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Linking words C1

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Linking words

Preposition

The prepositions 'in' and 'at'

- **At** is used:

➡ Before the number of a house.	Example: <ul style="list-style-type: none">• John lives at 7498, 85th Street.
➡ When it concerns a precise and fixed place .	Example: <ul style="list-style-type: none">• at the station• at one's office• at the doctor's• at the door• at his desk
➡ Before certain nouns .	Example: <ul style="list-style-type: none">• at home• at school• at work• at university

- **In** is used:

➡ Before the name of a region .	Example: <ul style="list-style-type: none">• During the holidays I'll go to Hartford, Connecticut, in New England.
➡ Before certain nouns .	Example: <ul style="list-style-type: none">• in bed• in the hospital• in the sun• in the shade• in the rain

Linking words - C1 level

- Before the names of buildings, work or meeting places, it is correct to use:

<p>➡ At when a reference is made to the activity rather than the place itself, or when the place is used for a meeting.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I'll see you at the restaurant. • He's working at The Farmers' Bank.
<p>➡ In is used in the other cases.</p>	<p>Example:</p> <ul style="list-style-type: none"> • We ate in a beautiful restaurant. • There are many employees in The Farmers' Bank.

- As for **names of cities**:

<p>A - In is used before the name:</p> <p>➡ Of a city or large town.</p> <p>➡ Of a well-known small town (or a small village) or one which has significance for the speaker.</p>	<p>Example: He works in Chicago.</p> <p>Example:</p> <ul style="list-style-type: none"> • I spent a year in Tampa, near Orlando. • We had lunch in Boston, where Benjamin Franklin was born.
<p>B - At is sometimes used before the names of:</p> <p>➡ Stops along a journey such as a small village that has no importance for the speaker.</p>	<p>Example:</p> <ul style="list-style-type: none"> • 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:

<p>➡ by + gerund</p>	<p>Example:</p> <ul style="list-style-type: none">• How did she gain so much weight? (<i>She gained weight</i>) By eating a lot of sweets.• How did he get that position? (<i>He got that position</i>) By working hard.
<p>➡ by + means of + noun</p>	<p>Example:</p> <ul style="list-style-type: none">• How are you going to increase the sales figures? (<i>I'm going to increase the sales figures</i>)• By means of a huge advertising campaign.

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:

▶ A noun, noun phrase, or pronoun	<u>Example:</u> <ul style="list-style-type: none">• I was interested in your lightweight cell phone.• Would you be interested in another loan?• He's interested in you.
▶ A gerund ('-ing' verb)	<u>Example:</u> <ul style="list-style-type: none">• I don't think we're interested in paying much more.

Different meanings of 'since'

<p>➡ The preposition 'since' precedes dates, times and periods.</p> <p>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.</p>	<p>Example:</p> <ul style="list-style-type: none"> I've known her since 1994. A lot of progress has been made since the days of MS-DOS. <p>Example:</p> <ul style="list-style-type: none"> He's been ill since Monday. We had to leave the town where I had lived since my childhood.
<p>➡ 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.</p>	<p>Example:</p> <ul style="list-style-type: none"> We haven't called him since we arrived. Since I've been here, I haven't had the time or the money to buy much.
<p>➡ The adverb 'since' (or 'since then') normally ends a clause.</p>	<p>Example:</p> <ul style="list-style-type: none"> 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.
<p>➡ 'Since' may also be used as a conjunction to introduce expressions of causality in all tenses.</p>	<p>Example:</p> <ul style="list-style-type: none"> 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'

'Within'	
<p>➔ The preposition 'within' often refers to space.</p>	<p>Example:</p> <ul style="list-style-type: none"> Her office is within the sales department.
<p>➔ It may also refer to time.</p>	<p>Example:</p> <ul style="list-style-type: none"> I'll finish within the next two weeks. Can you deliver within 48 hours?

'Within...of'	
<p>➔ 'Within . . . of' expresses the distance between two points in space, or the period between two points in time.</p>	<p>Example:</p> <ul style="list-style-type: none"> Our house is within two miles of the station. We finished the project within a day of its deadline.
<p>➔ When used with a gerund, 'within . . . of' expresses a period of time immediately preceding the completion of an action.</p>	<p>Example:</p> <ul style="list-style-type: none"> Within ten minutes of my arriving, the phone rang.

