

# FCE-CAE

USE OF ENGLISH PAPER - PART 2

## OPEN CLOZE

**NOUNS, VERBS, PREPOSITIONS, ADVERBS, CONJUNCTIONS,  
PRONOUNS, DETERMINERS, ADJECTIVES, QUANTIFIERS,  
ARTICLES , ETC.**

## MADE EASY

**BY D.MÉNDEZ** ●

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OPEN CLOZE MADE EASY

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## **WHAT IS THE “OPEN CLOZE” IN THE CAMBRIDGE EXAMS?**

The second part of the Use of English paper in the FCE , CAE & CPE Cambridge examinations is the open cloze, in which students use one word to fill each space in a short text. The required words are usually grammatical, such as pronouns, articles, prepositions, auxiliary verbs and so on.

### **The most common kinds of missing words are:**

#### **DETERMINERS**

This , That, These, Those, Which, Whose...

#### **CONJUNCTIONS & ADVERBS**

Where, What, When, How, Why, Who,

#### **ARTICLES AND QUANTIFIER**

Few, little, none , some , any , much , many, no, enough, either, neither, fewer, less,  
Both, all, nothing , something.

#### **SUBORDINATING CONJUNCTIONS**

After , although , as , as if , as long as , as though , because , before ,even if , even though ,  
even if , if , if only , in order that , now that , once , rather than , since , so that , than ,that , though , till ,  
unless , until , when , whenever , where ,whereas ,wherever ,while

#### **PRONOUNS**

I me my mine myself you your yours yourself yourselves he him his himself she  
her hers herself it its itself we us our ours ourselves they them their theirs  
themselves

#### **AUXILIARY VERBS , MODAL VERBS & OTHER VERB FORMS**

Been , can , could , do , did , done , has , had , have, may , might , must , need , ought to , seen , shall,  
should , was , were , will , would.

#### **PREPOSITIONS /PHRASAL VERBS**

At, to, on, in , with, for, of, up, down, about, along, out, into, around, through, over, after , back, across,  
off, without, away, behind, forward...

#### **RELATIVE PRONOUNS, DETERMINERS AND LINKING EXPRESSIONS**

Who , whose, whom , which, when , where, what , how, that, whom, this , that, these, those...

#### **CONTRAST LINKS**

In spite of , despite (the fact that) , although, even though, even so, however, nevertheless , but, yet ,  
whereas, while, but, notwithstanding..on the one hand...on the other hand...as opposed to, rather than, on  
the contrary , actually , really ,

#### **PURPOSE LINKS**

In order to , for, to , so as to, so that, in order that..

#### **REASON LINKS**

Due to , owing to , because of, on account of, since , in case (of) , therefore, so , consequently, seeing that,  
seeing as, consequently ,

#### **ADDITION LINKS**

Too, also, as well , as well as , not only ...but also, besides, in addition to , moreover, furthermore, what's  
more, such as , for example, for instance , apart from , except for..

#### **CONDITIONAL LINKS**

Provided (that) , unless , as long as, if , whether ..(or) , either...or, neither...nor, until, even if...

#### **VERBS**

Examples : have called the situation “a disgraceful .....**waste**....of taxpayers’ money”

I earn enough money to .....**take**....care of my needs.

My only near relative, a sister, ..**died**...three years ago. So I have no family.

# MISSING PREPOSITION

## Example 1 – Preposition at the beginning of the sentence/paragraph.

\_\_\_\_\_ this new section have been added several articles that have been published on this particular topic by British authors.

**Clue :** We need to notice the verb **added** before we decide on the word. Added is usually followed by the preposition **”to”** and this is the word we are looking for.

**“To”** this new section have been added several articles that have been published on this particular topic by British authors.

## Example 2 – Preposition in the middle of the sentence/ paragraph.

Nevertheless, there are many places that sell to the public , so if you want to indulge \_\_\_\_ a spot of shopping in London , you will probably manage to find what you want.

**Clue :** We need to notice the verb **indulge** before we decide on the word. Indulge (as a prepositional verb) is usually followed by the preposition **”in”** and this is the word we are looking for.

Nevertheless, there are many places that sell to the public , so if you want to indulge **\_IN\_** a spot of shopping in London , you will probably manage to find what you want.

## Example 3 – Preposition at the end of the sentence/paragraph.

The man she was going out \_\_\_\_\_ was a friend of her brother’s , and he is actually the one I took the picture \_\_\_\_\_.

**Clue :** In this case, we need to notice the two verbs **“indulge”** and **take** in its past tense form **“took”**, before we decide on the word. Indulge (as a prepositional verb) is usually followed by the preposition **”in”** and the expression *to take a picture* is usually followed by the preposition **“of”**.

The man she was going out **\_WITH\_** was a friend of her brother’s , and he is actually the one I took the picture **\_OF\_**\_\_\_\_\_.

# HOW TO SPOT A PREPOSITIONAL VERB

A prepositional phrase is a verb followed by a preposition.  
It takes an object, such as a noun (phrase), a pronoun or a gerund (phrase).

Prepositional Phrase = Verb + Preposition + Direct Object

Verb +	Preposition +	Direct Object
Someone knocked	at	the door
They are listening	to	music
I will look	after	him
She apologised	for	her mistake
They will benefit	from	having more free time.

The sentence order can sometimes be changed as in:

Object + preposition + Subject + verb

The man with whom I was speaking was extremely wealthy.

## Example 1

John said he would never agree \_\_\_\_\_ the new proposal and decided \_\_\_\_\_ attending the meeting. He was planning \_\_\_\_\_ complaining \_\_\_\_\_ it to the CEO.

TIP : We need to remember that we may be dealing with a prepositional verb in cases when the gap comes right after a verb and before a noun (phrase) , pronoun or gerund (phrase).

Examples:

- He insisted **ON** speaking to the manager of the shop. (gerund phrase)
- The boss looked **AT** us with a serious expression on his face. (pronoun)
- Our company caters **FOR** children with learning difficulties. (noun phrase)

John said he would never agree **WITH** the new proposal and decided **AGAINST** attending the meeting. He was planning **ON** complaining **ABOUT** it to the CEO.

# PLURAL VS SINGULAR NOUN

This is your opportunity to test your Judo skills. The tournament is open to \_\_\_\_ competitor aged sixteen to nineteen.

**Clue:** We need to notice that the noun “competitor” is in the singular form. The pronoun “All” is usually followed by a plural noun or pronoun so it doesn’t fit here. The right word would be “any” or “every” since they are usually followed by a noun in the singular form.

This is your opportunity to test your Judo skills. The tournament is open to “**any/every**” competitor aged sixteen to nineteen.

---

For example, the BLS reports that the 2012 median pay for a diesel mechanic was more than \$42,000 per year and that the total number of jobs across \_\_\_\_ industries was expected to grow by 9 percent from 2012 to 2022 — more than 21,000 additional positions.

**Clue:** We need to notice that the noun “industries” is in its plural form. The pronoun “All” is usually followed by a plural noun or pronoun so it fits here. The word “any” can be used before plural nouns, but it doesn’t fit here because “Any” is mostly used in negative and conditional sentences, as well as in questions.

For example, the BLS reports that the 2012 median pay for a diesel mechanic was more than \$42,000 per year and that the total number of jobs across **\_all\_** industries was expected to grow by 9 percent from 2012 to 2022 — more than 21,000 additional positions.

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After finishing the concert , the band usually \_\_\_\_ to \_\_\_\_ hotel rooms.

**Clue:** Band is a collective noun. Collective nouns can be either singular or plural depending on context. In this one, the first thing we need to notice is that the noun “room” is in plural : “nouns”. Therefore, It makes logical sense that the member of the band should have each their own room.

After finishing the concert, the band usually **go** to **their** hotel rooms.

# GRAMMATICAL FUNCTIONS OF PREPOSITIONS

It seems that \_\_\_\_\_ an ever-increasing number of people losing their jobs all over the country , the government will be forced to assume the social costs and take measures to try to solve the situation.

In the paragraph above with is used with the meaning of “*because of or caused by someone or something*”

It seems that **WITH** an ever-increasing number of people losing their jobs all over the country , the government will be forced to assume the social costs and take measures to try to solve the situation.

Another example would be : With John gone there is more room in the house.

---

\_\_\_\_\_ assume then that I can do everything on my own , would be unrealistic on my part.

In the paragraph above we have a “TO” infinitive as the subject of the sentence.

**TO** assume then that I can do everything on my own, would be unrealistic on my part.

Other examples would be:     **To** have lots of money is always good.  
  **To have studied** would have been better for him.  
  **To be seen** could have been dangerous.

It was believed that the ring symbolized a bond between the couple who were \_\_\_\_\_ be married.

- In the paragraph above we use “TO” as part of the formal phrase “to be to do something”

It was believed that the ring symbolized a bond between the couple who were **TO** be married.

Another example would be : The party is **TO** take place tomorrow at a night club.



# CHOICE OF CONJUNCTION

Alternative strategies for average risk individuals include annual stool tests to detect blood and flexible sigmoidoscopic exams every five years, \_\_\_\_\_ unlike colonoscopy this approach does not allow visualization and removal of polyps in the entire colon. The ACG urges you to talk to your doctor about what screening tests are right for you.

Draining gas from power equipment or cars is one way to prevent gunk and debris from forming, but it isn't always a practical solution. One alternative — add a fuel stabilizer. \_\_\_\_\_, you need to choose the right treatment to ensure maximum fuel quality. In general, ethanol-blended gasoline should be used within 30-45 days.

In the two paragraphs above there are a few conjunctions or connectors we could think of, for example : but , though , although , however.

**BUT** expresses a contrast that is unexpected in light of the first clause:

Ex : He lost his wife in a car accident, **but** he still seems able to live quite happily.

**ALTHOUGH / THOUGH** add some information that makes the previous statement less important, less strong or gives more options or adds an exception to a rule.

Ex : Although he wasn't in the mood, he still went out with his friends.

**ALTHOUGH IS USUALLY PRECEDED BUT NEVER FOLLOWED BY A COMMA.**

Unless it is actually followed by an interruption, rather than by an introductory clause:

• *Although, as John said, he won the race, He was still disappointed.*

**ALTHOUGH** can't be used to introduce an independent clause either.

X ~~He doesn't like karaoke, although he is a very good singer.~~

✓ I wanted to lift the weight by myself, although I knew it would be difficult.

**Reminder :**

***An independent clause*** is a group of words that can stand on its own as a sentence: it has a subject, a verb, and ***is a complete thought.***

A ***dependent clause*** is a group of words that also contains a subject and a verb, but ***it is not a complete thought.*** Because it is not a complete thought, a dependent clause cannot stand on its own as a sentence; it is dependent on being attached to an independent clause to form a sentence.

**HOWEVER** is an adverb and is usually used when you want to put your thoughts in two separate sentences. Ex: I don't like sandwiches. **However**, I like them when I make them. Notice that **however comes after a semi-colon (and at times, a full stop) and it is enclosed with commas.**

This is one possible solution to the problem. However, there are others. **(full stop)**

There may, however, be other reasons that we don't know about. **(commas)**

It's an odd system; however, it seems to work. **(semi-colon)**

Alternative strategies for average risk individuals include annual stool tests to detect blood and flexible sigmoidoscopic exams every five years, **although** unlike colonoscopy this approach does not allow visualization and removal of polyps in the entire colon. The ACG urges you to talk to your doctor about what screening tests are right for you.

Draining gas from power equipment or cars is one way to prevent gunk and debris from forming, but it isn't always a practical solution. One alternative — add a fuel stabilizer. **However**, you need to choose the right treatment to ensure maximum fuel quality. In general, ethanol-blended gasoline should be used within 30-45 days.

# SPOT A COMPARISON

## THAN, LESS, MORE, AS...AS

\_\_\_ able to ride out the economic crisis **than** multinational corporations with whom they co-existed , small businesses had no option but to shut down.

**Clue:** We need to notice the verb conjunction “**than**” before we decide on the word. “Than” is telling us that we are dealing with a comparison and that the word we are looking for is an adjective in its comparative form.

**Less** able to ride out the economic crisis **than** multinational corporations with whom they co-existed, small businesses had no option but to shut down.

When it comes to housing, many people say that it makes more sense to rent a house located close to your work or your children’s school \_\_\_\_\_ to buy a new one.

**Clue :** We need to notice the determiner “**more**” before we decide on the word. “More” is telling us that we are dealing with a comparison and that the word we are looking for is the conjunction “than”.

When it comes to housing, many think that it makes more sense to rent a house located close to your work or your children’s school **\_\_\_THAN\_\_\_** to buy a new one.

It is said that by the age of 30 , twice as many women \_\_\_\_\_ men are still single and live at home with their parents.

**Clue :** We need to notice the adverb “**as**” before we decide on the word. “AS” is telling us that we are dealing with a comparison and that the word we are looking for is another “**as**”. We use the structure, **[AS .....AS]** to make comparisons of things that are similar.

It is said that by the age of 30 , twice as many women **\_\_AS\_\_** men are still single and live at home with their parents.

# CONJUNCTIVE ADVERBS / ADVERBIAL CONJUNCTIONS

According , again, also , as a result, besides , consequently , finally ,for example, further, furthermore, hence , however ,in addition, indeed, in fact, in particular, instead, likewise, meanwhile, moreover, namely, nevertheless, of course, otherwise, still, that is, then, therefore, thus, etc.

## At the beginning of a sentence / After a full stop

When they are placed at the beginning of a sentence , they are separated from the rest of the sentence with a comma. In such cases, the conjunctive adverb needs a comma after it because it is a phrase appearing before an independent clause. Note the commas in the following sentences.

