



# PEL 131 COMMUNICATION SKILLS II

## TUTORIAL WORKBOOK

DEPARTMENT OF VERBAL ABILITY  
SCHOOL OF PROFESSIONAL ENHANCEMENT I

# Tutorial 1 – Course Orientation

**UNIT 1****MEETING AND GREETING PEOPLE****Salutation, Self-Introduction and Asking for Help****TUTORIAL – 2, 3 &4****WRITING**

*Instructions: 1. All questions are compulsory. 2. Write complete sentences, not phrases.*

1) Write a paragraph introducing yourself in 70 – 80 words.

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2) How will you introduce yourself to an unknown person in 50 – 60 words?

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3) Write a salutation for addressing the MD of Tech Mahindra assuming imaginary or unknown person

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4) Where do you usually meet new people? (30 - 40 words)

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5) How will you ask for guidance if you are lost somewhere? (50 - 60 words)

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- 6) Guide a stranger in LPU using Imperative sentences to reach block 56 from block 14 or vice versa.  
(70 – 80 words)

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## SPEAKING

‘Speaking’ on the topic written by the student. (Student is not allowed to read from the notebook)

## GRAMMAR

### 1.1 Identify each sentence below as declarative, interrogative, imperative, or exclamatory.

**EXAMPLE:** Add the milk to the dry ingredients slowly.

**Imperative**

1. Who was the first female astronaut?
2. Buckle your seatbelt even for short trips.
3. Please put the stamped envelopes in this box.
4. You must be joking!
5. What a thrill the ride was!
6. In 1776, there were fifty-three newspapers in London.
7. Who were the first people to use paper money?
8. Insert the diskette in this slot.
9. Insects outnumber people by millions to one.
10. What an amazing story that is!

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### 1.2 Write Yes/No questions for the following sentences:

1. Our neighbor bought a new computer.
2. I cannot deal with this problem.
3. The computer has a large memory.
4. You will try this new piece of software.
5. Money makes the world dumb.

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6. It prints very fast.

7. House and home are two different places.

8. What a fabulous device this is!

9. Hunt brought the cap.

10. A computer can change the way you write.

**1.3 Write Wh. questions for the following sentences:**

1. Our neighbor bought a new computer.

2. I cannot deal with this problem.

3. The computer has a large memory.

4. You will try this new piece of software.

5. Money makes the world dumb.

6. It prints very fast.

7. House and home are two different places.

8. David hasn't yet joined the company.

9. Hunt brought the cap.

10. A computer can change the way you write.

**1.4 Add to the beginning of each group of words so that it forms a sentence. The information in parentheses will tell you what type of sentence it should be. Be sure to begin each sentence with a capital letter and end it with the correct punctuation mark.**

1. \_\_\_\_\_ each hiker from the Nature Group (declarative)

2. \_\_\_\_\_ know the location of the nearest ranger station (interrogative)

3. \_\_\_\_\_ embarrassing he is to the group (exclamatory)

4. \_\_\_\_\_ extra food and clothing (imperative)

5. \_\_\_\_\_ good idea to have an extra map (declarative)

6. \_\_\_\_\_ a mother bear (exclamatory)

7. \_\_\_\_\_ with her buddy, Tasha (declarative)

8. \_\_\_\_\_ know they were such good friends (interrogative)
9. \_\_\_\_\_ can check your supplies (imperative)
10. \_\_\_\_\_ never shows up late (declarative)

**1.5 ACTIVITY: WRITING**

1. Using declarative sentences (both affirmative and negative), write a paragraph on a live cricket match that you have watched. (50 – 60 words)

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2. Write ten sentences about early morning sights, sounds, and thoughts. Use all four kinds of sentences.

