

## Grammar: would/used to

A

1. John would never help his parents in the garden when he was young. He never **used to help** them.  
*Past habit – Il ne les aidait jamais*
2. Jill has been going to school for a few weeks now. Finally, she's **getting used to going** to it.  
*Become accustomed – Elle s'habitue à aller à l'école.*
3. I haven't been practising karate for very long; so I'm not **used to kicking** people.  
*Present habit – Je ne suis pas habitué à donner des coups de pied aux gens.*
4. John always asked the same questions. He always **used to ask** the same questions.  
*Past habit – Il posait toujours les mêmes questions.*
5. For my new job, I've got to **get used to getting up** early.  
*Become accustomed – Je dois m'habituer à me lever tôt.*
6. Now they go to Majorca on their holidays; they **used to go** to Rimini.  
*Past habit – Ils allaient autrefois à Rimini.*
7. Do you smoke? No, I **used to smoke** twenty a day but now I don't smoke at all.  
*Past habit – Je fumais autrefois 20 cigarettes par jour.*
8. I can't **get used to handling** this joystick; I'm going to go back to using the mouse again.  
*Become accustomed – Je ne peux pas m'habituer à cette manette de jeux.*
9. Did you **use to study** hard when you were a student?  
*Past habit – Est-ce que vous étudiez dur lorsque vous étiez étudiant?*
10. I've never **got used to driving** that car.  
*Become accustomed – Je ne me suis jamais habitué à conduire cette voiture-là.*

B

1. The transition period was aimed at giving users time to make suggestions and **get used to** the change.  
*Become accustomed.*
2. A "Star Wars" analogy can just as easily **be used to depict** Google as an imposing empire.  
*Passive*
3. Thanks to MySpace and Facebook people have **gotten used to communing** online, and now they want to do it around specific topics.  
*Become accustomed.*
4. Like it or not, we have **to get used to** a world where this year's advanced and innovative feature becomes next year's status quo.  
*Become accustomed.*
5. Advertising could **be used to cover** costs.  
*Passive*
6. You'd better **get used to** the idea you are going to be increasingly guided to your destinations via GPS.  
*Become accustomed.*
7. Bling It can also **be used to shine up** everyday photos of friends, family, etc.  
*Passive*
8. Users had **to get used to thinking** in meaningless acronyms, colons and slashes.  
*Become accustomed*
9. In the Macintosh world, it's a pretty friendly group of developers who **are used to working** with each other.  
*Present habit*
10. WebIt's a challenge for brands that **used to have** more control over their communication in the 90s.  
*Past habit*

C

1. I **used to** enjoy studying Latin when I was at school. (**changed past state**)
2. Orwell **would/used to** spend winters in Spain and summers in England. ('used to' is also possible)
3. We **used to** live in a bungalow on the south coast, and then we moved to a flat in London. (**changed past-state**)
4. You **used to** teach at Halston University, didn't you? ('would' is not possible) (**changed past state**)
5. On Saturdays and Sundays the ferry **used to/would** take tourists across to the island.
6. The committee **met** four times last week, but still no decision has been reached. (**number of times specified**)

## Meeting Face to Face...Without Spending on Gas

Exercises ANSWERS

### Grammar: number-noun + noun

1. A few days ago I received a **ten-page** letter from Julia.
2. I didn't have any change. I only had a **twenty-pound** note.
3. At work in the morning I usually have a **15-minute** break for coffee.
4. There are **60 minutes** in an hour.
5. It's only a **two-hour** flight from London to Madrid.
6. It was a big meal. There were **five courses**.
7. Mary has just started a new job. She's got a **two-year** contract.
8. The oldest building in the city is the **500-year-old** castle.
9. I work **five days** a week. Saturday and Sunday are free.
10. We went for a **six-mile** walk in the country.

### Vocabulary: body-to-body part idioms

1. CPR (cardiopulmonary resuscitation) is traditionally defined as a combination of chest compressions and ventilation, also known as **mouth-to-mouth** resuscitation,
2. Left-handers are more likely to survive **hand-to-hand** combat.
3. Microsoft **nose-to-nose** with Unix server rivals.
4. My sisters don't see **eye-to-eye** with me about the arrangements.
5. On his arrival home, his father Richard had a **heart-to-heart** talk with him about the future.
6. Our intuitive understanding is that **face-to-face** communication is the most persuasive.
7. Schumacher is celebrating **back-to-back** victories in the French and British Grand Prix.
8. The bunk beds were set up **head-to-head**.
9. The horses ran mostly **head-to-head**.
10. The Irish "final" was a **toe-to-toe** fight from start to finish.
11. The refugees were packed **shoulder-to-shoulder** on the boat.
12. The two brothers went at it **head-to-head**. It was a head-to-head contest all the way.
13. The whole town stood **shoulder-to-shoulder** while the rescue workers struggled to free the trapped miners.
14. UK **back-to-back** terraced houses.

### Vocabulary: "dime"

1	2	3	4	5	6	7	8
H	B	F	D	A	E	G	C

### Grammar: allow/enable/permit

1	2	3	4	5	6	7	8	9	10
you	a bank	all the servers	anyone	Red Hat	users	Xen	players	MySpace users	farmers
b.	j.	e.	a.	g.	d.	i.	c.	f.	h.

### Company Structure Crossword

#### Across

1. group of people chosen to establish policy for and control a company (5,2,9)

**Board of directors**

5. department that puts goods on market, inc. packaging, advertising etc

**marketing**

6. the highest executive officer of a company; head of a company

**president**

7. department responsible for recruitment and welfare of staff or employees

**personnel**

8. department responsible for physical creation of product

**production**

9. department responsible for finding and buying everything for a company

**purchasing**

10. a member of the board of directors

**director**

11. person who heads a Board of Directors; head of a company; chairperson

**chairman**

14. a company's principal or main office or centre of control

**headquarters**

16. senior director after the chairman responsible for day-to-day direction (9,8)

**Managing director**

17. department responsible for administering a company's financial affairs

**accounts**

18. department responsible for Research and Development of (new) products (abbr.)

**R&D**

19. person managing the affairs of a corporation (9,7)

**Executive officer**

20. person responsible for day-to-day running of a dept.; executive officerUS

**manager**

#### Down

2. Annual General Meeting of a company's shareholders (abbr.)

**AGM**

3. a table or plan showing a company's structure graphically (12,5)

**organisation chart**

4. any of several executive officers, each responsible for a separate division (4,9)

**Vice president**

12. person who holds or owns shares in or a part of a company or corporation

**shareholder**

13. department responsible for finding customers and making sales

**sales**

15. the place where visitors and clients report on arrival at a company (abbr.)

**reception**