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# Grammar-Vocabulary WORKBOOK

*A complementary resource to your online TELL ME MORE Training*

*Learning Language: English*

## Vocabulary B2

## Forward

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## Vocabulary

### The basics

#### Name of the countries: capital letters

➡ Names of countries are capitalized.

**Example:**

- He's a friend from **France**.
- They live in **Spain**.
- It's very nice in **the United States** at this time of the year.

#### Nationalities: capital letters

➡ Nationalities, whether used as **nouns** or as **adjectives**, are capitalized.

**Example:**

- You'll meet lots of **Americans** here.
- I'm half **French**, half **Italian**.

**Note:** Languages are also capitalized.

**Example:**

I don't speak **English** very well.

## 'Hour' - 'Time' - 'O'clock'

<p>➡ 'Hour' expresses <b>duration</b>.</p>	<p><b>Example:</b> Don't take <b>hours</b>. Shall we meet at the harbor in an <b>hour</b>? I have to be at the theater in a half <b>hour</b>!</p>
<p>➡ 'Time' indicates <b>indeterminate duration</b>.</p>	<p><b>Example:</b> We won't have <b>time</b> to see him. Take your <b>time</b>.</p>
<p>➡ 'Time' can also indicate the <b>time of day</b>, e.g. as indicated by a clock. 'Time' is often used to <b>ask the time of day</b>.</p>	<p><b>Example:</b> What <b>time</b> is it? Is it <b>time</b> to go?</p>
<p>➡ 'O'clock' expresses an <b>exact hour</b> and is often omitted.</p>	<p><b>Example:</b> It's six (<b>o'clock</b>). I'd like to watch the seven <b>o'clock</b> news.</p>

## 'Hour' - 'Time' - 'O'clock' – Exercise – Grammar practice

*Rewrite as in the example:*

the flight leaving this morning	this morning's flight
a journey that takes five days	
departures on Tuesday	
the menu for this evening	
a time lasting three hours	
the budget for this year	
problems we had last week	

## American money

📌 The **United States'** primary **monetary unit** is the **dollar**. A **cent** is a **hundredth** of a **dollar**.

**Example:**

\$4 = four **dollars**

\$1 million = one million **dollars**

\$4.50 = four **dollars** and fifty **cents** (or four fifty)

\$.25 or 25¢ = twenty-five **cents**

**Note:** \$ precedes the number, to which it refers, ¢ follows the number to which it refers.

- American coins have various names:

1¢ = a **penny**

5¢ = a **nickel**

10¢ = a **dime**

25¢ = a **quarter**

50¢ = a **half dollar**

**Note:** A number of countries besides the United States have monetary units called dollars. To distinguish among these various currencies, it is useful to speak of '**US dollars**' (or '**American dollars**'), '**Canadian dollars**,' '**Australian dollars**,' etc.

## American money – Exercise – Text transformation

**Write out the following numbers and abbreviations:**

The price of your policy has risen by 16,5%. This is due to a 59% rise in crime. Our health insurance policy offers 100% coverage. Your existing policy offers 80% coverage. That's a 20% difference. You'll pay \$589 a year. Your loan repayments are set at a fixed rate of 12,76%. I think you'll be 199% satisfied with this new and improved policy.

