of adjectives or adverbs that relates two items.

- She spoke **louder** and **more distinctly** than her brother did.

Complement:

A word or a phrase that completes the meaning of the verb in a clause or sentence. The construction of the predicate can be completed by the complement.

- She is a manager.
- This winter will be long and cold.
- He asked if he could miss practice today.

Complex sentence:

A sentence with one independent clause and one or more dependent clauses.

- When the snow melts, we will plant crops.
- We'll plant crops when the snow melts.

Compound:

Referring to two equal elements that have been joined in a sentence.

- Compound **subject**: Harry and Al own a restaurant.
- Compound **verb**: they live and work here.
- Compound **adjective**: gig red two-door car
- Compound **sentence**: she is an optometrist and he is an optician.

Conjugation:

A systematically arranged listing of all the forms of a verb corresponding to tense, voice, mood, number, person, and gender.

Conjunction:

A word that connects or joins two or more words or ideas, showing the relationship between them.

- Hassan and Zouhair are old, **but** they are lively **and** young in heart.

Conjunctive adverb:

A word that modifies the clause that it introduces and that joins two independent clauses. It functions as both adverb and a conjunction.

- Nadia didn't finish her botany course; instead, she took a job and moved to Los Angeles.

Consonant:

Any of the 26 letters of the alphabet except a, e, i, o, and u. They function as subordinates to the vowels.

Coordinate conjunction:

A conjunction that connects two equal and identically constructed parts.

- And, but, for, or, nor, yet.

Correlative conjunction:

A conjunction that connects items of equal rank and similar form that are used in pairs. It shows their reciprocal or complementary relationship.

- Neither Hassan nor Zouhair **is** here.
- Not only Hassan but also Zouhair **is** here.

Countable nouns:

Nouns that can be totaled, numbered, or counted. These nouns accept a plural form.

- A book ten books

Dependent clause:

A clause that can not stand alone as a sentence; it depends on the independent clause, it expresses an incomplete thought. Dependent clauses are introduced by words such as **that, who, since, although, because, etc.**

Direct object:

The word or phrase that directly receives the action of the verb and that answers the question **what? Who?**

- The dog bit the man. (Bit what?)

Fragment:

A word or a group of words that is not a complete sentence. A sentence fragment is usually a word, phrase, or clause that's incorrectly used or placed, thus causing confusion. In the sentence below, **crying** is a fragment since the reader does not know whether it describes SHE or FLUFFY.

- Crying, she held her kitten, fluffy

Gender:

The classification of words according to the divisions of sex: masculine, feminine, and neutral.

Hyphen:

A mark (-) that connects two parts of a word.

- De-escalate ninety-two

Imperative:

The mood of a verb that expresses a command or request. The subject of an imperative mood sentence is often **you**, understood but not written.

- Stop where you are. Wake up.

Independent clause:

A clause that can stand alone, independently, as a sentence; it expresses a complete thought.

Indicative:

The mood of a verb that indicates that the action or condition expressed by the verb is fact.

- I'm here. John drives fast.

Indirect object:

The word or phrase that indirectly receives the action of the verb and that answers the question **to whom**.

- I paid **her** the money. (paid to whom?)

Infinitive:

A verbal; a form of a verb using **to**. The infinitive is most often used as a noun, but it can serve as an adjective or adverb as well.

- To dance was her dream.
- I stayed after school to help.
- They needed permission to continue.

Interjection:

An expression of strong, sudden emotion or feeling; an exclamation.

- Wow! Woops!

Linking verbs:

A verb that connects a subject with a predicate adjective or predicate nominative. The most common linking verb is **be**; other examples include **appear, seem, look**.

- I feel good. They are runners.

Mood:

A form used to express a verb's factuality or the likelihood of the action or condition. The three moods are imperative, indicative, and subjunctive.

Negative:

Describing a word, phrase, or sentence that denies, contradicts, or negates, the opposite of affirmative.

- No, I won't go. She's not here.
- She doesn't/didn't like the show.

Nominative:

The case of a noun or pronoun that is used as a subject or predicate nominative. This case is called subjective.

Noncountable nouns:

Nouns that are abstract in quality or quantity; that is; that cannot be totaled, numbered, or counted. They don't accept a plural form.

- Coffee, love, intelligence,...

Noun:

The name of a person, place, thing, idea, quality, activity, and etc.. nouns are used as subjects, objects of verbs, objects of prepositions, or appositives.

- Man, city, screwdriver, democracy

Noun phrase:

A group of words that functions as a noun.

- The new clinic is trying to provide a viable health care delivery system.

Object:

The word or phrase that identifies the person, place, thing, etc, affected by the predicate in a clause, or that follows and is governed by a preposition.

- The man in uniform took our tickets.

Objective:

The case of a noun or pronoun that is used as the object of a verb or preposition.

- The woman in the grey suit sold me This.

Participle:

A verbal; a form of a verb used as an adjective.

- The spoken word a **singing** parrot

Passive voice:

The verb form that indicates that the subject of the sentence is receiving the action or effect that is expressed by the verb.

- The water was boiled.
- The door knob is broken.

Past participle:

The principal part of a verb that indicates past or completed action or effect. With an auxiliary, the past participle forms the perfect tenses; alone, it functions as an adjective.

- The book, written, has become a best seller.

Period:

A mark (.) That indicates a completed thought, such as at the end of a sentence or after an abbreviation. Periods used with numbers are called decimals.

- Dr. A.M. 3.142

Person:

The form of pronouns that distinguishes among the speaker (I, WE), the person or item spoken to (you), and the person or item spoken about (HE, SHE, IT, THEY). These three divisions are called 1st, 2nd, and 3rd person, respectively.