**Therefore**, we will have to wait.

**Still**, it seem that he will be here tomorrow.

**In other words**, if you are late again, you are fired.

**Likewise**, everybody should know how to change a tyre.

**Meanwhile**, we were sleeping.

**However**, there might we more people interested.

**Thus**, it will be easier to do.

**Above all**, we need to understand that...I can't afford to go to the concert.

**Besides**, I'm not very keen on tennis.

## Between two independent clauses

Finally, sometimes conjunctive adverbs can be used as conjunctions to link two independent clauses together. Typically, they are placed after a semicolon in this situation and are always followed by a comma. As in the following examples:

- He was really handsome; **furthermore**, he was healthy and never had a bad word to say about anybody.
- John passed the exam with flying colours; **however**, Mike failed his.
- Laura appreciated the ring; **nevertheless**, a car would have been a better gift.

When they function as adverbs, they do not need any special punctuation.

For example, consider these two sentences:

She was **accordingly** quite interested in him.

**However** hard I try , I can't manage to bench press 100kg.

Here, *accordingly* and *however* are simple adverbs. *Accordingly* modifies the adjective interested. *However* modifies the adjective hard.

# GAP AFTER A FULL STOP

Sometimes you will come across some tests in which you will notice that the gap has been placed after a full stop, as in:

The 99 percent has watched gas prices follow a perpetual climb that has left consumers wallowing at the pump. By the beginning of April, the national average was \$3.92. \_\_\_\_\_ it has since fallen about 18 cents for most regions, the west coast is still staring at billboards offering \$4.37 a gallon.

“American Pie” established the formula for raunchy, male bonding comedies in 1999. The original was a smash hit, followed by hugely successful sequels. The latest rumour is that an “American Pie 4” is in the oven at Universal Studios. \_\_\_\_\_ it’s slated to be a theatrical release, audiences will simply have to wait with hungry anticipation.

Travelling by train is a good option. \_\_\_\_\_ , it could prove to be very expensive.

The first thing we need to notice is whether we have a comma immediately after the gap or not. This will give us a clue as to what word we need to write in the gap. If there is no comma, we might need to use a coordinating or subordinating conjunction, such as although, though, while, before, after, unless, etc. Of course, it has to fit the context. On the other hand, if we have a comma after the gap we might need to use a conjunctive adverb or an adverbial conjunction, such as “However”, “Therefore”, “Nevertheless”, etc.

## **EXERCISE**

READ THE TEXT BELOW AND DECIDE WHICH WORD (**THEREFORE, BEFORE, WHILE** or **HOWEVER**) BEST FITS EACH GAP AND COMPLETE THE TEXT BELOW.

\_\_\_\_\_ I was doing my homework, he was listening to music.

\_\_\_\_\_ you go home, please make sure that everything is in order.

He is 62 years old. \_\_\_\_\_ , he still has a lot of energy.

He has lived for 10 years in England. \_\_\_\_\_ , he speaks English fluently.

\_\_\_\_\_ , (+ comma) = However, Therefore, Nevertheless, Still, Likewise, Besides, etc.  
\_\_\_\_\_ (no comma) = Although , Though , While, Before, After, Unless, etc.

# CHOICE OF MODAL VERB

Messi \_\_\_\_\_ be small – he is only five foot six inches tall , **but** he is the best footballer in the world.

Before we decide which modal verb to use , we need to spot or guess the preposition “**but**” since it will help us on our decision. In this case , we are going to use the structure “**may...but**” , which is usually used when we want to agree that something is true, but then we argue that this doesn’t affect or change what we are stating.

**Can** – expresses ability , permission , request & possibility

**Could** - expresses possibility & permission , request , suggestion

**May** – expresses possibility , permission & wish

**Might**- expresses permission , possibility , suggestion, duty,

- Messi **can** be small – choice...  
If you win you will be rewarded with a prize. It can be small or large: from a box of chocolates to a new car.
- Messi **could** be small –There is a possibility that they were small if something happened. La tribu podría ser pequeña si....
- Messi **may** be small – Even though he is small...It may be possible that...  
Puede que Messi sea pequeño.....pero..
- Messi **might** be small – Even though he were small..It might be possible  
Cabe la remota posibilidad de que Messi sea pequeño.....pero...

Messi **MAY** be small – he is only five foot six inches tall , **but** he is the best footballer in the world.

## EXERCISE

READ THE TEXTS BELOW AND DECIDE WHICH MODAL VERB (CAN, COULD, MAY, MIGHT, SHOULD, WOULD) BEST FITS EACH GAP AND COMPLETE THE TEXT BELOW.

The next morning, Shepard woke up virtually paralyzed. “I \_\_\_\_\_ not lift my body out of bed, turn my head or move my right arm,” says Shepard. Naturally, his wife at the time wanted to rush him to the emergency room straightaway.

While you \_\_\_\_\_ be inclined to tackle the stack of pesky e-mails that continue to pile up, experts say that instead of trying to get a fickle Wi-Fi connection to work while you’re en route, a better use of your time might be to rest, relax and recharge.

# USE OF QUANTIFIERS

much, many ,few , little , a lot of , plenty of, some , any...

He's bad tempered. He has very \_\_\_\_ patience.

The weather was lovely that day, and there were \_\_\_\_ people on the beach.

We need to focus on Countable (a, few, fewer, many, etc) vs Uncountable (little, less, much, etc.) quantifiers.

He's bad tempered. He has very **LITTLE** patience.

Patience is an uncountable noun.

The weather was lovely that day, and there were **\_MANY\_** people on the beach.

People is a plural noun.

The quantifier/gap may be found in the following positions:

## Before a noun:

He has very **little** *patience*.

I must go. I have **some** *homework* to do.

She finished the exam without **any** *difficulty*.

## Before an adjective

There's an improvement in **some** particular cases.

## Before a verb:

I can't see **anybody** *coming*.

I'm thirsty. I want **something** *to drink*.

## Before an adverb:

All of them will become rich, **some** *quickly*, **some** a bit more slowly.

FORMULA **ADJ + QUANTIFIER + NOUN**

Very little patience

**VERB + QUANTIFIER + NOUN**

Have some homework

**VERB + QUANTIFIER + VERB (INFINITE / GERUND/ PARTICIPLE)**

See anybody coming

**PREPOSITION + QUANTIFIER + ADJ**

In some particular

**PREPOSITION + QUANTIFIER + NOUN**

In some symptoms

**QUANTIFIER + ADVERB**

Some quickly

# CHOICE OF ADVERBS OR QUESTION WORDS

Was your wedding just as you wanted it to be? Or are there things that you would have changed? This is your opportunity to express your thoughts about \_\_\_\_\_ your ideal wedding is like.

In the previous paragraph we need to notice that the last word is “like”. That is giving us a clue on the word that we need. We have to think of the structure **“what...like”** as in “You know what she is like” or “what is the weather like?” This structure is used to talk about the appearance of things or people.

Was your wedding just as you wanted it to be? Or are there things that you would have changed? This is your opportunity to express your thoughts about **\_WHAT\_** your ideal wedding is like.

Our Voice of the Customer (VOC) questionnaire aims to get feedback from our customers about how our products perform. \_\_\_\_\_ else can we make sure that what we do is what our customers need other than by asking them?

In the previous paragraph we need to focus on the last part “ other than by asking them”. “Asking them” is a way of learning about how our products perform. It is not a person & obviously it is not a thing , so “Who” and “What” don’t work here. So the word we need has to be used to describe in what way we do something and that word is **“HOW”**.

Our Voice of the Customer (VOC) questionnaire aims to get feedback from our customers about how our products perform. **HOW** else can we make sure that what we do is what our customers need other than by asking them?

# HOW TO SPOT A “NOT”

Sometimes we will have a gap between two words, and we'll notice that the sentence makes sense without adding any other word. In such case, we will probably need to add a “NOT”.

Of course it has to make sense and fit with the context coming from previous sentences, and it also depends on the context of the sentence or sentences after the gap.

Ex: Tap water does \_\_\_\_ contain more bacteria than bottled water.

Tap water does **NOT** contain more bacteria than bottled water.

And they are \_\_\_\_ the only ones to blame for the financial crisis.

And they are **NOT** the only ones to blame for the financial crisis.

There are two things you have to realize before considering this money-making tactic. First, you must be willing to have the advertisement on your car wherever you go, but you are \_\_\_\_ permitted to take it off until the advertising term ends.

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**Clue:** We need to notice that the sometimes the adverb “NOT” will be accompanied by the preposition “BUT”, when there is a contrast between two statements, and by the conjunction “AND” when we give more reasons to support our argument.

See the following paragraphs :

Financing higher education requires saving consistently over the long term, **but** it's **NOT** impossible.

Are you attracted to a dazzling smile? Approximately one-third of American adults report first noticing a smile when meeting someone they find attractive. However, poor oral hygiene can harm **NOT** only your smile, **but** your overall health too.

The holidays may **NOT** be a popular time for birthdays, **but** they sure are a popular time for conception,

**Clue:** The adverb “NOT” will be sometimes accompanied by the coordinating conjunction “AND” in order to give more reasons to support our argument.

See the following paragraph :

Many community pools simply do \_\_\_\_ have the funds to make the mandated changes. Facilities serving under-privileged children, senior citizens, physically or mentally disabled citizens, or other facets of the community with special needs do \_\_\_\_ run on large budgets, **and** economic conditions have cut many public pools' budgets.



# EVEN THOUGH, EVEN IF, EVEN SO , EVEN WHEN

He became one of the wealthiest and more powerful men in the country. \_\_\_\_\_ , he remained humble and close to his friends.

**even so** = despite what has just been said

**even though** = although

I had a terrible headache, but **even so** I went to work. **Surprising fact (aún así)**

**Even though** I had a terrible headache, I went to work.

The reporters were in fact quite closely involved in organising the race, and Desgrange would go on to remain Tour Director from 1903 right up to 1939. **EVEN SO** , their initial design for the race changed in several important ways before the first one was run.

## IMPORTANT

These expressions are not always interchangeable; the context of the sentence will affect your choice:

“**Even though**” is used when something is always done or a fact is mentioned.

“**Even when**” is used when something is occasionally done.

“**Even if**” is used when something is rarely done or just imagined.

Even So (aún así)

“**Even so**” is very much like the word “but” or “however.”

“**Even so**” is used with surprising or unexpected results.

Examples:

- She is ugly and unfriendly. **Even so**, I like her.

(She is ugly and unfriendly, so I’m not expected to like her.)

# HOW TO SPOT A “BOTH”

- After a pronoun (I, you, he, she , we.) = “They **both** wanted to win....”
- Before an object pronoun. Both of + object pronoun (us, them, you)  
“Both of them wanted to win...”
- Before two adjectives in a row = “designed to be BOTH strong and light”

It seems amazing that toucans don't fall on their faces , so enormous are the beaks on these colourful South American birds. One large species, the Toco toucan, has an orange-yellow beak which can be to nine inches long, about a third of the bird's length but unlike its colourful exterior, the toucan's beak is ingeniously designed to be \_\_\_\_\_ strong and light and therefore extremely practical.

In the previous paragraph, we need to notice that after the gap we have two adjectives separated by the coordinating conjunction “and”. That is giving us a clue on the word that we need. When “BOTH” is placed before two adjectives, these are always separated by the conjunction “AND”.

It seems amazing that toucans don't fall on their faces , so enormous are the beaks on these colourful South American birds. One large species, the Toco toucan, has an orange-yellow beak which can be to nine inches long, about a third of the bird's length but unlike its colourful exterior, the toucan's beak is ingeniously designed to be \_\_**BOTH**\_\_ strong and light and therefore extremely practical.

- After two proper nouns = John and Mary **both** want to go to Paris.

“For a two-story foyer, use a large hanging fixture,” Wiedemer says. “A one-story foyer is going to have a nice flush or semi-flush decorative piece.”

Protzman and Rey-Barreau \_\_\_\_\_ suggest installing dimmers as well.

The previous paragraph gives us two proper nouns before the gap, which is followed by a verb. This is the clue that we need to know that, in this case, **BOTH** is the word that we have to write.

“For a two-story foyer, use a large hanging fixture,” Wiedemer says. “A one-story foyer is going to have a nice flush or semi-flush decorative piece.”

Protzman and Rey-Barreau \_\_**BOTH**\_\_ suggest installing dimmers as well.

# LINKING EXPRESSIONS WITH AS ... AS

We use as + adjective/adverb + as to make comparisons when the things we are comparing are equal in some way: The world's biggest bull is **as big as** a small elephant.

However, there are also some expressions using 'as ... as' which have another meaning.

When we want to make comparisons referring to quantity, we use **AS MUCH AS** and **AS LITTLE AS** with uncountable nouns and **AS MANY AS** and **AS FEW AS** with plural nouns:

- **AS WELL AS = TOO , ALSO**
- **AS FAR AS** only makes logical sense if followed by a complementary phrase such as I know, that goes, or that's concerned (as far as I know , As far as I'm concerned , as far as I can see..)
- **As ... as + possibility** We often use expressions of possibility or ability after as ... as:  
Can you come **AS SOON AS** possible?  
Go to **AS MANY** places **AS** you can.
- If we want to impose specific conditions or set limits on a situation, we use **AS LONG AS**. Example: You can play in the living room **AS LONG AS** you don't make a mess.