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3. Guide a stranger in LPU using Imperative sentences to reach block 56 from block 14 or vice versa. (at least 10 sentences)

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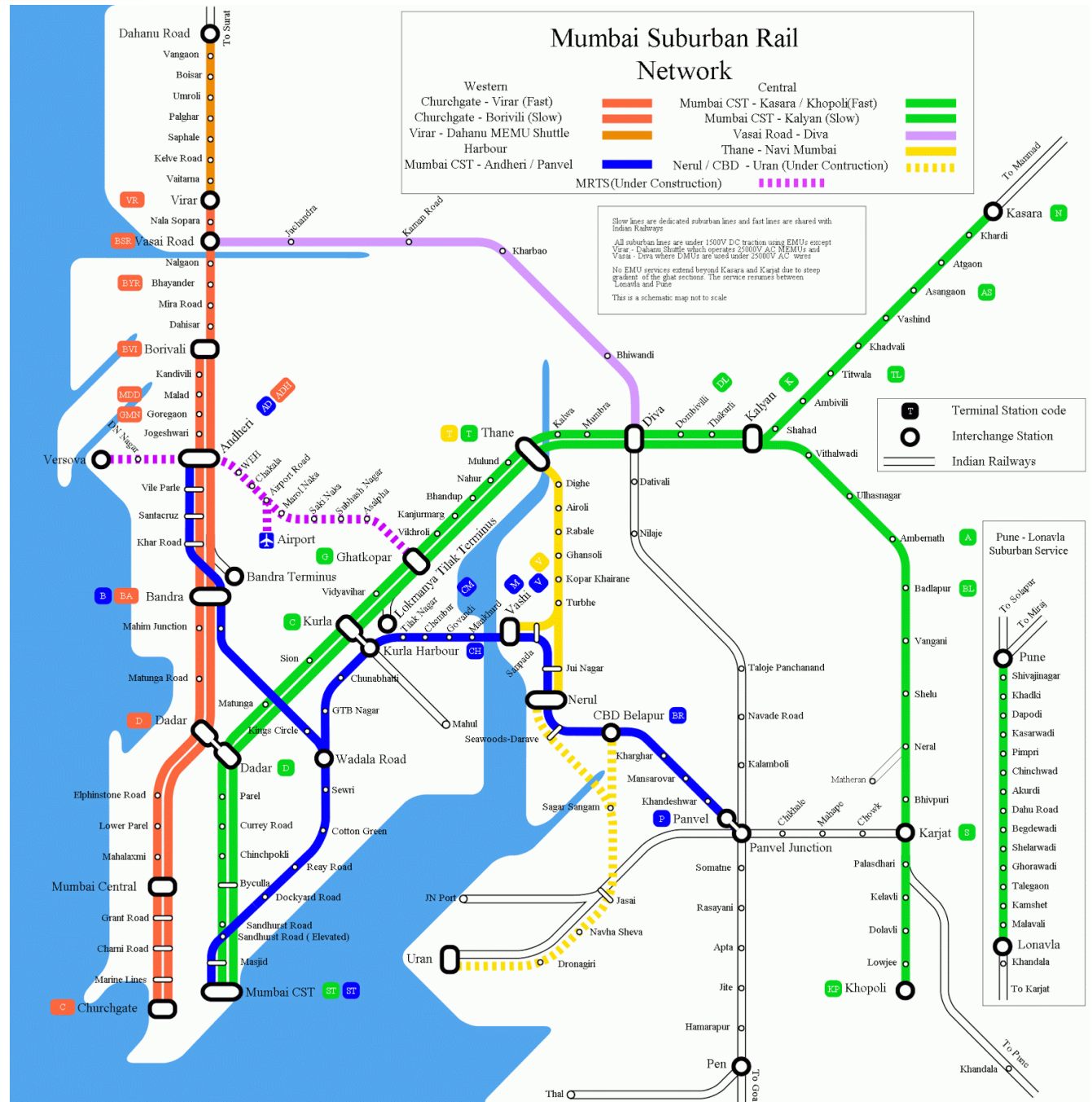
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## 1.6 MAP BASED QUESTIONS FOR ASKING DIRECTIONS

A.



1. Describe in your own words the route corresponding to each color given in the map and specify their directions.

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2. Which route is under construction and what are its extremities?

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3. How do you reach Karjat from Mumbai CST?

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4. What is different about the lines between Diva and Pen?

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5. Direct someone to reach Kalyan from Churchgate.

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6. Which line (color) do you think is the longest and what are the extremities?

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7. Which lines do not cross water bodies?

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8. What is the southernmost station of the orange line?

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9. What are the interchange stations in the eastern side of the map? (3 of them)

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B.



1. What seems to be the most important roadway in the map?

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2. What is the meaning of "MAP NOT TO SCALE"?

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3. Locate Cheeky Monkey and guide me to Fab India.

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4. Guide me from Fort Aguada to Tibetan Jewellery Market.