Phrase:

A group of related words without a subject or predicate. Phrases must be used in sentences, attached to other words; they cannot stand alone.

- Telling a story , at 5 o'clock, Around the corner.

Positive:

Describing the degree of adjectives and adverbs in which they are simple and not compared. Also occasionally, a synonym for affirmative, when speaking of answers, responses, and sentences.

Possessive:

The case of a noun or pronoun that indicates ownership or possession. Apostrophes are added to nouns and indefinite pronouns to show possessive case.

- Zineb's dolly - my weapon

Predicate:

The word or phrase that expresses the action or being of a subject, or that tells what a subject does. Predicates tell something about subjects. The predicate consists of a verb and any of its auxiliaries or modifiers. Many people use the word synonymously with verb.

Predicate nominative:

the completion of the thought of a linking verb through identification of the subject.

- He is a spy. Those are sheep.

Vowel:

In English 5 letters are considered as vowels (a-e-i-o-u) and two as semivowels (w-y).

Preposition:

A word that links a pronoun, noun, or noun phrase with the rest of the sentence, usually describing time, place, or relationship.

- Of, through, in, with, on, under ,in ,on, at.

Present participle:

the principle part of a verb that is usually called the progressive form. It indicates continuous or present action. With an auxiliary, it forms the progressive tenses; alone, it functions as an adjective.

- Smiling, he opened the door.
- The parking lot is over there.

Pronoun:

A word used in the place of a noun or noun phrase, usually to avoid repetition. pronouns designate nouns without naming them.

- Hassan's relatives thought **they** had more time.

Proper noun:

The actual name of a person, place, etc. Proper nouns always capitalized.

- Paul Adams - Mississippi River

Question mark:

A mark (?) That indicates an inquiry, interrogation, or direct question. It's placed At the end of a question.

- Where are we?

Quotation marks:

Marks (“ ”) that indicate the beginning and the end of someone else’s exact spoken or written words.

- She said: “ you will have to go”

Reflexive:

Referring to verbs whose objects directly and identically reflect their subjects.

- The child fed her self.
- The player injured himself.

Relative pronoun:

A pronoun that introduces a dependent clause and that refers to some antecedent.

- Stan Lee is the cartoonist whom I mentioned.

Semicolon:

A mark (;) that indicates a longer pause than a comma but a shorter pause than a period. semicolons are used between independent clauses that are not joined by coordinate conjunctions and between independent clauses that are joined by conjunctive adverbs.

- Linda lives in Bosnia; her mother lives in morocco.
- We met again today; however, we reached no agreement.

Sentence:

A group of related words with a subject and predicate that expresses a complete thought .it begins with a capital letter and ends with a period, question mark, or exclamation point

Altogether, All together:

Altogether: used when things are being completely, two words indicate-all
All together: used when things are together, the assignment, the locker room.

2. VOCABULARY TERMINOLOGY

Many pairs of words, for one reason or another, are frequently confused or misused. It may be that they look alike or sound alike, or it may be that they are similar in : Jely differing suitable contexts.

- Sue, Joe, and Ed shared the expenses among them.
- Jane and Joan shared the expenses between them.

Accept, Except:

Accept: a verb meaning “to receive something” or “to agree to something”.

Except: a preposition meaning “leaving out”.

- He was chosen to accept the gift.

Adapt, Adopt

Adapt: you adapt something when you change it or adjust it to fit or work in a new situation.

Adopt: you adopt something when you take it over completely without any change or adjustment.

- The immigrant adapted his habits to the life in USA.
- The congress adopt the proposal without modification.

Affect, Effect:

Affect: frequently used as a verb meaning “to influence”.

Effect: is most frequently used as a verb meaning “result”. (The use of effect as a verb meaning “to bring out” is rare.)

- The climate affects the life of people everywhere.
- The war had a far-reaching effect on the entire people.

Already, All ready:

Already: is an adverb of time meaning previously.

All ready: means all prepared.

- When I arrived, he had already left.
- When I arrived, I found them all ready for the meeting.

Amount, number:

Amount: used for things or ideas that cannot be counted, and is usually followed by a singular noun –money, talent, courage.

Number: is used for things that can be counted.

- I needed a large amount of money.
- I needed a large number of dollars to pay my bills.

Around, About:

Around: is correctly used to indicate direction in a circle around an object.

About: should be used when number or size is indicated.

- They walked around the house.
- There were about 50,000 fans in the stadium.

As, Like:

As: only as can introduce a clause.

Like: like cannot serve as a conjunction to introduce a clause; it is the most frequently used as a preposition meaning "similar to"

- Wrong : this cereal tastes good like a cereal should.
- Correct : this cereal tastes good as a cereal should.
- Correct : he wanted everyone to be like him.

Avenge, Revenge:

Avenge: is used where the intention is to right a wrong; there is a moral involved.

Revenge: involves inflicting punishment in return for insult of injury, thus receiving personal satisfaction.

- He set out to avenge the wrong done by his father.
- In the feud between the families the McCoys set out to revenge the death of one of their number.

Beat, Bet:

Beat: means to defeat.

Bet means to wager, or to gamble something of value, on the result of a game.

- Frank beat Jack in straight sets in their tennis match.
- I bet 5 dollars that Hassan would outrun Jack.

Beside, Besides:

Beside: means "at the side of."

Besides: means "in addition."

- He came over to sit beside me.
- There were 9 others present besides Joe.

Borrow, lend:

Borrow: means to be on the taking end of the transaction.

Lend: means to be on the giving end of transaction.

- Please let me borrow 10 dollars to you.
- I'll be glad to lend the 10 dollars to you.

Both, each:

Both: refers to two objects taken together.

Each: refers to one or more objects taken individually.

