

## How to succeed to pass the



## ECL (alcpt), TOEFL, SAT, GRE, GMAT



## as well as high level and advanced tests.




## 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.

## VERBS

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.

$$
\begin{array}{lll}
> & \text { Indicative } & : \\
\text { Subjunctive } & : & \text { Zineb exercises every day. } \\
\text { it's necessary that Zineb exercise every day. } \\
\text { it's necessary that Zineb Be on time. } \\
\text { it's necessary that Zineb Were on time. }
\end{array}
$$

## N.B:

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

It's necessary It's an obligation It's advisable It's essential It's urgent It's imperative Insist
Demand, Ask
Request, urge
Recommend
Advise, Wish
Beg, need


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



## 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

$\left.\begin{array}{ll}> & \text { Zineb } \underline{\text { is a student }} \\ > & \text { John is a student }\end{array}\right\}$ Zineb is a student and: $\quad \begin{cases}> & \text { John is too. } \\ > & \text { So is John. }\end{cases}$
$\left.\begin{array}{ll}> & \text { Zineb studies very hard } \\ > & \text { John studies very hard }\end{array}\right\}$ Zineb studies very hard: $\begin{cases}> & \text { John does too } . \\ > & \text { So does John. }\end{cases}$
$\left.\begin{array}{ll}> & \text { Zineb can help me } \\ > & \text { John } \underline{\text { can help me }}\end{array}\right\} \quad$ Zineb can help me: $\quad \begin{cases}> & \begin{array}{l}\text { John can too. } \\ >\end{array} \\ \text { So can John. }\end{cases}$


## 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)
$\rightarrow$ 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 always $\qquad$ my homework.
a. did
b. do
c. will do
d. have done
5. Before it was raining, we $\qquad$ .the 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 I
...............to 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 you $\qquad$ to hea 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 $\qquad$
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 it $\qquad$ ..so much last night, I was unable to play soccer.
a. rain
b. rains
c. rained
d. raining
14. Just as I walked outside, it $\qquad$ to rain.
a. started
b. starts
c. starting
d. is start
15. Before I mail this letter tomorrow, I $\qquad$ .it.
a. am reread
b. will reread
c. did reread
d. rereading.
16. I was sitting in my car when $\qquad$
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.
18. Al's doctor insists $\qquad$ for a few days.
(A) that he is resting
(B) his resting
(C) him to rest
(D) that he rest
19. 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
20. We wish that you $\qquad$ 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
21. Since your roommate is visiting her family on the weekend, $\qquad$ ..you like to have dinner with us tonight?
(A) Will
(B) won't
(C) do
(D) wouldn't
22. Please $\qquad$ .photocopies of documents.
(A) not to submit
(B) do not submit
(C) no submit
(D) not submit
23. I. $\qquad$ ..bacon and eggs every morning.
(A) am used to eat
(B) used to eating
(C) am used to eating
(D) used to eat
24. Frankly, I'd rather you anything about it for the time being.
(A) do
(B) didn't do
(C) don't
25. the policeman shot the suspects before they $\qquad$
a. will surrender
b. could surrender
c. surrender
d. are surrender
26. The team really looks good tonight because the coach had them $\qquad$ .every night this week.
(A) practice
(B) to practice
(C) practiced
(D) the practice
27. would you mind $\qquad$ .please?
(A) to answer the telephone
(B) answering the telephone
(C) answer the telephone
(D) to the telephone answering
28. You $\qquad$ your 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
29. If it $\qquad$ so late, we could have coffee
(A) wasn't
(B) isn't
(C) weren't
(D) not be
30. Your sister used to visit you quite often, $\qquad$
(A) didn't she
(B) doesn't she
(C) wouldn't she
(D) wouldn't
31. If Bob $\qquad$ .with us, he would have had a good time.
(A) would come
(B) would have come
(C) had come
(D) came
32. We were hurrying because we thought that the Bell
(A) had already rang
(B) has already rang
(C) had already rung
(D) didn't
(D) have already ringing
33. Since they aren't answering their telephone, they
(A) must have left
(B) should have left
(C) need have left
(D) can have left
34. 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
35. My husband lived at home before we were married, and so $\qquad$
(A) did I
(B) had I
(C) I had
(D) I did
36. Does your new secretary $\qquad$ .shorthand?
(A) know to take
(B) know how to take
(C) know how take
(D) know how taking
37. Tommy had his big brother. $\qquad$ .his
shoes for him
(A) will tie
(B) tie
(C) tied
(D) tying
38. I wish that the weather. $\qquad$ not so warm
(A) was
(B) be
(C) were
(D) is
39. His English teacher recommends that he. $\qquad$ a regular degree program.
(A) begin
(B) begins
(C) will begin
(D)is beginning
40. Let's go out for dinner, $\qquad$ ..?
41. Would you please $\qquad$ .write on the books?
(A) don't
(B) not to
(C) not
(D) to not
42. The old man asked her to move because he $\qquad$ in that chair.
(A) used to sit
(B) was used to it
(C) used to sitting
(D) was used to sitting
43. 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
44. If I $\qquad$ .the flu I would have gone with you.
(A) hadn't
(B) hadn't had
(C) didn't have
(D)wouldn't have had
45. He's taken his medicine, .?
(A) hasn't he
(B) didn't he
(C) doesn't he
(D) isn't he
46. Your mother and I are looking forward $\qquad$ you.
(A) of seeing
(B) for seeing
(C) to see
(D) to seeing
47. It is imperative that you .there in person.
(A) be
(A) will we
(B) don't we
(B) will be
(C) shall we
(C) will
(D) are we
(D) are
48. I'd $\qquad$ the operation unless it is absolutely necessary.
(A) rather not have
(B) not rather had
(C) rather not to have
(D) rather not having
49. The brakes need
(A) adjusted
(B) to adjustment
(C) to adjust
(D) adjusting
50. I wish that we $\qquad$ ..with my brother when he flies to England next week.
(A) could go
(B) had gone
(C) will go
(D) are going
51. Are you sure Miss smith $\qquad$ use the new equipment?
(A) knows to
(B) knows the
(C) knows how to
(D) knows how
52. Mary and John $\qquad$ .to 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
53. You $\qquad$ .me, because I didn't say that.
(A) must misunderstand
(B) must be misunderstanding
(C) must have misunderstood
(D) had to misunderstand
54. $\qquad$ you rather sit by the window?
(A) Don't
(B) will
(C) wouldn't
(D) won't
55. His government insisted that he until he finished his degree.
(A) should stay
(B) shall stay
(C) stayed
56. The man who was driving the truck would not admit that he had been at fault, and $\qquad$
(A) neither the other driver
(B) neither would the other driver
(C) neither had the other driver
(D) the other driver neither
57. If it $\qquad$ .rain, we'll have the party outside.
(A) wouldn't
(B) doesn't
(C) didn't
(D) won't
58. Excuse me, but it is time to have your temperature.
(A) taking
(B) to take
(C) take
(D) taken
59. Almost everyone fails $\qquad$ .the driver's test on the first try.
(A) passing
(B) to have passed
(C) to pass
(D) in passing
60. Mike had hoped $\qquad$ .his letter.
(A) her to answer
(B) that she answer
(C) that she would answer
(D) her answering
61. I think that you had better. $\qquad$ 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
62. Today's weather isn't as cold as it was yesterday ..?
(B) was it
(D) stay
(C) isn't it
(D) is it
63. After he had researched and $\qquad$ .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.
$\sqrt{ } / /$ The president, himself, told me the truth.