As \_\_\_\_\_ as 15 million people in the UK catch a cold each year. As \_\_\_\_\_ as doctors are concerned, the best treatment for a cold is to keep warm and drink plenty of fluids.  
As \_\_\_\_\_ as this, you should rest and make sure you keep eating properly. Some people claim that if you take vitamin C as \_\_\_\_\_ as you start feeling ill, it will reduce your symptoms.

It is safe to exercise if you have a cold as \_\_\_\_\_ as you are sensible and listen to your body. However, be careful when driving, as studies have shown that colds and flu can reduce driver concentration and reactions by as \_\_\_\_\_ as 11%.

As **MANY** as 15 million people in the UK catch a cold each year. As **FAR** as doctors are concerned, the best treatment for a cold is to keep warm and drink plenty of fluids. As **WELL** as this, you should rest and make sure you keep eating properly. Some people claim that if you take vitamin C as **SOON** as you start feeling ill, it will reduce your symptoms.

It is safe to exercise if you have a cold as **LONG** as you are sensible and listen to your body. However, be careful when driving, as studies have shown that colds and flu can reduce driver concentration and reactions by as **MUCH** as 11%.

**AS \_\_\_\_\_ AS + NOUN/PRONOUN/ DETERMINER = LONG /ADJECT/ WELL/MUCH**

Example : You can eat **as much as** you want.

**AS \_\_\_\_\_ AS + NUMBER = MUCH / MANY / LITTLE / FEW**

Example : **As few as** 10% of patients have benefited from the treatment.

**AS \_\_\_\_\_ AS + GERUND = WELL/MUCH**

Examples : He broke the window, **as well as** destroying the wall.

I enjoy going to that place almost **as much as** going to the gym

# NOTICE “NOT JUST/ONLY.....BUT ALSO.....” “NOT JUST/ONLY.....BUT.....AS WELL.”

At one time, the starting point for deciding on which words to include used to be the lexicographer’s own knowledge. These days, teams make use of a large collections of examples of (20) ..... only writing **but also** everyday speech, which is known as a corpus.

In the previous paragraph we need to notice the words “but also”.

They are giving us the clue that we need. We have to think of the structure “not only ....but also” as in “**Not only** did he turn up late , **but** he **also** forgot his books.”

The construction **not only....but (also)** is called a correlative conjunction. It used to present two related pieces of information. Both pieces of information are being presented by the writer as surprising or unexpected, with the second one being even more surprising than the first.:

At one time, the starting point for deciding on which words to include used to be the lexicographer’s own knowledge. These days, teams make use of a large collections of examples of **NOT** only writing **but also** everyday speech, which is known as a corpus.

There is simply no other place on earth quite like it. It’s not just the gorgeous setting that appeals to people, ..... also Vancouver’s wide range of sporting , cultural and entertaining facilities.

In the previous paragraph we need to notice the words “**not just**”.

They are giving us the clue that we need. We have to think of the structure “not just .but also” as in “what's important is **not just** using your brain, **but also** how you use it.”

There is simply no other place on earth quite like it. It’s **not just** the gorgeous setting that appeals to people, **but** also Vancouver’s wide range of sporting , cultural and entertaining facilities.

Greece has great diversity and a range of places and landscapes that cannot be found together anywhere else. Here, you will find something of everything. It’s like having a miniature world. I would definitely recommend Greece for a holiday; Not only is the weather lovely, but its beaches are wonderful as.....

Again in the previous paragraph we need to notice the words “not only”.

They are giving us the clue that we need. In this case we have to think of the structure “**not only ....but..... as well**”.

Greece has great diversity and a range of places and landscapes that cannot be found together anywhere else. Here, you will find something of everything. It’s like having a miniature world. I would definitely recommend Greece for a holiday; **Not only** is the weather lovely, **but** its beaches are wonderful as **WELL**.

# WHICH vs THAT

These lights, \_\_\_\_\_ are mainly visible in the Arctic region, are caused when material from the sun reaches the Earth's magnetic field.

(Non-essential clauses are introduced by which, whose, who, or whom, but you should **never use THAT to introduce them.** .

With over fifty diving centres in the area, many different types of diving are possible. At centres for complete beginners there are training courses \_\_\_\_\_ include simple dives with a qualified instructor.

.( Essential clauses can be introduced by **that, which** , *whose, who, or whom.*)

These lights, **WHICH** are mainly visible in the Arctic region, are caused when material from the sun reaches the Earth's magnetic field.

With over fifty diving centres in the area, many different types of diving are possible. At centres for complete beginners there are training courses **THAT/WHICH** include simple dives with a qualified instructor.

Important clue : **WHICH is usually preceded by a comma.**

## EXERCISE

READ THE TEXTS BELOW AND DECIDE WHICH PRONOUN (**WHICH or THAT**) BEST FITS EACH GAP AND COMPLETE THE TEXT BELOW.

There are many interesting books here , but the red one \_\_\_\_\_ is on the table belongs to Charles.

There are many interesting books here, but this one , \_\_\_\_\_ can be bought for a reasonable price , is available for purchase now.

# CHOICE OF QUANTITY PHRASE PRONOUNS

## • EACH OF WHICH vs EACH OF THEM

Thai food lies between Chinese and Indian cuisine, with influences from Burma, Cambodia and Malaysia, each of \_\_\_\_\_ has had an effect on Thailand at different stages of its history.

Each of which "which" functions as a modifier of what precedes it. In this case it modifies the countries Burma, Cambodia & Malaysia. So "each of which" usually comes after a comma.

Each of them – "them" functions as an object. It doesn't modify anything. They can be separated into two individual clauses (using a semicolon or a full stop) as shown below

Thai food lies between Chinese and Indian cuisine, with influences from Burma, Cambodia and Malaysia. Each of **THEM** has had an effect on Thailand at different stages of its history.

Thai food lies between Chinese and Indian cuisine, with influences from Burma, Cambodia and Malaysia ; each of **THEM** has had an effect on Thailand at different stages of its history

Thai food lies between Chinese and Indian cuisine, with influences from Burma, Cambodia and Malaysia, each of **WHICH** has had an effect on Thailand at different stages of its history.

## • SOME OF WHICH vs SOME OF THEM

(The same rules as above apply)

The paragraph is composed of sentences, some of \_\_\_\_\_ are nominal sentences, the others are verbal sentences.

The paragraph is composed of sentences ; some of \_\_\_\_\_ are nominal sentences, the others are verbal sentences.

All of the following quantity Phrase Pronouns fall in the same category.

many of who / many of them - most of whose  
none of who(m) / none of them / none of which  
both of which / both of them / neither of who(m) / neither of which / neither of them  
all of which / all of them / all of whom / several of which / several of them , etc....

# WHO VS WHOM

We use "who" when we are referring to the subject of a clause and "whom" when we are referring to the object of a clause. –

I	like	you
Subject	verb	object

**RULE 1 :** Always use WHOM : after a preposition at the beginning of a sentence or clause, as in these examples:

- To whom did you send the email? (Not "to who")
- My geology professor, for whom I am collecting data, is in Iceland for two weeks. (Not "for who")

Many knowledgeable persons in sales with \_\_\_\_\_ we have discussed this position agree that people do communicate their eagerness to buy by sitting on the edge of their seats.

Several persons \_\_\_\_\_ we have recorded on video tape have had this mannerism and, rather than nonverbally communicating that they wanted to interrupt, were signalling their nervousness and anxiety.

“We often pardon those \_\_\_\_\_ bore us, but never those \_\_\_\_\_ we bore.”

One of life’s most perplexing situations is confronting someone \_\_\_\_\_ we had thought was agreeable who is now belligerent.

Rocking or Swinging in Chair. An executive \_\_\_\_\_ we know rocks his chair either forward and backward or from side to side while talking on the telephone.

**RULE 2 :** Use **WHO** when you can replace it with a pronoun ( He, she, they ...)

Use **WHOM** when you can replace it with an object pronoun (him , her, them..)

# AS vs LIKE

The city is regularly picked by international travel associations  one of the world's best tourist destination. They are only confirming what the two million residents and eight million tourist visiting Greater Vancouver every single year are always saying : there is simply no other place on earth quite  it.

## **As is used to talk about job or function.**

I worked as a shop assistant for 2 years when I was a student.

He used his shoe as a hammer to hang the picture up.

In comparisons, the structure 'as adjective as' is often used.

He's not as tall as his brother

She ran as fast as she could.

In the following comparisons as is a conjunction – it's followed by a clause with a subject and a verb.

He went to Cambridge University, as his father had before him.

She's a talented writer, as most of her family are.

## **Like is used to make a comparison between two or more things or people.**

I've been working like a dog all afternoon.

None of my brothers are much like me.

She looks just like her mother.

The city is regularly picked by international travel associations **AS** one of the world's best tourist destination. They are only confirming what the two million residents and eight million tourist visiting Greater Vancouver every single year are always saying : there is simply no other place on earth quite **LIKE** it.



# SPOT A LY ENDING ADVERB

**Let's start by defining what an adverb is :** An adverb can be added to an adjective, verb, or other adverb, expressing manner, place, time, or degree (e.g. gently, here, now, most, very ) to modify its meaning. Usually, an adverb tells you when, where, how, in what manner, or to what extent an action is performed.

Many adverbs end in ly — particularly those that are used to express how an action is performed. (Really , especially, particularly, increasingly , exactly..)

Ten minutes come to an end – cue *EastEnders* closing music:

*dum...dum...dumdumdum...* Okay, so yet again not  (14) a great use of my expensive training and broad medical knowledge, but I like the intrigue.

Learning to breathe correctly can dramatically improve your wellbeing and quality of life. Most people think that poor breathing means that you don't get enough oxygen, but it's

(15) . the carbon dioxide you're missing out on.

Similarly to what is explained in point 9 about how to spot a no, when we come across a gap between two words and notice that the sentence makes sense without adding any other word. In this case we will probably need to add a ly ending adverb.

Again, it has to make sense and fit with the context coming from previous sentences.

The adverb/gap may be found in the following positions:

## After a pronoun :

I really couldn't eat any more food.

I bought **it** specifically to wear at the wedding.

## After a not :

Yet again **not** exactly a great use of my...

I **didn't** particularly want to go , but I had to

## After a verb:

But **it's** really the carbon dioxide

The journey **took** exactly three hours

## After a comma:

I love Australian **wines** , especially the white one

In the U.K. there is still work to be **done**, particularly in schools

# HOW TO SPOT A CONDITION / CONDITIONAL

While we read the text , we need to notice when we are dealing with a sentence that contains a conditional or a hidden conditional. When we think about conditionals the first think that comes to mind is an IF clause. Example : If you heat ice, it melt.

However, there will be times when we will have two sentences that show a clear contrast.

Example:

The period straight after qualifying is the single most important time in a nurse's career.  
(15)  we welcome them into the profession then, we risk losing them forever."

The period straight after qualifying is the single most important time in a nurse's career.  
We need to welcome them into the profession ,(16)  we risk losing them forever."

Regular physical activity will mean you sleep better, (17)  you don't do it too soon before going to bed – this can disrupt your sleep so leave about four hours .

In the paragraphs above we have to notice that we have two clauses, separated by a comma, that show a contrast. Therefore, we have to realize that we need to use a contrast link or a subordinate conjunctions such as otherwise , or , unless , provided , etc..

The period straight after qualifying is the single most important time in a nurse's career.  
(15) **UNLESS** we welcome them into the profession then, we risk losing them forever."

The period straight after qualifying is the single most important time in a nurse's career.  
We need to welcome them into the profession ,(16) **OTHERWISE/ OR** we risk losing them forever."

Regular physical activity will mean you sleep better, (17) **PROVIDED** you don't do it too soon before going to bed – this can disrupt your sleep so leave about four hours .

# BUT VS ALTHOUGH

The adverbial “although” means the same thing as “despite the fact that”. We use “although” at the beginning of a clause which contains information that contrasts in an unexpected or surprising way with information in another clause. For example:

Although it was raining, we went for a walk.

If it is raining, it is surprising that we went for a walk. The walk happened despite the rain. You can also feel that first it was raining, then we went for the walk. We cannot say this:

Although we went for a walk, it was raining.

If we went for a walk, it wasn't surprising that it was raining. We probably already knew it was raining. The rain did not happen because of the walk. The rain was not an unexpected result of the walk.

Now let's try but:

It was raining, but we went for a walk.

The coordinating conjunction “but” emphasizes the joining of two contrasting ideas. In the above sentence, you can feel that the two ideas contrast with each other. As a result, you can flip the sentence around.

We went for a walk, but it was raining.

You can add “but” to either of the clauses, but you can't add “although” to either of the clauses. The coordinating conjunction “but” joins together two equally contrasting ideas. The adverbial “although” does not join together two equal ideas – one of the ideas is an unexpected result of the other clause.

The-, 'OK' meaning is common to all English-speaking countries and, (8).....its meaning is fast spreading across Europe and Asia, it has other origins and meanings in certain places.

I try to be like that in my martial arts, (6)..... in my movie career I can not be like that or I will get lost in the crowd,” said Jean Claude.

**BUT = TWO EQUALLY CONTRASTING IDEAS**

**ALTHOUGH = ONE IDEA IS AN UNEXPECTED RESULT OF THE OTHER CLAUSE.**

# PARALLEL STRUCTURE “AND” / “OR”

Parallel structure means using the same pattern of words to show that two or more ideas have the same level of importance. This can happen at the word, phrase, or clause level. The usual way to join parallel structures is with the use of coordinating conjunctions such as "AND" or "OR."

## \_\_\_\_\_ AND \_\_\_\_\_

Yola's award-winning Sitebuilder is fast, free, flexible and \_\_\_\_\_ it easy to create a professional-looking website without third-party advertisements!