- Both my pens cost 10 dollars.
- Each of my pens cost 5 dollars.

Bring, Take:

Bring is used when the movement in the sentence is towards the speaker or the writer.

Take: is used when the movement in the sentence is away from the speaker or the writer.

- Bring the pencils to me, please!
- Take these books to the principal's office.

Can, May:

Can: indicates the knowledge or ability to do things.

May: is used when permission is sought to do something, most frequently in the form of a question.

- I can tie a slip knot.
- May I have the car tonight?

Capital, capitol:

Capital: a city where a national or state government is located.

Capitol: a building where the governing body meets.

- London is the capital of England.
- The capitol is located in Washington, D.C., the capital of the United States.

Continual, Continuous:

Continual: a repeated thing, often with stops in between.

Continuous: something that goes on without interruption.

- The game was continually interrupted by shows.
- The sun shone continuously for 8 hours.

Counsel, council:

Counsel: refers to a lawyer or a consultant who gives advice. As a verb, it means, "to give advice."

Council: is a group of people brought together to discuss and/or take action on a given matter.

- Jorge was counsel to the investigating commission.
- The city council met to discuss the problem.

Disinterested, uninterested:

Disinterested: refers to someone who has nothing to gain personally from a particular activity. He may be very much interested (concerned) in the matter.

Uninterested: someone lacking interest or concern in activities.

- The umpire was a disinterested participant in the game.
- The student was uninterested in this work of the class.

Dumb, Stupid:

Dumb: properly means not having the power of speech, as in "deaf and dumb".

Stupid: means not having normal intelligence.

- The dumb man uses sign language to communicate.
- The mute was not stupid by any means.

Emigrate, immigrate:

Emigrate: means to leave one country permanently to settle in another; one does so is an emigrant.

Immigrate: means to enter a new country to settle there; one does so is immigrant.

- The family decided to emigrate from their country.
- The persecuted family immigrated to the United States to begin a new life in freedom.

Fever, Temperature:

Fever: is an abnormally high body temperature, generally a symptom of some kinds of illness.

Temperature: is the degree of heat of a person's body. (Don't use temperature when you mean fever, "Does the patient have a fever?" everyone has a body temperature.)

- The baby ran a high fever because of the injection.
- His temperature was a normal 37° Celsius.

Fewer, less:

Fewer: is used for things that can be counted.

Less: is used for things or ideas that cannot be counted.

(Note that less is usually followed by a singular noun, fewer by a plural noun.)

- The number of accidents is fewer than we thought.
- We enjoyed less freedom this year than last.

Flaunt, Flout:

Flaunt: means to show something off boldly and conspicuously in an offensive way.

Flout: means to show scorn for something, usually an established custom or rule.

- The man flaunted his wealth by driving expensive cars.
- The man flouted tradition by walking under a ladder.

Hanged, Hung:

Hanged: a specific kind of execution that has taken place.

Hung: something that has been suspended from an object.

- The murderer was hanged.
- The picture was hung on the hook attached to the wall.

Healthy, healthful:

Healthy: refers to a condition of people.

Healthful: anything that helps to produce or maintain health.

- The doctor found the patient to be healthy.
- The doctor recommended lots of healthful exercise.

Imply, Infer:

Imply: indicates that the speaker or the writer is making a hint or suggestion.

Infer: indicates that the audience took the hint or suggestion made by the speaker, which drew a conclusion from it.

- I mean to imply that he didn't get the job done.
- I infer from your remarks that he was lazy.

In, Into:

In: is used to indicate that something is already at a place.

Into: is used to indicate that someone or something is moving from the outside to the inside of a place.

- The dog is in the living room.
- The dog dashed into the living room from the kitchen.

Latest, Last:

Latest: means the most recent in a series.

Last: means final.

- John was happy with his latest scores.
- He appeared on TV for the last time before his retirement.

Learn, Teach:

Learn: indicates that knowledge or behavior is being acquired.

Teach: indicates that knowledge or behavior is being provided.

- He tried to learn how to speak softly.
- I tried to teach him how to speak softly.

Liable, Likely:

Likely: indicates probability that something will happen.

Liable: is used in two ways. I can indicate legal responsibility; it can also indicate an undesirable possibility.

- He is likely to receive the medal.
- If you drive too quickly, you are liable to a fine.

- If you don't study, you are liable to fail the course.

Lie, Lay:

Lie: it never takes an object, it means to rest or recline. The principal parts of lie are "lie/lay/lain/lying".

Lay: always takes an object and means to put down, to place. The principal parts of lay are "lay/laid/laid/laying".

- I need to lie down.
- He will lay himself on a bed to rest.

Myself, Me:

Myself: can be used for emphasis, or it can be used as the object of an action verb with "I" as the subject.

(never use "myself" when "I" or "me" should be used.)

- I myself will attend to this matter.
- I hit myself in the hand.

(Wrong: he gave the awards to Frank and myself. /Correct: he gave the awards to Frank and me.)

(Wrong: Frank and myself will get the awards. /Correct: Frank and I will get the awards.)

Persecute, Prosecute:

Persecute: means to oppress a person or a people deliberately.

Prosecute: means to take court action against someone.

- Dictatorships persecute minority groups that oppose the government.
- The police decided to prosecute the drug dealer.

Pour, Spill:

Pour: means to cause a liquid to flow deliberately.

Spill: means to cause a liquid to flow accidentally or unintentionally.

- The hostess was embarrassed when she spilled the coffee for her guest's dress.
- The hostess poured coffee for her guests.

Practical, practicable:

Practical: refers to something that can be made to serve a useful purpose.

Practicable: refers to something that can be made to operate but that may not be practical.

