

Grammar and practice Answer key

1 Building a career

(pages 122 and 123 in the Student's Book)

1

- a) 7
- b) 4
- c) 9
- d) 8
- e) 2
- f) 5
- g) 3
- h) 1
- i) 11
- j) 10
- k) 6

2

- 1 was working; had already decided; found out
- 2 was sitting; called; had heard

3

- 1 designs; have used; are not thinking
- 2 have exceeded; are going through; know

4

- belong
mean
seem
understand
want
weigh

5

- 1 a) have been applying for
b) have applied for
- 2 a) have written
b) have been writing

6

- 1 c)
- 2 b)
- 3 a)
- 4 a)

7

- 1 am sitting
- 2 am visiting
- 3 went
- 4 have lost
- 5 don't like
- 6 went

8

- a) 2
- b) 1
- c) 3
- d) 4

9

- 1 I get; it'll be
- 2 I got; it would be
- 3 I'd done; I would have performed
- 4 I know; I go

10

- 1 knew; would tell
- 2 forget; rains
- 3 give; will find
- 4 don't hear; will assume
- 5 had gone; would have studied
- 6 hear; will assume
- 7 wouldn't do; were (or was)
- 8 would I do; I were (or were)
- 9 will (or shall) we do; the bus doesn't come

11

- 1 b)
- 2 d)
- 3 a)
- 4 e)
- 5 c)

12

- 1 c)
- 2 b)
- 3 a)

13

- 1 will be closed
- 2 I'll get
- 3 It's going to fall
- 4 I'll open
- 5 I'm playing
- 6 I'm going to start

2 Information

(pages 124 and 125 in the Student's Book)

1

- 2 less expensive than
- 3 as expensive as
- 4 as expensive as
- 5 more expensive than
- 6 the cheapest
- 7 the most expensive
- 8 the least expensive
- 9 more (and more) expensive
- 10 cheaper (and cheaper)

2

- 1 good - better - the best
- 2 bad - worse - the worst
- 3 big - bigger - the biggest
- 4 healthy - healthier - the healthiest
- 5 far - further - the furthest

3

- 1 than
- 2 as
- 3 than
- 4 of
- 5 than
- 6 than
- 7 as
- 8 as

4

- a) 1 and 6
- b) 3 and 5
- c) 2 and 8
- d) 4 and 7

5

- 1 the nearest
- 2 the next
- 3 the latest
- 4 the last

6

- 2 the most user-friendly software I have ever used
- 3 the friendliest team I have ever worked with
- 4 the worst documentation I have ever seen

7

- 1 x
- 2 x
- 3 ✓
- 4 x

8

- 2 The more we use the Internet, the less time we spend watching TV.
- 3 The more complex the network, the more that can go wrong.
- 4 The harder I work, the less time I spend with my friends.
- 5 The more I think about the idea, the less attractive it becomes.

9

- 1 how I get to the station from here
- 2 what time the train leaves
- 3 which platform it leaves from
- 4 if/whether I change in Cologne
- 5 if/whether I can get something to eat on the train

10

- 2 Who did you borrow this from?
- 3 What is this dress made of?
- 4 Who will you share your new office with?

11

- 1 Do you mind if I call you back later
- 2 Would you mind if I called you back later
- 3 Would you mind calling me back later

12

- 1 a) ✓
b) x
c) ✓
- 2 a) x
b) ✓
c) ✓

3 Quality

(pages 126 and 127 in the Student's Book)

1

- 1 are usually taken
- 2 was announced
- 3 will be visited
- 4 is going to be completely redesigned
- 5 is still being considered
- 6 was being serviced
- 7 have been finalized
- 8 had already been agreed

2

- 2 Our products are used by thousands of people.
- 3 That file you were looking for has just been found.
- 4 We were given more credit last month.
- 5 All senior managers will be paid a bonus at the end of the year.
- 6 That is never going to be done.
- 7 Our quality checks are done by highly trained inspectors.
- 8 The issue is being dealt with.