Yola's award-winning Sitebuilder is fast, free, flexible and...

Is = verb / fast, free, flexible = adjectives

So after **and** we need either a verb or an adjective

... and **makes** it easy to create a professional-looking website without third-party...

makes = verb

Some people filed through its cavernous main hall to answer questions and \_\_\_\_\_ in the forms in whatever halting English they possessed.

...to answer questions and... / answers = verb / questions = noun

So after **and** we need either a verb or a noun.

...to answer questions and **fill** in the forms in whatever halting English they possessed.

Fill in = phrasal verb

## \_\_\_\_\_ OR \_\_\_\_\_

Low maintenance doesn't mean low energy. Cats are typically selected because, unlike dogs, they don't have to be walked around in the neighbourhood or \_\_\_\_\_ outside, and can be left alone for hours at a time.

... they don't have to be walked or ... / walked = verb / neighbourhood = noun

So after **or** we need either a verb or a noun.

Low maintenance doesn't mean low energy. Cats are typically selected because, unlike dogs, they don't have to be walked around in the neighbourhood or **TAKEN** outside, and can be left alone for hours at a time.

If you don't socialize with your colleagues or \_\_\_\_\_ out with friends...

... socialize with your colleagues or \_\_\_\_\_ out with friends...

Socialize = verb / colleagues = noun - So after **or** we need either a verb or a noun.

If you socialize with your colleagues or **HANG** out with friends...

How to find non-parallel structures:

Skim your paper, pausing at the words "and" and "or." Check on each side of these words to see whether the items joined are parallel. If not, make them parallel.

## BEFORE YOU ANSWER , READ THE SENTENCE AFTER THE GAP .

Read the words following the gaps since they may have an effect on the answer.

Examples :

Let me introduce \_\_\_\_\_. My name is Mike Curley.

In the sentence after the gap someone called Mike Curley is introducing himself. Therefore, we can gather that the word we need to write in the gap is the reflexive pronoun “myself”.

Let me introduce **myself** . My name is Mike Curley.

My only relative , an uncle \_\_\_\_\_ two years ago, so I have no family.

In the last part of the sentence , we learn that the character has no family. However, we have a contrast here since the first sentence talks about his sister.

Therefore, we can conclude that something happened to his sister three years ago , and now he has no family. The logical conclusion is that his sister “**died**” three years ago.

My only relative , an uncle **died** \_\_\_\_\_ two years ago, so I have no family.

I am \_\_\_\_\_ very successful, but I earn enough money to take care of my needs.

In this sentence , we have the gap between the verb “be” and the adverb “very” followed by the adjective “successful”. The coordinating conjunction “but” tells us that there is a contrast between the first and the second sentence. The logical conclusion is, therefore, that we need to negate the verb “be” , by using the adverb “not” , as below:

I am **not** \_\_\_\_\_ very successful, but I earn enough money to take care of my needs.

Very \_\_\_\_\_ visitors go there, so there are no crowds.

This sentence start with the adverb of degree “very”. As we know adverbs of degree are placed before adjectives, other adverbs, main verbs, or quantifiers. After the gap , we have the noun “visitors”, and the dependent sentence tells us that “there are no crowds”.

We have “Very \_\_\_\_\_ visitors = no crowds” . Therefore, the logical conclusion is that we need to use the quantifier “few” , which can be used with countable nouns, such as visitor.

Very **few** \_\_\_\_\_ visitors go there, so there are no crowds.

# PARTS OF SPEECH

**VERB :** Action or state

(to) be, have, do, like, work, sing, can, must  
EnglishClub is a web site. I like EnglishClub.

**NOUN :** Thing or person.

Pen, dog, work, music, town, London, teacher, John  
This is my dog. He lives in my house. We live in London.

**ADJECTIVE :** Describes a noun.

A/an, the, 2, some, good, big, red, well, interesting  
I have two dogs. My dogs are big. I like big dogs.

**ADVERB :** Describes a verb, adjective or adverb quickly, silently, well, badly, very, really  
My dog eats quickly. When he is very hungry, he eats really quickly.

**PRONOUN :** Replaces a noun.

I, you, he, she, some. Tara is Indian. She is beautiful.

**PREPOSITION :** Links a noun to another word.

To, at, after, on, but, etc. We went to school on Monday.

**CONJUNCTION :** Joins clauses or sentences or words.

And, but, when, if, etc. I like dogs and I like cats. I like cats and dogs. I like dogs but I don't like cats.

**INTERJECTION :** Short exclamation, sometimes inserted into a sentence.

Oh!, ouch!, hi!, well. Ouch! That hurts! Hi! How are you? Well, I don't

# DETERMINERS

This , The, That, These, Those, Which, Whose...

Determiners are the words that come before the **NOUN** . They are used both to refer to and to quantify nouns.

## **REFERRING TO NOUNS:**

We use determiners to refer to what or who the noun is talking about.

In order to do this, we usually use : Articles, possessives and demonstratives.

**ARTICLES** – They define a noun as specific or unspecific.

**Definite (The) , Indefinite (A) , Negative (No)**

**POSSESSIVE PRONOUNS** - They replace a noun and another word.

Some are used alone; some describe a noun.

Used alone: **MINE, YOURS, HIS, HERS, OURS, THEIRS, WHOSE**

Describe a noun: **MY, YOUR, HIS, HER, ITS, OUR, THEIR, WHOSE**

## **POSSESSIVE PRONOUNS WITH GERUNDS**

Do you mind my smoking?

**DEMONSTRATIVE PRONOUNS** – They replace nouns that have been already mentioned.

► **THIS, THAT, THESE, AND THOSE.**

## **QUANTIFYING NOUNS :**

Quantifying means showing how much or how many of something there is.

Uncountable nouns	Countable nouns	Both	Graded quantifiers
<b>Much</b>	<b>Many</b>	<b>plenty of</b>	<b>More/Most</b>
<b>Little</b>	<b>Few</b>	<b>a lot of</b>	<b>less/ least</b>
<b>Amount of</b>	<b>A few</b>	<b>all</b>	<b>fewer /fewest</b>
<b>Quantity of</b>	<b>A (adj) number of</b>	<b>enough</b>	
<b>A bit of</b>	<b>Several</b>	<b>more/most</b>	
	<b>A majority</b>	<b>lots of</b>	
	<b>Every</b>	<b>no/none</b>	
	<b>Each</b>	<b>not any</b>	
		<b>some</b>	
		<b>any</b>	

# **BEFORE A NOUN**

## **Prepositions**

He came with friends ... / What to say to children ... I know a lot about tennis.  
This is a different kind of problem , A kilo of apples , You are among friends,

## **Quantifiers**

He came with many people , He has few enemies , Some friends of his...

## **Graded quantifiers**

He came with more friends than.../ Fewer people want to.../ He has less time than...

## **Demonstrative pronouns**

These cars are... / Those people are ...This boy is... , That girl has...

## **Possessive pronouns**

My mother is French / Your car is beautiful / His friends are nice.

## **Articles**

The children of... / A child ... An apple.

## **Adjectives**

An intelligent boy / A strong company / A tall person.

## **Numbers**

Twelve children came to the party.

## **Subordinating conjunctions**

Although children like ... / This can happen when children...

## **Verbs**

Is John coming over today? / He wants to learn to play tennis / She loves singing

## **Coordinating conjunctions**

She loves singing and dancing / He loves all sports , but football is his favourite.

I want either chicken or turkey. / Both women and men like...

# **AFTER A NOUN**

## **Coordinating conjunctions**

John and Susan are going out together. / I want either chicken or turkey.

## **Verbs**

The children want to go but.../ My father ran downhill.../ The doctor said...

## **Modal verbs**

The team should win today / The competition can be tough / That box may be heavy

## **Linking verbs**

His name is Jimmy / His father is the headmaster / The soups smells good

The situation became unbearable / My sister has been sick /

## **Auxiliary verbs (helping verbs)**

The patient was sleeping / The movie had finished when.../ The bank has been robbed

## **Subordinating conjunctions**

Although children like ... / ..can happen when children...

## **Relative pronouns**

He is one of those people who like... / The parcel that/which arrived this morning...

## **Adverbs**

His wife never said that.. / This team nearly always wins

## **Comparative adjective**

A person smarter than him.../A car more expensive than.../...ways to make studying less stressful.

## **Prepositions**

They can have problem of a different kind / he has no interest in getting ...

Changes in society have meant ... / These are examples of.../ The reason for...



# THINK OF THE WORD WHICH FITS BEST BEFORE AND/OR AFTER THE NOUNS AND COMPLETE THE TEXT BELOW.

## What you should know when choosing your domain.

Before you rush out and choose your domain name or **name** \_\_\_\_ **website**, you might want to consider the following points.

Your domain **name** \_\_\_\_ the centre of your Internet identity.

What thing should you take into consideration when choosing the domain **name** \_\_\_\_ will represent you on the Web?

DOMAINS WORLD offers these handy tips:

Keep it short! Although \_\_\_\_ **places** allow you to register \_\_\_\_ **name** with up to 63 characters, you have to keep in mind \_\_\_\_ **people** need to be able to remember it. Try to register the shortest name that your **customers** \_\_\_\_ **visitors** will associate with your Website.

Is your domain name unique? The trickiest part of choosing a domain name \_\_\_\_ ensuring that it bears no striking or passing similarity to \_\_\_\_ **domain** name, especially a trademarked one.

At the same time, you also have to keep the KISS formula in mind for higher recall value - keep it simple/short, stupid. Though you will have great leeway in terms of character limit, it is best to choose a \_\_\_\_ **name** because longer domain names tend to be confusing.

Make you sure that there is a distinct **connection** \_\_\_\_ the domain name and \_\_\_\_ **business** - keep unnecessary wordplay to a minimum.

As soon as the visitor sees your domain **name** \_\_\_\_ search **results** \_\_\_\_ an online advertisement, should you choose to advertise, even before he sees the accompanying text or the meta tag , he should get an instant **idea** \_\_\_\_ to what your business is all about.

Ensure your domain name is \_\_\_\_ **website** name.

# BEFORE A VERB

## Common nouns / Pronoun (personal/indefinite)

He became an artist. / It was raining. / They developed a plan / The business became.

## Preposition

Excuses for being late. / I have to tell him. / She had to decide between staying and...

## Auxiliary verbs/ Modal verbs

He was noticed by... / She is going to Madrid... / They are moving home. / They should come to...

## Modal verb

The problem might be... / You could do it if... / You must get some sleep.

## Demonstrative pronouns

This is John / That was fantastic. / Those are my friends.

## Relative pronoun

A schedule that proved to be... / ...which was very kind of him. / The person who saw the...

## Adverb

He eventually joined ... / He often says that... / I had nearly finished when... / We sometimes watch football matches. / They usually start work at 8 a.m. / He quickly became proficient in...  
There is someone on the phone... / The kids really liked the movie.

## Coordinating conjunctions

He stopped and said that... / ...love what you do or do what... / I neither know nor want to know.

## Not

He did not want to... / They do not know about... / He does not have...

# AFTER A VERB

## Preposition

He is in a meeting at the moment. / I arrived in Madrid last... / She applied for a job in...

**Adjectives** She is interesting. / That car is expensive. / Their house has big windows.

**Articles** The mechanic fixed the car. / I found a coin on the ground. / I had her send an email to...

## Personal pronouns (object) / Common nouns :

I had her send an email to... / I told them that... / He wanted me to... / I don't have time.

## No/Not

He has no time to... / There seemed no reason... / They have not taken part in...

## Adverbs

I have particularly enjoyed... / He ran very slowly. / It has become increasingly clear that...

## Subordinating conjunctions :

The movie had finished when... / They behaved as if nothing had happened.

## Relative Pronouns (relative clause):

...anyone could tell that he was... / I suggested that they should ... / I accept that there is...

## Personal pronouns (subject) -Omitted Relative Pronouns

...anyone could tell he was... / I suggested they should start... / I accept there is...

**Quantifiers :** He knew more than anyone... / His car is more expensive than... / He studied less than...

**Comparative adjective** She is smarter than him... / Their house has smaller ... / He runs faster than...

**Coordinating conjunctions :** The watch can be stopped and started... / I neither know nor want to know.

**Gerunds :** I tried phoning him but... / I prefer going to... / She loves swimming. / She quitted working there.

**Past participles :** The book was written by... / it has been done to... / ...will have been finished...

# THINK OF THE WORD WHICH FITS BEST BEFORE AND/OR AFTER THE VERBS AND COMPLETE THE TEXT BELOW.

## Importance of Quality website design for your business

Only your custom web design **characterizes** \_\_\_\_ company. No one knows your business better than \_\_\_\_ **do**. You know the flavour of the appearance you want to **convey** \_\_\_\_ your customers.

By having a quality website, it is actually convenient \_\_\_\_ both you and your prospective client. You don't have to **keep** \_\_\_\_ the phone, and they don't have to call you during hours that are inconvenient for them just to **inquire** \_\_\_\_ your services. From their location, we can get business inquiries and information can \_\_\_\_ **achieved** through your site anytime. Web designers are **equipped** \_\_\_\_ the right knowledge and expertise. They can help \_\_\_\_ **building** and implementing online marketing strategies to **suit** \_\_\_\_ needs. Internet marketing is one of the best advertising tools. It has **gained** a \_\_\_\_ of significance in the last few years. Earlier, online marketing was a secondary advertising strategy. However, it has \_\_\_\_ **become** an important mainstream marketing activity.