- He found it practicable to extract gold from ocean.

Precede, Proceed:

Precede: means to come or go before something or someone

Proceed: means to "go on", particularly after an interruption.

- J. Carter preceded R. Reagan as president of the U.S.A
- The speaker proceeded, after being interrupted twice.

Principal, Principle:

Principal: can denote the head of a school. Or it can be used as an adjective meaning "the main" or "the most important".

Principle: may be used to indicate a law or a rule of conduct.

- The principal addressed the teachers and the parents.
- He was the principal speaker at the graduation exercises.
- We are dedicated to the principle that all men are created equal.

Quite, Quiet:

Quite: an adverb meaning “completely” or “very”.

Quiet: used only as an adjective meaning “still” or “calm”.

- He was quite angry when he lost the game.
- After his fit of temper, he became quiet.

Raise, Rise:

Raise: means to lift or bring up something or someone.

Rise: means to get up or go up; it does not take an object.

- The guard raised his rifle when he heard a sound.
- He rises in the morning when the sun rises.

Rob, Steal:

Rob: one is said to rob a person or an institution such as a bank by taking property or valuables from it.

Steal: one is said to steal an object such as personal property or valuables from someone or some institution.

- The criminal was caught while trying to rob the bank.
- The criminal tried to steal the man’s wallet.

Set, Sit:

Set: means to put something in a certain place.

Sit: means to be seated.

- The delivery boy set the packages on the kitchen floor.
- Please sit in this chair.

Stand, Stay:

Stand: you stand when you are on your feet.

Stay: you stay when you remain at a given place.

- He stood all the way home in the bus.
- He stayed at the stadium until the game was over.

Stationary, Stationery:

Stationary: means not moving or still.

Stationery: to write paper, envelopes, and other office supplies.

- The quiet animal was an excellent target for the hunter.
- John bought his notebooks at the stationery store.

✱ *I can't accept that interpretation*

LANGUAGE FUNCTIONS FOR **GROUP DISCUSSIONS...**

The following phrases should be kept handy whenever your class is involved in a group discussion. Integrate these phrases into your speech whenever practical. They will enable you to participate more fully in conversations and will allow you to do so in ways that are culturally acceptable.

1. Expressing a personal opinion

- ✱ *In my opinion / view / estimation ...*
- ✱ *The way I look at it / I see it...*
- ✱ *It seems (to me) that...*
- ✱ *It appears (to me) that...*
- ✱ *If you ask me...*
- ✱ *My conclusion / my assessment is that*
- ✱ *In my judgment...*
- ✱ *From my point of view...*
- ✱ *I have a feeling that....*
- ✱ *It's my feeling that...*
- ✱ *It's my impression that...*

2. Asking for someone's Opinion

- ✱ *What's your opinion of.....?*
- ✱ *How do you feel about.....?*
- ✱ *What do you think about.....?*
- ✱ *From your point of view.....?*
- ✱ *In your view.....?*
- ✱ *How do you assess.....?*

3. Expressing Agreement

- ✱ *You're (absolutely / definitely) right.*
- ✱ *That's what I think / how I feel / I believe.*
- ✱ *Definitely.*
- ✱ *I agree with Mr. Smith on this.*
- ✱ *I support Mr. Smith's plan because.....*
- ✱ *I can go along with that proposal.....*
- ✱ *I can buy that.*

4. Expressing Disagreement

- **Direct :**
- ✱ *I don't agree with this idea.*
- ✱ *That's not how I see it.*
- ✱ *I can't go along with this conclusion.*

✱ *I disagree with that suggestion.*

➤ Softened , more Polite:

- ✱ *I respect your opinion , but I think...*
- ✱ *I'm not sure if I agree with you completely on..*
- ✱ *I understand what you're saying , but*
- ✱ *Yes , That may be true but my feeling is that...*
- ✱ *You have a point , but I don't think that.....*

5. Soliciting agreement / disagreement

- ✱ *Does everyone agree with Mr. Parker?*
- ✱ *Do you agree with my assessment of the situation?*
- ✱ *Do you go with Mr. Harris on this point?*
- ✱ *Do you accept this view?*
- ✱ *Does anyone disagree with this idea?*
- ✱ *Can you go along with this proposed action?*
- ✱ *Mr. Lewis, we haven't heard from you yet.*

6. Expressing doubt

- ✱ *I have a hard time believing that.*
- ✱ *Are you sure about that?*
- ✱ *I have my doubts about that.*
- ✱ *I'm skeptical of that conclusion.*
- ✱ *That remains to be seen.*
- ✱ *I'm not convinced.*
- ✱ *The jury is still out on that one.*

7. Seeking clarification

- ✱ *Could you clarify that for me?*
- ✱ *Could you run that by me again?*
- ✱ *Could you add to that?*
- ✱ *Could you please elaborate?*
- ✱ *I'm not exactly sure what you mean.*
- ✱ *I don't follow you.*

8. Sharing a personal experience

- ⊛ *Let me share a personal experience...*
- ⊛ *I was on a similar situation once...*
- ⊛ *I remember a similar situation...*
- ⊛ *I faced the same problem when...*
- ⊛ *In my experience...*
- ⊛ *It's been my experience that...*
- ⊛ *Let me interject an anecdote here...*

9. Interrupting

- ⊛ *May I interrupt for a moment?*
- ⊛ *I'd like to interject a comment here.*
- ⊛ *Do you mind if I say something?*
- ⊛ *If I may, I'd like to express my viewpoint.*
- ⊛ *May I add something to that?*
- ⊛ *Can I butt in here for a moment? (informal)*