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5. I'm staying at the Banyan Tree. I want to go to a church and then for a go karting session. Show directions.

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6. The name of the places are inside different colored bubbles. What is their significance?

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7. What is the northernmost shopping outlet?

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8. What is the only wellness area in the central region of the map?

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9. Which road connects Play Clan with Cavala?

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## TENSES AND CONVERSATION

## TUTORIAL 5, 6 & 7

## WRITING

*Instructions: 1. All questions are compulsory. 2. Write complete sentences, not phrases.*

1. Give a detailed plan of how you spend your weekends. The following hints can be considered:  
(70 – 80 words)

**1 watch TV 2 listen to the radio 3 listen to music 4 read a book 5 read the newspaper  
6 play 7 play cards 8 play basketball 9 play the guitar 10 practice the piano 11  
exercise 12 swim 13 plant flowers 14 use the computer 15 write a letter 16 relax**

[illegible]

2. Write 3 exchanges between you and a shopkeeper for selecting a good dress for an evening party.

[illegible]

3. Explain the route/ direction from point A to point B in the map drawn by the teacher on the board.

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**SPEAKING**

*Instructions: Compulsory to speak on two topics*

1. The student to speak on his daily routine using selected given phrases: (Extempore)

*Refer to the phrases that are displayed*

**1 get up 2 take a shower 3 brush my\* teeth 4 shave 5 get dressed 6 wash my\* face 7 put on makeup 8 brush my\* hair 9 comb my\* hair 10 make the bed 11 my, his, her, our, your, their 12 get undressed 13 take a bath 14 go to bed 15 sleep 16 make breakfast 17 make lunch 18 cook/make dinner 19 eat/have breakfast 20 eat/have lunch 21 eat/have dinner 21.1 clean the apartment/ clean the house 22 wash the dishes 23 do the laundry 24 iron 25 feed the cat 26 walk the dog 27 study 28 go to work 29 go to school 30 drive to work 31 take the bus to school 32 work 33 leave work 34 go to the store 35 come home/get home**

2. You want to visit to beautiful place in your vacations. Discuss the same with a travel agent, keeping in mind your budget constraints. (*Paired Activity*)
3. Role play a scene with a shopkeeper wherein you want to take a JIO sim from the mall. You have to ask all the details related to the working of the SIM also.

**GRAMMAR****2.1. Choose the appropriate options to complete the sentences.**

1. Most of the patient visits ----- to physician assistants in the recent years all around the world.
- |                   |                        |         |
|-------------------|------------------------|---------|
| a. have been made | c. will have been made | e. make |
| b. was made       | d. have made           |         |
2. These differences between two photographs ----- with the help of Photoshop.
- |                      |                            |                        |
|----------------------|----------------------------|------------------------|
| a. should remove     | c. have to remove          | e. were able to remove |
| b. must have removed | d. could have been removed |                        |
3. No clinical studies ----- in this child disease research so far.
- |                      |                    |                        |
|----------------------|--------------------|------------------------|
| a. had completed     | c. have completed  | e. have been completed |
| b. will be completed | d. had to complete |                        |
4. The government ----- that the tasks ----- with great success.
- |                                    |                                       |
|------------------------------------|---------------------------------------|
| a. is confirming / maintained      | d. will confirm / had been maintained |
| b. confirms / have been maintained | e. confirmed / are maintaining        |
| c. was confirmed / have maintained |                                       |
5. With this comprehensive international report, the country's position in the regional and global arena - ----- with measurable criteria.
- |                       |                         |
|-----------------------|-------------------------|
| a. is to identify     | d. identified           |
| b. identifies         | e. is going to identify |
| c. will be identified |                         |