## Types of Pronouns:

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


| She | Her |
| :--- | :--- |
| It | It |
| We | Us |
| You | You |
| They | Them |


| Her / hers | Herself |
| :--- | :--- |
| Its / its | Itself |
| Our / ours | Ourselves |
| Your / yours | Yourselves |
| Their / theirs | 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.

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Zineb visits Linda.
\he 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 $\qquad$ .sick dog to the doctor.
a) her
b) its
c) those
d) his
2. Where is $\qquad$ book?
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 $\qquad$ ...
a) him and I
b) he and I
c) me and he
d) him and me
5. The commanding officer. $\qquad$ 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 $\qquad$ 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 car $\qquad$ I 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 gave $\qquad$ .bicycles for Christmas.
a) My brother and I
b) My brother and me
c) I and my brother
d) Me brother and I.
13. That is $\qquad$ car.
a) me
b) my
c) he
d) him
14. My father took. $\qquad$ car to the repair shop yesterday.
a) her
b) his
c) its
d) me.
15. The girls did this report all by. $\qquad$
a) herselves
b) theyselves
c) themselves
d) theirselves
16. I want to thank you for inviting my wife and.
a) I
b) me
c) we
d) he.
17. Tito was the only foreigner $\qquad$ I saw at the convention.
(A) whom
(B) which
(C) who
(D) what
18. They forgot about $\qquad$ .them to join us for lunch.
(A) us to ask
(B) us asking
(C) our asking
(D) we asking
19. Our host family always invites my roommate and $\qquad$ .to their house on Sundays.
(A) me
(B) my
(C) I
(D) mine
20. Because they usually receive the same score on standardized examination, there is often disagreement as to $\qquad$ is the better
(A) who
(B) which
(C) whom
(D) whose
21. I really appreciate $\qquad$ 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
22. Let you and $\qquad$ agree to settle our differences without involving any of the other students.
(A) I
(B) myself
(C) me
(D) my
23. If you had told us earlier $\qquad$ he was, we could have introduced him at the meeting.
(A) who
(B) which
(C) whom
(D) whoever
24. I always ask my sister and $\qquad$ for advice.
(A) her
(B) she
(C) hers
(D) herself
25. Do you know the woman $\qquad$ was hurt in the accident?
(A) which
(B) whom
(C) who
(D) whose
26. I would like to leave a message for $\qquad$ if I may
(A) they
(B) them
(C) their
(D) theirs
27. A few of $\qquad$ are planning to drive Florida during spring break.
(A) who
(B) us girls
(C) girls we
(D) girls
28. This is the woman $\qquad$ the artist said posed as a model for the painting.
(A) who
(B) whom
(C) which
(D) whose
29. Of those who took the exam with Jane and $\ldots \ldots . . . . . . .$. I am the only one who studied for it.
(A) he
(B) his
(C) him
(D) himself
30. Two of notebooks $\qquad$ Tom had lost on the bus were returned to the main desk at his dormitory.
(A) what
(B) who
(C) which
(D) whose
31. 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

## $N O U \mathrm{~N}:$

## 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:


[^0]
## Exercise I: 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 $\qquad$ .cigarettes.
a. a
b. some
c. $a n$
d. a few of
3. The teacher gives. $\qquad$ homework.
a. too much
b. many
c. lot
d. a
4. Please may I have. $\qquad$ coffee.
a. any
b. both
c. some
d. much.
5. I lost $\qquad$ .money.
a. all
b. my all
c. all of me
d. all of my
6. I want a picture of. $\qquad$ .elephants.
a. the three
b. those three
c. them three
d. this three
7. There are $\qquad$ .cars in the parking lot.
a. too much
b. some much
c. too many
d. some many
8. I bought $\qquad$ .....
a. some old
b. old
c. these old
d. an old
9. The police said they captured...........robbery suspects.
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 bought $\qquad$ .pies for the buffet.
a. a
b. one
c. an
d. several
12. Tell $\qquad$ .students 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. $\qquad$ .candy before supper.
a. too many
b. some of
c. lot
d. too much.
14. I bought $\qquad$ roses for my mother.
a. severals red beautiful
b. beautiful red several
c. beautiful several red
d. several beautiful red.
15. I like studying. $\qquad$ .kind of exercise.
a. this
b. these
c. those
d. many.
16. People in some countries don't have $\qquad$
a. same freedoms
b. those freedom
c. the freedom
d. freedom.
17. I don't like. $\qquad$ .exercises.
a. this
b. these
c. those
d. them.
18. Please go to $\qquad$ pick up your ID card.
(A) third window
(B) the window three
(C) window third
(D) the third window
19. May I have two $\qquad$ instead of beans, please?
(A) corn's ear
(B) ear of corns
(C) corn ears
(D) ears of corn
20. If you want to find good information about graduate programs in the United States, look in $\qquad$ of the College Blue Books.
(A) volume two
(B) volume second
(C) the volume two
(D) a few dollar
21. Let's buy our tickets while I still have $\qquad$ left.
(A) a few money
(B) a few dollar
(C) a few dollars
(D) few moneys
22. 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
23. I always put my best $\qquad$ ..in a safe-deposit box.
(A) jewelries
(B) jewlry's pieces
(C) pieces of jewelry
(D) piece of jewelries
24. I will need $\qquad$ 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
25. Sending $\qquad$ . 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
26. It's shame that you have $\qquad$ time in New York on the tour.
(A) so few
(B) so little
(C) a few
(D) a little
27. We haven't had $\qquad$ news from the disaster since the earthquake.
(A) many
(B) quite a few
(C) much
(D) some
28. John F. Kennedy was $\qquad$ 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
29. I'll have a cup of tea and $\qquad$
(A) two toasts
(B) two piece of toasts
(C) two piece of toast
(D) two pieces of toast
30. 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
31. The Chicago bus is parked at.
(A) the lane two
(B) the two lane
(C) lane two
(D) lane the two
32. We don't have $\qquad$ 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 sot hot 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.

