Grammar-Vocabulary WORKBOOK

A complementary resource to your online TELL ME MORE Training

Linking words

C1
Forward

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TELL ME MORE® grammar-vocabulary workbooks gather most the grammar and vocabulary explanations available in TELL ME MORE. They are a complimentary resource to your TELL ME MORE online language program.

6 workbooks per level are available addressing the following topics:
- Nominal and modifiers
- Mood, voice and auxiliaries
- The sentence
- The verbal group
- Linking words
- Vocabulary

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Most of the grammar and vocabulary explanations are accompanied with exercises, in order to help you put what you learn in practice.
At the end of each workbook, you can retrieve the solutions to the different exercises.
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TELL ME MORE® Grammar/Vocabulary workbooks:
Language: English
Level: C1 (Expert)
Topics covered: Linking words

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TELL ME MORE® is currently being used by more than 7 million learners worldwide in more than 10,000 organizations and training centers. Based in Paris, Auralog also has offices in the China, U.S., Italy, Germany, Spain, and Mexico.
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### Linking words

**Preposition**

The prepositions 'in' and 'at'

- **At** is used:

<table>
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<tr>
<th>Before the <strong>number</strong> of a house.</th>
<th><strong>Example:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• John lives <strong>at</strong> 7498, 85th Street.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When it concerns a <strong>precise</strong> and <strong>fixed place</strong>.</th>
<th><strong>Example:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• at the station</td>
<td></td>
</tr>
<tr>
<td>• at one's office</td>
<td></td>
</tr>
<tr>
<td>• at the doctor's</td>
<td></td>
</tr>
<tr>
<td>• at the door</td>
<td></td>
</tr>
<tr>
<td>• at his desk</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Before <strong>certain nouns</strong>.</th>
<th><strong>Example:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• at home</td>
<td></td>
</tr>
<tr>
<td>• at school</td>
<td></td>
</tr>
<tr>
<td>• at work</td>
<td></td>
</tr>
<tr>
<td>• at university</td>
<td></td>
</tr>
</tbody>
</table>

- **In** is used:

<table>
<thead>
<tr>
<th>Before the name of a <strong>region</strong>.</th>
<th><strong>Example:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• During the holidays I'll go to Hartford, Connecticut, <strong>in</strong> New England.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Before <strong>certain nouns</strong>.</th>
<th><strong>Example:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>in</strong> bed</td>
<td></td>
</tr>
<tr>
<td>• <strong>in</strong> the hospital</td>
<td></td>
</tr>
<tr>
<td>• <strong>in</strong> the sun</td>
<td></td>
</tr>
<tr>
<td>• <strong>in</strong> the shade</td>
<td></td>
</tr>
<tr>
<td>• <strong>in</strong> the rain</td>
<td></td>
</tr>
</tbody>
</table>
• Before the names of buildings, work or meeting places, it is correct to use:

- **At** when a reference is made to the activity rather than the place itself, or when the place is used for a meeting.
  - **Example:**
    - I'll see you at the restaurant.
    - He's working at The Farmers' Bank.

- **In** is used in the other cases.
  - **Example:**
    - We ate in a beautiful restaurant.
    - There are many employees in The Farmers' Bank.

• As for names of cities:

**A - In** is used before the name:
- Of a city or large town.
  - **Example:** He works in Chicago.
- Of a well-known small town (or a small village) or one which has significance for the speaker.
  - **Example:**
    - I spent a year in Tampa, near Orlando.
    - We had lunch in Boston, where Benjamin Franklin was born.

**B - At** is sometimes used before the names of:
- Stops along a journey such as a small village that has no importance for the speaker.
  - **Example:**
    - We spent the night at Ocala.
    - We stopped at Newark before going to Toronto.

---

**The prepositions 'in' and 'at'—Exercise – Fill in the blanks**

Mr. Gibbons works ________ that company, Harper's Metal Fittings. It's ________ Maple Avenue.