6. The critics ----- that the review ----- as a book in English and in many other languages.
- |                                  |                               |
|----------------------------------|-------------------------------|
| a. are said / could be published | d. said / may be published    |
| b. say / can be published        | e. have said / should publish |
| c. will say / had been published |                               |
7. New legislation ----- in congress but it ----- by many.
- |  |                                      |
|--|--------------------------------------|
| a. was introduced / wasn't accepted    | d. introduced / hadn't been accepted |
| b. introduced / didn't accept          | e. is introduced / won't accept      |
| c. will be introduced / isn't accepted |                                      |
8. If you would like to know what ----- in the project so far, you ----- the full report at our website.
- |  |                                   |
|--|-----------------------------------|
| a. has been completed / may be visited | d. was completed / had been found |
| b. completed / will be found           | e. has been completed / can find  |
| c. will be completed / should be found |                                   |
9. These clothes ----- for daily use so you ----- them wherever you want.
- |                                 |                                  |
|---------------------------------|----------------------------------|
| a. design / should be worn      | d. were designed / could be worn |
| b. will be designed / must wear | e. designed / might be worn      |
| c. are designed / can wear      |                                  |
10. A more developed model of this car ----- in the showroom soon.
- |                     |                   |              |
|---------------------|-------------------|--------------|
| a. is going to show | c. was shown      | e. had shown |
| b. will be shown    | d. has been shown |              |

**2.2. Choose the appropriate options to complete the sentences.**

1. Epilepsy ----- to be caused by poor air, which ----- to be carried by the veins to the brain.
- |                          |                               |                                   |
|--------------------------|-------------------------------|-----------------------------------|
| a. is believed / thought | c. was believed / was thought | e. will be believed / has thought |
| b. believes / is thought | d. is believing / is thinking |                                   |
2. The Wii, which is a video game console ----- by Nintendo ----- on November 19, 2006.
- |                           |                            |                    |
|---------------------------|----------------------------|--------------------|
| a. made / was released    | c. was made / will release | e. made / released |
| b. is made / was released | d. makes / released        |                    |
3. He ----- his first collection of poems in the early eighties and since that time he ----- by critics and public.
- |                                 |                                   |
|---------------------------------|-----------------------------------|
| a. publishes / praised          | d. was published / was praised    |
| b. published / has been praised | e. will publish / will be praised |
| c. publishes / has praised      |                                   |
4. We can very confidently predict that if more of the forests ----- there ----- erosion
- |                      |                               |                      |
|----------------------|-------------------------------|----------------------|
| a. are cut / will be | c. will cut / was             | e. was cut / will be |
| b. cut / is          | d. have been cut / used to be |                      |

5. The poor bird ----- and all its efforts to escape from the trap ----- in vain.

- |                                 |                            |                             |
|---------------------------------|----------------------------|-----------------------------|
| a. has been captured / had been | b. captures / were         | d. will capture / are       |
|                                 | c. had been captured / was | e. had been captured / were |

6. To have a clear image, stars ----- with a telescope.

- |                       |                       |                             |
|-----------------------|-----------------------|-----------------------------|
| a. must be observe    | c. should be observed | e. could have been observed |
| b. had better observe | d. had to observe     |                             |

7. It ----- that his music ----- thousands of people in the next years.

- |                                 |                                 |
|---------------------------------|---------------------------------|
| a. was thought / will influence | d. will be thought / influences |
| b. thinks / is influencing      | e. thought / influenced         |
| c. is thought / will influence  |                                 |

8. Archaeologists ----- today that the pyramid of an ancient Egyptian pharaoh ----- after being buried for generations.

- |                                     |   |
|-------------------------------------|---|
| a. announced / had rediscovered     | d. will announce / rediscovers            |
| b. announces / is rediscovered      | e. have announced / has been rediscovered |
| c. are announced / was rediscovered |   |

9. A Malawi woman who ----- with HIV five years ago ----- a baby now.

- |                            |                             |                             |
|----------------------------|-----------------------------|-----------------------------|
| a. is facing / expects     | c. was faced / is expecting | e. faced / will be expected |
| b. is faced / was expected | d. faces / expected         |                             |

10. Anne Frank: The Diary of a Young Girl ----- an international bestseller that ----- into more than 50 languages.

- |                             |                         |                         |
|-----------------------------|-------------------------|-------------------------|
| a. is / has been translated | c. is / has translated  | e. was / will translate |
| b. had been / is translated | d. will be / translated |                         |

**2.3. Change the following sentences into passive voice.**

1. The principal has forbidden smoking on the campus.

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2. The principal has forbidden students to smoke on the campus.

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3. I advise consulting a good doctor.

---

4. I advise you to consult a good doctor.

---

5. They don't allow parking in front of their gate.

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6. They don't allow people to park in front of their gate.

---

7. We advise early booking.

8. We advise passengers to book their tickets early.

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9. They made her repeat the whole story.