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

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

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

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:

<p>➡ Immediately before a verb (before the main verb when an auxiliary is present).</p>	<p>Example:</p> <ul style="list-style-type: none"> • I never talk about the weather! • How many passengers usually ride with you? • It will soon be July 4th.
<p>➡ After 'to be' in any simple tense, except when 'to be' is at the end of a sentence or in the imperative.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I'm still very tired. • It sometimes is! • Always be on time.
<p>➡ Before a modal auxiliary and, less often, before auxiliary "be" or "have".</p>	<p>Example:</p> <ul style="list-style-type: none"> • I still can stay here for a while. • They already have gone their way.
<p>➡ At the end of a sentence.</p>	<p>Example:</p> <ul style="list-style-type: none"> • It will be July 4th soon. • They have gone already. • How many passengers ride with you usually? • Are you going to drive it often?

Adverbs of time – Exercise –Word order

make - model - We - don't - that - anymore

Relative pronouns and adverbs

A - The Relative Pronouns

<p>➔ Who is the relative subject pronoun (singular and plural) that refers to a person.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> I like people who are honest.
<p>➔ That and which are the relative subject pronouns and direct and indirect objects (singular and plural).</p> <p>➔ That is restrictive, while which is not.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> She's reading a book that makes her laugh. The shoes, which I bought yesterday, hurt my feet.
<p>➔ Whom is the relative indirect object pronoun (singular and plural) that refers to an animate antecedent.</p> <p><u>Note:</u> Whom is often replaced by who.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> The boy whom you met is my cousin. Here is the woman whom you were looking at.
<p>Whose and of which replace a noun phrase object to the noun:</p>	
<p>➔ Whose refers to an animate or inanimate antecedent.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> The girl whose dad is a scientist is very clever. (Animate antecedent.) Her room is the one whose door is locked. (Inanimate antecedent.)
<p>➔ Of which refers to an inanimate antecedent.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> She's in the room the door of which is locked.
<p>➔ What and which are the relative subject and object pronouns (direct and indirect) that announce or continue previous clauses.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> 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.

Linking words - C1 level

B - The Relative Adverbs

➡ When replaces an adverbial phrase of time .	Example: <ul style="list-style-type: none">The day when he arrived, his family wasn't there.
➡ Where replaces an adverbial phrase of place .	Example: <ul style="list-style-type: none">We live in a place where the sun shines very often.
➡ (The reason) why replaces an adverbial phrase of cause .	Example: <ul style="list-style-type: none">I don't know why he's so angry.

Relative pronouns and adverbs – Exercise- Sentence practice

Rewrite as in the example:

What time is the meeting? (to forget)	I forget what time the meeting is.
Where is the trade show located? (to forget)	
How do you do this? (to forget)	
Why are you leaving? (to forget)	

Use of 'else'

<p>➡ 'Else' may follow compound forms of 'some,' 'any,' 'no,' and 'every.'</p> <p>Note: 'Somewhere else' and 'elsewhere' are synonymous.</p>	<p>Example:</p> <ul style="list-style-type: none"> You should ask someone else. I have nothing else to tell you. Is there anything else you'd like?
<p>➡ 'Else' is sometimes used in the possessive.</p>	<p>Example:</p> <ul style="list-style-type: none"> I took somebody else's coat.
<p>➡ 'Else' can also follow 'much,' 'little,' and the interrogative pronouns 'what,' 'who,' and 'where.'</p>	<p>Example:</p> <ul style="list-style-type: none"> There was little else to be said. What else could I do?
<p>➡ 'Or else' is often used as a linking adverb like 'otherwise.'</p>	<p>Example:</p> <ul style="list-style-type: none"> 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:

➡ after adjectives and adverbs	Example: <ul style="list-style-type: none">• I'm not tall enough.• You drive fast enough.
➡ before nouns and noun phrases	Example: <ul style="list-style-type: none">• But there aren't enough pillows!
➡ after verbs, including past participles	Example: <ul style="list-style-type: none">• One pound is enough.• I've eaten enough.