He's going to stay there ________ he retires, next year. He's got a job ________ department of quality control. We'll have to replace him ________ month or so.

at - within the - within a - on - till
The prepositions 'in' and 'at'—Exercise—Word order

have - you - in - United - do - how - many - cars - the - States?
The notion of means

The notion of means can be expressed by:

<table>
<thead>
<tr>
<th>by + gerund</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• How did she gain so much weight? <em>(She gained weight)</em> By eating a lot of sweets.</td>
<td></td>
</tr>
<tr>
<td>• How did he get that position? <em>(He got that position)</em> By working hard.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>by + means of + noun</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• How are you going to increase the sales figures? <em>(I'm going to increase the sales figures)</em> By means of a huge advertising campaign.</td>
<td></td>
</tr>
</tbody>
</table>

Note:
*By + noun of means of transport (by bus, by train, by plane / by air, by car)* is also used. *By* is also used to explain how something is done: *by fax, by hand, by check.*

The notions of means– Exercise – The right word

You could find something better ___________________________ a little more.

you pay - by paying - by pay - if paying - have paid - pay

The notions of means– Exercise – Word order

__________you - thank you - Perhaps - to - by - I - can - taking - out - dinner.
'To be interested in'

'To be interested in' may precede:

<table>
<thead>
<tr>
<th>A noun, noun phrase, or pronoun</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• I was interested in your lightweight cell phone.</td>
</tr>
<tr>
<td></td>
<td>• Would you be interested in another loan?</td>
</tr>
<tr>
<td></td>
<td>• He's interested in you.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A gerund ('-ing' verb)</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• I don't think we're interested in paying much more.</td>
</tr>
</tbody>
</table>
Different meanings of 'since'

- **The preposition 'since' precedes dates, times and periods.**

  **Example:**
  - I've known her since 1994.
  - A lot of progress has been made since the days of MS-DOS.

  **Note:** In such a sentence, the present perfect indicates continuity up to the present, while the past perfect indicates continuity up to some past time.

- **The conjunction 'since' introduces a subordinate clause whose verb is in the preterite if its action is finished, or in the present perfect if its action is ongoing.**

  **Example:**
  - He's been ill since Monday.
  - We had to leave the town where I had lived since my childhood.

- **The adverb 'since' (or 'since then') normally ends a clause.**

  **Example:**
  - He lost his job four months ago and he's been unemployed since.
  - Since then, the Internet has spread to all sectors of the population.

- **'Since' may also be used as a conjunction to introduce expressions of causality in all tenses.**

  **Example:**
  - Since it's raining, we won't go to the seaside.

**Different meanings of 'since'– Exercise – Fill in the blanks**

He's _________driving since this morning.
She _________driving for five hours before she stopped. I started speaking English five years _________.
We've been in competition with them _______almost five years. We've been planning the launch _________last month.
How long ago _______you reserve your exhibition stand?

did - for - ago - was - been - since
'Within' - 'Within . . . of'

<table>
<thead>
<tr>
<th>‘Within’</th>
<th>‘Within . . . of’</th>
</tr>
</thead>
<tbody>
<tr>
<td>The preposition ‘within’ often refers to space.</td>
<td>‘Within . . . of’ expresses the distance between two points in space, or the period between two points in time.</td>
</tr>
<tr>
<td>Example: Her office is within the sales department.</td>
<td>Example: Our house is within two miles of the station.</td>
</tr>
<tr>
<td>It may also refer to time.</td>
<td>When used with a gerund, ‘within . . . of’ expresses a period of time immediately preceding the completion of an action.</td>
</tr>
<tr>
<td>Example: I'll finish within the next two weeks. Can you deliver within 48 hours?</td>
<td>Example: Within ten minutes of my arriving, the phone rang.</td>
</tr>
</tbody>
</table>

I've been working on this project __________ January. __________, I've been very tired.

I should complete it __________ a month or so. I've got __________ to meet the sales targets!
I'll be at work __________ 9 o'clock tonight.
I prefer to work __________ few kilometers of home.

since then - till then - until - since - within a - within

'through' - 'through . . . of' – Exercise – Fill in the blanks

to - phones - you - get - the - we'll - within the - remaining - week.
Adverbs

Adverbs of time

The main adverbs of inexact time and frequency are:

- Always
- Never
- Sometimes
- Often
- No longer
- Not...anymore
- Soon
- Already
- Still
- Usually
- Ever

The adverb is placed:

