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Passive participles and *having...* tend to be used more in formal style than in colloquial English. Normally the **subject** of a participle is the same as the subject of the main verb:

*Waiting for the bus, I saw him in his new car. (= I was waiting for the bus)*

But in some cases the context makes the meaning clear:

*Being difficult to play means that learning the piano could make you vulnerable to a syndrome known as Lipchitz's Dilemma.*

**C** Using participles of the verbs below, complete these sentences:

- 1 As ....., we'll meet outside the cinema at 8 o'clock.
- 2 He has been feeling terribly homesick ever since ..... in this country.
- 3 On ..... home, I went straight to my room.
- 4 ..... by her indifference, he burst into tears.
- 5 Having ..... the game, they shook hands.
- 6 Unless ..... later, the key should be returned to the reception desk.
- 7 Remember to use block capitals when ..... the application form.
- 8 Remember to bend your knees, not your back, whenever .....

*arrange arrive complete finish lift reach require shake*

**D** Finish the sentences, with each one still meaning the same as the one before it.

- |   |                  |
|---|------------------|
| 1 I haven't got a car, which is why I usually travel by bus.              | Not .....        |
| 2 The demonstrators chanted loudly as they marched into the square.       | Chanting .....   |
| 3 They turned back when they found their way blocked by the police.       | Finding .....    |
| 4 After she watched the match on TV, she's wanted to take up golf too.    | Ever since ..... |
| 5 I heard that he collects butterflies and asked him to tell me about it. | Having .....     |
| 6 None of her friends turned up outside the cinema, so she went home.     | Finding .....    |
| 7 As I don't know much about art, I can't comment on your painting.       | Not .....        |
| 8 Three old men were sitting smoking at the back of the room.             | Sitting .....    |
| 9 If you drink coffee too quickly, it can give you hiccups.               | Drunk .....      |
| 10 I went to bed early because I felt a bit under the weather.            | Feeling .....    |

**E** Having spotted the mistakes in these sentences, rewrite them correctly

- 1 Looking out of my window, there was a crowd of people in the street.
- 2 Wearing bright yellow trousers, we thought he looked ridiculous.
- 3 Being rather tall for his age, his father treats him like an adult.
- 4 Having been giving such a warm welcome he felt very pleased.
- 5 If washing in hot water this garment will shrink.

**F** Add suitable participles to this story.

On ..... my eyes, I knew that I was in a strange, dark room. .... that I might still be dreaming, I pinched myself to see if I was still asleep, but, ..... that I really was awake I began to feel afraid. I found the door in the darkness, but it was locked. I decided to call for help but, after ..... for several minutes, I knew no one could hear me. I went to the window, and cautiously ..... the shutters, I discovered that the window was barred and, ..... outside, all I could see was darkness. My heart sank. .... with an

apparently hopeless situation, I sat down ..... what to do. I remained there ..... on the bed in silent desperation for several minutes.

Suddenly, ..... a key being turned in the lock, I ...

➡ Add three more sentences, continuing the story with your own ideas.

## 1.9 'Golden rules'

### Writing skills & composition

- A** Work in groups. Rearrange these steps into a more sensible order, deciding which of them you would omit. If any vital steps are missing, add them to the list.

#### GOLDEN RULES FOR WRITING A COMPOSITION

Jot down all the points you might make

Take a break

Analyse your notes, deciding which points to emphasise and which to omit

Show your first draft to someone else and get feedback from them

Edit your first draft, noting any changes you want to make

Proof-read the first draft: eliminate errors in grammar, spelling and punctuation

Do any necessary research

Proof-read your final version, eliminating any mistakes you spot

Discuss what you're going to write with someone else

Write a first draft, perhaps in pencil

Look carefully at the instructions

Write a plan, rearranging the points in the order you intend to make them

Use a dictionary to look up suitable words and expressions and write them down

Think about what you're going to write

Get feedback from other students on your final version (they are 'your readers')

Look again at the instructions

Have a rest

Write your final version

- B** Write down your own 'golden rules' for writing a composition, to remind you of the steps *you* should follow every time you do a piece of written work.

Try to follow these steps every time you do written work during this course.

➡ Which of the steps would not be feasible when working against the clock under exam conditions? Adapt your 'golden rules', bearing in mind how you performed in the composition paper of the last English exam you took.

- C** Read this composition, based on what Mike said about playing squash in 1.1 C.

You don't have to be a yuppie to play squash: if you play at a public sports centre, rather than a private club, you soon discover that it's a game that everybody plays. Taking part in a league, you can meet people from all walks of life, and it's quite normal for men and women to play each other. However, unlike tennis, you can't play doubles, so it's not such a sociable game.

The reason why squash is such fun is that it's so easy to play. Beginners can have an enjoyable game right away and can