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## Specific topics

### Dates

<ul style="list-style-type: none"> <li>• <b>Dates</b> are <b>written</b> as <b>cardinal</b> numbers and <b>pronounced</b> as <b>ordinal</b> numbers. <b>Days</b> and <b>months</b> are <b>capitalized</b>.</li> </ul>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Monday, May 5, 1996</li> <li>• August 22, 1999</li> <li>• Saturday, June 3</li> </ul>
<ul style="list-style-type: none"> <li>• In a <b>clause</b>, 'on' precedes the <b>date</b>, which may be written as an <b>ordinal</b> or <b>cardinal</b> number.</li> </ul>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'll meet Mrs. Beckett <b>on</b> Friday the <b>16th</b>.</li> </ul>
<ul style="list-style-type: none"> <li>• When the day of the week precedes the day of the month, a <b>definite article</b> introduces the latter (which is expressed as an <b>ordinal</b>).</li> </ul>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Friday <b>the</b> 16th (or 'Friday 16') (<i>written</i>)</li> <li>• = Friday <b>the</b> <b>sixteenth</b> (<i>oral</i>)</li> </ul>
<ul style="list-style-type: none"> <li>• In <b>speech</b>, the <b>day of the month</b> and <b>month</b> can be expressed using <b>definite article</b> + <b>day</b> (as an <b>ordinal</b>) + 'of' + month.</li> </ul> <p><b>Note:</b> In writing, the month — whether spelled out or expressed as a number — usually precedes the day.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>The tenth of</b> June</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• January 1, 2000</li> <li>• 6/25/89</li> </ul>
<ul style="list-style-type: none"> <li>• A <b>year</b> is normally pronounced as <b>two two-digit</b> numbers. Exception is made, however, for any year whose third digit is '0': '-00' is pronounced '<b>hundred</b>,' and '-01' through '-09' are pronounced '<b>O</b>' + digit.</li> </ul>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• 1999: <b>nineteen ninety-nine</b> (or <b>nineteen hundred and ninety-nine</b>)</li> <li>• 1900: <b>nineteen hundred</b></li> <li>• 1909: <b>nineteen-o-nine</b></li> </ul> <p><b>Note:</b> For the years <b>2000-2009</b>, special <b>pronunciation rules</b> apply: <i>Example:</i> 2000: <b>two thousand</b> 2006: <b>two thousand (and) six</b> (not 'twenty-o-six') 2009: <b>two thousand (and) nine</b> (not 'twenty-o-nine')</p> <p>In standard American English, '<b>and</b>' is only pronounced in the dates <b>2000-2009</b> in more <b>formal</b> contexts.</p>

## Vocabulary – B2 level

➡ Decades are expressed using 'the' + a plural multiple of ten.

**Example:**

I like the fashion of **the Sixties**.



## Addresses and phone numbers

- An American **address** includes — in order — the name of a person or business; a street number and name (sometimes followed by an apartment number); and a city, state (usually abbreviated), and ZIP (postal) code. ('USA' should follow on correspondence of foreign origin.)

**Example:**

Jane McFadden  
6020 Franconia Road  
Pittsburgh, PA 15238  
Auralog Inc.  
3344 East Camelback #107  
Phoenix, AZ 85018  
USA

**Note:** When addresses are included in sentences, commas replace line breaks.

**Example:**

Write to me at 25 Canute Drive,  
Richmond, VA 23234.

- In clauses, '**at**' precedes house **numbers**, '**on**' precedes **streets**, and '**in**' precedes **cities** and **states**.

**Example:**

He lives **at number 32**.  
The shop's **on State Street**.  
She works **in Philadelphia**.

**Note:** When a house number precedes a street name, '**on**' is **not** used.

**Example:** He lives at number 32, State Street.

- American **telephone** numbers are **ten digits** long.

**Example:** (805) 569-9102

- The area code (i.e., the number's first three digits) refers to (part of) a state; the following three digits refer to (part of) a municipality or metropolitan area.
- The international prefix for the **USA**, Canada, and most Caribbean nations is **1**.

## 'To let'

<p>➡ Permission is expressed using 'let' + <b>object</b> + <b>infinitive without 'to.'</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• They <b>let their child do</b> what he wants.</li> </ul>
<p>➡ 'Let' can also be used as an imperative auxiliary.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Let her do</b> what she likes.</li> <li>• <b>Let me just deal with</b> this lady first.</li> </ul>

### Note:

- ➡ A sentence formed with **let** to express permission **cannot be used** in the passive. The expression **'to be allowed to'** is therefore used.

**Example:**

- The child **is allowed to** do what he wants.

- ➡ The infinitive without 'to' may be **implied**.

**Example:**

- She would like to go to India but her parents won't **let** her.