10. Keeping the floor

- ⊛ *Please allow me to continue.*
- ⊛ *Please let me finish.*
- ⊛ *Could you hold that thought for a moment?*
- ⊛ *I'd be glad to hear your side after I'm finished.*
- ⊛ *If you don't mind, I'd like to finish.*

11. Paraphrasing / restatement

- ⊛ *In other words...*
- ⊛ *To put it another way...*
- ⊛ *Let me restate that.*
- ⊛ *Let me rephrase that.*
- ⊛ *Let me put that another way.*
- ⊛ *Do you mean that...?*
- ⊛ *Are you suggesting that...?*

12. Confirming the listeners' understanding

- ⊛ *Am I asking myself clear?*
- ⊛ *(have) you got that?*
- ⊛ *Do you follow me?*
- ⊛ *Okay. Any questions?*
- ⊛ *Are you still with me?*
- ⊛ *You know?*

13. Offering suggestion

- ⊛ *I have an idea about...*
- ⊛ *May I make a suggestion?*
- ⊛ *One solution might be...*
- ⊛ *Perhaps we could...*

14. Avoiding answers

- ⊛ *I'd prefer not to discuss that.*
- ⊛ *That's a hard question for me to answer.*
- ⊛ *I feel uncomfortable answering that question.*
- ⊛ *If you don't mind, I'd rather not answer that.*
- ⊛ *I'd rather not say.*

15. Getting a conversation back on track

- ⊛ *That's an interesting point / comment / suggestion.*
- ⊛ *Let's wait, though, until we begin talking about.*
- ⊛ *How does this comment / question / relate to the topic at hand?*
- ⊛ *Let's not get sidetracked.*

16. Summarizing

- ⊛ *Let me summarize what we have covered*
- ⊛ *Let's quickly review what we've talked about so far.*
- ⊛ *Let's briefly go over what we've discussed.*
- ⊛ *In short...*
- ⊛ *To sum things up...*
- ⊛ *In summary...*

ALC VOCABULARY REVIEW . . .

<i>Words</i>	<i>Meaning</i>	<i>Translation French.</i>
Abandon	Give up for good	Abandonner
Accept	Agree to take or receive	Accepter
Accomplish	Successfully complete	Accomplir
According to	As stated or reported by someone	Selon
Accumulate	Gather together , collect , pile up	Rassembler
Acquire	Obtain , get	Obtenir
Additional	More , extra	Supplémentaire
Adjust	Regulate , change to make correct	Régler
Admire	Respect	Admirer , respecter
Advance	Go forward , improve , move ahead	<i>S'améliorer</i>
Advertisement	Commercial	Publicité
Afford	Have enough money , to be able to buy something	Pouvoir financier
A great deal	A lot of	Beaucoup
Alert	Warn , tell someone about a danger	Alerter
Alike	The same , similar	Semblable
All in all	Every thing considered	En général
All of a sudden	Quickly , suddenly , without warning	Soudainement
Alter	Change , make different	Changer
Although	Even though , however , nevertheless , in spite of	Malgré , meme si
Amount to	Add up to , total	Donner le total
Amusement	Fun , entertainment	Amusement
Apologize	<i>Say you're sorry</i>	Se pardonner
Appetite	Feeling of hunger , desire to eat	Appétit
Appreciate	Enjoy	Apprecier
Approach	Get closer to come near	<i>S'approcher</i>
Approve	Agree to , say something is OK	Approuver
Approximately	Around , about , nearly	Presque
Argue	<i>Say you're for or against something</i>	Discuter
Arrange	Organize , put in order	Arranger
Arrive	Come to a place , reach	Arriver
Artist	Person who paints pictures , sings....	Artiste
Assemble	Put together , gather	Rassembler
Assignment	job , duty , responsibility	Responsabilité
At last	Finally	Finalemnt
Attack	Start a fight with	Attaquer
Attract	Pull or draw back toward	Attirer
Available	Ready to be used , on hand	Valable
Average	Typical	Moyenne
Avoid	Keep or stay away from	Éviter
Baggage	Luggage	Baguage
Battle	A fight between armies , fighting , combat	Bataille
Be determined	<i>Decide firmly , make up one's mind</i>	Decider
Be used to + ing	Be accustomed to , have the habit of	<i>Avoir l'habitude de</i>
Behave	Conduct oneself	Se conduire
Believe so	Think so , guess so	Croire
Benefit	Help , be of aid to , be helped	<i>Dans l'interet de , de benefice</i>
Besides	Also , in addition to	En plus de
Bill	Piece of paper that tells how much money one must pay	Facturer
Blade	Sharp part of a knife or a razor	Lame
Blinking	A light going on and off	Signal
Block	Group of houses	Bloc

