

STUDY SKILLS

GRAMMAR AND VOCABULARY

Skills development

Verbs: tenses

Remember

- You may be given a verb which you have to transform into different tenses.
- The possible tenses you may have to write are:
present simple (*work* → *works*), present continuous (*work* → *am/is/are working*), past simple (*work* → *worked*), past continuous (*work* → *was/were working*), present perfect (*work* → *has/have worked*), past perfect (*work* → *had worked*) and future simple (*work* → *will work*).
- Be particularly careful with irregular verbs.

1 Write the past simple and past participle of these verbs in your notebook.

begin	eat	mean	steal
blow	feel	ride	swim
break	find	see	teach
bring	grow	shake	tell
choose	hold	sing	think
dig	keep	speak	win

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- Be particularly careful with irregular verbs.

2 Write each verb in the correct tense to complete each sentence. Use the words in italics to help you.

- 1 *Today*, nobody (know) exactly how the pyramids were built.
- 2 *When you called* me on the phone, I (do) my homework.
- 3 *Since 2016*, the number of tourists to the area (increase) by over a million per year.
- 4 I didn't join my friends at the café because I (have) my lunch *already*.
- 5 There (be) another chance to see the programme *tomorrow evening*.
- 6 It seems that Vikings (visit) America a thousand years *ago*.
- 7 *Right now*, scientists around the world (work) on producing clean energy.
- 8 *When I was born*, my parents (live) in Australia.

Remember

- We often use different time expressions with different tenses. Looking for those time expressions can give you a clue about which tense you need.

- Some common time expressions are:
today, now, right now, at the moment (often used with present continuous)
every day, once a week, on Mondays (often used with present simple)

at two o'clock yesterday, at that moment (often used with past continuous)

yesterday, last year, ago (often used with past simple)

for, since, just, already, yet (often used with present perfect)

tomorrow, in a week's time, next month (often used with future simple)

Remember

- When one of the words you are given is **NOT**, you have to make a negative form.

3 Write negative forms to complete the sentences.

- 1 I..... (not play) tennis as much as I used to.
- 2 In the 1970s, most people (not have) computers in their homes.
- 3 I was nervous because I (not sing) in public before.
- 4 People (not live) on the Moon in my lifetime.
- 5 My favourite player (not win) a match for over a month.
- 6 I didn't hear what the speaker said because I (not listen).
- 7 The police (not find) any evidence when they searched the house.
- 8 The twins (not speak) to each other since they had an argument.

Remember

- You may be given a verb which you have to transform into the passive voice. You often need the passive voice when the preposition *by* comes after the gap.
- The possible tenses you may have to write are:
present simple
(*design* → *is/are designed*),
present perfect
(*design* → *has/have been designed*),
past simple (*design* → *was/were designed*),
future simple (*design* → *will be designed*).

Verbs: active to passive

- 1 Tick the sentences where the phrase in italics is correct. If it is incorrect, write what it should be.
 - 1 St. Paul's Cathedral *was built* over three hundred years ago.....
 - 2 'War and Peace', a classic of Russian literature, *written* by Leo Tolstoy.
.....
 - 3 The new airport *will opened* by the President this weekend.....
 - 4 Jeans *is made* of a type of material called 'denim'......
 - 5 Gunpowder *was invented* by the Chinese.....
 - 6 The Festival of Britain *is held* in London in 1951.....
 - 7 In America, the Pulitzer Prize *is award* each year for excellent writing.
.....
 - 8 Oh, no! I left my bike here and it *has stolen*!.....
- 2 Complete using the correct passive form of the verbs in brackets.
Steam trains (1) (develop) in the early 19th century in Great Britain. The first full-scale steam train (2) (build) in 1804 by a man called Richard Trevithick. It (3) (know) as the 'Puffing Devil'. Steam trains (4) (use) for transport until the mid-20th century. Even today, some steam trains (5) (keep) in working order. The steam train (6) (remember) fondly for many years to come.

Remember

- You may be given a verb which you have to transform into a participle.
- There are two participles you may have to write:
present participle
(play → playing) and
past participle
(play → played).