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> My daughter has six years. (year = a noun ).
\ She is a six year girl. ( year = adjective of the noun girl ).
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1. She hasn't seen her family $\qquad$ three years 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
$\qquad$ to day.
(A) since
(B) before
(C) from
(D) ago
4. This drink tastes a little $\qquad$ to me.
(A) strongly
(B) so strong
(C) strong
(D) too much strong
5. I like these dishes, but $\qquad$ 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 $\qquad$ 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
$\qquad$ 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 $\qquad$ in judgement.
(A) such big mistake
9. The one in the window was $\qquad$
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 $\qquad$ the past five seasons.
(A) from
(B) for
(C) to
(D) since
11. It is $\qquad$ 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 $\qquad$
(A) sixth June
(B) six June
(C) the sixth of June
(D) the six of June
13. They listened. $\qquad$ 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. $\qquad$ 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
16. Sam usually does his work very $\qquad$ and well, but today he seemed preoccupied.
(A) careful
(B) careful manner
(C) carefully
(D) care
17. Besides being expensive, the food in the Cafeteria tastes
(A) badly
(B) too badly
(C) too much bad
(D) bad
18. $\qquad$ 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
19. We'll get $\qquad$ by train if we leave tonight. the
(A) fast enough there
(B) there fast enough
(C) there enough fast
(D) enough fast there
20. If the cab arrives you will miss your flight.
(A) lately
(B) lateness
(C) more later
(D) late
21. It was $\qquad$ 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
22. The homecoming football game will be played on $\qquad$
(A) two September
(B) the second of September
(C) September tow
(D) the tow of September
23. Could you please tell me the. $\qquad$ for Biology 457 and Chemistry610?
(A) rooms number
(B) room number
(C) room's number
(D) room numbers
24. I think it's $\qquad$ . to take a few more pictures.
(A) enough light
(B) light as enough
(C) light enough
(D) enough as light
25. Last Sunday was $\qquad$ 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
26. The conference was organized for all of
$\qquad$ in the state.
(A) mathematic teachers
(B) mathematics teachers
(C) mathematics teacher
(D) mathematic's teachers
27. It is difficult to find a $\qquad$ 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
28. I am especially glad that Bob decided to come to the party because we had not seen him
(A) since
(B) until
(C) before
(D) for
29. John and I like to watch the game on TV because we can see more $\qquad$ .than we could from a seat in the stadium.
(A) clear
(B) clearness
(C) clearly
30. Mary overslept and was $\qquad$ late that
she missed her bus.
(A) so
(B) too
(C)much
(D) very

## Comparatives:

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

The same as Alike Similar The same As +Adj + As

Different from
Like
Similar To
Not + As + Adj + As
$\mathrm{Not}+\mathrm{So}+\mathrm{Adj}+\mathrm{As}$.
> 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 vise 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 $\qquad$ coping them.
(A) I will finish
(B) I do finish
(C) I finish
(D) I be finished
2. $\qquad$ 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 $\qquad$ mine.
(A) like
(B) to
(C) as
(D) that
4. My new glasses cost me $\qquad$ 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 $\qquad$ taking our final exams.
(A) we're finish
(B) we'll finish
(C) we'd finish
(D) we finish
7. I would have paid $\qquad$ for my car if the salesman had insisted, because I really wanted it.
8. This new soap is much $\qquad$ the others that I have tried.
(A) different
(B) different that
(C) different from
(D) different that
9. Ms. Jones isn't as nice $\qquad$ 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 $\qquad$ a babysitter for our son.
(A) find
(B) found
(C) have found
(D) was found
12. They are $\qquad$ my other neighbors.
(A) more friendlier than
(B) friendly than
(C) friendly as
(D) friendlier than
13. Tuition at American university runs $\qquad$ six thousand dollars a semester.
(A) so high as
(B) as high to
(C) as high as
(D) as high than
14. $\qquad$ I get to know her, the more I like her
(A) For more
(B) More
(C) The more
(A) as much twice
(D) The most
(B) much twice
(C) twice as much
(D) times two

## 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.
$\sqrt{ } /$ Where is the post-office please ?
$\longrightarrow$ The post-office is near the hospital.