Boil	Water at 100°C , bubble actively	Bouillir
Boring	Dull , not interesting	Ennuyeux
Borrow	Use something that belong to someone else	Emprunte
Brave	Not afraid of danger	Courageux
Brief	Short	Brève
Bright	Shining	Brillant
Bring up	Mention , talk about	Rapporter
Broadcast	Transmit or send out a radio signal or TV signal	Transmettre
Bumpy	Rough , not smooth	Défoncée
Busy	Occupied	Occupe
Cab	Taxi	Taxi
Calm	Relaxed , not excited , at ease , still	Calme
Capacity	Amount which something holds or contains	Capacité
Career	<i>Life's work or profession</i>	Carrière
Cashier	Person who handles money in stores , banks...	Caissier
Cause	Make something happen , be the reason for	Causer
Caution	Care	Attention
Challenge	Difficult thing to do , dare	Lancer un défi
Chance	Opportunity	Chance
Change	Coins	Monnaie
Change your mind	Decide not to do something or to do something different	Changer les idées
Charge	Cost , price , rate	Prix , charge
Check out	Leave a hotel , examine something	Départ , examine
Check up	Routine , physical examination	Contrôle
Choice	selection	Choix
Choose	pick out , select	Choisir
Clear up	become clear or sunny	<i>S'éclaircir</i>
Clerk	person who works in an office , bank...	secrétaire
Climate	average weather	Climat
Climb	go up	Monter
Close to	near	Près
Cloudy	covered with clouds , overcast	Nuageux
Coins	metal money	Pièces monétaires
Collect	gather together	Rassembler
Community	group of people in the same place	Société , communauté
Complete	whole , entire	Complètement
Complicated	difficult to understand	Compliqué
Composed of	made up of	Composé de
Concentrate on	pay or give full attention to	Se concentrer
Concerning	about , in regard to	Concernant
Constantly	always , continuously	Toujours
Constitution	regulation , law	Règle , loi
Construct	build , put together	Construire
Contain	have or hold inside , keep within	Contenir
Container	something used to hold liquids , solids etc , like box or bottle	Centenaire
Continuously	constantly , all the time , without stopping	Toujours
Contract	become smaller , reduce in size	Réduire
Convenient	easy to get or to use , handy	Convenable
Convert	change	Changer
Convince	persuade	Convaincre
Cool	a little cold (opposite of warm)	Frais
Cooperate	work together , work like	Coopérer
Copy	not the original , but like the original	Photocopie
Critical	serious , important	Important
Crush	make smaller by pressing	Ecraser
Cut in	interrupt	interrompre

Damaged	broken , in bad condition	Abîmer
Data	facts , information	Information
Decrease	become smaller or less , reduce	Déminuer
Defective	faulty , not working properly , out of order , malfunction	Malfunctionner
Defend	protect yourself against an enemy	Défendre
Definitely	certainly , surely	Nettement
Delay	hold up , make someone late , postpone , put off	Reporter
Delicious	having a good taste or smell	Délicieux
Demonstrate	show someone how to do something	Démontrer
Depart	leave , go away	Partir
Department	section , part , division	Division
Depend on	rely on , count on	Conter sur
Deposit	put money in the bank	Déposer
Design	plan , arrangement of shape , color.../ drawing	Plan
Dessert	something sweet	Dessert
Destroy	damage completely , wreck	Détruire
Dime	10 cent coin	Pièce de 10 centimes
Dirty	not clean	Sale
Disagree	not agree , have different opinions	Etre en désaccord
Disassemble	take apart	Détacher
Disregard	pay no attention to , ignore	Négliger
Dissatisfied	not satisfied , not pleased , unhappy	Mécontent
Distance	how far , space between two places	Distance
Distribute	give out , hand out	Distribuer
Dizzy	head going round	Etourdi
Doubt	think something is not true , not believe , be unsure of	Doute
Dozen	group of twelve things	Douzaine
Drugstore	place to buy medicine or other things , pharmacy	Pharmacie
Education	learning , schooling	Education
Efficient	working quickly and effectively , working well	Efficace
Employ	hire , give a job	Employer
Employee	worker	Employé , ouvrier
Encounter	meet , run into	Rencontrer
Enough	sufficient , adequate	Suffisant
Entire	while , all , complete	Complètement
Escape	get away , get free	S'évader
Especially	particularly	Spécialement
Eventually	sooner or later , finally , in the end	En fin
Exactly	precisely	Précisément
Excess	too much , more than needed , extra (exceed)	Excès
Exercise	do activity with your body	Entraînement
Exhausted	worn out , very tired	Fatigué
Expect to	intend to , plan to , suppose	Supposer
Experience	skill gained by doing and seeing things	Expérience
Expert	a person who knows a lot about a subject	Expert
Explosion	loud noise , loud bang	Explosion
Extend	make longer , enlarge	Elargir
Extra	additional , more than needed	Supplémentaire
Extreme	at the farthest end of something	Extrême
Fact	true information	Réalité
Factory	place where products are made	Usine
Fare	cost , price	Prix
Fatal	causing death , resulting in death	Fatal
Favorite	one you like best	Préférer
Fever	body temperature high than normal	Fièvre
Few	not many	Peu

Fiction	not true , imaginary	Fiction
Figure	number	Numéro
Find out	get the information , learn , discover	Découvrir
Finish	complete	Finir
First aid	medical help	Premier secours
Fix	repair	Réparer
Flat tire	tire without air , puncture	Crevaison
Flexible	able to bend easily	Flexible
Fluctuate	change , vary , move up and down	Changer
Fog	clouds near the ground , thick mist	Brouillard
Follow	come or go behind	Suivre
Forcing	outside your country	Etranger
Forest	a lot of trees	Foret
Freeze	change into ice , be very cold	Congeler
Frequently	often	Fréquemment
Fresh	new , recently produced , obtained or grown	Frais
Frighten	scare , make afraid , cause fear	Effrayer
Funny	something that you like to do	Amusant
Get out of hand	become uncontrollable	Incontrôlable
Give someone a ring	call up , telephone	Téléphoner
Glad	happy , pleased	Content
Go along with	agree with	Convenir à , <i>être d'accord</i>
Gradually	little by little	Graduellement
Gripe	complain	Se plaindre
Guilty	at fault , responsible for doing a bad action	Coupable
Had better	should , ought to	Devoir , valoir mieux
Handle	control , operate	Contrôler
Have to	must	Devoir
Hazardous	dangerous	Dangereux
Healthy	not sick , well	Saint
Heavy traffic	bumper to bumper	Embouteillage
Hire	employ , give a job to someone # fire	Employer
However	but , o the other hand	Cependant
Huge	very big , large	Vaste , très grand
Humid	having a lot of water in the air	Humide
Humidity	amount of water or moisture in the air	Humidité
Hunt for	look for , search for , seek , try to find	Chercher
Hurry up	do something faster or more quickly , speed up	Se dépêcher
Hurt	injure , give pain	Faire de mal
ID card	identification card	<i>Carte d'identité</i>
Ignore	not pay attention to , disregard	Ignorer
Imaginary	not real , existing only in the mind	Imagination
Imagine so	think so , guess , believe so	Penser
Imitate	copy , act the same as	Imiter
Immediately	at once , right away	Maintenant , immédiatement
Improve	get better , make better	<i>S'améliorer , progresser</i>
In advance	early , before the time to do something	En avance
In bad shape	in poor condition	Mauvaise condition
In order to	so that , to	Afin de , pour que
Inability	lack of ability to do something	Inhabilité
Inadequate	insufficient , not enough	insuffisant
Indicate	show , point out	indiquer
Inflate	put air into , make larger #deflate	gonfler
Inspect	check , examine , look at carefully	examiner
Instantly	immediately , at once	immédiatement
Instead of	in place of , rather than	au lieu de