## 'To let'– Exercise – The right word

I'll \_\_\_\_\_ you have dessert if you behave!

permit - hand over - license - give - let – allow

## 'To let'– Exercise – Sentence practice

*Rewrite as in the example:*

He conducts a market survey. (they)	They let him conduct a market survey.
She works from home. (they)	
She phones in the results. (they)	
She talks to Mr. Lee. (they)	

## Percentages

<p>➡ <b>Percentages</b> are expressed using <b>number + '%'</b> or <b>'percent.'</b></p>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"><li>• We've reduced the size by about <b>20% (percent)</b>.</li></ul>
<p>➡ When used as adjectives, <b>percentages precede</b> the <b>nouns</b> they modify.</p>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"><li>• We'll have to pay a <b>40% deposit</b>.</li><li>• It's <b>100% coverage</b>.</li></ul>

### Percentage– Exercise – Text transformation

*Write out the following numbers and abbreviations:*

The price of your policy has risen by 16,5%. This is due to a 59% rise in crime. Our health insurance policy offers 100% coverage. Your existing policy offers 80% coverage. That's a 20% difference. You'll pay \$589 a year. Your loan repayments are set at a fixed rate of 12,76%. I think you'll be 199% satisfied with this new and improved policy.

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## Words and expressions

### 'To be likely'

<p>➡ 'To be likely' precedes an <b>infinitive</b> and indicates the <b>high probability</b> of the event it describes. When conjugated in the <b>present</b>, this expression refers to a present or a future event.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• This meeting's <b>likely to bore</b> me.</li> <li>• It's <b>likely to be</b> food poisoning.</li> </ul>
<p>➡ In the <b>preterite</b> or <b>conditional</b>, 'to be likely' conveys, respectively, a past or conditional event.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• She <b>was likely</b> to appreciate the gift.</li> <li>• It's the kind of challenge he'd <b>be likely</b> to take on.</li> </ul>
<p>➡ When it expresses an opinion about a past event, 'to be likely' is followed by a <b>past infinitive</b>.</p> <p><b>Note:</b> The related impersonal expressions 'it's likely (that)' and 'it seems likely (that)' are also common.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• He's <b>likely to have forgotten</b> our appointment.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>It's likely that</b> it will rain.</li> <li>• Do you think that she's going to win?</li> <li>• <b>It seems likely.</b></li> </ul>
<p>➡ 'Unlikely' is the opposite of 'likely'.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• He <b>is unlikely to</b> come.</li> <li>• <b>It's unlikely that</b> it will snow.</li> </ul>
<p>➡ 'To be liable to do' has the same meaning as 'to be likely to do'.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• It's <b>liable</b> to be a long wait.</li> </ul>

### 'To be likely' – Exercise – The right word

It \_\_\_\_\_ that someday we will live on the moon.

is like - are like - be likely - is likely - are likely - be like

## 'To be likely' – Exercise – Sentence practice

*Rewrite the following sentences as in the example:*

<b>We will probably go to San Francisco.</b>	<b>We are likely to go to San Francisco.</b>
He will probably live with friends.	
The room will probably be furnished.	
It'll probably be better than a hotel!	

## 'For the sake of' - 'On behalf of'

The nouns **'sake'** and **'behalf'** are used after possessive **'-s,'** with **'of,'** and with **possessive adjectives.**