Website designers can help you boost online sales through different techniques. There is a wide range of services like website development, SEO services, web copywriting, web hosting, search engine marketing, email marketing, affiliate marketing, and much more. \_\_\_\_ **choosing** from the variety of website designers, you need \_\_\_\_ check out their portfolio. A good web design layout must \_\_\_\_ **consider** different browsers.

When you **engage** \_\_\_\_ web page designer, make sure \_\_\_\_ **know** the problems associated with dealing with different browsers. This is the only way to **anticipate** \_\_\_\_ quality of their work. A good designer \_\_\_\_ **ask** you in detail about your business plan, desired audience and other such details. They \_\_\_\_ **provide** you with a functional, user friendly and bug-free website.

# **BEFORE A PRONOUN**

## **Verbs :**

When he saw himself in the mirror.../ I picked it up./ We did them for.../ He said you wanted...  
That car is mine./ I'm drive my car.../ I told them that .../ We'll play whatever the weather./  
I don't want either./ They love each other / She tried to kill herself./ They wanted to do something.  
He proved that he cared.../ actually came, which was shocking./ He was helping me.  
**THAT CLAUSE** : ...anyone could tell that he was.../ I suggested that they should .../ I accept that there is...

## **Subordinating conjunctions :**

They were surprised when I said .../ He acted as if he didn't .../ ...working here since I came...

## **Noun** (relative pronoun omitted)

The car he drove was.../ The job they are expected to do/ The girl he met...

## **Preposition**

Some of these are natural.../ These ones are for you / He is a friend of mine / Despite his strong accent... / He was behind me./ how close they lived from them. /

**Not** Not many wanted to come .../ It was her fault , not his./ That is not my car.

## **Adverbs :**

This is probably your chance to.../ ... name and perhaps your address.../ ...especially his time in..  
Eventually, he joined .../ Finally, we can use.../

## **Auxiliary verbs/ Modal verbs**

He was noticed by.../ She is going to Madrid.../ They are moving home./ They should come to...

In no way am I related to them / Hardly had I arrived home when....

## **Modal verb**

He should stop smoking , and so should you./ On no account must anyone enter.../

**Coordinating conjunctions** : This is for you and me./ Either you or I have to go there...

## **Comparative adjective / quantifiers :**

She is smarter than him.../ He runs faster than you.../ He knew more than anyone.../

# **AFTER A PRONOUN**

## **Verbs :**

Many wanted to come, , but only few could .../ He is Spanish./ They have a big car.  
This is John / That was fantastic. / Those are my friends/ A schedule that proved to be.../  
...which was very kind of him./ The person who saw the...

**Preposition:** Some of these are natural.../ Many of them want to.../ They advised me against going...

**No/Not** He told him not to .../ They recommended that I not undergo... I no longer remember...

**Auxiliary verbs/ Modal verbs** He was noticed by.../ She is going to Madrid.../ They are moving home./ They should come to...

**Modal verb** They can do what they..../ You must get some sleep / You ought to stop smoking.

**Adverbs** He especially likes bananas / I particularly like action movies./ I nearly lost my voice.

**Coordinating conjunctions** : This is for you and me./ Either you or I have to go there...

**Subordinating conjunctions** : I can't help you, unless.../ He says he doesn't like it when he has never..

**Quantifiers** : You won't find anyone more interesting than.../ The paid him less money for.../

**Gerunds** : I do not mind your/you opening the window/ Don't leave me waiting here.

**Nouns** : These girls want to.../ Those people have .../ That house belongs to...

# THINK OF THE WORD WHICH FITS BEST BEFORE AND/OR AFTER THE PRONOUNS AND COMPLETE THE TEXT BELOW.

## Classic Solitaire Diamonds Engagement Rings.

A diamonds solitaire rings is the epitome of a classic solitaire rings. Classic solitaire rings means **that** \_\_\_\_ ring only contains are diamonds- the main center stone. The classic solitaire rings has been the preferred engagement rings of many women over the years. **This** \_\_\_\_ symbolizes love, commitment and the promise of a lifelong unity between two people. A classic solitaire rings design requires a single diamond, a setting, a band width and a choice of metal. A classic solitaire rings is an artistic expression of love and commitment.

The designer solitaire diamond rings are offered in varied ranges like solitaire rings, anniversary rings, and wedding rings. **These** \_\_\_\_ are manufactured using quality gold with diamond studded \_\_\_\_ **these** jewellery. The designer solitaire diamond rings are widely appreciated for beautiful designs, patterns, and shapes. Platinum solitaire rings are a classic expression of the true \_\_\_\_ **that you** will share for a lifetime. The look of a platinum ring is clean, stylish and sophisticated. It's perfectly compliment \_\_\_\_ **any** type of precious stone, especially a solitaire rings.

Featuring only a band and one gemstone, platinum solitaire rings are simple, yet bold. The platinum classic solitaire rings is a timeless classic and is one of the most popular engagement rings ever designed. Wedding solitaire rings are a symbol \_\_\_\_ **your** united passion. Wedding solitaire rings can make a simple statement or a bold declaration. **Our** \_\_\_\_ selection of wedding solitaire rings will highlight **your** unique diamond. **Most** \_\_\_\_ use wedding solitaire rings \_\_\_\_ **their** engagement or wedding day.

**They** \_\_\_\_ a wedding ring is not only a piece of jewellery but also a vow to stay together forever. Round cut solitaire diamond rings are the traditional choice of classic solitaire rings and have been in demand since ages. Round cut solitaire diamond rings are the most desirable rings. The white gold classic solitaire rings is a simple elegant choice. The white gold classic solitaire rings are a popular choice for people **who** \_\_\_\_ a modern look on **their** \_\_\_\_ band. A white gold classic solitaire ring indicating **that** \_\_\_\_ person wearing **it** \_\_\_\_ engage to be married, especially in western cultures. White gold classic solitaire rings are made of a mixture of gold and other metals such as platinum and silver.

# BEFORE AN ADJECTIVE

## Verbs :

The speech was interesting . / He is tall and handsome. / They hotel has beautiful views.

**Comparative adjective / quantifiers** : She is smarter than him... / He runs faster than you... / He is more intelligent than ... / He is less effective than... / His most difficult customers.

## Subordinating conjunctions :

When young people are ... / If wealthy taxpayers want to... / ...provided drastic measures are...

## Pronouns:

These beautiful sceneries are... / That tall guy lives ... / this Spanish guitar is... / You don't know what difficult means.

## Not

She is not beautiful. / They are not nice. / That house is not expensive.

## Adverbs :

He is very tall / He was so rich... / The problem was extremely difficult. / It is a rather good book

**Coordinating conjunctions** : This is difficult but interesting / He is both tall and handsome.

**Subordinating conjunctions** : He doesn't like it when young people... / Unless successful people..

**Determiner** : She has such winning ways. / They are such nice people...

**Exclamations** : What dreadful weather...

**Articles** : A fast car. / An interesting approach to... / The big house was...

**Prepositions** : He paid for these books. / The jacket of this man. / ..limited herself to pleasant ...

**Adjectives (paired)** : I have a small blue car. / There was a handsome tall man..

# AFTER AN ADJECTIVE

## Nouns :

John is a clever man / That is an interesting question / It was a hard game. /

## Preposition:

...the most interesting of all / She was nice to us. / ...the less intelligent among us cannot...

## No/Not

and most intelligent, not to mention handsome... / It was helpful not only to users who...

## Verbs / Auxiliary verbs/ Modal verbs

The most successful was awarded... / a German can... / The least beautiful should ...

## Adverbs

It's very hard , especially for children. / ...is very relaxing , particularly when.. / as good as you...

**Coordinating conjunctions** : This is easy and effective. / ...can be either cheap or good ...

## Subordinating conjunctions :

I won't be easy unless... / him to be nice , when you have never..

## Articles:

I have never seen so beautiful a girl. / ... not so great an option. / I have as good a car as you.

**Adjectives (paired)** : I have a small blue car. / There was a handsome tall man..

## Nouns as adjectives :

History teacher/ Ticket office / Race horse / Horse race / Love story / Car dealer

**ING Adjectives** - Adjectives that end in -ing are used to describe things and situations :

Interesting, worrying, exciting, surprising, confusing, tiring, etc.

**ED Adjectives** - Adjectives that end in -ed are used to describe how people feel.

Interested , worried, excited , surprised , confused , tired ,etc

# THINK OF THE WORD WHICH FITS BEST BEFORE AND/OR AFTER THE ADJECTIVES AND COMPLETE THE TEXT BELOW.

## Where the Jobs Are: Why Relocating May Be the Best Option

Unemployment rates and joblessness has been \_\_\_ **prevalent topic** in the U.S. since the recession began in 2007. Just three years into the country's economic slump, \_\_\_ **estimated** 8 million jobs were \_\_\_\_\_ **nationwide**.

While many of those jobs have been regained, the recession is still showing aftereffects in many parts of the country, which are lagging behind in unemployment. **East** \_\_\_\_\_ **west coast** cities are among \_\_\_\_\_ **slowest** to bounce back. Data from 2013 revealed that of the 13 U.S. cities with \_\_\_\_\_ **highest** unemployment rates, eight are in California and two are in New Jersey.

With all the **bad news** still out there, there is a light at the end of a **long** \_\_\_\_\_, and it may be found in the Lone Star State.

The Dallas economy has been booming, coming out of the recession early. In the past four years, Texas has added more than 1.2 million jobs, and more are coming. This spring, automotive giant Toyota announced its plans to relocate \_\_\_\_\_ **North American** headquarters from Torrance, California (where it's been for 57 years) to Plano, Texas, just outside Dallas.

In addition to energy, technology and manufacturing, Dallas also offers opportunities in health care, one of the **fastest-growing industries** in the U.S. In 2013, the U.S. Department of Labour released an **Employment Projections** report that named home health care services as \_\_\_\_\_ **fastest-growing** industry in the country, with \_\_\_\_\_ **estimated** 700,000 jobs being added over the next decade. Of the 38 Best Health Care jobs in 2014, **physical therapist**, registered nurse and nurse practitioner were in the top five.

One Dallas-based company, Axxess ([www.axxess.com](http://www.axxess.com)), is an example of a health care software technology company growing at \_\_\_\_\_ **accelerated rate**. Just over a year ago, Axxess had just 30 employees. \_\_\_\_\_ **widespread** acceptance of its software \_\_\_\_\_ **increased** industry demand, the company now has more than 100 employees and is still hiring. Relocation packages are available to employees moving to Dallas from out of state.

Recently, Axxess announced **important** \_\_\_\_\_ to relocate its corporate offices to a 25,000-square-foot space in Dallas and add more than 100 more employees in \_\_\_\_\_ **next year**. CEO John Olajide plans to expand the company to \_\_\_\_\_ **more services** to its software solutions and bring **more mobile** health care technology into the home.

# BEFORE AN ADVERB

**Nouns:** He uses his knowledge personally as well as.../ ...grow his skills professionally...

**Verbs :** He drove slowly. / He was late for work./ My life changed dramatically when...

**Adjectives :** I was afraid sometimes. / ...economic recovery is not strong enough ...

**Articles :** He drove a very fast car /

**Adverbs:** She walked quite slowly. / Increasingly, there is pressure.../ Interestingly enough, he...

**Quantifiers :** Could you speak a bit more slowly?/ Jimmy learns more quickly than...

**Pronouns :**

I don't want to do it now / I particularly enjoyed the/ He completely rejected his.../ I only answer

**Subordinating conjunctions :**

They were sleeping when suddenly.../ He acted as if today he didn't .../ is necessary because soon enough...

**Coordinating conjunctions :**

...difficult and extremely painful at times./ but interestingly there are a number of.../

...but ultimately only he has responsibility...

**Prepositions :** A group of increasingly influential .../...in almost every company.../

He must have finished by now /

**Auxiliary verbs/ Modal verbs:**

I will probably see you there./ He has probably finished by now / What could possibly go wrong?

Sales are gradually starting to .../ They should firstly ask themselves... / ...has never been ...

**Not :** .. did not fully understand.../.. were not seriously injured./ I could not possibly go..

# AFTER AN ADVERB

**Noun :**

Quietly, Ross has hidden the biscuits / Increasingly, people are retiring younger.

**Verb (past participle) :**

Ross has quietly hidden the biscuits / he had cleverly hidden the....

**Pronoun :**

Admittedly, I could have.../ but ultimately only he has responsibility.../ did absolutely nothing..

**Preposition:**

Some of these are natural.../ Many of them want to.../ They advised me against going...

**No/Not** He told him not to .../ They recommended that I not undergo... I no longer remember...

**Verbs/ Auxiliary verbs/ Modal verbs**

He probably has the best chance... / He especially likes bananas. / I particularly like action movies. / I nearly lost my voice. / He probably should have come.../

**Adjectives :**

We are never afraid ./ We were always willing to.../ His books are often interesting .

It is becoming increasingly hard to... / Her job has become increasingly difficult.

**Adverbs** She walked quite slowly. / Increasingly, there is pressure.../ Interestingly enough, he...

**Coordinating conjunctions :** ...both professionally and personally./

You can play a song either slowly or quickly

**Subordinating conjunctions :**

I can't do it quickly , unless.../ be as carefully if not more carefully studied as...

...the game completely, provided that we...

**Quantifiers :** The political climate grew gradually less hostile./ The BBC has become

progressively less objective./ ...cost the taxpayer considerably much more than...

**Gerunds / Past participles:** The economy is slowly opening up . He is probably waiting there.

He has probably finished by now. / He has always wanted to...