<table>
<thead>
<tr>
<th>Before a verb</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• I never talk about the weather!</td>
<td></td>
</tr>
<tr>
<td>• How many passengers usually ride with you?</td>
<td></td>
</tr>
<tr>
<td>• It will soon be July 4th.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>'to be'</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• I'm still very tired.</td>
<td></td>
</tr>
<tr>
<td>• It sometimes is!</td>
<td></td>
</tr>
<tr>
<td>• Always be on time.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Before a modal auxiliary, &quot;be&quot; or &quot;have&quot;.</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• I still can stay here for a while.</td>
<td></td>
</tr>
<tr>
<td>• They already have gone their way.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>At the end of a sentence.</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• It will be July 4th soon.</td>
<td></td>
</tr>
<tr>
<td>• They have gone already.</td>
<td></td>
</tr>
<tr>
<td>• How many passengers ride with you usually?</td>
<td></td>
</tr>
<tr>
<td>• Are you going to drive it often?</td>
<td></td>
</tr>
</tbody>
</table>
Adverbs of time – Exercise – Word order

make - model - We - don’t - that - anymore
Relative pronouns and adverbs

A - The Relative Pronouns

<table>
<thead>
<tr>
<th>Pronoun</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
</table>
| **Who** | is the relative subject pronoun (singular and plural) that refers to a person. | Example:  
- I like people **who** are honest. |

<table>
<thead>
<tr>
<th>Pronoun</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
</table>
| **That** and **which** | are the relative subject pronouns and direct and indirect objects (singular and plural). | Example:  
- She's reading a **book that** makes her laugh.  
- The **shoes, which** I bought yesterday, hurt my feet. |

<table>
<thead>
<tr>
<th>Pronoun</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>That</strong></td>
<td>is restrictive, while <strong>which</strong> is not.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pronoun</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
</table>
| **Whom** | is the relative indirect object pronoun (singular and plural) that refers to an animate antecedent. | Example:  
- The **boy whom** you met is my cousin.  
- Here is the woman **whom** you were looking at. |

**Note:** Whom is often replaced by who.

<table>
<thead>
<tr>
<th>Pronoun</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
</table>
| **Whose** and **of which** | replace a noun phrase object to the noun: | Example:  
- The girl **whose** dad is a scientist is very clever. (Animate antecedent.)  
- Her **room** is the one **whose** door is locked. (Inanimate antecedent.) |

<table>
<thead>
<tr>
<th>Pronoun</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
</table>
| **Of which** | refers to an inanimate antecedent. | Example:  
- She's in the **room** the door of **which** is locked. |

<table>
<thead>
<tr>
<th>Pronoun</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
</table>
| **What** and **which** | are the relative subject and object pronouns (direct and indirect) that announce or continue previous clauses. | Example:  
- I don't understand **what** you're saying.  
- Darkness is **what** I'm afraid of.  
- He said he's lazy, **which** is true.  
- She'll give a party, **which** I'm excited about. |
B - The Relative Adverbs

- **When** replaces an **adverbial phrase of time.**
  
  **Example:**
  - The day **when** he arrived, his family wasn’t there.

- **Where** replaces an **adverbial phrase of place.**
  
  **Example:**
  - We live in a place **where** the sun shines very often.

- **(The reason) why** replaces an **adverbial phrase of cause.**
  
  **Example:**
  - I don’t know **why** he’s so angry.

Relative pronouns and adverbs – Exercise - Sentence practice

*Rewrite as in the example:*

<table>
<thead>
<tr>
<th>Question</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What time is the meeting? (to forget)</td>
<td>I forget what time the meeting is.</td>
</tr>
<tr>
<td>Where is the trade show located? (to forget)</td>
<td></td>
</tr>
<tr>
<td>How do you do this? (to forget)</td>
<td></td>
</tr>
<tr>
<td>Why are you leaving? (to forget)</td>
<td></td>
</tr>
</tbody>
</table>
Use of 'else'

- 'Else' may follow compound forms of 'some,' 'any,' 'no,' and 'every.'

  **Example:**
  - You should ask someone else.
  - I have nothing else to tell you.
  - Is there anything else you'd like?

**Note:**
'Somewhere else' and 'elsewhere' are synonymous.

- 'Else' is sometimes used in the possessive.

  **Example:**
  - I took somebody else's coat.

- 'Else' can also follow 'much,' 'little,' and the interrogative pronouns 'what,' 'who,' and 'where.'

  **Example:**
  - There was little else to be said.
  - What else could I do?

- 'Or else' is often used as a linking adverb like 'otherwise.'