<p>➔ <b>'Sake'</b> appears in the following expressions.</p> <ul style="list-style-type: none"> <li>▪ <b>'for'</b> + noun or noun phrase + <b>'-s sake'</b></li> <li>▪ <b>'for'</b> + <b>possessive adjective</b> + <b>'sake'</b></li> <li>▪ <b>'for the sake of'</b> + noun, noun phrase, or <b>'-ing'</b> verb</li> </ul>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"> <li>• You'd better accept it <b>for</b> your career's <b>sake</b>.</li> <li>• <b>For</b> Pete's <b>sake</b>, stop it now!</li> <li>• You should do it <b>for</b> her <b>sake</b>.</li> <li>• He changed jobs <b>for the sake of</b> his marriage.</li> <li>• They're complaining <b>for the sake of</b> complaining.</li> </ul>
<p>➔ <b>'Behalf'</b> appears in the following expressions.</p> <ul style="list-style-type: none"> <li>▪ <b>'in'</b> or <b>'on'</b> + noun or noun phrase + <b>'-s behalf'</b></li> <li>▪ <b>'in'</b> or <b>'on'</b> + <b>possessive adjective</b> + <b>'behalf'</b></li> <li>▪ <b>'in'</b> or <b>'on'</b> + <b>'behalf of'</b> + noun or noun phrase</li> </ul>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"> <li>• I came on her mother's <b>behalf</b>.</li> <li>• He'll speak in my <b>behalf</b>.</li> <li>• I would like to thank you on <b>behalf of</b> everyone.</li> </ul>

## 'For the sake of' - 'On behalf of' – Exercise – Grammar practice

*Rewrite as in the example:*

So that profits will be higher	For the sake of higher profits
To reassure the boss	
In order to compare	
For the good of the company	
Because he will like it	
For the good of the children	
In the interest of Pete	

## 'To be left' - 'To have left'

'To be left' and 'to have left' express the same idea but are used in different ways.

<p>▶ The <b>passive 'to be left'</b> is formed using <b>subject + 'be left.'</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• The weather was bad.</li> <li>• <b>Few people were left</b> on the streets.</li> </ul>
<p>▶ The <b>active 'to have left'</b> takes a <b>direct object</b> which precedes '<b>left.</b>' The resulting form is <b>subject + 'have' + direct object + 'left.'</b></p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Do you have any tea?</li> <li>• I only <b>have coffee left.</b></li> <li>• Do <b>you have any rooms left?</b></li> </ul>

## 'To be left' - 'To have left' – Exercise – Sentence practice

Answer the question as in the example:

Do you have coffee? (tea)	I only have tea left.
Are there suites? (singles)	
Do they have limousines? (minivans)	
Do they have non-smoking tables? (smoking tables)	

## 'Kind of' followed by a noun

<p>➡ 'Kind of' + <b>noun</b> may be used with or without an <b>indefinite article</b>. 'Kind of a / an' + noun carries a <b>general</b>, vaguer meaning.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What <b>kind of a man</b> is he?</li> <li>• What <b>kind of aircraft</b> are we flying in?</li> </ul>
<p>➡ You can use 'kind of a / an' + <b>noun</b> to ask for a <b>more precise definition</b> or <b>description</b> of something.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What <b>kind of service</b> do you offer?</li> <li>• What <b>kind of an office plan</b> do you have? Open space or individual offices?</li> <li>• What <b>kind of experience</b> does the position require?</li> <li>• What <b>kind of a problem</b> are you experiencing?</li> </ul>
<p>➡ 'Kind of a / an' + <b>noun</b> may also be used to <b>describe or define something</b> in an <b>approximate</b>, rather than a <b>precise</b>, way.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I have a copy of the report ready, but it's <b>kind of a semi-final version</b>.</li> <li>• Negotiating is <b>kind of a challenge</b>, but I enjoy it.</li> </ul>
<p>➡ To <b>compare something to another</b> in an <b>approximate</b> or <b>partial</b> way, you can use the expression 'kind of like a / an' + <b>noun</b>.</p> <p>➡ Often, this expression is followed by a '<b>but</b>' <b>clause</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What is that? It looks <b>kind of like an agenda</b>, but is much bigger.</li> <li>• The new briefcase is <b>kind of like a traditional one</b>, but has more modern features.</li> </ul>
<p>➡ You can use the expressions <b>sort of</b> and <b>type of</b> in much the same way as <b>kind of</b>.</p> <p><b>Note:</b> When referring to something <b>plural</b>, kind of, sort of, and type of become kinds of, sorts of, and types of.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What <b>sort of investment</b> do you want to make?</li> <li>• What <b>type of a consultant</b> do you plan to hire?</li> <li>• It's <b>sort of an issue</b>, but there's no need to worry.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• What <b>kinds of clients</b> do you generally work with?</li> </ul>