# THINK OF THE WORD WHICH FITS BEST BEFORE AND/OR AFTER THE ADVERBS AND COMPLETE THE TEXT BELOW.

## Four reasons to drink more H<sub>2</sub>O

We all know water is good for us and that we \_\_\_\_\_ **probably** drink more of it. So why, then, do Americans find \_\_\_\_\_ **so** difficult to sip from what is **arguably** \_\_\_\_\_ fountain of youth?

Answers vary **enormously**, \_\_\_\_\_ the fact is, one in 10 Americans drinks zero cups of water per day, according to a study by Dr. Alyson Goodman, a medical epidemiologist for the Centres for Disease Control and Prevention. Zero. She suspects that those who do \_\_\_\_\_ **frequently** drink any water (or **very** \_\_\_\_\_) are getting it from other sources such as food and coffee, but warns this may not be enough.

“Many health risks decrease **considerably** \_\_\_\_\_ you drink plain water,” says Goodman. Which is why, she says, the results are “mindboggling.”

Robert Eakle, CEO of Alkame Water, agrees **completely**. “Without water, \_\_\_\_\_ no living thing can survive,” he says. “\_\_\_\_\_ **definitely** affects every area of our life and is an essential part to maintaining proper health.”

However, not all waters are created equal. Enhanced waters, like Alkame Water, provide the body with more health benefits than regular water. Just take a look at how it can help:

- It balances body fluids. Your body is composed of about 60 percent water and performs vital functions such as protecting your organs and tissues, regulating your body temperature and carrying nutrients and oxygen to your cells—**essentially** it keeps your body running like a well-oiled machine.
- It keeps skin looking healthy. Water moisturizes your skin and functions as a protective barrier \_\_\_\_\_ **effectively** prevent excess fluid loss (think free anti-aging cream). In addition, it can keep your skin fresh and smooth.
- It boosts the immune system. Including water in your diet \_\_\_\_\_ **often** give your immune system a boost through added antioxidants, \_\_\_\_\_ **considerably** aerobic capacity, enhance energy levels and through a patented technology that alters the molecular structure of water, hydrate your body more fully.
- It can help control calories. While drinking water \_\_\_\_\_ **rarely** a weight-loss strategy, per se, substituting it for higher-calorie or sugar-filled beverages can help by removing by products of fat , and acting as a natural appetite suppressant that can raise **considerably** \_\_\_\_\_ metabolism.

# **BEFORE A PREPOSITION**

**Verbs (prepositional) :** He was able to.../ He is capable of / He didn't benefit from.../

**Adverb :** He didn't benefit much from.../ ... but as always after appearing...

**Nouns:** I have no knowledge of.../...no chance to ask questions./ He has no intention of giving...

**Adjectives :** I was afraid of ... / ...I was interested in listening.../ ...was angry at the way he...

**Adverbs:** We'll meet tomorrow at five.../ ...could spread quickly among people...

**Pronouns :**

...had to leave her behind.../ He strikes me as a fool./

**Subordinating conjunctions :**

... when, despite reassurances to the contrary, it seems.../ red as if about to explode,...

**Coordinating conjunctions :**

...anywhere inside or outside the.../ here we come from and to whom...

**Prepositions :** Pictures taken from inside the... / I before E, except after C.

**Not :** .. was not between them .../ is moving not towards democracy but away from it...

# **AFTER A PREPOSITION**

**Noun :**

We went to Rome./ They played against Barcelona.

**Verbs (gerund) (prepositional) :**

They settled for staying.../ He is well capable of winning ./ not be deterred from improving...

**Pronoun :**

I was talking to him. / He resigned from his job./ We can decide among ourselves and...

**Preposition:**

Pictures taken from inside the... / I before E, except after C....

**Not**

After not having been offered.../ Life isn't about not making mistakes.

**Auxiliary verbs/ Modal verbs**

The processes within should remain .../...five millimetres across will still work./ I think what you're talking about has already been discussed.

**Adjectives :**

She is afraid of scary movies./ We were talking about famous film directors.

**Adverbs**

Despite increasingly challenging economic .../ After slowly making her way to...

**Coordinating conjunctions :**

anywhere inside or outside the.../ here we come from and to whom...

**Subordinating conjunctions :**

...something I can't talk about, unless.../ ...would like to go on, provided that...

**Quantifiers :**

The psychology behind less than impressive... /arrested after more than 24 year...

# THINK OF THE WORD WHICH FITS BEST BEFORE AND/OR AFTER THE PREPOSITION AND COMPLETE THE TEXT BELOW.

## Workers say a good cup of coffee can make entire workday better

Five words or less(NewsUSA) – If you want to make your workday a bit better, just \_\_\_\_\_ to coffee. That's according to a survey where coffee was identified as key to securing \_\_\_\_\_ of offices' best business deals, improving networking and giving office workers a feeling of \_\_\_\_\_ at their best.

\_\_\_\_\_ fact, the recent survey conducted by Harris Poll and Keurig Green Mountain showed \_\_\_\_\_ of the 843 adults who were interviewed (presumably **around** \_\_\_\_\_ coffee machine), 89 percent said a good \_\_\_\_\_ of coffee makes their entire workday even better.

"Clearly, coffee plays an important role **in** \_\_\_\_\_ society and means so much more than just taking a \_\_\_\_\_ **from** work," says Nicole Williams, Career Expert and founder **of** WORKS.

"It has become a \_\_\_\_\_ **of** bringing individuals together, **for** colleagues to brainstorm or collaborate, to interact with your boss **in** \_\_\_\_\_ more casual way or even spark one's own creativity."

**Without** \_\_\_\_\_ daily cup , coffee drinkers can feel a \_\_\_\_\_ **of** emotions — exhausted (36 percent), irritable (35 percent), unproductive (30 percent), disorganized (20 percent) or forgetful (14 percent). The data only re-enforced Keurig's take that coffee has a variety **of** surprising social and professional benefits, which is why the company took on a new challenge — to brew a better carafe **of** \_\_\_\_\_ , faster. With its new BOLT System, Keurig believes it has changed the way coffee is brewed **in** \_\_\_\_\_ workplace.

The company challenged its engineers to come \_\_\_\_\_ **with** something nearly everyone **in** \_\_\_\_\_ office will appreciate — a system that brews a better pot of coffee **with** \_\_\_\_\_ mess in two minutes. What came of the collaboration **between** \_\_\_\_\_ mechanical and electrical engineers and software team was a system that could brew 64 ounces **of** delicious fresh coffee, faster **than** \_\_\_\_\_ before — which may be a huge boon for office workers' productivity.

"The next time you plan a big meeting, go one step \_\_\_\_\_ **by** making a large carafe for everyone in the room," says Williams. "Almost half of office workers who drink coffee agree that coffee has been the \_\_\_\_\_ **to** making some of their office's best business deals happen. The more time and effort you \_\_\_\_\_ **into** planning a great meeting, the better your team will appreciate you and the task at hand."

# BEFORE A CONJUNCTION

**Nouns:** the car and the bike.../ ...on Monday or Tuesday.../ I love my sister but...

**Verbs :** I can't swim or dance.../ I will go if you .../ This is where he lives.

**Pronouns :** ...for you where you are going.../ I didn't call him since it was very late...

**Adverbs:** ..about to sit down when.../ .can wait outside provided that.../ walk slowly even when

**Adjectives :** I was afraid but I did it anyway./ He got angry after they...

**Quantifiers :**...invest more rather than less/ I don't drink much , although...

**Prepositions :**... I will do it with or without you. /...on either this or the other...

**Auxiliary verbs/ Modal verbs:** I will either tell him tomorrow or...

**Not :** .. don't know whether that is the case or not but.../ ...is not because...

# AFTER A CONJUNCTION

**Noun :** I'm Italian but people think that.../ We don't eat meat or fish.

**Articles :** The car and the bike./ A girl or a boy. / Preparing for an exam.

**Pronoun :** Since you can't go , I will ... / I saw him as he was passing by.

**Adverbs:** Remove the pan from the heat and slowly.../ could be today or tomorrow.

**Verbs :** I can't swim or dance.../ close your eyes and think...

**Preposition:** ...since inside the house was warm , we decided...

**No/Not** He wanted to do it , but not today./ She was sick , and no doctor could help her.

**Auxiliary verbs/ Modal verbs**

...and will probably have finished by tomorrow./ their discussion, or should we say, argument.

**Adjectives :**

You don't have to be very intelligent or knowledgeable./ Messi makes rivals insecure and afraid.

**Quantifiers :**

It can be more or less interesting.../ Those with serious injuries, but enough strength to..

## THINK OF THE WORD WHICH FITS BEST BEFORE AND/OR AFTER THE CONJUNCTION AND COMPLETE THE TEXT BELOW.

### How to Secure Income for Retirement

Ten thousand Americans a day are turning 65, including a couple we'll call Stu and Helen. In excellent health, Stu and Helen could be facing a retirement of 30 years — **or** even longer.

One of their biggest fears about their impending retirement is their potential longevity — **and** \_\_\_\_\_ out of money to not only pay their \_\_\_\_\_, **but** enjoy their free time.

Stu and Helen participated in their companies' 401(k) plans. Like many workers, neither has a traditional pension, **so** \_\_\_\_\_ are solely responsible for their own retirement security.

Fortunately, couples like Stu and Helen have options for creating a "personal pension." **Since** \_\_\_\_\_ using some of their savings to purchase an annuity, they can guarantee a steady stream of income for life.

They can make a lump-sum payment to a life insurance company, **provided** that \_\_\_\_\_ have an immediate annuity, **and** \_\_\_\_\_ the company will send them their choice of monthly, quarterly **or** annual payments. They can choose to receive the income payments over a specified number of years **or** \_\_\_\_\_ a guaranteed stream of income they can never outlive.

They could also consider purchasing a deferred annuity, which allows savings to grow tax-deferred during an accumulation phase **until** \_\_\_\_\_ decide when payouts begin. People who are years away from retirement — **or** \_\_\_\_\_ are retired but don't need income right away — might choose this type of annuity.

Another option is a special type of deferred annuity, often called longevity insurance, which will provide them with a guaranteed stream of income **once** \_\_\_\_\_ reach a certain age, usually around 85.

Surveys show that 90 percent of annuity owners think annuities are an effective way to save for retirement. And annuities are among the most regulated financial products in the marketplace. From product development to advertising to sales, life insurers must comply with state and federal laws **and** \_\_\_\_\_ that help prevent fraud **and** \_\_\_\_\_ consumers. In addition, most states provide a "free look" period allowing customers to return annuities to the insurance company for a \_\_\_\_\_ **or** partial refund.

Planning for retirement can be stressful. But for retirees like Stu and Helen, the guaranteed income from annuities can provide peace-of-mind for a lifetime.

# PREPOSITIONAL VERBS / PREPOSITIONS AFTER NOUNS

## How to Use Persuasion to Sell Anything

By Michael Lee, Author of How To Be An Expert Persuader

In this article, I'm going to reveal proven persuasion techniques that you can use when you feel that the other party might not agree or **comply** \_\_\_\_\_ your request. One of the best **uses** \_\_\_\_\_ these methods is in selling.

An essential **advice** \_\_\_\_\_ selling is to give people what they want or a **solution** \_\_\_\_\_ their problem. How can you determine people's likes or problems? The answer: Watch out for words that reveal them, such as "want", "wish", "like", "need", "help", "hope", "hate", "dislike", "problem", confused", etc.

Examples:

"I need to manage my time better." (You could recommend a time management book or course on the internet and get commission as an affiliate.) "I want to solve this **problem** \_\_\_\_\_ my wife." (You could find a relationships coach and get a **percentage** \_\_\_\_\_ the profits.)

Now this isn't taking **advantage** \_\_\_\_\_ other people's problems. This is a win-win situation because you **get** \_\_\_\_\_ help them but at the same time make money.

If you still can't find out their problems, passions or wishes, you may ask questions such as:

"What do you want most out of life?"

"What types of situations do you treat as problems?"

"What do you wish to accomplish in the next few months?"

"Is there anything I can do to help you get what you want?"

Make sure you're not offending anyone. Since you don't know if a certain subject might offend the other party, it helps to ask questions like "What do you **think** \_\_\_\_\_..." or

"What's your **opinion** \_\_\_\_\_..."

Now once you **know more** \_\_\_\_\_ their desires or problems, you can use a persuasion technique named "consistency recall" to get them to accept your suggestion.

People want to be **consistent** \_\_\_\_\_ their statements. If they act in a way that is **incompatible** \_\_\_\_\_ what they said, they will feel uneasy and might even feel that they're not **worthy** \_\_\_\_\_ be trusted. Use this powerful method to your advantage.

You can say, "If I remember correctly, you **shared** \_\_\_\_\_ me and the group that you want to resolve a serious problem with your wife. I know someone who can finally solve your problem. Would you like to give it a try?"

It's tough to reject a proposal like this because non-acceptance would mean being **inconsistent** \_\_\_\_\_ their words.

Try to have other people listen along to your conversation with your "prospect." The more people who hears what he says, the more he will **strive** \_\_\_\_\_ be consistent with his words.

# PHRASAL PREPOSITIONAL VERBS

## PHRASAL VERBS

### Grandparents, Keep Your Meds Up and Away From Young Children

As you grow older, being physically active is one of the most important things you can do to stay healthy. Whether you're well into your golden years, a baby boomer or younger, studies show regular exercise can **bring** \_\_\_\_ the risk of heart disease, some cancers, diabetes and dementia. It also helps improve your mood, **keep** \_\_\_\_ your energy levels and overall well-being.