3

- 1 d)
- 2 a)
- 3 e)
- 4 b)
- 5 c)

4

- 1 announced
- 2 agreed
- 3 said
- 4 reported
- 5 estimated
- 6 believed

5

- 2 aren't going to be paid
- 3 hadn't been trained
- 4 is not being monitored
- 5 hasn't been shipped
- 6 just aren't done

6

- 2 Is it being serviced at the moment?
- 3 Was it serviced yesterday?
- 4 Will it be serviced next week?
- 5 Has it been serviced recently? (or Has it recently been serviced?)
- 6 Is it going to be serviced soon? (or Is it soon going to be serviced?)
- 8 Isn't it being serviced
- 9 Wasn't it serviced
- 10 Won't it be serviced
- 11 Hasn't it been serviced
- 12 Isn't it going to be serviced

7

- 2 Has the password been changed?
- 3 Is this photocopier being used?
- 4 Are we going to be given a meal when we arrive?
- 5 Were you given any options?

8

- 1 must be found
- 2 must have been found
- 3 could be postponed
- 4 could have been postponed
- 5 might be designed
- 6 might have been designed

9

- 1 has been written
- 2 have shown
- 3 have reached
- 4 has been caused
- 5 have now been told
- 6 have asked
- 7 have agreed
- 8 have been made

10

- 2 have our accounts audited
- 3 having my car serviced
- 4 going to have air conditioning installed
- 5 have my hair done

4 Feedback

(pages 128 and 129 in the Student's Book)

1

- 2 shouldn't have done
- 3 would have been
- 4 ought to have given
- 5 must have been
- 6 couldn't have known

2

- 1 ought to have been/should have been
- 2 would have been
- 3 could have been/might have been
- 4 must have been
- 5 would have been

3

- 2 ought to have listened (or should have listened)
- 3 could have got (or might have got)
- 4 can't have been
- 5 must have been
- 6 wouldn't have been

4

- 2 Should we have gone
- 3 Could they have got
- 4 Would I have done

5

- 2 c
- 3 b
- 4 a

6

- 1 had taken; wouldn't have got
- 2 hadn't taken; would have got
- 3 had had; would have met
- 4 hadn't had; wouldn't have met

7

- 1 wouldn't have
- 2 might not have

8

- 1 c)
- 2 b)
- 3 a)

9

- 1 am getting used to working
- 2 am used to working
- 3 used to work

5 Selling more

(pages 130 and 131 in the Student's Book)

1

- 2 is
- 3 aren't
- 4 have
- 5 doesn't
- 6 don't
- 7 do
- 8 didn't
- 9 weren't
- 10 aren't
- 11 won't
- 12 will
- 13 should
- 14 am
- 15 aren't
- 16 shall
- 17 will (or won't)
- 18 they
- 19 they
- 20 it

2

- 1 ↘ (persuading)
- 2 ↗ (real question)
- 3 ↘ (checking)

3

- 1 Yes, they are.
- 2 No, they're not.

4

- 1 to the bar, shall we?
- 2 leaves from platform 4, doesn't it?
- 3 to take a risk, can you?
- 4 to your boss, won't you?
- 5 the list, aren't I?
- 6 the salt, could you?/will you?
- 7 won't you?
- 8 haven't they?
- 9 haven't met Joelle, have you?
- 10 have met Joelle, haven't you?
- 11 me a sandwich from the shop, could you?
- 12 chance be passing a post box on your way home, will you?

5

- 1 c)
- 2 a)
- 3 d)
- 4 b)

6

- 1 a) It'll be expensive to use Air Express, won't it?
b) Won't it be expensive to use Air Express?
- 2 a) It'd be better to ship via Rotterdam, wouldn't it?
b) Wouldn't it be better to ship via Rotterdam?
- 3 a) We've met somewhere before, haven't we?
b) Haven't we met somewhere before?
- 4 a) You spoke to our sales agent yesterday, didn't you?
b) Didn't you speak to our sales agent yesterday?
- 5 a) There's always room for compromise, isn't there?
b) Isn't there always room for compromise?
- 6 a) You don't have insurance cover, do you?
b) Don't you have insurance cover?
- 7 a) You haven't seen one of these before, have you?
b) Haven't you seen one of these before?