## Vocabulary – B2 level

➡ **Other expressions** useful for **describing or defining something** in an **approximate** way are:

- 'a kind of a / an' + noun
- 'a sort of a / an' + noun
- 'a type of a / an' + noun
- 'some kind of a / an' + noun
- 'some type of a / an' + noun
- 'some sort of a / an' + noun

**Example:**

- I think Deborah is carrying **some kind of an office chair**.
- The new company restaurant has **a type of a patio** where employees can eat outside.
- Gabriel is working on **some type of presentation**.
- The technical team is having **some sort of a problem**. I don't know the details, though.

### 'Kind of' followed by a noun – Exercise – Fill in the blanks

\_\_\_\_\_ do you follow this up?

\_\_\_\_\_ technical solutions do you recommend?

How \_\_\_\_\_ do you want to earn?

What \_\_\_\_\_ of positions will you be hiring?

\_\_\_\_\_ not set a limit?

how - kind - much - why - what

## Not to be confused

### 'Home' - 'House'

<p>➡ <b>'Home'</b> indicates a person's <b>place of residence</b>, or the place where one feels <b>'at home'</b>.</p>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"><li>• I'm glad to see my <b>home</b> again.</li><li>• You get back <b>home</b> for a well-earned rest.</li><li>• Do you have a cat at <b>home</b>?</li></ul>
<p>➡ <b>'House'</b> indicates a <b>physical structure</b>, a <b>building</b> used as a residence.</p>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"><li>• Do you have a <b>house</b> or an apartment?</li><li>• My <b>house</b> was broken into yesterday.</li></ul>

**Note:** **'Home'** is used when movement is described. In sentences not involving movement, either **'at home'** or **'home'** ('at' being, in this case, implied) may be used. **'At'** is omitted in negations.

**Example:**

- It's time to go **home**.
- Tonight I'm staying **(at) home**.
- I won't be **home** tomorrow.

## 'For' - 'Since' - 'Ago'

**A - For** and **since** are often used after a **main clause** in the **present perfect**.

For + expression of length of time	
<p>➔ <b>For</b> is always followed by a <b>noun phrase</b>.</p>	<p><b>Example:</b> I've <b>lived</b> in Detroit <b>for five years</b>. He's <b>been studying</b> at Stanford University <b>for two years</b>.</p>
Since + point of departure (precise moment)	
<p>➔ <b>Since</b> introduces a noun phrase or a dependent clause indicating a <b>point of departure</b> (date for example).</p> <p>➔ When <b>since</b> is followed by a dependent clause, the <b>verb of the clause</b> is, according to the context, either in the <b>preterite</b> or the <b>present perfect</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I've <b>been learning</b> English <b>since</b> I <b>was</b> eleven years old.</li> <li>• I <b>haven't talked</b> to her <b>since</b> I've <b>been</b> back.</li> <li>• She's <b>been playing</b> the violin <b>since 1987</b>.</li> </ul>

**B - Ago** is **preceded** by a **noun phrase** describing a **point in time**.

The verb of the sentence is in the **preterite**.

**Example:**

- The couple **met two years ago**.
- He **arrived three hours ago**.

## 'For' - 'Since' - 'Ago' – Exercise – The right word

How long have you been living abroad? \_\_\_\_\_ three years.