"The great thing is, no matter what your age, size or fitness level, it's never too late to start \_\_\_\_ **out**," said Jaza Marina, M.D., a Kaiser Permanente physician who specializes in elder care. "We strongly recommend seniors do exercises that **build** \_\_\_\_ strength, balance and flexibility. Our goal is to reduce their risk of falls and injuries, so they can stay healthy and independent."

Dr. Marina advises that good ways to exercise include low-impact aerobic activity, swimming, tai chi and yoga if you're physically able. You just need to **figure** \_\_\_\_ which one is the right one for you. People **look** \_\_\_\_ to 80-year-olds who run 5k or 10k races. But, everyone is different, so pick an exercise that you enjoy."

She believes walking is probably the easiest exercise. It all \_\_\_\_ **down to** exercising 30 minutes a day, five times a week. If that's too much, you can **break that** \_\_\_\_ — 10 minutes in the morning, 10 in the afternoon, and 10 in the evening. Some seniors walk at their local indoor shopping mall.

"The important thing is to **get** \_\_\_\_ the recliner, \_\_\_\_ **off** the T.V , **keep** \_\_\_\_ **from** it, and get active," said Dr. Marina. Below are four basic exercises to get you started.

1. Knee bends. **Holding on** \_\_\_\_ a sturdy chair or counter at your side, keep your back straight, feet on the ground and gently bend your knees and lower your body. Then, raise your body back up. It's a slight squat but not a deep one. Repeat 10-15 times.
2. Heel raises. Holding on to a chair or counter at your side, raise up on toes slowly and then lower the heels to the ground slowly. Heel raises strengthen the calf muscles. Repeat 10-15 times.
3. Side leg raises. Holding on to a chair or counter at your side, raise one leg out to the side and **bring it back** \_\_\_\_ . Repeat 10-15 times and switch to other leg.
4. Sit to stand. If you're able — sit in a chair and rise to a standing position with arms stretched in front of you. Make sure the chair is in a stable position or against a wall so it won't fall over. **Sit** \_\_\_\_ **down** and repeat 10 times.

Kaiser Permanente offers exercise classes at several of its medical facilities. To find classes in your area and for further information about these exercises, visit [kp.org](http://kp.org). Also, talk with your physician before starting a new exercise routine.

# SET PHRASES & IDIOMS

## How to Use Hot Trends and Passions to Persuade People

When it \_\_\_\_\_ to influencing people, you just need to know a few basic things .

It's easy to influence people if you know how to apply the psychology of persuasion.

In this article, I'll show you some instant persuasion strategies to persuade prospects to become buyers – **making** \_\_\_\_\_ **use of** current trends and their passions.

Ready to use the power and psychology of persuasion to sell more products and get what you want from others? Read on...

### Instant Persuasion Using Trends

If you can associate your product with the hottest trend, then you're , **beyond a** \_\_\_\_\_ **of a doubt** , bound to achieve great success, and that's something you **should** \_\_\_\_\_ **in mind**.

When a well-known international Olympic event \_\_\_\_\_ **place**, you will notice sponsors associating their product with the occasion. You will see them paying handsomely to have the right to \_\_\_\_\_ **from the rooftops** that their product is the "official shoes" or "official drink" of that Olympic event.

This psychology of persuasion is effective because of the law of association. You can \_\_\_\_\_ **advantage of** it by associating your product with something that's currently hot or in-demand.

You don't have to **pay** \_\_\_\_\_ **the nose** to associate yourself with the trends though. You can simply put information about the trend in your sales message that associates it with the product. For example, you can say something like: "If Mr. ABC mentors you, you're **on your** \_\_\_\_\_ **towards becoming** the Harry Potter of life coaching."

Associate yourself, your company, your product or service with the current hottest trends. Some websites will notify you when new trends or stories emerge.



# NOUNS – ANSWER KEY

## What you should know when choosing your domain.

Before you rush out and choose your domain **name or name** your website, you might want to consider the following points.

Your domain **name is** the centre of your Internet identity.

What thing should you take into consideration when choosing the domain **name that** will represent you on the Web?

DOMAINS WORLD offers these handy tips:

Keep it short! Although **some places** allow you to register **a name** with up to 63 characters, you have to keep in mind **that people** need to be able to remember it. Try to register the shortest name that your **customers and visitors** will associate with your Website.

Is your domain name unique? The trickiest part of choosing a domain name is ensuring that it bears no striking or passing similarity to **another domain** name, especially a trademarked one.

At the same time, you also have to keep the KISS formula in mind for higher recall value - keep it simple/short, stupid. Though you will have great leeway in terms of character limit, it's best to choose a **shorter name** because longer domain names tend to be confusing.

Make you sure that there is a distinct **connection between** the domain name and **your business** - keep unnecessary wordplay to a minimum.

As soon as the visitor sees your domain name **in search results or** an online advertisement, should you choose to advertise, even before he sees the accompanying text or the meta tag , he should get an instant **idea as** to what your business is all about. Ensure your domain name is **your** website name.

# VERBS – ANSWER KEY

## Importance of Quality website design for your business

Only your custom web design **characterizes your** company. No one knows your business better than **you do**. You know the flavour of the appearance you want to convey to your customers.

By having a Quality website, it is actually convenient for both you and your prospective client. You don't have to **keep answering** the phone, and they don't have to call you during hours that are inconvenient for them just to **inquire about** your services. From their location, we can get business inquiries and information can **be achieved** through your site anytime. Web designers are **equipped with** the right knowledge and expertise. They can **help in building** and implementing online marketing strategies to suit your needs.

Internet marketing is one of the best advertising tools. It has **gained a lot of** significance in the last few years. Earlier, online marketing was a secondary advertising strategy. However, it has **now become** an important mainstream marketing activity.

Website designers can help you boost online sales through different techniques. There is a wide range of services like website development, SEO services, web copywriting, web hosting, search engine marketing, email marketing, affiliate marketing, and much more.

**Before choosing** from the variety of website designers, you need to check out their portfolio. A good web design layout must **also consider** different browsers.

When you **engage a** web page designer, make sure **they know** the problems associated with dealing with different browsers. This is the only way to **anticipate the** quality of their work. A good designer **will ask** you in detail about your business plan, desired audience and other such details. They **would provide** you with a functional, user friendly and bug-free website.

# PRONOUNS – ANSWER KEY

## Classic Solitaire Diamonds Engagement Rings.

A diamonds solitaire rings is the epitome of a classic solitaire rings. Classic solitaire rings means **that** the ring only contains are diamonds- the main centre stone. The classic solitaire rings has been the preferred engagement rings of many women over the years. **This** rings symbolizes love, commitment and the promise of a lifelong unity between two people. A classic solitaire rings design requires a single diamond, a setting, a band width and a choice of metal. A classic solitaire rings is an artistic expression of love and commitment.

The designer solitaire diamond rings are offered in varied ranges like solitaire rings, anniversary rings, and wedding rings. **These** rings are manufactured using quality gold with diamond studded on **these** jewellery. The designer solitaire diamond rings are widely appreciated for beautiful designs, patterns, and shapes. Platinum solitaire rings are a classic expression of the true love **that you** will share for a lifetime. The look of a platinum ring is clean, stylish and sophisticated. It's perfectly compliment to **any** type of precious stone, especially a solitaire rings.

Featuring only a band and one gemstone, platinum solitaire rings are simple, yet bold. The platinum classic solitaire rings is a timeless classic and is one of the most popular engagement rings ever designed. Wedding solitaire rings are a symbol of **your** united passion. Wedding solitaire rings can make a simple statement or a bold declaration. **Our** wide selection of wedding solitaire rings will highlight **your** unique diamond. **Most** people use wedding solitaire rings on **their** engagement or wedding day.

**They** say a wedding ring is not only a piece of jewellery but also a vow to stay together forever. Round cut solitaire diamond rings are the traditional choice of classic solitaire rings and have been in demand since ages. Round cut solitaire diamond rings are the most desirable rings. The white gold classic solitaire rings is a simple elegant choice. The white gold classic solitaire rings are a popular choice for people **who** want a modern look on **their** wedding band. A white gold classic solitaire ring indicating **that** the person wearing **it** is engage to be married, especially in western cultures. White gold classic solitaire rings are made of a mixture of gold and other metals such as platinum and silver.

# ADJECTIVES – ANSWER KEY

## Where the Jobs Are: Why Relocating May Be the Best Option

Unemployment rates and joblessness has been a **prevalent topic** in the U.S. since the recession began in 2007. Just three years into the country's economic slump, **an estimated** 8 million jobs were **lost nationwide**.

While many of those jobs have been regained, the recession is still showing aftereffects in many parts of the country, which are lagging behind in unemployment. **East and west coast** cities are among **the slowest** to bounce back. Data from 2013 revealed that of the 13 U.S. cities with **the highest** unemployment rates, eight are in California and two are in New Jersey.

With all the **bad news** still out there, there is a light at the end of a **long tunnel**, and it may be found in the Lone Star State.

The Dallas economy has been booming, coming out of the recession early. In the past four years, Texas has added more than 1.2 million jobs, and more are coming. This spring, automotive giant Toyota announced its plans to relocate its **North American** headquarters from Torrance, California (where it's been for 57 years) to Plano, Texas, just outside Dallas.

In addition to energy, technology and manufacturing, Dallas also offers opportunities in health care, one of the **fastest-growing industries** in the U.S. In 2013, the U.S. Department of Labour released an **Employment Projections** report that named home health care services as the **fastest-growing** industry in the country, with an **estimated** 700,000 jobs being added over the next decade. Of the 38 Best Health Care jobs in 2014, **physical therapist**, registered nurse and nurse practitioner were in the top five.

One Dallas-based company, Axes ([www.axxess.com](http://www.axxess.com)), is an example of a health care software technology company growing at an **accelerated rate**. Just over a year ago, Axxess had just 30 employees. With widespread acceptance of its software and increased industry demand, the company now has more than 100 employees and is still hiring. Relocation packages are available to employees moving to Dallas from out of state.

Recently, Axxess announced **important plans** to relocate its corporate offices to a 25,000-square-foot space in Dallas and add more than 100 more employees in the **next year**. CEO John Olajide plans to expand the company to add **more services** to its software solutions and bring **more mobile** health care technology into the home.

# ADVERBS – ANSWER KEY

## Four reasons to drink more H<sub>2</sub>O

We all know water is good for us and that we should **probably** drink more of it. So why, then, do Americans find it **so** difficult to sip from what is **arguably** the fountain of youth?

Answers vary **enormously**, but the fact is, one in 10 Americans drinks zero cups of water per day, according to a study by Dr. Alyson Goodman, a medical epidemiologist for the Centres for Disease Control and Prevention. Zero. She suspects that those who don't **frequently** drink any water (or **very** little) are getting it from other sources such as food and coffee, but warns this may not be enough.

“Many health risks decrease **considerably** when you drink plain water,” says Goodman. Which is why, she says, the results are “mindboggling.”

Robert Eakle, CEO of Alkame Water, agrees **completely**. “Without water, **absolutely** no living thing can survive,” he says. “It **definitely** affects every area of our life and is an essential part to maintaining proper health.”

However, not all waters are created equal. Enhanced waters, like Alkame Water, provide the body with more health benefits than regular water. Just take a look at how it can help:

- It balances body fluids. Your body is composed of about 60 percent water and performs vital functions such as protecting your organs and tissues, regulating your body temperature and carrying nutrients and oxygen to your cells—**essentially** it keeps your body running like a well-oiled machine.
- It keeps skin looking healthy. Water moisturizes your skin and functions as a protective barrier to **effectively** prevent excess fluid loss (think free anti-aging cream). In addition, it can keep your skin fresh and smooth.
- It boosts the immune system. Including water in your diet can **often** give your immune system a boost through added antioxidants, improve **considerably** aerobic capacity, enhance energy levels and through a patented technology that alters the molecular structure of water, hydrate your body more fully.
- It can help control calories. While drinking water may not be a weight-loss strategy, per se, substituting it for higher-calorie or sugar-filled beverages can help by removing by products of fat, and acting as a natural appetite suppressant that can raise **considerably** your metabolism.

# PREPOSITIONS – ANSWER KEY

## **Workers say a good cup of coffee can make entire workday better**

Five words or less(NewsUSA) – If you want to make your workday a bit better, just turn **to** coffee. That’s according to a survey where coffee was identified as key to securing some **of** offices’ best business deals, improving networking and giving office workers a feeling **of** being at their best.

**In** fact, the recent survey conducted by Harris Poll and Keurig Green Mountain showed that **of** the 843 adults who were interviewed (presumably **around** the coffee machine), 89 percent said a good cup **of** coffee makes their entire workday even better.

“Clearly, coffee plays an important role **in** our society and means so much more than just taking a break **from** work,” says Nicole Williams, Career Expert and founder **of** WORKS. “It has become a way **of** bringing individuals together, **for** colleagues to brainstorm or collaborate, to interact with your boss **in** a more casual way or even spark one’s own creativity.”

**Without** their daily cup, coffee drinkers can feel a range **of** negative emotions — exhausted (36 percent), irritable (35 percent), unproductive (30 percent), disorganized (20 percent) or forgetful (14 percent). The data only re-enforced Keurig’s take that coffee has a variety **of** surprising social and professional benefits, which is why the company took on a new challenge — to brew a better carafe **of** coffee, faster. With its new BOLT System, Keurig believes it has changed the way coffee is brewed **in** the workplace.