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 many - What - Where - What sort - How about - How quickly - How big

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

really - It - much - how - on - depends - to - you - want - pay.

Uses of 'so'

<p>➡ 'So' + adjective or adverb is used to express an exclamation.</p> <p>Note: 'So' may introduce 'that' clauses, in which 'that' may be understood.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Why is this taking so long? • Don't be so sensitive! <p>Example:</p> <ul style="list-style-type: none"> • He was driving so fast that he went through a red light.
<p>➡ 'So' may be used to introduce a clause.</p>	<p>Example:</p> <ul style="list-style-type: none"> • So you found a job? • It's 100% coverage, so it is particularly attractive.
<p>➡ 'So' may replace a clause in an elliptical sentence or in tags.</p> <p>Note: Use of 'so' is impossible in certain negative elliptical clauses. In such cases, 'not' is used and goes after the verb.</p>	<p>Example:</p> <ul style="list-style-type: none"> • 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. <p>Example:</p> <ul style="list-style-type: none"> • 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'

<p>▶ 'Here' designates the speaker's or writer's location.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none">• It's written here.• I've already been here for half an hour.
<p>▶ 'There' designates a location other than that of the speaker.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none">• 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.

<p>➔ Nominal groups, pronouns and verbs may follow 'even', which may also be placed between an auxiliary and a main verb.</p>	<p>Example:</p> <ul style="list-style-type: none"> • Even my sister will be there. • Even you can come. • He's so kind he even did the cooking. • I've even invited John.
<p>➔ 'Even' may also introduce comparatives.</p>	<p>Example:</p> <ul style="list-style-type: none"> • It's even better than a car.
<p>➔ 'Not even' follows verbs and precedes nouns.</p>	<p>Example:</p> <ul style="list-style-type: none"> • 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:

(he / on Saturdays / works) even	He even works on Saturdays.
(hectic / are / Sundays) even	
(she / at night / the vacuum cleaner / uses) even	
small / the dining room / was) even	

The place of 'even' – Exercise – Word order

The - than - response - product - an - received - even - more - positive - anticipated

'Quite' - 'Quite a few'

<p>➡ 'Quite' intensifies adjectives that express personal opinions.</p>	<p>Example:</p> <ul style="list-style-type: none"> • He's quite good at tennis. • Your guaranteed delivery date option seems quite expensive to me.
<p>➡ 'Quite a few' modifies plural nouns to indicate large quantities.</p>	<p>Example:</p> <ul style="list-style-type: none"> • I have quite a few letters for you.

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

Give the opposite, as in the example:

Very expensive	Quite cheap
Very sharp	
Very thin	
Very deep	
Very heavy	
Very dry	
Very interesting	

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**.

HIGHEST INTENSITY	++
Totally	Somewhat
Completely	Somehow
Entirely	Fairly
Thoroughly	Rather
Absolutely	Kind of
Definitely	Enough
Positively	
+++	+
Almost	Slightly
A lot	A bit
Very	A little
Extremely	
Really	LOWEST INTENSITY
Quite	Hardly
Too	Scarcely
Practically	Barely
	Not at all

Linking words - C1 level

B - Use

<p>➡ When adverbs of degree give more information about a modifier (an adjective or another adverb), they generally fall before the modifier.</p> <p>➡ Exceptions include enough and not at all, which are usually placed after an adjective or adverb.</p> <p>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.</p>	<p>Example:</p> <ul style="list-style-type: none"> • 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. <p>Example:</p> <ul style="list-style-type: none"> • I think it's a bit too early to make predictions about the deal. • The project is almost entirely complete.
<p>➡ Hardly, scarcely, somewhat, and a bit are among the adverbs of degree that are often used in a negative way.</p>	<p>Example:</p> <ul style="list-style-type: none"> • The presentation seemed a bit disorganized to me. • I'm so busy today. I hardly had time to eat lunch.
<p>➡ You can also use adverbs of degree to describe the intensity of an action. The adverb usually falls before the verb.</p> <p>➡ Exceptions are enough and a lot, which you should place after the verb.</p>	<p>Example:</p> <ul style="list-style-type: none"> • 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.