For - Often - Until - Since - Off and on - When

## 'Next' - 'The next'

<p>➡ <b>'Next'</b> + expression of time (e.g. a day of the week, 'week', 'month', 'year', 'term', or 'time') is used <b>without an article</b> and indicates a <b>future time</b> (relative to the moment of speech or writing).</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Next</b> time, give yourself an hour or more to get to the airport.</li> <li>• We've planned a 10% increase for <b>next</b> year.</li> <li>• <b>Next</b> Friday I'm on vacation.</li> </ul>
<p>➡ <b>'The next'</b> is used with the same expressions of time as is <b>'next'</b>. However, the former expression indicates a <b>future time relative</b> not to the moment of speech or writing, but <b>to some other</b> (past or future) <b>moment</b> which is mentioned or understood.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'll spend the first week in Paris and <b>the next</b> two weeks in Rome.</li> <li>• She said she was leaving <b>the next</b> day.</li> </ul>
<p>➡ <b>'The next'</b> can also indicate a <b>period that is beginning</b> or about to begin at the moment of speech or writing.</p> <p><b>Note:</b> <b>'The next few days'</b> is a common expression.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>The next</b> school year is going to be easy. (School begins tomorrow.)</li> <li>• Can you put me on <b>the next</b> flight?</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• You'll get your checkbook in the mail within <b>the next few days</b>.</li> </ul>

## 'Next' - 'The next' – Exercise – The right word

What is \_\_\_\_\_ thing on the list?

nemesis - after - next - later - first - the next

## Vocabulary – B2 level

### 'Next' - 'The next'– Exercise –Fill in the blanks

He's not here \_\_\_\_\_the moment.

Could you please call \_\_\_\_\_later? About a 10% increase for \_\_\_\_\_year.

Do you want \_\_\_\_\_figures?

It depends \_\_\_\_\_which field?

Your contact is waiting \_\_\_\_\_an answer.

next - back - at - more - on – for

### 'Next' - 'The next'– Exercises –Word order

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gets - next - Express - destination - letter - to - delivery - the - a - its - day.

## 'Last' - 'Later' - 'Latter'

<p>➡ The <b>adjective 'last'</b> indicates a <b>time before</b> the moment of speech or writing.</p> <p><b>Note:</b> 'Last' can be used as an <b>adverb</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I met your manager at <b>last</b> week's fair.</li> <li>• Remember, we had no snow <b>last</b> year.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• When he <b>last</b> came, he was ill.</li> </ul>
<p>➡ 'The <b>last</b>' refers to the <b>final item in a series</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I bought <b>the last</b> dress they had.</li> <li>• I didn't get <b>the last</b> number!</li> <li>• See Mr. Warcock in <b>the last</b> office on your right.</li> </ul>
<p>➡ The comparative <b>adverb 'later'</b> is followed by '<b>than</b>' + <b>clause</b> unless its reference point is the moment of speech or writing (in which case '<b>than</b>' + <b>clause</b> may be <b>omitted</b>).</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• You arrived <b>later than</b> expected.</li> <li>• Could you please call back <b>later</b>?</li> </ul>
<p>➡ '<b>Later</b>' can also be used as an <b>adjective</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Please call back at a <b>later</b> date.</li> </ul>
<p>➡ The <b>pronoun 'the latter'</b> refers to the second of two elements mentioned.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I can come by car or by train.</li> <li>• I think I'll take <b>the latter</b>.</li> </ul>

### 'Last' - 'Later' - 'Latter' – Exercises – The right word

1. Can we postpone this for a \_\_\_\_\_ date, please?

past - last - latter - lather - later - ladder

2. Of Tom and John, I'm in love with the \_\_\_\_\_ one!

past - last - latter - lather - later - ladder

3. What was the \_\_\_\_\_ thing the President said before resigning?

past - last - latter - lather - later - ladder

### 'Last' - 'Later' - 'Latter' – Exercise – Fill in the blanks

\_\_\_\_\_ I got the results of our market survey.

When we \_\_\_\_\_ spoke, I hadn't received them yet.

\_\_\_\_\_ I'll explain the findings to the president and the board.