The company challenged its engineers to come up **with** something nearly everyone **in** the office will appreciate — a system that brews a better pot of coffee **with** no mess in two minutes. What came of the collaboration **between** the mechanical and electrical engineers and software team was a system that could brew 64 ounces **of** delicious fresh coffee, faster **than** ever before — which may be a huge boon for office workers’ productivity.

“The next time you plan a big meeting, go one step further **by** making a large carafe for everyone in the room,” says Williams. “Almost half of office workers who drink coffee agree that coffee has been the key **to** making some of their office’s best business deals happen. The more time and effort you put **into** planning a great meeting, the better your team will appreciate you and the task at hand.”

# CONJUNCTIONS – ANSWER KEY

## How to Secure Income for Retirement

Ten thousand Americans a day are turning 65, including a couple we'll call Stu and Helen. In excellent health, Stu and Helen could be facing a retirement of 30 years — **or** even longer. One of their biggest fears about their impending retirement is their potential longevity — **and** running out of money to not only pay their bills, **but** enjoy their free time.

Stu and Helen participated in their companies' 401(k) plans. Like many workers, neither has a traditional pension, **so** they are solely responsible for their own retirement security.

Fortunately, couples like Stu and Helen have options for creating a “personal pension.” **Since** by using some of their savings to purchase an annuity, they can guarantee a steady stream of income for life.

They can make a lump-sum payment to a life insurance company, **provided** that they have an immediate annuity, **and** then the company will send them their choice of monthly, quarterly **or** annual payments. They can choose to receive the income payments over a specified number of years **or** as a guaranteed stream of income they can never outlive.

They could also consider purchasing a deferred annuity, which allows savings to grow tax-deferred during an accumulation phase **until** they decide when payouts begin.

People who are years away from retirement — **or** who are retired but don't need income right away — might choose this type of annuity.

Another option is a special type of deferred annuity, often called longevity insurance, which will provide them with a guaranteed stream of income **once** they reach a certain age, usually around 85.

Surveys show that 90 percent of annuity owners think annuities are an effective way to save for retirement. And annuities are among the most regulated financial products in the marketplace. From product development to advertising to sales, life insurers must comply with state and federal laws **and** rules that help prevent fraud **and** protect consumers. In addition, most states provide a “free look” period allowing customers to return annuities to the insurance company for a full **or** partial refund.

Planning for retirement can be stressful. But for retirees like Stu and Helen, the guaranteed income from annuities can provide peace-of-mind for a lifetime.

# PREPOSITIONAL VERBS / PREPOSITIONS AFTER NOUNS

## ANSWER KEY

### How to Use Persuasion to Sell Anything

By Michael Lee, Author of How To Be An Expert Persuader

In this article, I'm going to reveal proven persuasion techniques that you can use when you feel that the other party might not agree or **comply with** your request. One of the best **uses of** these methods is in selling.

An essential **advice in** selling is to give people what they want or a **solution to** their problem. How can you determine people's likes or problems? The answer: Watch out for words that reveal them, such as "want", "wish", "like", "need", "help", "hope", "hate", "dislike", "problem", "confused", etc.

Examples:

"I need to manage my time better." (You could recommend a time management book or course on the internet and get commission as an affiliate.) "I want to solve this **problem with** my wife." (You could find a relationships coach and get a percentage of the profits.)

Now this isn't taking **advantage of** other people's problems. This is a win-win situation because you **get to** help them but at the same time make money.

If you still can't find out their problems, passions or wishes, you may ask questions such as:

"What do you want most out of life?"

"What types of situations do you treat as problems?"

"What do you wish to accomplish in the next few months?"

"Is there anything I can do to help you get what you want?"

Make sure you're not offending anyone. Since you don't know if a certain subject might offend the other party, it helps to ask questions like "What do you **think about**..." or

"What's your **opinion on**..."

Now once you **know more about** their desires or problems, you can use a persuasion technique named "consistency recall" to get them to accept your suggestion.

People want to be **consistent with** their statements. If they act in a way that is **incompatible with** what they said, they will feel uneasy and might even feel that they're not **worthy to** be trusted. Use this powerful method to your advantage.

You can say, "If I remember correctly, you shared with me and the group that you want to resolve a serious problem with your wife. I know someone who can finally solve your problem. Would you like to give it a try?"

It's tough to reject a proposal like this because non-acceptance would mean being **inconsistent with** their words.

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"The great thing is, no matter what your age, size or fitness level, it's never too late to start **working out**," said Jaza Marina, M.D., a Kaiser Permanente physician who specializes in elder care. "We strongly recommend seniors do exercises that **build up** strength, balance and flexibility. Our goal is to reduce their risk of falls and injuries, so they can stay healthy and independent."

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Associate yourself, your company, your product or service with the current hottest trends. Some websites will notify you when new trends or stories emerge.

# GRAMMAR

**1. PREPOSITIONS :** aboard , about , above , across , after , against , along ,amid ,among, anti , around , as , at , before ,behind , below , beneath ,beside , besides , between , beyond , but , by , concerning ,considering ,despite , down , during , except ,excepting , excluding , following ,for , from , in , inside , into , like , minus , near of , off , on , onto , opposite , outside , over , past , per , plus , regarding , round , save , since , than , through , to ,toward , towards , under , underneath , unlike ,until , up , upon , versus , via , with ,within ,without...

**2. PERSONAL PRONOUNS (SUBJECT) :**

I, you, he, she, it, we, they, what, who.

**3. PERSONAL PRONOUNS (object) :** me, him, her, it, us, you, them, whom.

**4. POSSESSIVE PRONOUNS :** mine, yours, his, hers, ours, theirs.

**5. DEMONSTRATIVE PRONOUNS :** this, that, these, those.

**6. INTERROGATIVE PRONOUNS :** who, whom, which, what, whose, whoever, whatever, whichever, whomever.

**7. RELATIVE PRONOUNS :** who, whom, whose, which, that, what, whatever, whoever, whomever, whichever.

**8. REFLEXIVE PRONOUNS :** myself, yourself, himself, herself, itself, ourselves, themselves.

**9. INTENSIVE PRONOUNS :** myself, yourself, himself, herself, itself, ourselves, themselves.

**10. RECIPROCAL PRONOUNS :** Each other, one another.

**11. INDEFINITE PRONOUNS :** (this is not a complete list)

Singular : Anybody, Anyone , Anything , Each , Either , Everybody , Everyone , Everything , Neither, Nobody ,No one , Nothing , One, Somebody ,Someone , Something ,Anytime , Anywhere , Every time ,Everywhere ,Sometime ,Somewhere.

Plural : Both , Few , Many , Several,etc. Singular/plural : All , Any , Most , None , Some

## 12. QUANTIFIERS (NOT A FULL LIST):

Simple Quantifiers: all, another, any, both, each, either, enough, every, few, fewer, little, less, many, more, much, neither, no, several, some.

Complex Quantifiers: a few, a little, a lot of, lots of, a large number of, a great deal of, a good deal of, a huge amount of, large/small quantity of...

## 13. GRADED QUANTIFIERS : more, fewer, less, etc.

## 14. ARTICLES : The, a, an.

## 16. ADJECTIVES :

Descriptive adjective or adjective of quality : intelligent, strong, excellent, green, big,

Comparative & superlative adjectives : stronger than, the strongest, more beautiful than, the most beautiful, faster than, the fastest, wiser than, the wisest...

Quantitative adjectives: more, all, some, half, more than enough etc.

Qualitative adjectives: colour, size, smell etc.

Possessive adjectives: my, his, their, your etc. Interrogative: which, whose, what etc.

Demonstrative adjectives: this, that, these, those etc.

Adjective of certainty : sure, positive, convinced, doubtful, suspicious, sceptical

## 17. SUBORDINATING CONJUNCTIONS (NOT A FULL LIST):

after, although, as, as if, as long as, as much as, as soon as, as though, because, before, even if, even though, if, if only, if when, if then, inasmuch as, insofar as, in order that, just as, lest, now, now since, now that, now when, once, provided, provided that, rather than, since, so that, supposing, than, that, though, till, unless, until, when, whenever, where, whereas, wherever, whether, which, while, who, whoever, why.

## 18. ADVERBS (NOT A FULL LIST):

Adverbs of time : tomorrow, today, yesterday, now, then, never, soon, already, ago, formerly, lately etc.

Adverbs of place : here, there, upstairs, downstairs, everywhere, nowhere, in, out, inside, away.

Adverbs of manner : slowly, carefully, terribly, undoubtedly, uncertainly, seriously, well, pleasantly, really, thus etc.

Adverbs of degree : much, very, fully, partly, little, enough, extremely, so, rather etc.

Adverbs of order (ordinal adverbs) : first, at first, initially, first of all, in the first place, secondly, thirdly, fourthly, lastly, etc.

Adverbs of frequency: again, frequently, always, seldom, hardly, often, once, twice, etc.

Adverbs of (un)certainty : definitely, surely, probably, certainly, perhaps, maybe, possibly, etc.

# 19. COORDINATING CONJUNCTIONS :

FANBOYS (for, and, nor, but, or, yet, so)

# 20. VERBS :

Linking verbs (NOT A COMPLETE LIST): appear, feel, look , seem , sound, be, get, remain , smell, taste , become, etc.

Auxiliary verbs (helping verbs): be (am, are, is, being, was, were, been,) do (did, does), had, has, can , may, must, shall, will, could , might , ought to, should , would, etc.

Modal verbs: can, may, must, should, would, could, might, shall, will

State verbs: be , own, know, contain, consist, agree, matter, sound, appear, understand, etc.

Action verbs: clean , watch , do , make, run , sing , jump, eat , sleep, swim , dance, etc.

State/Action verbs: be, think, have , see, taste, etc.

Transitive verbs (need an direct object): bring, send, owe, contain, buy, show, take, tell, verify, check, get, wash, finalize, annoy, lay, lend, offer, edit, make, phone, etc.

Intransitive verbs (no direct object): come , explode, laugh, sit, rise, excel, respond, run, cough, swim, emigrate, smile, act, cry, immigrate, lie, arrive, continue, die, go, etc.

Irregular verbs (do not take -ed): Go , Get, Say , See , Think, Make, Take, Come, Know, etc.

Multi-word verbs:

- Phrasal verbs have two parts: a main verb and an adverb particle.  
Some of the most common adverb particles are : around, at, away, down, in, off, on, out, over, round, up: turn around, go away, turn down, pick up , turn on , turn off, take out, switch over, etc.
- Prepositional verbs ( have an object, which comes immediately after the preposition)  
Prepositional verbs have two parts: a verb and a preposition which cannot be separated from each other: break into (a house) , get over (an illness), listen to, cope with (a difficult situation), get on , look after (a child) , deal with (a problem) , get off , look at , depend on , go into , look for , do without , lead to , look forward to, etc.
- Phrasal-prepositional verbs: Phrasal-prepositional verbs have three parts: a verb, a particle and a preposition. The particle and the preposition cannot be separated: catch up with, get on with, look out for, come up against, listen out for, look up to , do away with, look down on, put up with , face up to, look forward to, watch out for, get away with, look in on, etc.

# OPEN CLOZE - WORD COMBINATIONS

PREP	ADJ/PRON/VERB/ ART	NOUN	CONJ	NOUN	VERB	PREP/DET/PRON	NOUN	ADJ	NOUN
PREP	PRON	NOUN	VERB /PRON (THERE)	NOUN	VERB	ADV/NOT	VERB	MOD.VE RB /	VERB
PREP	PRON	NOUN	VERB	NOUN	ADJ	PREP	ADJ (NO)	VERB	ADJ (NO)
PREP	VERB	NOUN	ADV/CONJ	NOUN	ADV	ADV/VERB(ING)/PRON	ADV		ADV
PREP	PRON/VERB	NOUN	CONJ /PREP	NOUN	PRON	PRON/VERB	PRON (more)	VERB	PRON
PREP	ADV	NOUN	VERB	NOUN	ART	ADV/PREP	ART	VERB	ART
PREP	PRON	NOUN	PRON	NOUN	CONJ	VERB/CONJ/ADV	CONJ	VERB	CONJ (that)
PREP	PRON/CONJ	NOUN	VERB	NOUN	PREP	ADV/NOUN/VERB	PREP		PREP

ADJ	ART	NOUN	CONJ	NOUN	CONJ	ADJ	NOUN	NOUN/ADJ	NOUN
ADJ	VERB/PREP	VERB	PREP /PRON	VERB (ING)	CONJ	ADV/VERB(ING)/PRON	VERB	NOUN/ ADV (much)	VERB
ADJ	CONJ	ADJ		ADJ	CONJ	DET	ADJ	ADV	ADJ
ADJ	CONJ	ADV	CONJ /PRON	ADV	CONJ	Not /	ADV	NOUN	ADV
ADJ	PREP (than) /verb /that (conj) /NOUN	PRON	PREP/ADJ/ VERB	PRON	CONJ	CONJ / VERB	PRON	NOUN	PRON
ADJ	PREP (than)	ART	VERB	ART	CONJ	PREP	ART	NOUN	ART
ADJ	ADV	CONJ	ADV	CONJ	CONJ	PRON	CONJ	NOUN	CONJ
ADJ	NOUN /ADV	PREP	ADV	PREP	CONJ	PRON	PREP	NOUN	PREP

DET- DETERMINER : MORE, LESS, etc / NO (negative article)

**THESE ARE SOME OF THE POSSIBLE COMBINATIONS; THERE ARE MANY MORE.**

**YOU CAN USE THIS LIST AND ADD NEW COMBINATIONS TO IT.**



# **FREE-GAME**

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**BY D.MÉNDEZ**