But we say:
$\left.\begin{array}{ll}\sqrt{V} & \text { I would like you to tell me..... } \\ \sqrt{V} \text { Please tell me.... } \\ \sqrt{V} \text { Please show.... } \\ \sqrt{V} \text { I wonder..... } \\ \sqrt{ } / & \text { I want to know..... }\end{array}\right\} \quad$ Where $\frac{\text { the post-office }}{\text { (Affirmative) }}$ is.
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 $\qquad$ when he gave us the assignment.
(A) what the professor says
(B) that the professor said
(C) what the professor said
(D) whish 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 $\qquad$ the bus was late.
(A) because of
(B) caused of
(C) because
(D) caused
10. $\qquad$ 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 $\qquad$ 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 $\qquad$ 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. $\qquad$ 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, $\qquad$ 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
$\qquad$ gy. ..
6. Could you please tell me where $\qquad$ ..?
(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
7. In office longer than any other president, Franklin Delano Roosevelt was elected four terms.
(A) while
(B) from
(C) of
(D) for
8. California, $\qquad$ 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
9. $\qquad$ pine trees bear cones.
(A) Virtually types
(B) All types virtually of
(C) Virtually all types of
(D) Types all virtually
10. How many musical notes of the 11,000 tones that human ear can distinguish $\ldots . . . . .$. in the musical scale?
(A) it is
(B) is it
(C) there are
(D) are there
11. 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
saved ,rainforests must be protected.
(A) are to be
(B) be
(C) can be
(D) will be
12. A colony of ants is often observed
$\qquad$ 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


## - <br> -

 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 $\qquad$ to pump
five tablespoons of blood with every beat.
(A) must
(B) ought
(C) can
(D) should
2. Only twenty years ago, most doctors agreed .........truthful 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 $\qquad$ serious earthquakes since the Ice Age.
(A) none
(B) not any
(C) not
(D) no
4. $\qquad$ .orangutans live alone.
(A) Near all
(B) Almost all
(C) The all
(D) The most all
5. More murders are reported $\qquad$ .December 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. $\qquad$ .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 $\qquad$ .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 it $\qquad$ ..because the corrosion diffuses Light.
(A) will age
(B) ages
(C) are aging
(D) aged
10. All of the senses $\qquad$ .smell 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 language $\qquad$ .with 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 diabetes $\qquad$ until more funds are allocated to basic research.
(A) won't develop
(B) aren't developing
(C) don't develop
(D) won't be developed
15. If the weather report calls for an $80 \%$ probability of rain, it means there's . it will pour.
a. not much hope
b. very little chance
c. a good chance
d. no chance
16. Paul. $\qquad$ in a song.
a. ask Art to join him
b. asked Art to join him
c. joined Art asking
d. asked to Art to join him
17. $\qquad$ he was only an hour late; don't be so upset.
a. All after
b. Always after
c. Afterward
d. After all
18. If you promise. $\qquad$ angry with me, I'll tell you what I broke.
a. get not
b. not get
c. not to get
d. not getting.
19. Geoffrey Chaucer occupies a $\qquad$ place in English literature.
a. most unique
b. unique
c. least unique
d. very unique
20. When you put up the shelf, remember that .......nails are needed at each pressure point.
a. one
b. any
c. $\quad a$
d. several
21. They always give the available seats to. $\qquad$ comes first.
a. whoever
b. whom
c. which
d. whomever
22. Our father always tended to put Katherine and $\qquad$ .on a pedestal. a. I
b. she
mine
d. me
23. 

.....................................Pennsylvania Avenue merchants formed a group to decide on a special street sale.
a. Any
b. The
c. $A$
d. Its
10. My boss asked me to answer the phone, to take all messages, and some letters.
a. to type
b. typing
c. type
d. typewrite
11. We haven't seen $\qquad$ her sister. $\qquad$ her.
a. neither. $\qquad$ nor
b. either .or
c. neither .or
d. either $\qquad$ nor
12. Nancy asked if she could. $\qquad$ some money for bus fare to get home.
a. lend
b. loan
c. borrow
d. get from
13. Mr. Lombardi, a football coach, always told his players that winning. $\qquad$ everything.
a. is
b. will be
c. was
d. would be
14. One of his favorite spiritual Songo is «we Are Climbing $\qquad$ ».
a. Jacobs Ladder
b. Jacob Ladder
c. the Jacob's Ladder
d. Jacob's Ladder
15. Does Betty object to $\qquad$ ..for her every night?
a. your waiting
b. that you wait
c. since you wait
d. for waiting
16. we must leave the party at exactly 9:00 $\qquad$ we'll be late for work.
a. for else
b. other
c. else
d. otherwise
17. She plays the flute $\qquad$ an expert.

$$
\begin{array}{ll}
\text { a. } & \text { like } \\
\text { b. } & \text { since } \\
c . & \text { as } \\
d . & \text { as if }
\end{array}
$$

18. Their parents and. $\qquad$ went to
the same church last weekend.
a. me
b. I
c. myself
d. mine
19. Neither my brother $\qquad$ .ever been to Texas.
a. or I have
b. nor I have
c. or me has
d. nor me have
20. At the bus stop. $\qquad$ 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. $\qquad$ my shirts.
a. washed
b. washing
c. to washing
d. wash
22. My wife and I. $\qquad$ .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. $\qquad$ three different subcommittees of the Congress.

$$
\begin{array}{ll}
\text { a. } & \text { from } \\
b . & \text { with } \\
c . & \text { between } \\
d . & \text { among }
\end{array}
$$

24. $\qquad$ 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 $\qquad$ of books.
a. the kind
b. this kinds
c. these kind
d. this kind
27. Of Mexico and Montreal, the former is. $\qquad$
a. larger
b. more
c. Largest
d. most
28. By the time you get to Dallas tomorrow, I ...for 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. $\qquad$ .. $a$ 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 $\qquad$ Lima $\qquad$ August 7,1966 $\qquad$ 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 $\qquad$ 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
35. That idiom should read: I wouldn't touch it with $a$ $\qquad$ ..pole.
a. ten-foot
b. ten foot
c. ten feet
d. foot ten
36. If Jackie is as sick as you say, she. $\qquad$ see a doctor.
a. better
b. had better
c. had rather
d. would rather
37. Irene. $\qquad$ New Hampshire in 1976 and $\qquad$ .in Virginia since then.
a. left $\qquad$ .worked
b. has left.......has worked
c. left............has worked
d. has left.............worked
38. Is it time for the game to begin $\qquad$
No, not $\qquad$ . yet
b. yet. t..... ................ y yet
c. already............already
d. Yet. already
39. Ed promised that he. $\qquad$ finish the work on time
a. will
b. can
c. shall
d. would
40. Francis has always
enjoyed...............English.
a. studying
b. the study
c. to study
d. study
41. 