7

- 1 Do you not have insurance cover?
- 2 Have you not seen one of these before?

6 New business

(pages 132 and 133 of the Student's Book)

1

- 1 b)
- 2 a)
- 3 e)
- 4 c)
- 5 d)

2

- 1 'll work
- 2 'll be working
- 3 'll be launching
- 4 'll launch
- 5 'll be wearing
- 6 'll wear
- 7 won't give
- 8 won't be giving
- 9 'll be sitting
- 10 'll sit

3

- a decision: 4 and 6
a promise: 1
an offer: 10
a refusal: 7
referring to an action in progress: 9
referring to the middle of an action: 2 and 5
showing that something is definite: 3 and 8

4

- 1 Will you be joining us
- 2 Will you be speaking
- 3 Will you be visiting

5

- 2 she'll have taken seven flights
- 3 she'll have had 20 meetings
- 4 she'll have eaten 11 restaurant dinners

6

- 1 'll have learned
- 2 'll be learning
- 3 'll be spending
- 4 'll have spent

7

- 1 'll have been making
- 2 'll have made
- 3 'll have written
- 4 'll have been writing

7 Financial control

(pages 134 and 135 in the Student's Book)

1

- 1 h, i, m, n, s
- 2 a, k, p, r, u, w
- 3 b, e, t
- 4 d, f, l, o, q, v
- 5 c, g, j

2

- 1 because; as and since
- 2 much less common
- 3 owing to
- 4 on account of
- 5 owing to
- 6 because of; because
- 7 also very common

3

so

4

- 1 led to
- 2 As
- 3 Due to
- 4 so
- 5 as a result (or so)
- 6 arose from

5

- 1 from
- 2 from
- 3 of
- 4 about
- 5 to
- 6 by

6

- 1 we could
- 2 I was able

7

- 1 a)
- 2 a)
- 3 b)
- 4 a)

8

✓

9

- 1 c)
- 2 b)
- 3 a)
- 4 d)
- 5 f)
- 6 g)
- 7 e)
- 8 i)
- 9 h)
- 10 j)

10

- 1 X
- 2 X
- 3 ✓
- 4 ✓
- 5 ✓

11

- 1 X
- 2 ✓
- 3 ✓

12

- 1 the up-to-date information
- 2 a very important
- 3 Thanks for the information
- 4 I enjoy the job
- 5 ✓
- 6 become a doctor
- 7 The love
- 8 ✓
- 9 do a research
- 10 ✓
- 11 do the research
- 12 ✓

8 Fair trade

(pages 136 and 137 in the Student's Book)

1

- 1 e)
- 2 d)
- 3 b)
- 4 c)
- 5 a)
- 6 c)

2

- 1 must
- 2 have to
- 3 have to
- 4 must

3

- 1 have to do; must do
- 2 mustn't do; can't do

4

- 1 have to do; must do
- 2 don't have to do
- 3 can do
- 4 mustn't do; can't do
- 5 have to do; must do

5

- 1 permission
- 2 possibility
- 3 permission
- 4 permission
- 5 possibility
- 6 possibility
- 7 permission
- 8 possibility

6

- 1 can't
- 2 don't have to
- 3 mustn't
- 4 needn't
- 5 can't
- 6 mustn't
- 7 must
- 8 don't have to
- 9 mustn't
- 10 shall
- 11 may
- 12 shall

7

- 1 'll have to
- 2 had to
- 3 don't have to
- 4 won't have to
- 5 has to
- 6 didn't have to

8

- 1 b) could park
c) were allowed to park
- 2 b) you can't smoke
c) you're not allowed to smoke
- 3 b) you can take
c) pictures is allowed

9

- 1 ✓
- 2 got
- 3 ✓
- 4 ✓
- 5 got
- 6 got

10

- 1 have I tasted coffee as good as this
- 2 circumstances should you accept a bribe
- 3 all the work is completed will we pay them
- 4 only is the contract badly worded, it is also incomplete
- 5 account should you talk to the media
- 6 once safety checks have been carried out can work begin

11

- 1 seldom
- 2 on no account; under no circumstances
- 3 no sooner