  **Example:**
  - Write back, or else I won't write to you again.

Use of 'else' – Exercise – Fill in the blanks

Can I speak to your ___________ manager?
I'm afraid our sales manager is ___________ on business. Can anyone ______ help me?
Perhaps I can. I'm the sales ___________.
I met your sales manager at ___________ month's trade show.
In Chicago? You must be Mr. Boardman.
That's right. I'll be in New York next week and would like to ___________ by and see her. Just a ___________, I'll get her ___________.
How would Wednesday morning _________ you? Shall we _________ at 3:15? Fine.

calendar - say - suit - away - last - else - second - assistant - drop - sales
Placement of 'enough'

The adverb 'enough' is placed:

<table>
<thead>
<tr>
<th>after adjectives and adverbs</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• I'm not tall enough.</td>
<td></td>
</tr>
<tr>
<td>• You drive fast enough.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>before nouns and noun phrases</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• But there aren't enough pillows!</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>after verbs, including past participles</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• One pound is enough.</td>
<td></td>
</tr>
<tr>
<td>• I've eaten enough.</td>
<td></td>
</tr>
</tbody>
</table>

Placement of 'enough'– Exercise – Fill in the blanks

Would you like a ____________?
Yes, but I really don't know if I have ____________ time.
I understand you're having an official press ____________ this afternoon.
Yes, our ____________ Executive Officer is coming.
Really? We ____________ to be doing a lot of ____________ with you next year.
What time are you ____________ her?
She should be here at ____________ one-thirty.

demonstration - about - expect - business - launch - enough - Chief - expecting

Placement of 'enough'– Exercise – Word order

_____________________________________________________________________

immediate - but - we - still - insist - enough, - Fair - on - payment
'How' + adjective or adverb

A great deal of open questions (to which one can’t answer either yes or no) are formed as follows:

How + adjective or adverb + verb (or auxiliary) + subject

Example:
• How tall are you?
• How high is Mount Everest?
• How often do you go to the cinema?

Note: In indirect interrogatives, the verb is put after the subject:

How + adjective or adverb + subject + verb or auxiliary

Example: I wonder how far city hall is.

'How' + adjective or adverb – Exercise – Fill in the blanks

__________ ten percent off the price list?
__________ model did you have in mind?
__________ units did you have in mind?
__________ would you be using the phones?
__________ can you get back to me?
__________ of discount will you give us?
__________ is your fleet?


'How' + adjective or adverb – Exercise – Word order

really - It - much - how - on - depends - to - you - want - pay.
**Uses of 'so'**

- 'So' + adjective or adverb is used to express an exclamation.

  **Example:**
  - Why is this taking so long?
  - Don't be so sensitive!

**Note:** 'So' may introduce 'that' clauses, in which 'that' may be understood.

**Example:**
- He was driving so fast that he went through a red light.

- 'So' may be used to introduce a clause.

  **Example:**
  - So you found a job?
  - It's 100% coverage, so it is particularly attractive.

- 'So' may replace a clause in an elliptical sentence or in tags.

  **Example:**
  - We thank you for flying with us and hope you'll do so again.
  - He's late, and so am I.
  - I don't think so.

**Note:** Use of 'so' is impossible in certain negative elliptical clauses. In such cases, 'not' is used and goes after the verb.

**Example:**
- Do you think he's going to come?
- I hope not.

---

**Uses of 'so' – Exercises – Word order**

1. ___________________________________________
   little - that - so - fallen - orders - many - a - we've - taken - we've - behind.

2. ___________________________________________
   our - so - is - withholding - an - is - cash flow - payment, - customer - important - suffering
### 'Here' - 'There'  

<table>
<thead>
<tr>
<th>'Here'</th>
<th>'There'</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Here' designates the <strong>speaker's or writer's location</strong>.</td>
<td>'There' designates a location other than that of the speaker.</td>
</tr>
</tbody>
</table>

**Example:**
- 'Here':
  - It's written **here**.
  - I've already been **here** for half an hour.
- 'There':
  - I came from **there**.
  - Cosmetics are down **there** on your right.
The place of 'even'

The adverb 'even' expresses the unexpected or paradoxical nature of something and precedes the word it modifies.

- **Nominal groups, pronouns and verbs** may follow 'even', which may also be placed between an *auxiliary* and a *main verb.*
  
  **Example:**
  - Even my sister will be there.
  - Even you can come.
  - He’s so kind he even did the cooking.
  - I’ve even invited John.

- 'Even' may also introduce **comparatives.**
  
  **Example:**
  - It's even better than a car.

- 'Not even' follows verbs and precedes nouns.
  