Verbs: participles

1 Choose the correct word to complete each sentence.

- 1 The Prime Minister lives at 10 Downing Street, **located** / **locating** in the centre of London.
- 2 We were late, **meant** / **meaning** that we missed the start of the film.
- 3 After the election, the person **chosen** / **choosing** to be President is known as the President-elect.
- 4 She said goodbye and then walked out of the room **smiled** / **smiling**.
- 5 The economy crashed, **led** / **leading** to a number of serious problems.
- 6 Anyone **required** / **requiring** assistance should contact the manager.
- 7 Everyone **invited** / **inviting** to the meeting arrived on time and sat down.
- 8 The runner raised her hands as she crossed the line, **known** / **knowing** she had won.

2 Write a participle in each gap formed from the word given.

We moved house when I was six years old, (1) (mean) that I had to start at a new school. The school, (2) (build) many years ago, looked cold and uninviting and I was nervous on my first day. I found my classroom, (3) (locate) on the first floor. As I went in, all the children (4) (sit) there looked up at me. I blushed and froze! The teacher, (5) (see) how nervous I was, came over and led me to her desk. She introduced me to the class. There was an empty place (6) (reserve) for me beside a girl. I sat down. "I'm Dina," she said, (7) (smile) at me. "Don't worry. I'll help you." (8) (open) my books, I whispered, "Thanks. I'm Anna." I soon relaxed and Dina and I became best friends!

Remember

- You may be given a modal which you have to transform into another modal.
- This may include:
can → *could*
may → *might*
will → *would*
- You may also be given a word that you have to add a modal to. For example:
come → *would come*
- When one of the words you are given is NOT, you have to make a negative form.

Modals

1 Write a form of the word given in each gap.

- 1 I didn't think I win the match, but I did! (will)
- 2 My brother decided to move abroad because he find a job.
(not can)
- 3 I play the piano from the age of seven. (can)
- 4 I thought it rain yesterday, but in the end it didn't. (may)
- 5 King Henry VIII knew that the church to his demands.
(not agree)
- 6 I knew that Dad me with my homework so I waited for him. (help)
- 7 As she left, Mum said she back in ten minutes. (be)
- 8 I hoped the captain me to take the penalty because I didn't want to! (choose)

Remember

- You may be given a verb which you have to transform to complete a conditional.
- The possible conditionals you may have to complete are: first conditional (*If you press the button, the alarm rings.*) and second conditional (*If I had more money, I would buy a new phone.*).

First and second conditionals

1 Write a form of the word given in each gap.

- 1 If you visit London, you a lot about the history of England. (learn)
- 2 The headteacher will let you know if she to see you. (want)
- 3 If there any good movies on, I would go to the cinema. (be)
- 4 You wouldn't hurt people's feelings if you more about what you say. (think)
- 5 If the weather, we'll go to the coast for the weekend. (improve)
- 6 If I a better camera, I would take better photos. (have)
- 7 What would you do if you a student had cheated on a test? (know)
- 8 If my brother the exam, he'll go to university. (pass)

Remember

- You may be given an adjective or adverb which you have to transform into a comparative or superlative. You often have to form a comparative when *than* appears after the gap or superlative when *the* appears before the gap.
- Be careful with any spelling changes you need to make.
- Be careful with irregular comparative and superlative forms.

Adjectives and adverbs: comparative and superlative

1 Write a comparative or superlative form of the word given in each gap.

- 1 It was the birthday cake I had ever seen! (big)
- 2 I had never seen a birthday cake! (big)
- 3 You'll play than you do now if you have new equipment. (good)
- 4 It's important for a scientist to keep up with the research. (late)
- 5 Kelly can hit the ball than anyone else in the class. (far)
- 6 The day of my life was the day I got lost in the woods. (bad)
- 7 The increase in traffic means that this area gets every day! (noisy)
- 8 The singer I liked the in the competition was the first one. (little)

Remember

- You may be given a cardinal number which you have to transform into an ordinal number.
- Be careful with irregular forms and with any spelling changes required.