Linking words - C1 level

<p>➡ 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.</p>	<p>Example:</p> <ul style="list-style-type: none"> • His payment is way overdue. • Your monthly installment is long past-due. • We're far behind schedule. We need to speed up. <p>Note: To talk about something being advanced rather than delayed, you may use the expression way ahead.</p> <p>Example:</p> <ul style="list-style-type: none"> • We've worked hard and are way ahead on finishing the project.
<p>➡ To describe the degree or intensity of a verb or a modifier, you can use adverbs of degree.</p>	<p>Example:</p> <ul style="list-style-type: none"> • He is extremely excited about the project. <p>In the above example, extremely specifies the intensity of the adjective excited.</p>
<p>➡ Sometimes way and far are used in comparative constructions to compare large differences between expected and actual results.</p>	<p>Example:</p> <ul style="list-style-type: none"> • 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'

<p>➡ To indicate a choice between two adjectives, nouns, noun phrases, verbs, or clauses, 'either . . . or' is used.</p>	<p>Example:</p> <ul style="list-style-type: none"> • 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.
<p>➡ To exclude both of two adjectives, nouns, noun phrases, or verbs, 'neither . . . nor' is used.</p>	<p>Example:</p> <ul style="list-style-type: none"> • 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:

<p>➡ When it introduces a subordinate clause that indicates concession, 'even though' describes a reality that seems to contradict the main clause.</p> <p>➡ 'Although' is also used in such cases.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Even though (or although) you're my friend, I can't trust you. • Even though (or although) she tried her best, she fell twice.
<p>➡ '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.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> • Even if you were my friend, I wouldn't trust you.

'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:

<p>Even though it's sunny, I don't want to go out.</p>	<p>Even though it was sunny, I didn't want to go out.</p>
<p>Even though I don't want to, I must go to work.</p>	
<p>If her temperature's low, she'll be all right.</p>	
<p>Even though he smokes, he's in good health.</p>	

'Till' - 'Until'

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

➔ Before expressions of time, 'till' and 'until' are prepositions .	Example: <ul style="list-style-type: none">• I'll be in the office till six.• You might want to wait until next week.
➔ When they introduce clauses, 'till' and 'until' are conjunctions .	Example: <ul style="list-style-type: none">• Wait till I come back from the airport.• Do not get off until the train is at a complete stop.
➔ 'Not . . . till' and 'not . . . until' may also be used in these two ways.	Example: <ul style="list-style-type: none">• I won't see him till Monday.• I can't say until I check with the carrier.

'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

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

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:

What time is the meeting? (to forget)	I forget what time the meeting is.
Where is the trade show located? (to forget)	I forget where the trade show is located.
How do you do this? (to forget)	I forget how you do this. I forget how to do this.
Why are you leaving? (to forget)	I forget why you are leaving. I forget why you're leaving.

.....

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:

(he / on Saturdays / works) even	He even works on Saturdays.
(hectic / are / Sundays) even	Even Sundays are hectic.
(she / at night / the vacuum cleaner / uses) even	She even uses the vacuum cleaner at night.
small / the dining room / was) even	Even the dining room was small.

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:

Very expensive	Quite cheap
Very sharp	Quite blunt
Very thin	Quite fat Quite thick
Very deep	Quite shallow
Very heavy	Quite light
Very dry	Quite wet
Very interesting	Quite boring Quite uninteresting Quite dull

.....

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:

Even though it's sunny, I don't want to go out.	Even though it was sunny, I didn't want to go out.
Even though I don't want to, I must go to work.	Even though I didn't want to, I had to go to work.
If her temperature's low, she'll be all right.	If her temperature was low, she'd be all right. If her temperature were low, she'd be all right.
Even though he smokes, he's in good health.	Even though he smoked, he was in good health.

.....

'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.

.....

ENGLISH

SPANISH

FRENCH

GERMAN

ITALIAN

DUTCH