42 $\qquad$ ..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 be ..................because 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. $\qquad$ .objecting to was his rudeness.
a. were
b. have been
c. was
a. had been

1. Afriend of his recommended $\qquad$ in this school.
a. him to study
b. he studied
c. that he study
d. he studies
2. 2: Did you have a good trip here?

A: If 7. $I$ mouldn't be sa tired nom.
a. had had
b. did
c. had
d. mould
3. No sooner $\qquad$ the phone rang.
a. did 9 close the doar when
b. I closed the door than
c. had 9 closed the door when
d. had? closed the door than
4. Her aduisar arranged.
the caurse for a grade of pass / fail.
a. her to take
b. for her to take
c. that she takes
d. she take
5. $\qquad$ information was given to the passengers. and they mere angry at being kept uninformed.
a. A little
b. A fem
c. little
d. fem
6. The, $\qquad$ .people use fossil fuels. the better it' ' for the enuiromment.
a. fewer
b. less
c. feem
d. little
7. No matter what we do now, it's apparent that the population of the earth....................cansiderably 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 ? find
b. did 9 read $?$ find
c. did 9 read did 9 find
d. I read I found
9. Theq........................... if the weather had been better.
a. might stay
b. might have been stayed
c. might had stayed
d. might have stayed
10. A $\qquad$
project than had been planned.
a. great many more
b. quite a lit
c. great deal mare
d. d. lot of
11. 2: did you have a car when you first came here? A: Na. 7 mish $7 . . . . . . . . . . . . . . . .$. . I mould have seen a lot more.
a. did
b. had had
c. had
d. would have
12.
mothers, who often had children late, many young momen say they mould like to raise their children first and then go to mork.
a. Whereas
b. In coutrast
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 fargetting
15. 2: do you have tickets to that concert?

A: Na, 1 mish $?$ $\qquad$ It sounds like it's going to be great.
a. had
b. had had
c. would have
d. did
16. Unfortumately. she masn't accepted to the schoal she manted to go to. If she. she would be much happier nou.
a. were
b. had
c. had been
d. was
17. When ? mas young. ? almays mished that? ......................... a younger brother ar sister.
a. had had
b. had
c. have had
d. would have had
18. Karean families are similar to Jakanese families
in regard to
a. they are both traditional
b. the importance of tradition
c. the former is traditional and the latter is alsa
d. their similarities
19. The student gouernment made a propasal that a student....................to choose whether to take a course for a letter grade or for pass I fail.
a. allom
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. mouldn't have been
b. mouldn't be
c. weren't
d. hadn't been
21. She wauldn't have done what she did if she. $\qquad$ sa intelligent.
a. were
b. was
c. had been
d. would have been
22. By the time you get here. ? think ke....................... all of the mark.
a. will finish
b. has finished
c. will have finished
d. will be finishing
23. $\qquad$ , peaple signed the petition. but not enough to stop the building from being torn down.
a. Fem
b. Little
c. A fean
d. A little
24. If they $\qquad$ 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. $\qquad$ that he had wan the cantest.
a. did 7 read.......did ? realize
b. I read.... I realized
c. did 7 read.... 7 realized
d. I read.... did I realize
26. I wish they. $\qquad$ that noise. It's driving me crazy.
a. had stopped
b. stopped
c. 'll stap
d. 'd stop
27. 2: Are you going to visit you parents?

A: I wish 7. ...... but 7 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 $\qquad$ . will have lived
b. will finish. ...... ....... . will have been lived
c. finishes.. $\qquad$
d. finishes. will have lived

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 $\underline{\operatorname{most}}(b)$ 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. $\quad I \underline{\text { saw }}$ (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. After planning the move( (a) to Connecticut for $(b)$ months, Gene realized it $(c)$ wasn't what he wanted (d)
12. Richie won't (a) let his sister play with his toy because (b) he is afraid $\underline{\mathrm{if}}(\mathrm{c})$ she will forget $(d)$ to return it.
13. The teller over there $(a)$, she is the thin lady $(b)$,is the one $(c)$ to see to open $(d)$ a special checking account.
14. Crying all the while $(a)$, she took $(d)$ her dog to (c) the pet hospital $(d)$.
15. Everyone who is from $(a)$ Boston and everyone who $(b)$ has ever been there have heard $(d)$ of the Church.
16. The eighth month of the year $(a)$ is august $(b)$, so named $(c)$ after $(d)$ the Roman emperor Augustus.
17. My sister- in- law (a) has just recently (b) bought a red new (c) car to replace ( $d$ ) her old one
18. The best times (a) to visit (b) New England are (c) in spring, summer, or in (d) fall.
19. That was me (a) whom (b) you saw (c) on (d) the train.
20. I'm tired after such (a) a long day, so (b) I think I'll (c) lay (d) down and take a nap.
21. Mom, can (a) I go (b) to the movies (c) with Sally this afternoon? (d).
22. They rose (a) their hands above (b) their heads when the teacher asked them (c) to raise (d) them.
23. When (a) she came in (b), she immediately sat (c) the package on (d) the nearest.
24. Peter, as well (a) as his two (b) sisters Sandra and Emily, are (c) left-handed (d) .
25. Neither (a) rain nor (b) sleet nor snow keep (c) the mailman from (d) his appointed rounds.
26. Its (a) very pleasant staying (b) at this hotel; it's (c) clean, comfortable, and inexpensive (d).
27. It was me (a) at (b) the door when (c) you were taking (d) a bath.
28. If (a) her father would have lived (b) three more days he(c) would have been (d) 100 years old.
29. Living (a) as though (b) she was (c) rich, Jan bought overly (d) expensive clothes.
30. To slowly chew (a) one's (b) food is not only (c) a polite, but also (d) a healthy habit.
31. The Johnson should of (a) been here by now(b). I can't understand what's(c) keeping them (d).
32. Before Winnie visited (a) her granddaughter's (b) home, she sent (c) her a gift in the mail (d).
33. In (a) 1957, Sputnik, the first man-made(b) satellite, was being launched (c) from (d) Russia.
34. When people are careful $(a)$ to keep their $(b)$ cars in good repair, one is $(c)$ rewarded by good(d) service.
35. Frank and Cathy are traveling (a) in the Europe (b) now. They plan (c) to visit (d) Germany.
36. You $\underline{\operatorname{aren} ' t}(a)$ the only one who (b) feels (c) that way about John; a lot of people loves (d) him.
37. We swam (a) in the Levy's pool, then brang_(b) our cups to (c) the table and drank (d) coffee.
38. The results (a) of this election are more (b) difficult to predict from (c) the last one (d).
39. Sarah said she heard $(a)$ someone $(b)$ in the attic, but when we looked we didn't $(c)$ find someone $(d)$.
40. Howard Cosell, the sports announcer, says (a) he always tells (b) it like (c) it (d) is.
41. 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 $(d)$.
42. 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).
43. Today designers are showing very $(a)$ bright colors that were $(b)$ shorter than $(c)$ those $(d)$ shown last year.
44. 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.
45. If there were no alternative $(a)$ we will $(b)$ try to get $(c)$ enough people $(d)$ interested to charter a bus.
46. Before he retired last April (a), Mr. Thompson is working (b) as foreign student advisor for thirty years (c) at (d) Community College.
47. 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.
48. 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.
49. 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.
50. Between one thing and another $(a)$, Anna does $(b)$ not get through with $(c)$ her term paper $(d)$ last Friday.
51. Dew usually $(a)$ disappeared $(b)$ by $(c)$ seven o'clock in the morning $(d)$ when the sun comes up.
52. She was among the few (a) who (b) want (c) to quit smoking (d) instead of cutting down.
53. 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.
54. 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.