Numbers: cardinal to ordinal

1 For each cardinal number write the ordinal one.

one	eight	fifteen
two	nine	sixteen
three	ten	seventeen
four	eleven	eighteen
five	twelve	nineteen
six	thirteen	twenty
seven	fourteen	hundred

Remember

- You may be given a singular noun which you have to transform into a plural noun.
- Most plurals are formed using -s or -es (for nouns that end with a /s/, /z/, /ʃ/, /tʃ/, /ʒ/ or /dʒ/ sound).
- Some words ending in -o form the plural using -es (*potatoes*) and words ending in consonant + y form the plural using -ies (*ladies*). Some words ending in -f/fe form the plural using -ves (*shelves*).
- There are also some irregular plurals.

Nouns: singular to plural

1 Write the plural of each word.

- | | | |
|---------------|----------------|-----------------|
| 1 box | 6 child | 11 foot |
| 2 tooth | 7 man | 12 cherry |
| 3 leaf | 8 watch | 13 life |
| 4 hero | 9 ox | 14 half |
| 5 woman | 10 mouse | 15 kiss |

Remember

- You may be given a pronoun which you have to transform into another pronoun or a possessive adjective.
- For example, you could be given / and have to transform it to *me*, *myself*, *mine* or *my*.

Pronouns

- 1 Choose the correct word in each sentence.
 - 1 Has anyone seen **my** / **mine** new tablet?
 - 2 This is Layla's jacket, but I don't know where **your** / **yours** is.
 - 3 Could you send **me** / **myself** your email address, please?
 - 4 My parents like to go on a trip by **theirs** / **themselves** once a year.
 - 5 The teacher gave Lucas his mark but didn't give anyone else **their** / **theirs**.
 - 6 Somebody had stolen **our** / **ours** car and crashed it into a lamppost!
 - 7 Did you buy **you** / **yourself** anything nice for your birthday?
 - 8 Rose was determined to make the first prize **her** / **hers**.

Skills development

Forming verbs

1 Complete the table. If a form does not exist, put a cross.

Remember

- You may have to form a verb from the word given.
- The affixes you may need to use are:
re- (*apply* → *reapply*)
dis- (*connect* → *disconnect*)
mis- (*understand* → *misunderstand*)
and *-ise/ize* (*critic* → *criticise*)
- Remember to make any other spelling changes necessary. Also remember that some verbs are formed in an irregular way.

	<i>re-</i>	<i>dis-</i>	<i>mis-</i>
agree	X	<i>disagree</i>	X
appear			
arm			
assemble			
behave			
believe			
connect			
dial			
direct			
place			
take			
use			
write			

2 Underline the words that can form a verb using *-ise/ize*.

automatic	category	computer	equal
familiar	length	personal	popular
private	public	real	summary

3 Write a verb in each gap formed from the word given.

- 1 You'll have to work hard if you want to your dreams. (real)
- 2 The magician made the rabbit and then
on the other side of the room! (appear)
- 3 If you make a mistake, try again and the number more
carefully the next time. (dial)
- 4 When I arrived at our new house, I took some time to
myself with the neighbourhood. (familiar)
- 5 Don't you think you should the vase that you broke and
get a new one? (place)
- 6 You need to from the wi-fi, turn your phone off and on and
then to the same network. (connect)
- 7 We should the concert online through social media.
(public)
- 8 If you in class, then I'm afraid I will have to ask you to
leave. (behave)

Remember

- You may have to form a noun from the word given.
- The suffixes you may need to use are:
 - ist (piano → pianist)
 - er/or (instruct → instructor)
 - ing (paint → painting)
 - ness (happy → happiness)
 - ment (govern → government)
 - ship (member → membership)
 - sion/tion (converse → conversation)
 - ance/ence (appear → appearance)
 - ity (active → activity)
- Remember to make any other spelling changes necessary.
- Also remember that some nouns are formed in an irregular way.

