

1 Brotherhood - Triplets

Frank, Joe and Ed are brothers. They were all born on the same day, 17 March 1957. Can you find out who is the youngest/tallest/cleverest?

- Joe is not the youngest brother.
Frank is not as clever as Joe or Ed.
Ed is shorter than Joe but taller than Frank.
The tallest brother is older than the cleverest.
The cleverest brother is not the oldest.
The shortest brother is also the youngest.



Ed is _____.
Frank is _____.
Joe is _____.

Grammar Reference Section: Adjectives

2 World of work I

How often do you do the following? Use adverbs of frequency.

- 1. Work overtime? I work overtime _____.
2. Go to bed after midnight? _____.
3. Read during your lunchbreak? _____.
4. Go out for a drink with your colleagues? _____.
5. Leave work earlier than usual? _____.



Note

AE: I never go to the office on the weekend.
BE: I never go to the office at the weekend.

3 World of work II

Write in the correct prepositions.

- 1. I go to work _____ train.
2. I overslept this morning and was late _____ work.
3. I sit _____ a computer all day.
4. I have my lunch break _____ 12.30 and 1.30.
5. I work _____ 8.30 am _____ 5 pm.
6. I never go to the office _____ the weekend.
7. I get home from work _____ six o'clock.
8. I rarely get to the office _____ 10 o'clock in the morning.



Grammar Reference Section: Prepositions

4 Infinitive or gerund?

Use these expressions to complete the sentences.

stop to do (an interruption) • try to do (an attempt) • remember to do (a reminder) • stop doing (an end) • try doing (an experiment) • remember doing (a memory)

- 1. This coffee is too strong. - Why don't you _____ (add) a little hot water or some milk?
2. This restaurant must be new. I don't _____ (see) it before.
3. Make sure you _____ (lock) the door before you leave for the weekend.
4. I'm really in a hurry. I can't _____ (chat) just now.
5. The seminar starts at 8.00am sharp. Please _____ (be) on time.
6. I know I retire next year, but I'm not sure if I'm ready to _____ (work).



Grammar Reference Section: Verbal Expressions Followed by Gerunds and/or Infinitives

5 Me too!

Respond to these sentences. First agree, then disagree, using a question tag. Be careful of the verbs.

- 1. I eat fresh fruit every day. agree So do I. disagree Oh, do you? I don't.
2. I've never smoked. Neither _____ . _____ .
3. I can't swim. _____ . _____ .
4. I won't go to bed before midnight. _____ . _____ .
5. I wasn't there. _____ . _____ .
6. I don't like going to the dentist. _____ . _____ .
7. I've had the flu twice this year. _____ . _____ .
8. I'm really tired. _____ . _____ .



6 World of work - More conditions

Match the 'if'-clauses in the left-hand column to the main clauses in the right-hand column to make complete sentences.

- 1. If I'd had time, we might not have made the deal
2. If I hadn't missed the bus this morning, you should have called.
3. If we'd done a bit more research, you might have got that promotion you were after.
4. If we hadn't tried so hard, we could have gone out for a meal.
5. If we hadn't worked so late, you should have made an appointment.
6. If you wanted to see the manager, I would have helped you.
7. When you knew you couldn't make the meeting, we might have found the answer.
8. If you had worked a little harder, I wouldn't have been late for the meeting.

Note

In den USA sagt man für „anrufen“ 'to call', in Großbritannien eher 'to ring' oder 'to phone'. Vgl.: AE: You should have called. BE: You should have rung/phoned. oder You should have given me a ring.