## 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.

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 The teacher (specific and definite)
A teacher (anyone).
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## Auxiliary Verb:

A verb that accompanies the main verb of a clause or a sentence and helps express its tense, mood, or voice.
$>\mathrm{I}$ 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:

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 $1^{\text {st }}, 2$ nd, and $3{ }^{\text {rd }}$ 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:


Many pairs of words, for one reason or another, are frequentlv confused or misused. It may be that they look alike or sound alike, or it may be that they are similar in 1
dely differing suitable contexts.
$>$ Sue, Joe, and Ed shared the expenses among them.
$>$ Jane and Joan shared the expenses between them.

## 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.

## 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.

## 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 e 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 personnel 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 $37^{\circ}$ 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.
$>$ 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/laying".
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.

## 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.

## 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.

## 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

（n my opinion／view／estimation ．．．
The way I look at it／I see it．．．
，It seems（to me）that．．．．
．It appears（to me）that．．．
粯 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．．．．．．．．．．？
嫩 How do you feel about．．．．．．．．．．．？
蝣 What do you think about．．．．．．．．？
＊From your point of view．．．．．．．．．？
＊In your view ．．．．．．．．．．．．．．．．．．．．．．．．？
瀚 How do you assess．．．．．．．．．．．．．．．．？

## 3．Expressing Agreement

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

## 4．Expressing Disagreement

## ＞Direct：

粦 I don＇t agree with this idea．
＊That＇s not how I see it．
粦 I can＇t go along with this conclusion．
＊I disagree with that suggestion．
＞Softened，more Polite：
．I respect your opinion，but I think．．．
来 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？
制 Do you agree with my assessment of the situation？
© Do you go with Mr．Harris on this point？

＊Does anyone disagree with this idea？
＊Can you go along with this proposed action？
落 Mr．Lewis，we haven＇t heard from you yet．

## 6．Expressing doubt

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

## 7．Seeking clarification

制 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．
粦 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？
＊＇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．．．
＊o 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？
覜 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

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

## 15．Getting a conversation back on track

＊That＇s an interesting point／comment／suggestion．
沗 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．
徚 In short．．．．
洘 To sum things up．．．
＊In summary．．．．

## ALC VOCABULARY REVIEW. . .

## Translation French.

Abandon
Accept
Accomplish
According to
Accumulate
Acquire
Additional
Adjust
Admire
Advance
Advertisement
Afford
A great deal
Alert
Alike
All in all
All of a sudden
Alter
Although
Amount to
Amusement
Apologize
Appetite
Appreciate
Approach
Approve
Approximately
Argue
Arrange
Arrive
Artist
Assemble
Assignment
At last
Attack
Attract
Available
Average
Avoid
Baggage
Battle
Be determined
Be used to + ing
Behave
Believe so
Benefit
Besides
Bill
Blade
Blinking
Block

Give up for good
Agree to take or receive
Successfully complete
As stated or reported by someone
Gather together, collect, pile up
Obtain, get
More, extra
Regulate, change to make correct
Respect
Go forward, improve, move ahead
Commercial
Have enough money, to be able to buy something
A lot of
Warn, tell someone about a danger
The same , similar
Every thing considered
Quickly, suddenly, without warning
Change, make different
Even though, however, nevertheless, in spite of
Add up to , total
Fun, entertainment
Say you're sorry
Feeling of hunger, desire to eat
Enjoy
Get closer to come near
Agree to, say something is OK
Around, about, nearly
Say you're for or against something
Organize, put in order
Come to a place , reach
Person who paints pictures , sings....
Put together, gather
job, duty, responsibility
Finally
Start a fight with
Pull or draw back toward
Ready to be used, on hand
Typical
Keep or stay away from
Luggage
A fight between armies, fighting, combat
Decide firmly, make up one's mind
Be accustomed to, have the habit of
Conduct oneself
Think so , guess so
Help, be of aid to , be helped
Also, in addition to
Piece of paper that tells how much money one must pay
Sharp part of a knife or a razor
A light going on and off
Group of houses

Abandonner
Accepter
Accomplir
Selon
Rassembler
Obtenir
Suplémentaire
Régler
Admirer, réspécter
S'ameliorer
Publicité
Pouvoir financier
Beaucoup
Alerter
Semblable
En général
Soudainement
Changer
Malgré, meme si
Donner le total
Amusement
Se pardonner
Appétit
Apprecier
S'approcher
Approuver
Presque
Discuter
Arranger
Arriver
Artiste
Rassembler
Responsabilité
Finalement
Attaquer
Attirer
Valable
Moyenne
Eviter
Baguage
Bataille
Decider
Avoir l'habitude de
Se conduire
Croire
Dans l'interet de, denefice
En plus de
Facturer
Lame
Signal
Bloc