---

10. We don't advise pregnant women to go on a diet.

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**2.4. Following sentences are in the active voice. Change them into the passive voice.**

a) My mother will punish me.

---

b) The children are studying grammar.

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c) I had finished my homework.

---

d) They called off the match.

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e) Mrs. Bajaj teaches us English.

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f) You must switch off the lights.

---

g) I can finish this assignment.

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h) The children ate the food.

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i) The painter created a beautiful painting.

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j) Mr. Kumar has filed the papers properly.

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1. Write about five exchanges about an interesting meeting with a person who was standing with you in a bank queue.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

**Example: How's the family? - They're very well, thank you.**

- |                                  |   |  |
|----------------------------------|---|--|
| <b>a. Family</b>                 | <b>f. Food &amp; drink</b>                                | <b>j. Sports</b>                       |
| <b>b. International politics</b> | <b>g. Religion</b>  | <b>k. Your hobbies</b>                 |
| <b>c. The salary or wage</b>     | <b>h. Health</b>  | <b>l. Computers and new technology</b> |
| <b>d. Travel</b>                 | <b>i. Global warming, pollution, environmental topics</b> | <b>m. Corruption</b>                   |
| <b>e. Weather</b>                |   |  |

[illegible]



This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## SPEAKING: PAIRED ACTIVITY

With a partner, practice how to start a conversation and keep it going. Think carefully about what questions you would ask in each of the given situation and keep the conversation rolling:

- a. at a bus stop waiting for the next bus*  
*b. in a park walking your dog*  
*c. on the first day of class right before school begins*  
*d. on a plane waiting for takeoff*  
*e. at a friend's house for a barbecue*
- f. at your 20th high school reunion*  
*g. asking a person about the nearest restaurant*  
*h. shopping for fruits*  
*i. at a mall*  
*j. stuck in a lift*

## GRAMMAR

### 3.1. Choose the correct answer

- I told him \_\_\_\_ do it.  
a. to not                      b. to don't                      c. not to                      d. don't
- He asked us \_\_\_\_ show our passports.  
a. if                      b. to                      c. for
- She asked us if we \_\_\_\_ finished the work on Monday.  
a. have                      b. had                      c. Either could be used here.
- She asked us \_\_\_\_ on time.  
a. to be                      b. for being
- She asked if she \_\_\_\_ leave early.  
a. can                      b. could
- They asked me \_\_\_\_\_ going to the party.  
a. that I was                      b. if I was
- He told me \_\_\_\_\_ my father.

- [illegible]

### 3.2. Select the correct option

1. *He said to the interviewer, "Could you please repeat the question?"*
  - a. He requested the interviewer to repeat the question
  - b. He requested the interviewer please repeat the question
  - c. He requested the interviewer if he could repeat the question
  - d. He requested the interviewer if you could please repeat the question
  
2. *He said to her, "What a cold day!"*
  - a. He exclaimed that it was a cold day
  - b. He told her that it was a cold day
  - c. He exclaimed sorrowfully that it was a cold day
  - d. He exclaimed that it was a very cold day
  
3. *The tailor said to him, "Will you have the suit ready by tomorrow evening?"*
  - a. The tailor asked him if he would have the suit ready by the next evening
  - b. The tailor asked him that he would had the suit ready by the next evening
  - c. The tailor asked him if he will like to have the suit ready by the next evening
  - d. The tailor asked him that he will have the suit ready by the next evening
  
4. *"You can't bathe in this sea," he said to me, "it's very rough."*
  - a. He said that I can't bathe in this sea because it's very rough
  - b. He said that you couldn't bathe in that sea if it was very rough
  - c. He said that I couldn't bathe in that sea as it was very rough
  - d. He said that you can't bathe in this sea since it was very rough

5. *The teacher said to Mahesh, "Congratulations! Wish you success in life."*

- a. The teacher said congratulations to Mahesh and wished him success in life
- b. The teacher congratulated Mahesh and said with you success in life
- c. The teacher wished congratulations and success in life to Mahesh
- d. The teacher congratulated Mahesh and wished him success in life

6. *"What about going for a swim," he said, "It's quite fine now."*

- a. He suggested going for a swim as it was quite fine
- b. He proposed going for a swim as it was quite fine
- c. He asked me what about going for a swim as it was quite fine them
- d. He advised to me go for a swim as it was quite fine

