GRAMMAR

1 Indirect questions

Complete the indirect questions so they mean the same as the direct questions.

Exa	ample: Have you finished that report yet? I was wondering if you've finished the yet.	nat report
1	Where do you live?	
	Could you tell me	
		?
2	Who do you vote for?	
	Could I ask you	
3	Would you answer a few questions?	?
	I was wondering	
4	Do you have any children?	
	Could I ask you	
		?
5	What's the long number on your card?	
	Could you tell me	
		?
6	Could you help me with my homework?	
	I was wondering	
7	When are you available?	·
	Could you tell me	
		?
8	Why did she leave?	
	Could I ask you	
9	What did he say to her?	?
9	I was wondering	
	· ···ao ···o··iao·····ig	
10	Have you ever joined a gym?	
	Could I ask you	
		?
		/10

VOCABULARY

2 Organising a talk

Complete the expressions in the talk.

Example: I hope that's answered your Any further questions?	question.
1 Today, I g t t	a
student accommodation.	
2 Tsw, I need to	know if everyone
is here.	
3 There are several important things t	to know. F
o a, there is always so	meone here to
help with problems.	
4 S, there is plenty of ac	commodation for
everyone, so there is no need to wo	orry.
5 A f, you need to	think about what
kind of accommodation will suit you	u best.
	/5
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4 Answering questions at a talk

Put the words in brackets in order.

Example: A Have you got proof that this works?

- **B** That's a good question. (question / good / a / 's / that)
- 1 **A** When are we going to get the results?
 - B I can't say yet. ______(back / you / I'll / to / get / soon)
- 2 A Where can I find some more information?
 - B I'm afraid _____!

 (the / that / I / answer / know / to / don't)
- 3 A Is it possible to sign up today?
 - (for / I'll / you / find / out)
- 4 A Do we need to buy our own equipment?
- (point / important / that's / an)
- 5 A Can you tell us more about the research?
- **B** ______, the results were very good. (say / all / is / can / I)



KEYWORDS other, another

6 Uses of other and another

Rewrite the underlined sentences, adding words from the box in the correct place.

other others another another one

Example: I've only got one shoe. <u>I can't find the one.</u>
I can't find the other one.

- 1 That biscuit was delicious. Can I have?
- 2 Are we the only people here? Where are the?
- 3 I did that really badly. Could I have go?
- 4 I'll show you a few examples.

There are in the handouts.

5 I only use this for travelling. I much prefer my laptop.

/5

6 Linking expressions

Complete the sentences using an expression with other or another.

Example: The quality of the paper was terrible. A<u>nother</u> t<u>hing</u> is t<u>hat</u> it wasn't cheap.

1	This is due first thing in the morning. I				
	0	. W,	we can't leave until it's		
	finished.				

- 2 Alice isn't very reliable. O_____t__ o_____h____, she's very good at her job.
- 3 We'll have to find a better way to do this. I_____ o____ w____, we aren't doing a very good
- job.
 4 It didn't happen quite like that. Or t_____
- p_____ i___ a____ w____, he lied!

 5 We've got the report in on time. A_____

	0	•	
p	i		_, we've done it within budget



EXPLORE SPEAKING

7 Giving yourself time to think

Complete the missing words.

Example: A Can you open the door?

B Just g*ive* me a second.

1 A What are the October sales figures?

- **B** If you h_____ on a minute, I'll check for you.
- 2 A Could you pass me those copies?
 - **B** B_____ with me a moment. I'm just sorting them out.
- 3 A What does the total come to?
 - **B** Let me just have a l____ here.
- 4 **A** How many are in your team?
 - **B** Let me t_____ for a minute. Er, five in sales, eight ... twelve ... fourteen in all.
- 5 A What's Joli Cerra's number?
 - **B** Hang on, let me c_____ in my book. ... It's 01157819056.



TOTAL /40