Interesting	keeping your attention	intéressant
Introduce	present , have one person meet another	présenter
Investigate	check out , find out the facts about	chercher la vérité
Irritate	bother , annoy , make someone angry , disturb	déranger
Jump to conclusions	decide too quickly without enough knowledge	décider sans penser
Keep an eye on	watch carefully	garde
Lake	body of water smaller than a sea or ocean	lac
Law	regulation	loi
Leaf	green part of a tree or plant	feuille
Legal	lawful , allowed by law	légal , autorise
Leisure	free time , spare time	temps libre
Lend	let somebody use something that belongs to you	prêter
Likely	probably	peut être
Lobby	large room at the entrance of a hotel , theatre	couloir
Local	of or from this area	local
Locate	find	localiser
Look at	check , examine	examine
Look forward to + ing	be eager to , be excited about	avoir envie de
Look over	review , check something again	réviser
Look up	find (in list)	chercher
lubricate	oil a machine	graisser
Main	primary , principal , most important	principal
<i>Make up one's mind</i>	decide	décider
Maximum	Largest , highest , and longest possible	maximum
Mental	In the mind	mentale
Mention	Say , talk about , bring up	mentionner
Mess up	Foul up , do something badly , do bad job	mélanger
Meteorologist	Weather man	meteorologist
Mind	Care about , object to , worry	se soucier
Minimum	Smallest , shortest , lowest possible	minimum
Minor	Not important , small	mineur
Miss the point	Not understand	ne pas comprendre
Mistake	Error	faute
Modern	Recent , new	nouveaux
Motion	Movement	mouvement
Muscles	Parts of the body which move the bones	muscles
Must	Have to	devoir
NCO	Non commissioned officer , enlisted man	sous officier
Napkin	Paper or cloth for cleaning hands or mouths	serviette
Natural	Produced by nature	naturel
Near	Close to , beside	près de
Nervous	Not at ease , tense	nerveux , énérvé
Nice	Pleasant , agreeable	agréable , plaisant
Nickel	5 cent coin	pièces de 5 centimes
Normal	usual , average	normale
Notice	see , observe	remarquer
Notify	inform , tell	informer
Obey	follow orders , do as told	obéir
Object to + ing	mind , not be in favor of	<i>s'opposer</i>
Objective	goal , aim	objectif
Obtain	get , gain possession of	obtenir
Obvious	clear , easy to see or understand	clair , évident
Occasionally	sometimes , once in a while	quelques fois
Occur	happen , take place	arriver , se de rouler
Offence	attack , attack force(opposite of defense)	froisser , attaquer
On the blink	not working , out of order , defective	défectueux

On the other hand	however , from the	<i>d'autre part, cependant</i>
One way	one direction	une seule direction
Opinion	belief , idea	opinion
Optional	up to you , not compulsory or required	optionnel
Original	first one not a copy	originale
Otherwise	or else	autrement
Ought to	should , had better	doit
Over	finish	finir
Pack	put things in containers(opposite if unpack)	emballer
Pain	suffering , ache	douleur
Pardon me	excuse me	excuse moi, pardonne moi
Party	social gathering , celebration	fête
Patient	calm , able to wait	patient
Patient	sick person	malade
Penny	one cent coin	une pièce de 1 centime
Perfect	without error or defect	parfait
Perform	accomplish a task	accomplir
Period	length of time	période
Permanent	for a long time (opposite if temporary)	permanent
Permission	authorized	permission
Pharmacy	store selling medicine	pharmacie
Physical	of the body , for the body	physique
Pick out	choose , select	choisir
Plan to	intend to	<i>avoir l'intention</i>
Pleasant	nice , enjoyable	agréable
Pleased	happy , glad	content
Plenty	lots of , a lot of	beaucoup
Point out	show	montrer
Pour	make a liquid to flow from a container	verser
Popular	liked by many people	populaire
Population	number of people in a place	population
Power	authority , strength	pouvoir
Practice	do something again and again	exercice
Precipitation	moisture from clouds like rain or snow	précipitation
Precise	exact, accurate	précis
Predict	forecast, guess the future	prédire
Prefer	like better , would rather	préférer
Prescription	paper from a doctor for a medicine	ordonnance
Preserve	maintain, keep in good condition	préserver
Previously	in the past, before now	précédemment
Primary	first chief main principal	important
Private	for your own use, not public	privé
Probably	likely	probablement
Produce	make, manufacture	produire
Products	things that are made, usually in factories	produits
Profession	job, career	profession
Professional	skilled, trained, for special work	professionnel
Promise	<i>Say that you'll do something for sure</i>	Promettre
Proper	Correct, right	Vrai, correcte
Protect	guard against or keep from harm, shield	Protéger
Public	Open to all people, known, for the use of all people	Publique
Publish	Print, announce	Publier
Purchase	Buy	Acheter
Purpose	Reason, goal, aim, objective	Le but
Quality	Goodness, degree of excellence	Qualité
Quantity	Amount	Quantité