7. *Pawan said to me, "If I hear any news, I'll phone you."*

- a. Pawan told me that if he heard any new, he will phone me
- b. Pawan told me that if he will hear any news, he will phone me
- c. Pawan told me that if he heard any news, he would phone me
- d. Pawan told me if he had heard any news, he would phone me

8. *I said to him, "Why are you working so hard"?*

- a. I asked him why he was working so hard
- b. I asked him why had he been working so hard
- c. I asked him why was he working so hard
- d. I asked him why he had been working so hard

9. *He said to me, "I have often told you not to play with fire."*

- a. He said that he has often been telling me not to play with fire
- b. He told me that he had often told me not to play with fire
- c. He remained me that he had often told me not to play with fire
- d. He said to me that he often told me not to play with fire

10. *The father warned his son that he should be beware of him.*

- a. The father warned his son, "Be careful about him."
- b. The father warned his son, "Watch that chap!"
- c. The father warned his son, "Beware of him!"
- d. The father warned his son, "Don't fall into the trap."

**3.3. Complete the sentences in reported speech. Note whether the sentence is a request, a statement or a question.**

1. He said, "I like this song."

He said \_\_\_\_\_

2. "Where is your sister?" she asked me.

She asked me \_\_\_\_\_

3. "I don't speak Italian," she said.

She said \_\_\_\_\_

4. "Say hello to Jim," they said.

They asked me \_\_\_\_\_

5. "The film began at seven o'clock," he said.

He said \_\_\_\_\_

6. "Don't play on the grass, boys," she said.

She told the boys \_\_\_\_\_

7. "Where have you spent your money?" she asked him.

She asked him \_\_\_\_\_

8. "I never make mistakes," he said.

He said \_\_\_\_\_

9. "Does she know Robert?" he wanted to know.

He wanted to know \_\_\_\_\_

10. "Don't try this at home," the stuntman told the audience.

The stuntman advised the audience \_\_\_\_\_

**3.4. Make reported questions. Start your answer with 'she asked me'.**

1. "Where is the post office?"

\_\_\_\_\_

2. "Why is Julie sad?"

\_\_\_\_\_

3. "What's for dinner?"

\_\_\_\_\_

4. "Who is the woman in the red dress?"

\_\_\_\_\_

5. "How is your grandmother?"

\_\_\_\_\_

6. "Where do you usually go swimming?"

\_\_\_\_\_

7. "What does Luke do at the weekend?"

\_\_\_\_\_

8. "How many books do they own?"

\_\_\_\_\_

9. "Where does John work?"

\_\_\_\_\_

10. "How will you trust a guy like Martin?"

\_\_\_\_\_

## UNIT 4 PRESENTATION AND MAKING A RESERVATION

## TUTORIAL – 15, 16, 17 & 18

## WRITING: PAIR ACTIVITY

Write a telephonic conversation for the reservation of the following with 5-6 exchanges. Use suitable adjectives in your conversation. Write any 3 out of 4.

1. *two rooms at the hotel for your colleagues who are coming to New York on Friday*
2. *a seat on the plane to Moscow after you inquire about flights and make sure that the take-off time is convenient to you;*
3. *two seats on the train to Paris; you want to travel first class*
4. *a table at the restaurant; arrange with the manager what you will have for dinner; you will be entertaining your friends*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is a small blue triangular tab at the top left corner. The paper appears to be from a notebook or a set of loose-leaf papers.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

### SPEAKING: PAIR ACTIVITY

Perform the conversation based on their writing. Enact a minimum of 2 conversations.

3.5. See the pictures of great personalities below and describe any three in about 70-80 words using at least 6-7 personality adjectives given below:



A



B



C



D



E

Adaptable, Adventurous, Affectionate, Ambitious, Diligent, Courteous, Frank, Impartial, Gregarious, Inventive

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This image shows a single page from a notebook or ledger. It features a series of evenly spaced horizontal lines across its entire width, providing a guide for writing. The background is white, and there are no margins, text, or other markings present.