Forming nouns

1 Write a word from the box in each gap to form a noun.

announce
friend

appoint
kind

citizen
mad

electric
normal

exist
refer

- 1 To apply for**ship**, you need to know about the history and culture of the country.
- 2 Leaving your job sounds like**ness** to me, but it's your decision.
- 3 The headteacher made an**ment** about the school play but I wasn't listening.
- 4 Please make a note of what I've written on the board for your**ence**.
- 5 Your**ship** is really important to me and I would hate to fall out over a silly little thing.
- 6 After this crazy holiday, it'll be good to get back to**ity**!
- 7 I'd like to thank you for your**ness** in letting me stay the night.
- 8 The storm meant that we went without**ity** for six hours.
- 9 Is there any evidence for the**ence** of the Loch Ness Monster?
- 10 Could I make an**ment** to see the doctor, please?

2 Write a noun formed from each of these words using *-or*, *-er* or *-ist*.

- 1** act
- 2** active
- 3** art
- 4** calculate
- 5** collect
- 6** compete
- 7** decorate
- 8** drama
- 9** edit
- 10** final

- 11** foreign
- 12** guitar
- 13** invest
- 14** jewel
- 15** operate
- 16** paint
- 17** prison
- 18** race
- 19** translate
- 20** violin



3 Choose the correct word to complete each sentence.

- 1** Have you made all the for the wedding yet?
A arrangers **B** arrangements **C** arranging
- 2** Smartphones have really increased in over recent years.
A popular **B** population **C** popularity
- 3** I'd like to congratulate all the Olympic on their achievements.
A medallists **B** medallions **C** medals
- 4** The of Star Wars, George Lucas, no longer works on the films.
A creator **B** creation **C** creative
- 5** James has a great and everyone seems to like him.
A person **B** personal **C** personality
- 6** All the of the area are worried about the increase in crime.
A residents **B** residential **C** residence
- 7** If you're a these days you need to follow social media closely.
A journal **B** journalism **C** journalist
- 8** I'm sure there's a very simple for Charlie's misbehaviour.
A explaining **B** explain **C** explanation

Remember

- You may have to form an adjective or adverb from the word given.
- For adjectives, the affixes you may need to use are:
 - y (steam → steamy)
 - ly (friend → friendly)
 - ic (hero → heroic)
 - ful (truth → truthful)
 - less (hope → hopeless)
 - ing (trust → trusting)
 - al (addition → additional)
 - ian/an (Russia → Russian)
 - ous (nerve → nervous)
 - ive (create → creative)
 - ible/able (suit → suitable)
 - inter- (national → international)

Forming adjectives and adverbs

- 1 Write adjectives formed from these words in the correct category. Some words may form more than one adjective.

access	achieve	act	afford	attract	chaos	class
cloud	comfort	culture	decide	defend	drama	economy
friend	history	horror	like	live	logic	love
	rock	sense	terror	water	wind	

-y

-ly

-ic

-al

-ive

-ible

-able

-ing

- 2 What adverbs can be formed from the adjectives based on the words in Exercise 1? Make a list in your notebook.

3 Tick *-ful* or *-less*, depending on which adjectives can be formed from each word. If both can be formed, tick both.

	<i>-ful</i>	<i>-less</i>		<i>-ful</i>	<i>-less</i>
beauty			meaning		
care			number		
colour			pain		
delight			play		
event			power		
fear			rest		
help			success		
hope			tear		
hurt			thought		
law			wonder		

Using negative forms

Remember

- You may have to form a negative adjective, adverb or noun from the word given.
- The prefixes you may need to use are:
un- (*able* → *unable*)
in- (*active* → *inactive*)
im- (*possible* → *impossible*)

1 Write a negative form of the word given in each gap.

- 1 Toby's really and never seems to be able to make up his mind! (decisive)
- 2 After a month of, Lucy finally decided to change schools. (happiness)
- 3 Don't be so hard on yourself because we're all and make mistakes. (perfect)
- 4 I was completely and decided to start working out to get in shape. (fit)
- 5 Holidays abroad can be quite if you plan things properly. (expensive)
- 6 Olivia started to feel very in the hot classroom. (comfortable)
- 7 Our house is quite small so having the party here is totally (practical)
- 8 I'm afraid I find your excuses just completely (believable)