

REVIEW UNIT A

▼ AGENDA

- ▶ Grammar **1** – **7**
- ▶ Focus on functions **8** – **11**
- ▶ Vocabulary **12** – **13**

This unit reviews all the main language points from Units 1–4. Complete the exercises. Check your learning with the self-check box at the end.

1 Present Simple and frequency adverbs

Make true sentences about your lifestyle. Add four more sentences. Use the frequency adverbs in the box.

always usually often sometimes rarely never

Example *I often go out in the evening.*

- 1 go out in the evening
- 2 travel by plane
- 3 read English newspapers or magazines
- 4 watch the news on TV
- 5 do yoga
- 6 eat at restaurants
- 7 go to the cinema
- 8 play tennis

2 Present Simple questions and short answers

Work in pairs. Match A and B below. Then prepare questions in the Present Simple to ask your partner. Use short answers.

A	B
meet	English on the phone
make	international meetings
speak	business trips
attend	to work by car
write	flexitime
work	foreign visitors at work
go	emails in English

Example Student A *Do you meet foreign visitors at work?*

Student B *Yes, I do./No, I don't.*

3 Present Simple and Present Continuous, frequency adverbs

Each of the sentences below has a grammar mistake. Find the mistakes, then write the correct sentences.

- 1 They travel often on business.
- 2 At present our business do very well.
- 3 He's having meetings with customers every week.
- 4 They always are early for work.
- 5 How often are you visiting them?
- 6 She talks to some clients right now.
- 7 When do you finish usually work?
- 8 I'm having five weeks' holiday every year.
- 9 He studies for an exam at the moment.
- 10 Are you always travelling to work by car?

4 Past Simple

Write the Past Simple forms of these verbs.

- | | |
|----------------|----------------|
| 1 become _____ | 6 fly _____ |
| 2 begin _____ | 7 give _____ |
| 3 bring _____ | 8 grow _____ |
| 4 cost _____ | 9 say _____ |
| 5 find _____ | 10 think _____ |

5 Present Simple, Present Continuous, and Past Simple

Complete the text with the correct form of the verbs in brackets.

Manuel González _____¹ (come) from Spain. He usually _____² (live) in Madrid and _____³ (work) as a journalist for a Spanish newspaper, but two years ago he _____⁴ (decide) to take a year off work to live in different countries in Europe and write a book about Europeans. He _____⁵ (spend) the first two months in Scandinavia and then _____⁶ (move) to Germany for a month. At present he _____⁷ (stay) in Paris, where he _____⁸ (rent) a flat for five weeks. Four years ago he _____⁹ (write) a best-selling travel guide to Spain and now he _____¹⁰ (work) hard to have the same success with his book about Europeans.

6 Past Simple questions

You asked a colleague about his last business trip. He gave you these answers. What were your questions?

Example I flew with KLM. (Which ... ?)
Which airline did you fly with?

- 1 I went to New York. (Where ... ?)
- 2 I was there for three days. (How long ... ?)
- 3 I stayed at the Sheraton Hotel. (Where ... ?)
- 4 I met some senior managers. (Who ... ?)
- 5 I attended four meetings. (How many ... ?)
- 6 I got back yesterday evening. (When ... ?)

7 Futures: Present Continuous, *going to* + infinitive

Work in pairs. Tell your partner about your plans and arrangements for next week. Use the Present Continuous and *going to* + infinitive.

Examples *On Monday at 11 a.m. I'm giving a presentation at work.*
On Wednesday evening I'm going to play tennis with a friend.

8 Introductions and greetings

Work in pairs. Give a suitable response to these introductions and greetings.

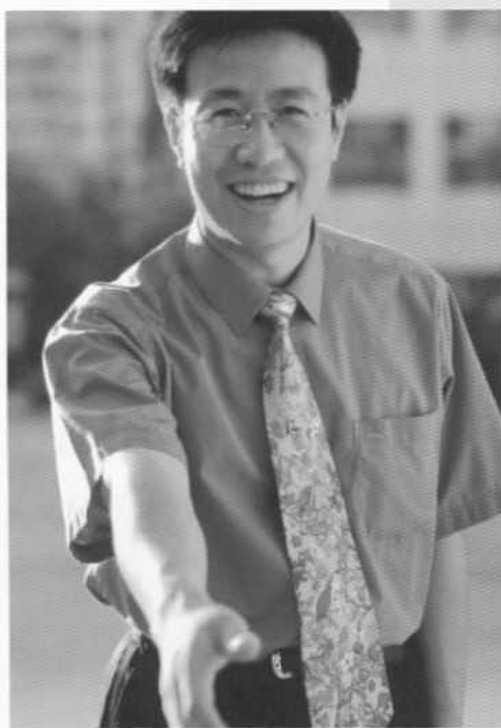
- | | |
|------------------------|---------------------------------|
| 1 How do you do? | 5 How are you? |
| 2 Pleased to meet you. | 6 How are things? |
| 3 Please call me John. | 7 It was very nice meeting you. |
| 4 How's the family? | 8 Have a good trip back. |



9 Welcoming a visitor

You are welcoming a visitor from another country. Think of five questions to ask the visitor. Ask about their journey, the reason for their visit, their job, their home town, and their first impressions.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____



10 Telephoning: making contact

Complete this telephone conversation.

R Good morning. *Wine & Dine* magazine.

J Good morning. _____¹ Duncan Ross, please?

R Who _____², please?

J _____³ James Turner.

R Hold _____⁴ please, Mr Turner. I'm sorry, Mr Ross
_____⁵. Can I _____⁶?

J Yes. _____⁷ to call me? My number is 020 1986 5053.

R Yes, Mr Turner. _____⁸.

J Thank you. Goodbye.

11 Telephoning: leaving messages

Work in pairs. Practise these telephone calls. Make up two more calls. Change roles.

Student A

Situation 1

Phone Ian Bell. Your number is 556767.

Situation 2

Phone the Sales Director of Whole Foods Ltd. Your number is 774884.

Student B

Situation 1

Ian Bell is in a meeting. Take a message.

Situation 2

You work for Whole Foods Ltd. The Sales Director is on holiday. Take a message.

12 Vocabulary

Work in Group A or Group B. Write a vocabulary test to give to the other group. Choose ten of the words below. Write a sentence or phrase to help the other group guess each word.

Example Word *receipt*

Clue *You get this after you pay a bill or pay for something you buy.*

salary	pensioner	fridge	expensive	receipt ✓
magazine	keycard	abroad	skiing	flight
unemployed	journalist	suitcase	busy	sightseeing
Swedish	on strike	elevator	swimming pool	hard-working

13 Vocabulary test

Give your vocabulary test to the other group. Do the other group's test. Return your answers for checking.

Look at the self-check box below. Tick the areas you need to review again.

SELF-CHECK BOX	Yes	No	Pocket Book
• Present Simple			12
• Frequency adverbs			12
• Present Continuous			11
• Futures: Present Continuous, <i>going to</i> + infinitive			4, 5
• Introductions and greetings			18
• Welcoming a visitor			23
• Telephoning: making contact			22
• Telephoning: leaving messages			23
• Vocabulary			