Boil
Boring
Borrow
Brave
Brief
Bright
Bring up
Broadcast
Bumpy
Busy
Cab
Calm
Capacity
Career
Cashier
Cause
Caution
Challenge
Chance
Change
Change your mind
Charge
Check out
Check up
Choice
Choose
Clear up
Clerk
Climate
Climb
Close to
Cloudy
Coins
Collect
Community
Complete
Complicated
Composed of
Concentrate on
Concerning
Constantly
Constitution
Construct
Contain
Container
Continuously
Contract
Convenient
Convert
Convince
Cool
Cooperate
Copy
Critical
Crush
Cut in

Water at $100^{\circ} \mathrm{C}$, bubble actively
Dull, not interesting
Use something that belong to someone else
Not afraid of danger
Short
Shining
Mention , talk about
Transmit or send out a radio signal or TV signal
Rough, not smooth
Occupied
Taxi
Relaxed, not excited, at ease, still
Amount which something holds or contains
Life's work or profession
Person who handles money in stores, banks...
Make something happen, be the reason for
Care
Difficult thing to do , dare
Opportunity
Coins
Decide not to do something or to do something different
Cost, price, rate
Leave a hotel, examine something
Routine , physical examination
selection
pick out, select
become clear or sunny
person who works in an office , bank....
average weather
go up
near
covered with clouds, overcast
metal money
gather together
group of people in the same place
whole, entire
difficult to understand
made up of
pay or give full attention to
about, in regard to
always, continuously
regulation, law
build, put together
have or hold inside , keep within
something used to hold liquids, solids etc, like box or bottle
constantly, all the time, without stopping
become smaller, reduce in size
easy to get or to use, handy
change
persuade
a little cold (opposite of warm)
work together, work like
not the original, but like the original
serious, important
make smaller by pressing
interrupt

## Bouillir

Ennuyeux
Empreinte
Courageux
Brève
Brillant
Rapporter
Transmettre
Défoncée
Occupe
Taxi
Calme
Capacité
Carrière
Caissier
Causer
Attention
Lancer un défi
Chance
Monnaie
Changer les idées
Prix, charge
Départ, examine
Contrôle
Choix
Choisir
S'éclaircir
secrétaire
Climat
Monter
Près
Nuageux
Pièces monétaires
Rassembler
Société, communauté
Complètement
Compliqué
Composé de
Se concentrer
Concernant
Toujours
Règle, loi
Construire
Contenir
Centenaire
Toujours
Réduire
Convenable
Changer
Convaincre
Frais
Coopérer
Photocopie
Important
Ecraser
interrompre

Damaged
Data

Decrease
Defective
Defend
Definitely
Delay
Delicious
Demonstrate
Depart
Department
Depend on
Deposit
Design
Dessert
Destroy
Dime
Dirty
Disagree
Disassemble
Disregerd
Dissatisfied
Distance
Distribute
Dizzy
Doubt
Dozen
Drugstore
Education
Efficient
Employ
Employee
Encounter
Enough
Entire
Escape
Especially
Eventually
Exactly
Excess
Exercise
Exhausted
Expect to
Experience
Expert
Explosion
Extend
Extra
Extreme
Fact
Factory
Fare
Fatal
Favorite
Fever
Few
broken, in bad condition
facts, information
become smaller or less, reduce
faulty, not working properly, out of order, malfunction
protect yourself against an enemy
certainly, surely
hold up, make someone late, postpone , put off
having a good taste or smell
show someone how to do something
leave , go away
section, part, division
rely on, count on
put money in the bank
plan , arrangement of shape , color..../drawing
something sweet
damage completely, wreck
10 cent coin
not clean
not agree, have different opinions
take apart
pay no attention to, ignore
not satisfied, not pleased, unhappy
how fat, space between two places
give out, hand out
head going round
think something is not true, not believe, be unsure of
group of twelve things
place to buy medicine or other things, pharmacy
learning, schooling
working quickly and effectively, working well
hire, give a job
worker
meet, run into
sufficient, adequate
while, all, complete
get away, get free
particularly
sooner or later, finally, in the end precisely
too much, more than needed, extra (exceed)
do activity with your body
worn out, very tired
intend to, plan to, suppose
skill gained by doing and seeing things
a person who knows a lot about a subject
loud noise, loud bang
make longer, enlarge
additional, more than needed
at the farthest end of something
true information
place where products are made
cost, price
causing death, resulting in death
one you like best
body temperature high than normal
not many

Abîmer
Information

Démineur
Malfonctioner
Défendre
Nettement
Reporter
Délicieux
Démonter
Partir
Division
Conter sur
Déposer
Plan
Dessert
Détruire
Pièce de 10 centimes
Sale
Etre en désaccord
Détacher
Négliger
Mécontent
Distance
Distribuer
Etourdi
Doute
Douzaine
Pharmacie
Education
Efficace
Employer
Employé, ouvrier
Rencontrer
Suffisant
Complètement
S'évader
Spécialement
En fin
Précisément
Excès
Entraînement
Fatigué
Supposer
Expérience
Expert
Explosion
Elargir
Supplémentaire
Extrême
Réalité
Usine
Prix
Fatal
Préférer
Fièvre
Peu

Fiction
Figure
Find out
Finish
First aid

Fix
Flat tire
Flexible
Fluctuate
Fog
Follow
Foreing
Forest
Freeze
Frequently
Fresh
Frighten
Funny
Get out of hand
Give someone a ring
Glad
Go along with
Gradually
Gripe
Guilty
Had better
Handle
Have to
Hazardous
Healthy
Heavy traffic
Hire
However
Huge
Humid
Humidity
Hunt for
Hurry up
Hurt
ID card
Ignore
Imaginary
Imagine so
Imitate
Immediately
Improve
In advance
In bad shape
In order to
Inability
Inadequate
Indicate
Inflate
Inspect
Instantly Instead of
not true, imaginary
number
get the information, learn, discover
complete
medical help
repair
tire without air, puncture
able to bend easily
change, vary, move up and down
clouds near the ground, thick mist
come or go behind
outside your country
a lot of trees
change into ice, be very cold
often
new, recently produced, obtained or grown
scare, make afraid, cause fear
something that you like to do
become uncontrollable
call up, telephone
happy, pleased
agree with
little by little
complain
at fault, responsible for doing a bad action
should, ought to
control, operate
must
dangerous
not sick, well
bumper to bumper
employ, give a job to someone \# fire
but, o the other hand
very big, large
having a lot of water in the air
amount of water or moisture in the air
look for, search for, seek, try to find
do something faster or more quickly, speed up
injure, give pain
identification card
not pay attention to, disregard
not real, existing only in the mind
think so, guess, believe so
copy, act the same as
at once, right away
get better, make better
early, before the time to do sometho, $g$
in poor condition
so that , to
lack of ability to do something
insufficient, not enough
show, point out
put air into, make larger \#deflate
check, examine , look at carefully
immediately, at once
in place of, rather than