The \_\_\_\_\_ is having a special meeting this afternoon.

latter - last - last week - later

## 'For how long' - 'Since when'

### A - 'For': 'how long... (for)'

<p>➡ 'For' introduces <b>nominal groups</b> expressing <b>duration</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We've <b>been</b> traveling <b>for</b> almost a month now.</li> </ul>
<p>➡ Statements containing 'for' answer questions containing 'how long... (for)'.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>How long have you been</b> traveling for?</li> <li>• <b>How long have you been</b> waiting?</li> </ul>

### B - 'Since': 'since when'

<p>➡ 'Since' introduces a <b>nominal group</b> or <b>subordinate clause</b> expressing a <b>precise past time</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• It <b>has been</b> snowing <b>since</b> Monday.</li> </ul>
<p>➡ Statements containing 'since' answer questions containing 'since when'.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Since when</b> has it <b>been</b> snowing?</li> </ul>

## 'For how long' - 'Since when' – Exercise – The right word

I have had this car only \_\_\_\_\_ yesterday.

since - for - until - often - when - off and on



## 'To remember' - 'To remind'

<p>➡ <b>Past actions</b> may be recalled using '<b>to remember</b>' + <b>gerund</b> or '<b>to remember</b>' + <b>nominal group</b>. '<b>To remember</b>' takes the thing remembered as its object.</p>	<p><u><b>Example:</b></u></p> <ul style="list-style-type: none"><li>• He <b>remembered locking</b> the door.</li><li>• I <b>remember my first day at work</b>.</li></ul>
<p>➡ '<b>To remember</b>' + <b>infinitive</b> evokes a <b>future action</b> someone must not forget to do.</p>	<p><u><b>Example:</b></u></p> <ul style="list-style-type: none"><li>• <b>Remember to post</b> the letter.</li></ul>
<p>➡ '<b>To remind</b>' takes as its direct object the <b>person</b> who is reminded of (or to do) something.</p> <p>➡ Such sentences may be constructed using '<b>to remind</b>' + object + '<b>of</b>' + <b>noun</b>, or '<b>to remind</b>' + object + <b>infinitive</b>.</p>	<p><u><b>Example:</b></u></p> <ul style="list-style-type: none"><li>• He <b>reminded her of her promise</b>.</li><li>• <b>Remind me to phone</b> him.</li></ul>

## Vocabulary – Solutions

### The basics – Solution(s)

#### 'Hour' - 'Time' - 'O'clock' – Solution(s)

#### 'Hour' - 'Time' - 'O'clock' – Exercise – Grammar practice

*Rewrite as in the example:*

the flight leaving this morning	this morning's flight
a journey that takes five days	five days' journey 5 days' journey
departures on Tuesday	Tuesday's departures
the menu for this evening	this evening's menu
a time lasting three hours	three hours' time 3 hours' time
the budget for this year	this year's budget
problems we had last week	last week's problems

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### American money – Solution(s)

#### American money – Exercise – Text transformation

*Write out the following numbers and abbreviations:*

The price of your policy has risen by 16,5%. This is due to a 59% rise in crime. Our health insurance policy offers 100% coverage. Your existing policy offers 80% coverage. That's a 20% difference. You'll pay \$589 a year. Your loan repayments are set at a fixed rate of 12,76%. I think you'll be 199% satisfied with this new and improved policy.

The price of your policy has risen by sixteen point five percent. This is due to a fifty-nine percent rise in crime. Our health insurance policy offers one hundred percent coverage. Your existing policy offers eighty percent coverage. That's a twenty percent difference. You'll pay five hundred and eighty-nine dollars a year. Your loan repayments are set at a fixed rate of twelve point seven six percent. I think you'll be one hundred and ninety-nine percent satisfied with this new and improved policy.

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## 'To let' – Solution(s)

### 'To let'– Exercise – The right word

I'll **let** you have dessert if you behave!

### 'To let'– Exercise – Sentence practice

*Rewrite as in the example:*

He conducts a market survey. (they)	They let him conduct a market survey.
She works from home. (they)	They let her work from home.
She phones in the results. (they)	They let her phone in the results.
She talks to Mr. Lee. (they)	They let her talk to Mr. Lee.

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## Percentages – Solution(s)

### Percentage– Exercise – Text transformation

*Write out the following numbers and abbreviations:*

The price of your policy has risen by 16,5%. This is due to a 59% rise in crime. Our health insurance policy offers 100% coverage. Your existing policy offers 80% coverage. That's a 20% difference. You'll pay \$589 a year. Your loan repayments are set at a fixed rate of 12,76%. I think you'll be 199% satisfied with this new and improved policy.