3.6. See the pictures of famous products in Indian market and describe any three in about 50-60 words using at least 6-7 adjectives given below:



A



B



C



D



E

Branded, commercial, disposable, handcrafted, licensed, market-driven, well-stocked, returnable, consumer-facing, zero-rated

[illegible]



## UNIT 5 PLANNING – ITINERARY WRITING AND PRESENTATION

### TUTORIAL – 21 & 22

#### WRITING

*Write an itinerary for 5 days and 10 tourist spots for a place of your choice. (Individual activity)*


#### SPEAKING

*Present your itinerary to the class.*

#### PRESENTATION

*A Group of 4-5 students will draft one presentation on any current topic of their choice and will talk about their presentation in front of the class. (Group activity)*

## TUTORIAL – 25, 26 & 27

1. You have been living in a rental apartment for the past year. Recently a new neighbor moved in who has loud parties several times a week. Write a letter complaining about this to the landlord. Write the letter in about 150-200 words. In your letter:

- 
- This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. You are supposed to hand in a mid-term project for your Physics class by March 1st. However, your sister is getting married in Hawaii at the same time and the entire family is traveling there for the occasion. You would like an extension on the due date for submitting the project. Write to your professor. Write the letter in about 150-200 words. In your letter:

- explain the situation
- remind the professor of your fine academic record to date
- ask for an extension of the due date

3. Imagine it was your father's 50th birthday. You had planned special activities and engagements for him with family members throughout the day. Write your daily diary for the day in 100 words describing how you executed your plan.



**SPEAKING**

Consider the following scenarios and make arrangements to get things done your way. Prepare minimum of 5 exchanges to speak on the given topic. (Two people in a team)

*Student A: You want to go to the cinema. Ask your friend to go with you. You love horror movies, and there is a really interesting one on. You'd like to go on Saturday, at 4:00 pm. You hate comedies and romantic films.*

*Student B: Listen to your friend's invitation, you like any kind of films, you have to meet your parents at 4 pm but you're free after 5 pm. Make arrangements to meet that day (include the time and place).*

**GRAMMAR****6.1 Make Zero Conditional sentences, use cues:**

1. Jane / eat / too much chocolate / she /get / sick

---

2. You / not / eat / you / die

---

3. You / heat / ice / it / melts

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**6.2 Make 1st Conditional sentences; put the verbs in brackets in correct form.**

1. If you \_\_\_\_\_ (not study), you \_\_\_\_\_ (fail) the test.

2. I \_\_\_\_\_ (lend) you my umbrella if you \_\_\_\_\_ (need) it.

3. If I \_\_\_\_\_ (be late), I \_\_\_\_\_ (call) you.

**6.3 Write 2nd Conditional sentences; put the verbs in brackets in correct form.**

1. If you \_\_\_\_\_ (leave) your job, you \_\_\_\_\_ (travel) around the world.

2. If you \_\_\_\_\_ (be) nicer to him, he \_\_\_\_\_ (lend) you the money.

3. It \_\_\_\_\_ (be) nice if the rain \_\_\_\_\_ (stop).

**6.4 Write 3rd Conditional sentences; put the verbs in brackets in correct order.**

1. He crashed his car, because he fell asleep while driving.

If he \_\_\_\_\_ (fall) asleep while driving, he \_\_\_\_\_ (crash) his car.

2. I lost my job because I was late for work.

I \_\_\_\_\_ (lose) my job if I \_\_\_\_\_ (be) late for work.

3. We couldn't go to the concert, because we didn't have enough money.

If we \_\_\_\_\_ (have) enough money, we \_\_\_\_\_ (go) to the concert.

**6.5 Put the verb in brackets in correct form.**

1. If I \_\_\_\_\_ (be) you, I wouldn't risk.

2. If they had waited another month, they could probably \_\_\_\_\_ (get) a better price for their house.

3. It's quite simple really. When it's cold, water \_\_\_\_\_ (freeze).

4. If he decides to accept that job, he \_\_\_\_\_ (regret) it for the rest of his life.
5. If he hadn't been driving so fast, he \_\_\_\_\_ (hit) the motorcyclist.
6. If he \_\_\_\_\_ (be) more careful, he would have spotted the mistake.
7. If she goes on passing her exams, \_\_\_\_\_ (be) qualified to practice as a lawyer.
8. If I pay you twice as much, will you \_\_\_\_\_ (able) to finish by Tuesday?
9. If only I'd invested in that company, I \_\_\_\_\_ (become) a millionaire by now.

**6.6 Write 10 sentences on any of the following:**

1. If you were the richest person of the country, what would you do to make it a developed country?
2. If you were given a chance to go back into your past, what would you like to change?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.