  **Example:**
  - I don't even know you.
  - Not even a genius could solve this problem.

---

**The place of 'even'– Exercise – Sentence practice**

*Put the following phrases in the right order:*

<table>
<thead>
<tr>
<th>(he / on Saturdays / works) even</th>
<th>He even works on Saturdays.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(hectic / are / Sundays) even</td>
<td></td>
</tr>
<tr>
<td>(she / at night / the vacuum cleaner / uses) even</td>
<td></td>
</tr>
<tr>
<td>small / the dining room / was) even</td>
<td></td>
</tr>
</tbody>
</table>

---

**The place of 'even'– Exercise – Word order**

The - than - response - product - an - received - even - more - positive - anticipated
'Quite' - 'Quite a few'

- 'Quite' intensifies adjectives that express personal opinions.
- 'Quite a few' modifies plural nouns to indicate large quantities.

**Example:***
- He's quite good at tennis.
- Your guaranteed delivery date option seems quite expensive to me.
- I have quite a few letters for you.

'Quite' - 'Quite a few' – Exercise – Grammar practice

*Give the opposite, as in the example:*

<table>
<thead>
<tr>
<th>Very expensive</th>
<th>Quite cheap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very sharp</td>
<td></td>
</tr>
<tr>
<td>Very thin</td>
<td></td>
</tr>
<tr>
<td>Very deep</td>
<td></td>
</tr>
<tr>
<td>Very deep</td>
<td></td>
</tr>
<tr>
<td>Very heavy</td>
<td></td>
</tr>
<tr>
<td>Very dry</td>
<td></td>
</tr>
<tr>
<td>Very interesting</td>
<td></td>
</tr>
</tbody>
</table>
Adverbs of degree

To describe the degree or intensity of a verb or a modifier, you can use adverbs of degree.

**Example:** He is extremely excited about the project.

**A - Types**

In the above example, extremely specifies the intensity of the adjective excited.

<table>
<thead>
<tr>
<th>HIGHEST INTENSITY</th>
<th>++</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totally</td>
<td>Somewhat</td>
</tr>
<tr>
<td>Completely</td>
<td>Somehow</td>
</tr>
<tr>
<td>Entirely</td>
<td>Fairly</td>
</tr>
<tr>
<td>Thoroughly</td>
<td>Rather</td>
</tr>
<tr>
<td>Absolutely</td>
<td>Kind of</td>
</tr>
<tr>
<td>Definitely</td>
<td>Enough</td>
</tr>
<tr>
<td>Positively</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>+++</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost</td>
</tr>
<tr>
<td>A lot</td>
</tr>
<tr>
<td>Very</td>
</tr>
<tr>
<td>Extremely</td>
</tr>
<tr>
<td>Really</td>
</tr>
<tr>
<td>Quite</td>
</tr>
<tr>
<td>Too</td>
</tr>
<tr>
<td>Practically</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
B - Use

When **adverbs of degree** give more information about a **modifier** (an adjective or another **adverb**), they generally fall **before** the modifier.

Exceptions include **enough** and **not at all**, which are usually placed **after** an adjective or **adverb**.

**Note:** **Too** and **almost** may be combined with a second **adverb of degree**. The second adverb of degree should be placed **before** too and **after** almost.

**Hardly, scarcely, somewhat, and a bit** are among the **adverbs of degree** that are often used in a negative way.

You can also use **adverbs of degree** to describe the intensity of an **action**. The **adverb** usually falls **before** the **verb**.

**Exceptions** are **enough** and **a lot**, which you should place **after** the **verb**.

**Example:**
- We’re **very interested** in your proposal and would like to discuss it in more detail.
- I want to let you know that I’m **extremely happy** with the work everyone has been doing.
- Kira is **slightly behind** on the contract, but should finish by tonight.
- Harold thinks the presentation is not **clear enough** and needs to be reworked.
- These results are not **encouraging at all**.
- The clients responded **somewhat enthusiastically**.

**Example:**
- I think it’s **a bit too early** to make predictions about the deal.
- The project is **almost entirely** complete.

**Example:**
- The presentation seemed **a bit** disorganized to me.
- I’m so busy today. I **hardly** had time to eat lunch.