The price of your policy has risen by sixteen point five percent. This is due to a fifty-nine percent rise in crime. Our health insurance policy offers one hundred percent coverage. Your existing policy offers eighty percent coverage. That's a twenty percent difference. You'll pay five hundred and eighty-nine dollars a year. Your loan repayments are set at a fixed rate of twelve point seven six percent. I think you'll be one hundred and ninety-nine percent satisfied with this new and improved policy.

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## Words and expressions – Solution(s)

### 'To be likely' – Solution(s)

### 'To be likely' – Exercise – The right word

It **is likely** that someday we will live on the moon.

# Vocabulary – B2 level

## 'To be likely' – Exercise – Sentence practice

*Rewrite the following sentences as in the example:*

<b>We will probably go to San Francisco.</b>	<b>We are likely to go to San Francisco.</b>
He will probably live with friends.	He is likely to live with friends. He's likely to live with friends.
The room will probably be furnished.	The room is likely to be furnished. The room's likely to be furnished.
It'll probably be better than a hotel!	It's likely to be better than a hotel! It's likely to be better than a hotel.

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## 'For the sake of' - 'On behalf of' – Solution(s)

## 'For the sake of' - 'On behalf of' – Exercise – Grammar practice

*Rewrite as in the example:*

<b>So that profits will be higher</b>	<b>For the sake of higher profits</b>
To reassure the boss	for the sake of reassuring the boss
In order to compare	for the sake of comparison
For the good of the company	for the company's sake for the sake of the company
Because he will like it	for his sake
For the good of the children	for the children's sake for the sake of the children
In the interest of Pete	for Pete's sake

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## 'To be left' - 'To have left' – Solution(s)

### 'To be left' - 'To have left' – Exercises –Sentence practice

Answer the question as in the example:

Do you have coffee? (tea)	I only have tea left.
Are there suites? (singles)	There are only singles left.
Do they have limousines? (minivans)	They only have minivans left.
Do they have non-smoking tables? (smoking tables)	They only have smoking tables left.

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## 'Kind of' followed by a noun – Solution(s)

### 'Kind of' followed by a noun – Exercise –Fill in the blanks

- How do you follow this up?
- What technical solutions do you recommend?
- How **much** do you want to earn?
- What **kind** of positions will you be hiring?
- Why** not set a limit?

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## Not to be confused – Solution(s)

### 'For' - 'Since' - 'Ago' – Solutions

### 'For' - 'Since' - 'Ago'– Exercise –The right word

How long have you been living abroad? **For** three years.

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## 'Next' - 'The next' – Solution(s)

### 'Next' - 'The next'– Exercise –The right word

What is **the next** thing on the list?

### 'Next' - 'The next'– Exercise –Fill in the blanks

He's not here **at** the moment.  
Could you please call **back** later?  
About a 10% increase for **next** year. Do you want **more** figures?  
It depends **on** which field?  
Your contact is waiting **for** an answer.

### 'Next' - 'The next'– Exercise –Word order

Express delivery gets a letter to its destination the next day.

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## 'Last' - 'Later' - 'Latter' – Solution(s)

### 'Last' - 'Later' - 'Latter'– Exercises –The right word

1. Can we postpone this for a **later** date, please?
2. Of Tom and John, I'm in love with the **latter** one!
3. What was the **last** thing the President said before resigning?

### 'Last' - 'Later' - 'Latter'– Exercise –Fill in the blanks

**Last week** I got the results of our market survey.  
When we **last** spoke, I hadn't received them yet.  
**Later** I'll explain the findings to the president and the board.  
The **latter** is having a special meeting this afternoon.

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'For how long' - 'Since when' – Solution(s)

'For how long' - 'Since when'– Exercise –The right word

I have had this car only **since** yesterday.

**ENGLISH**

SPANISH

FRENCH

GERMAN

ITALIAN

DUTCH