Fiction
Numéro
Découvrir
Finir
Premier secours

## Réparer

Crevaison
Flexible
Changer
Brouillard
Suivre
Etranger
Foret
Congeler
Fréquemment
Frais
Effrayer
Amusant
Incontrôlable
Téléphoner
Content
Convenir à , être d'accord
Graduellement
Se plaindre
Coupable
Devoir, valoir mieux
Contrôler
Devoir
Dangereux
Saint
Embouteillage
Employer
Cependant
Vaste, très grand
Humide
Humidité
Chercher
Se dépêcher
Faire de mal
Carte d'identité
Ignorer
Imagination
Penser
Imiter
Maintenant , immédiatement
S'améliorer, progresser
En avance
Mauvaise condition
Afin de, pour que
Inhabilité
insuffisant
indiquer
gonfler
examiner
immédiatement
au lieu de

Interesting
Introduce
Investigate
Irritate
Jump to conclusions
Keep an eye on
Lake
Law

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

On the other hand
One way
Opinion
Optional
Original
Otherwise
Ought to
Over
Pack
Pain
Pardon me

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

Quiet
Quite
Rapid
Realize
Really
Reason
Reasonable
Recommend
Recreation
Reduce
Refer to
Regular
Regulate
Relatively

Silent, noiseless
Very, completely
Quick, moving with great speed
Understand, learn
Truly
Cause, explanation
Fair, just, logical
Suggest
Activities done for relaxation and enjoyment
Decrease, make smaller or less
Consult, look up information in a book
Typical, usual, normal
control
Fairly, comparatively

Silencieux
Completement
Rapide
Comprendre
Reéllement
La raison
Raisonnable
Recommander
Recreation
Reduire
Regulier
Regulier
Regler
Relativement

## Relaxe

Hesitant
Reparer
Posser
Remplacer
Representer
Necessiter, demander
Reservation
Reserver
Respectable
Demander
Reviser
Reviser
Immediatemnt
Dechirer
Detruire
Faire demarrer
Se depecher
Mouillé
Port
Division
Savoir
Plusieurs
Severe
Tranchant
Briser
Devoir
Legere pluie
Semblable
Omettre
Fente
Casse-croute
Jusqu'à maintenant
Solution
Douleureux
Souvenir
Abimer, gater
Sport
S'arreter
Famine
Rester
Stabe

Stick to Continue doing something, not quit, stay with
Stiff
Storm
Strange
Stream
Subordinate
Suburb
Subway
Successful
Sufficient
Suggest
Suggestion
Suitable
Sunny
Superior
Support
Suppose

Sure
Surprise
Surrender
Survive
Switch off
Tailor
Take off
Technique
Temporary
Thermostat
Think over
Thoroughly
Thunderstorm
Tight
Tough
Tour
Tourist
Traffic
Transfer
Transform
Trip
Tum down
Turn on
Unusual
Vacation
Value
Variety
Vary
Velocity
Vending machine
Version
Visibility
Waiter
Warm up
Weak
Weapon
Weigh
Whether
Wild

Rigid, not moving easily
Weather with too much wind, rain, snow, or dust
Unfamiliar to you, unusual, surprising
Small river
Someone lower in rank
Housing area near a city
Underground train
Getting or having good results
Adequate, enough
Advise, recommend
Recommendation
Appropriate, correct, propper
Bright sky, full of sunshine, cloudless
Someone hogher in rank
Hold up, maintain, give aid to, assist
Believe, think, guess

Positive, without doubt
Something unexpected
Give up, stop fighting
Stay alive, live
Stop, turn off
Person who make clothes
Remove
Method, way
For a short time, for a limited time
Devise, used to control temperature
Think about, consider
Completely, extensive
Heavy rain with lighteneing and thunder
Not loose, fastened, held closely
Hard, difficult, strong
Trip
Person who takes trips
Buses, trucks, cars
Change, move from once to another
Change, conver
Visit, tour, voyage
Reject, refuse
Switch on, start a machine
Not typical, not common, strange, abnormal
Holiday, leave
Worth, cost
Number of different things
Change, beecome different, fluctuate
Speed
Coin operated machine that sells things
One person's telling of something happened
Maximum distance at which we can see things
Man who serves food in a restaurant
Make warm
Not strong
Arm
Determine how heavy is something
If
Not controlled by man, savage

S'accrocher
Rigide
Tempete
Etrange
Ruisseau
Subordonné
Banlieu
Metro
Couronné de succes
Suffisant
Proposer
Recommandation
Convenable
Ensoleille
Superieur
Aider
Penser

## Sure

Surprise
Abondonner
Survivre, vivre
eteindre
Tailleur
Enlever
Technique
Temporaire
Thermostat
Considerer
Completement
Tonere
Serrer
Difficile
Voyage
Touriste
Circulation
transferer
Transformer
Voyage
Refuser
Allumer
Pas normale
Vacance
Valeur
Varieté, multitude
Varier
Vitesse
Distributeur automatique
Avis
Visibilité
Seveur
Rechauffer
Faible
L'arme
peser
Si
Sauvage


[^0]:    $\sqrt{ } / /$ John needs some money. He decided to ask some friends to give him few dollars.
    $\sqrt{ } \sqrt{ }$ I need plenty of money to buy a number of $\underline{T \text {-shirts } \text { and several blue Jeans. }}$