**Example:**
- Janice and her team **absolutely need** to attend the conference.
- I’m **really enjoying** being involved in this project.
- I’m not **quite convinced** that now is the right time to act.
- I notice that you’ve been **working a lot** these days.
- We don’t **have enough** time to debate these issues.
When used to describe delays, **way**, **long**, and **far** are often followed by the adjectives **overdue**, **past-due**, or **behind**. **Behind** may only be combined with **way** or **far**.

### Example:
- His payment is **way** overdue.
- Your monthly installment is **long** past-due.
- We’re **far** behind schedule. We need to speed up.

**Note:** To talk about something being **advanced** rather than **delayed**, you may use the expression **way ahead**.

### Example:
- We’ve worked hard and are **way ahead** on finishing the project.

To describe the degree or intensity of a verb or a modifier, you can use **adverbs of degree**.

### Example:
- He is **extremely** excited about the project.

In the above example, **extremely** specifies the intensity of the adjective **excited**.

Sometimes **way** and **far** are used in **comparative constructions** to compare large differences between expected and actual results.

### Example:
- These negotiations are taking **way** longer than we anticipated.
- Our results have been **far** more positive than predicted.

---

**Adverbs of degree – Exercise – The right word**

Your payment is __________ overdue. It was due eight months ago.

way - slightly - almost
Conjunctions

'Either . . . or' - 'Neither . . . nor'

To indicate a choice between two adjectives, nouns, noun phrases, verbs, or clauses, 'either . . . or' is used.

Example:
• She's either English or American.
• I want either fruit juice or coffee.
• In the summer, I either go to Prague or stay at home.
• Either you pay duty on the extra ones, or I'll have to confiscate them.

To exclude both of two adjectives, nouns, noun phrases, or verbs, 'neither . . . nor' is used.

Example:
• She's neither nice nor nasty.
• He met neither John nor his wife.
• I neither read French nor write it.

'Either . . . or' - 'Neither . . . nor' – Exercise – Fill in the blanks

__________ I have you on the ____________, we'd like a repeat order as soon as ________.
Send us a ___________ first. When you've ___________ that, we can talk ___________ it.
I'm sure we can ___________ you a check by the end of the ___________.
__________ out of the _____________. ___________ you pay now, or we'll ___________ our ____________ agency.
I'm very ___________ you ___________ that way about it.

month - sorry - line - check - about - possible - feel - question - while - done - that's - send - either - contact - collection

'Either . . . or' - 'Neither . . . nor' – Exercise – Word order

a - we - ultimatum, - you - simple - it's - either - pay - or - sue
'When,' 'while' + present

- The verbs of dependent clauses of time introduced by conjunctions of time (after, as soon as, as long as, as much as, before, once, until, when, whenever, wherever, while...) are always in the simple present when the verb of the main clause is in the future.

Example:
- They'll eat as soon as they arrive.
- Before we leave, we'll help with the cleaning.
- When I come back, I'll call you.

'When,' 'while' + present – Exercise – The right word

Once we ______________ our delay, we will fill your new order.

catch up on - will catch up on - will have caught up on
'Even though' - 'Even if'

'Even though' and 'even if' are similar but have the following distinct meanings:

- **'Even though'** introduces a subordinate clause that indicates *concession*, 'even though' describes a *reality* that seems to contradict the main clause.
- **'Although'** is also used in such cases.

- **'Even if'** introduces an apparent contradiction of some *hypothesis*. In such sentences, the *conditional* is used in the main clause and the *past subjunctive*, after 'even if', in the subordinate clause.

**Example:**

- Even though (or although) you're my friend, I can't trust you.
- Even though (or although) she tried her best, she fell twice.

**'Even though' - 'Even if' – Exercise – The right word**

Even though __________________________, I can still see you.

it had been light - it was light - it had been dark - it's light - it's dark - it was dark

**'Even though' - 'Even if' – Exercise – Sentence practice**

*Rewrite as in the example:*

<table>
<thead>
<tr>
<th>Even though it's sunny, I don't want to go out.</th>
<th>Even though it was sunny, I didn't want to go out.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Even though I don't want to, I must go to work.</td>
<td></td>
</tr>
<tr>
<td>If her temperature's low, she'll be all right.</td>
<td></td>
</tr>
<tr>
<td>Even though he smokes, he's in good health.</td>
<td></td>
</tr>
</tbody>
</table>
'Till' - 'Until'

'Until' and 'till', which is normally reserved for speech, have the same meaning.

