**I Complete the conditional sentences in the situations using the words in the brackets. (3)**

1. A colleague has plenty of gadgets to test. (*offer to help*)

***If you help, you can assist in testing the gadgets.***(help / test)

1. A colleague has a new computer but can’t make it work. (*advice*)

***If I were you, I would call the help line.*** (be you / call help line)

1. I was late and missed the flight. (*regret*)

***If I had been on time, I wouldn’t have missed the plane.***

**II Make the opposite of the following words by adding the appropriate prefix. (3)**

1. formatted - ***unformatted***
2. function - ***disfunction***
3. sufficient – ***insufficient***

**III Complete the following memo using these words. (4)**

*few, much, a little, little, a few, too, many, a great deal of, several*

We recently did a survey of 1,500 costumers. Unfortunately, very ***few*** of those questioned (7%) said that our designs were attractive and ***a great deal of*** people (over half of the respondents) felt they were ***a little*** old fashioned. As a result, I have commissioned a new design, made big effort and spent ***much*** time with the marketing department. I am sending you the samples of a new design for you to comment on and, of you have some time between now and the New Year, I’d be grateful for your comments.

**IV Rewrite these sentences by putting verbs in the passive where appropriate. (8)**

You shouldn’t place objects in front of the air inlet. And you must keep inlet grille free from obstructions and clean regularly. If there is a damage, you have to stop the blower immediately. Foreign bodies entering the duct cause serious harm. Before you start the blower, it’s important to ensure that external vents at the end of the air-intake duct are open. When you open the vents, you should fully extend the adjusting handle.

***Objects shouldn’t be placed in front of the air inlet. The inlet grille must be kept free from obstructions and cleaned regularly. If damage occurs, the blower must be stopped immediately. Serious harm is caused by foreign bodies entering the duct. Before the blower is started, it’s important to ensure that external vents at the end of the air-intake duct are opened. When the vents are opened, the adjusting handle should be fully extended.***

**V Rewrite these sentences in the passive. (3)**

1. You have to switch off your mobile phone during flight.

***Your mobile phone has to be switched off during the flight.***

1. The CEOs have discussed the proposal.

***The proposal has been discussed by the CEOs.***

1. They are building a new extension.

***A new extension is being built by them.***

**VI Complete the gap in each sentence with the correct form of the verb in brackets. (8)**

1. Don’t switch on without ***checking*** (check) the A drive for a floppy.
2. You’ll have to get used ***changing*** (change) your password each month.
3. The Caps Lock key allows you ***to type*** (type) all in capitals.
4. We stopped ***to check*** (check) when I noticed something was wrong.
5. Unfortunately, the machine failed ***to operate*** (operate).
6. Changing the motherboard lets your computer ***to work*** (work) faster.
7. It is not worth ***writing*** (write) new instructions.
8. He objected ***paying*** (pay) for long-distance calls to use the Internet.

**VII Complete the text below using one of the articles. (9)**

businesses have to work out how to use ***the*** power of social media to encourage cooperation from both ***the*** employees and customers to get ***the*** best results. ***A*** clear example is ***the*** growing trend of forward-thinking companies to use their community of costumers to help ***the*** other customers who have ***a*** problem with ***the*** product.

**VIII Rewrite these sentences to emphasise the words in italics. (5)**

1. *The Intel Pentium* was introduced in 1993.

***It is the Intel Pentium that was introduced in 1993.***

1. Microsoft launched Windows HP *in 2001*.

***It was in 2001 that Microsoft launched Windows.***

1. Moore’s Law was named after *Gordon Moore*.

***It was Gordon Moore that Moore’s Law was named after.***

1. Intel designed *the first microprocessor* in 1971.

***It was the first microprocessor that Intel designed in 1971.***

1. I don’t like *electronic books*.

***It is electronic books that I don’t like.***

**IX Replace the words in italics in each sentence with the appropriate form of an *-ise* verb. (5)**

1. All our clients use systems *which have been converted to computers*.

***All our clients use computerized systems.***

1. Some mobile operators offer *specially written* applications.

***Some mobile operators offer specialized applications.***

1. You can protect data by putting it in a form only *users with authority* can understand.

***You can protect data by putting it in a form only authorized persons can understand.***

1. A player lets you group songs into playlists and *makes* the selection *random*.

***A player lets you group songs into playlists and randomizes the selection.***

1. These factors can be *put into categories* based on their effects.

***These factors can be categorized based on their effects.***

**X Make a relative clause using a relative pronoun. (4)**

1. I’ve got the details of the hotel. You’ll be staying there.

***I’ve got the details of the hotel where you’ll be staying.***

1. The privatization of the company will set the scene for the new steps. Their final terms are soon to be decided.

***The privatization of the company will set the scene for the new steps, whose final terms are soon to be decided.***

1. My friend is planning to retire next year. He runs his own business.

***My friend, who runs his own business, is planning to retire next year.***

1. He was selling something. I wasn’t interested in it.

***He was selling something that I wasn’t interested in.***

**XI Report the sentences. (5)**

1. “Charles has just phoned and he wants to see you.”

***He said that Charles had just phoned and he wanted to see you.***

1. “How much time did you spend on writing the program?”

***She asked how much time I had spent on writing the program.***

1. “Do you have any idea how much it costs?”

***He inquired if I had any idea how much it costs.***

1. “If we don’t do something quickly, we’ll lose out to our competitors.”

***She warned that if we didn’t do something quickly, we would lose to our competitors.***

1. “What will you be doing with these files?”

***He asked me what would I be doing with those files.***

**XII Link these statements using a relative clause with a participle. (2)**

1. a) The network can simulate the owner’s presence.

b) This makes sure vital tasks are carried out in her absence.

***The network, simulating the owner’s presence, makes sure vital tasks are carried out in her absence.***

1. a) FTP is an Internet service.

b) It is used to download files from a server.

***FTP, an Internet service, is used to download files from a server.***

**XIII Complete the sentences using the correct form of the word in brackets. (5)**

1. Most library databases are ***accessible*** via the Internet. (ACCESS)
2. This book will show you how to ***computerize*** your small business. (COMPUTER)
3. From kitchen magnets to computer disks, ***magnetization*** plays a central role in the technology of everyday life. (MAGNET)
4. I have bought a new ***programming*** keyboard. (PROGRAM)
5. She is a computer ***consultant*** (CONSULT) and specializes in IT strategies.

**XIV Replace the words in italics with the appropriate form of the verb beginning or ending with *en*. (4)**

1. You can *convert* data to *secret code* to make it secure.

***You can encode data to make it secure.***

1. Your teacher is using a new program to *give courage* to children to write stories.

***Your teacher is using a new program to encourage children to write stories.***

1. You can *make* the picture on your monitor *wider*.

***You can enwiden the picture on your monitor.***

1. A gateway *makes it possible* for dissimilar networks to communicate.

***A gateway ensures for dissimilar networks to communicate.***