Quiet	Silent, noiseless	Silencieux
Quite	Very, completely	Complettement
Rapid	Quick, moving with great speed	Rapide
Realize	Understand, learn	Comprendre
Really	Truly	Reellement
Reason	Cause, explanation	La raison
Reasonable	Fair, just, logical	Raisonnable
Recommend	Suggest	Recommander
Recreation	Activities done for relaxation and enjoyment	Recreation
Reduce	Decrease, make smaller or less	Reduire
Refer to	Consult, look up information in a book	Regulier
Regular	Typical, usual, normal	Regulier
Regulate	control	Regler
Relatively	Fairly, comparatively	Relativement
Relaxed	Not tense, at ease	Relaxe
Reluctant	Hesitant, unwilling	Hesitant
Repair	Fix	Reparer
Repel	Force back or push away	Posser
Replace	Take the place of	Remplacer
Represent	Stand for	Representer
Require	Need, depend on for success, order	Necessiter, demander
Reservation	Room or seat saved in advance	Reservation
Reserve	Save, keep for later, get in advance	Reserver
Respectable	Honorable, deserving admiration	Respectable
Request	Ask for	Demander
Review	Look over, study again	Reviser
Revise	Make changes or corrections, change, modify	Reviser
Right away	At once, immediately	ImmEDIATEMENT
Rip	Tear	Dechirer
Ruin to destroy	Spoil, seriously damaged, wreck	Detruire
Run	Operate a machine	Faire demarrer
Rush	Hurry, move quickly	Se depecher
Saturated	Completely wet	Mouillé
Sea port	City where ships stop, harbor town	Port
Section	Part, departement, division	Division
See about	Find out about	Savoir
Several	More than two but not many, a few	Plusieurs
Severe	Bad, serious, hard	Severe
Sharp	Not dull	Tranchant
Shatter	Break into many pieces	Briser
Should	Ought to, had better	Devoir
Shower	Light rain	Legere pluie
Similar	Alike, nearly the same	Semblable
Skip	Pass over, omit	Omettre
Slot	Small opening	Fente
Snack	Food eaten between meals	Casse-croute
So far	Until now, up to the present	<i>Jusqu'à maintenant</i>
Solution	Answer to a problem	Solution
Sore	Painful	Dououreux
Souvenir	Something that helps you remember	Souvenir
Spoil	Decay	Abimer, gater
Sports	Athletics, games	Sport
Staff	Stop(engine)	<i>S'arreter</i>
Starving	Very hungry	Famine
Stay	Not leave	Rester
Steady	Constant, not moving or changing	Stabe

Stick to	Continue doing something, not quit, stay with	<i>S'accrocher</i>
Stiff	Rigid, not moving easily	Rigide
Storm	Weather with too much wind, rain, snow, or dust	Tempete
Strange	Unfamiliar to you, unusual, surprising	Etrange
Stream	Small river	Ruisseau
Subordinate	Someone lower in rank	Subordonné
Suburb	Housing area near a city	Banlieu
Subway	Underground train	Metro
Successful	Getting or having good results	Couronné de succes
Sufficient	Adequate, enough	Suffisant
Suggest	Advise, recommend	Proposer
Suggestion	Recommendation	Recommandation
Suitable	Appropriate, correct, proper	Convenable
Sunny	Bright sky, full of sunshine, cloudless	Ensoleille
Superior	Someone higher in rank	Superieur
Support	Hold up, maintain, give aid to, assist	Aider
Suppose	Believe, think, guess	Penser
Sure	Positive, without doubt	Sure
Surprise	Something unexpected	Surprise
Surrender	Give up, stop fighting	Abandonner
Survive	Stay alive, live	Survivre, vivre
Switch off	Stop, turn off	eteindre
Tailor	Person who make clothes	Tailleur
Take off	Remove	Enlever
Technique	Method, way	Technique
Temporary	For a short time, for a limited time	Temporaire
Thermostat	Devise, used to control temperature	Thermostat
Think over	Think about, consider	Considerer
Thoroughly	Completely, extensive	Complettement
Thunderstorm	Heavy rain with lighteneing and thunder	Tonere
Tight	Not loose, fastened, held closely	Serrer
Tough	Hard, difficult, strong	Difficile
Tour	Trip	Voyage
Tourist	Person who takes trips	Touriste
Traffic	Buses, trucks, cars	Circulation
Transfer	Change, move from once to another	transferer
Transform	Change, conver	Transformer
Trip	Visit, tour, voyage	Voyage
Turn down	Reject, refuse	Refuser
Turn on	Switch on, start a machine	Allumer
Unusual	Not typical, not common, strange, abnormal	Pas normale
Vacation	Holiday, leave	Vacance
Value	Worth, cost	Valeur
Variety	Number of different things	Variété, multitude
Vary	Change, beecome different, fluctuate	Varier
Velocity	Speed	Vitesse
Vending machine	Coin operated machine that sells things	Distributeur automatique
Version	<i>One person's telling of something happened</i>	Avis
Visibility	Maximum distance at which we can see things	Visibilité
Waiter	Man who serves food in a restaurant	Seueur
Warm up	Make warm	Rechauffer
Weak	Not strong	Faible
Weapon	Arm	<i>L'arme</i>
Weigh	Determine how heavy is something	peser
Whether	If	Si
Wild	Not controlled by man, savage	Sauvage