<table>
<thead>
<tr>
<th>Before expressions of time, 'till' and 'until' are prepositions.</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• I'll be in the office till six.</td>
<td>• You might want to wait until next week.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When they introduce clauses, 'till' and 'until' are conjunctions.</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Wait till I come back from the airport.</td>
<td>• Do not get off until the train is at a complete stop.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>'Not . . . till' and 'not . . . until' may also be used in these two ways.</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• I won't see him till Monday.</td>
<td>• I can’t say until I check with the carrier.</td>
</tr>
</tbody>
</table>

'Till' - 'Until' - 'Even if' – Exercise – Word order

invoice - end - you - until - of the - the - we - won't - month

'Till' - 'Until' - 'Even if' – Exercise – Text transformation

Form sentences using 'until'/'till':

I won’t pay before the order arrives on Friday. You realize that it will be a while before everything is sorted out. I can’t authorize the payment before I check the product over. If you need to get ahold of me I’ll be in the office, but after 7 pm I will have gone home. We won’t do anything with the product before the engineer arrives.
Linking words - solutions

Preposition - Solutions

The prepositions 'in' and 'at' – Solutions
The prepositions 'in' and 'at'– Exercise – Fill in the blanks

Mr. Gibbons works at that company, Harper's Metal Fittings.
It's on Maple Avenue.
He's going to stay there till he retires, next year.
He's got a job within the department of quality control. We'll have to replace him within a month or so.

The prepositions 'in' and 'at'– Exercise – Word order

How many cars do you have in the United States?

The notion of means – Solutions
The notions of means– Exercise – The right word

You could find something better by paying a little more.

The notions of means– Exercise – Word order

Perhaps I can thank you by taking you out to dinner.

Different meanings of 'since'– Solutions
Different meanings of 'since'– Exercise – Fill in the blanks

He's been driving since this morning.
She was driving for five hours before she stopped.
I started speaking English five years ago.
We've been in competition with them for almost five years. We've been planning the launch since last month.
How long ago did you reserve your exhibition stand?
'Within' - 'Within . . . of'– Solutions

I've been working on this project since January. Since then, I've been very tired. I should complete it within a month or so. I've got till then to meet the sales targets! I'll be at work until 9 o'clock tonight. I prefer to work within a few kilometers of home.

'Within' - 'Within . . . of'– Exercise – Word order

We’ll get the remaining phones to you within the week.

Adverbs - Solutions

Adverbs of time - Solutions

Adverbs of time – Exercise – Word order

We don’t make that model anymore.

Relative pronouns and adverbs – Solutions

Relative pronouns and adverbs – Exercise - Sentence practice

*Rewrite as in the example:*

<table>
<thead>
<tr>
<th>What time is the meeting? (to forget)</th>
<th>I forget what time the meeting is.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where is the trade show located? (to forget)</td>
<td>I forget where the trade show is located.</td>
</tr>
<tr>
<td>How do you do this? (to forget)</td>
<td>I forget how you do this. I forget how to do this.</td>
</tr>
<tr>
<td>Why are you leaving? (to forget)</td>
<td>I forget why you are leaving. I forget why you're leaving.</td>
</tr>
</tbody>
</table>
Use of 'else' – Solutions
Use of 'else' – Exercise – Fill in the blanks

Can I speak to your sales manager?
I’m afraid our sales manager is away on business.
Can anyone else help me?
Perhaps I can. I’m the sales assistant.
I met your sales manager at last month’s trade show.
In Chicago? You must be Mr. Boardman.
That’s right. I’ll be in New York next week and would like to drop by and see her. Just a second, I’ll get her calendar.
How would Wednesday morning suit you? Shall we say at 3:15? Fine.

Placement of 'enough'
Placement of 'enough' – Exercise – Fill in the blanks

Would you like a demonstration?
Yes, but I really don’t know if I have enough time.
I understand you’re having an official press launch this afternoon. Yes, our Chief Executive Officer is coming.
Really? We expect to be doing a lot of business with you next year.
What time are you expecting her?
She should be here at about one-thirty.

Placement of 'enough' – Exercise – Word order

Fair enough, but we still insist on immediate payment.
'How' + adjective or adverb - Solutions

'How' + adjective or adverb – Exercise – Fill in the blanks

*How about* ten percent off the price list?

*What* model did you have in mind?

*How many* units did you have in mind?

*Where* would you be using the phones?

*How quickly* can you get back to me?

*What sort* of discount will you give us?

*How big* is your fleet?

'How' + adjective or adverb – Exercises – Word order

It really depends on how much you want to pay.

Uses of 'so' – Solutions

Uses of 'so' – Exercises – Word order

1. We've taken so many orders that we've fallen a little behind.
2. An important customer is withholding payment, so our cash flow is suffering.

The place of 'even' - Solutions

The place of 'even'– Exercise – Sentence practice

*Put the following phrases in the right order:*

<table>
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<th>He even works on Saturdays.</th>
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<tr>
<td>(hectic / are / Sundays) even</td>
<td>Even Sundays are hectic.</td>
</tr>
<tr>
<td>(she / at night / the vacuum cleaner / uses) even</td>
<td>She even uses the vacuum cleaner at night.</td>
</tr>
<tr>
<td>small / the dining room / was) even</td>
<td>Even the dining room was small.</td>
</tr>
</tbody>
</table>

The place of 'even'– Exercise – Word order

The product received an even more positive response than anticipated.
'Quite' - 'Quite a few' – Solutions

'Quite' - 'Quite a few' – Exercise – Grammar practice

*Give the opposite, as in the example:*

<table>
<thead>
<tr>
<th>Very expensive</th>
<th>Quite cheap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very expensive</td>
<td>Quite cheap</td>
</tr>
<tr>
<td>Very sharp</td>
<td>Quite blunt</td>
</tr>
<tr>
<td>Very thin</td>
<td>Quite fat</td>
</tr>
<tr>
<td></td>
<td>Quite thick</td>
</tr>
<tr>
<td>Very deep</td>
<td>Quite shallow</td>
</tr>
<tr>
<td>Very heavy</td>
<td>Quite light</td>
</tr>
<tr>
<td>Very dry</td>
<td>Quite wet</td>
</tr>
<tr>
<td>Very interesting</td>
<td>Quite boring</td>
</tr>
<tr>
<td></td>
<td>Quite uninteresting</td>
</tr>
<tr>
<td></td>
<td>Quite dull</td>
</tr>
</tbody>
</table>

Adverbs of degree - Solutions

Adverbs of degree – Exercise – The right word

Your payment is *way* overdue. It was due eight months ago.

Conjunctions - Solutions

'Either . . . or' - 'Neither . . . nor' - Solutions

'Either . . . or' - 'Neither . . . nor' – Exercise – Fill in the blanks

*While* I have you on the line, we'd like a repeat order as soon as *possible*.
Send us a *check* first. When you've *done* that, we can talk *about* it.
I'm sure we can *send* you a check by the end of the *month*.
*That's* out of the *question*. *Either* you pay now, or we'll *contact* our *collection* agency.
I'm very *sorry* you *feel* that way about it.

'Either . . . or' - 'Neither . . . nor' – Exercise – Word order

It's a simple ultimatum, either you pay or we sue.
'When,' 'while' + present – Solutions

'When,' 'while' + present – Exercises – The right word

Once we catch up on our delay, we will fill your new order.

'Even though' - 'Even if' – Solutions

'Even though' - 'Even if'— Exercise – The right word

Even though it’s dark, I can still see you.

'Even though' - 'Even if'— Exercise – Sentence practice

*Rewrite as in the example:*

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<td>Even though I didn’t want to, I had to go to work.</td>
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<td>If her temperature’s low, she’ll be all right.</td>
<td>If her temperature was low, she’d be all right.</td>
</tr>
<tr>
<td>Even though he smokes, he’s in good health.</td>
<td>Even though he smoked, he was in good health.</td>
</tr>
</tbody>
</table>

'Till' - 'Until' - Solutions

'Till' - 'Until' - 'Even if'— Exercise – Word order

We won’t invoice you until the end of the month.

'Till' - 'Until' - 'Even if'— Exercise – Text transformation

*Form sentences using "until"/"till":*

I won’t pay before the order arrives on Friday. You realize that it will be a while before everything is sorted out. I can’t authorize the payment before I check the product over. If you need to get a hold of me I’ll be in the office, but after 7 pm I will have gone home. We won’t do anything with the product before the engineer arrives.

Until the order arrives on Friday, I won’t pay. You realize that it will be a while until everything is sorted out. Until I check the product over, I can’t authorize the payment. If you need to get a hold of me I’ll be in the office until 7 pm. We won’t do anything with the product until the engineer arrives.