

GRAMMAR I/4 – SPRING 2008 – REVISION 1

(CONTENTS:

INDIRECT SPEECH, CLAUSES AND SENTENCE CONSTRUCTION, REFERENCE WORDS, TIME CLAUSES)

I. INDIRECT SPEECH

Rewrite the direct speech as reported speech with the words given.

1 'He was here yesterday.'

She said that _____.

2 'I'm here all day.'

He said that he _____.

3 'They're working on it.'

They said _____.

4 'I've been to the factory twice before.'

Bill said _____.

5 'We'll see how it goes.'

They said _____.

6 'Can I have a pay rise?'

He asked _____.

7 'We'll give you sole exclusivity.'

The company agreed _____.

8 'I made a big mistake.'

She admitted _____.

9 'You should take the job.'

They advised us _____.

10 'Would you accept 10% more?'

They _____.

II. CLAUSES AND SENTENCE CONSTRUCTION

Rewrite the two sentences as one sentence using the words given in brackets.

1 They want to attract foreign investment. They need to employ an export manager.(in order to)

2 The survey was useful. The survey was conducted over two years.(which)

3 We interviewed ten people. We found the right person.(after)

4 They'll agree. We only sell to them.(as long as)

5 He says language training is important. He's cut the budget for classes.(despite)

6 We're losing staff. We're asking them to work longer hours for less money.(and as a result)

7 You've done so well. We want to give you a bonus.(since)

III. REFERENCE WORDS

Complete sentences 1-9 with these words. Use some words more than once.

that / these / former / such / ones / latter /

1 I'm a microfinance manager. _____ involves calculating the interest rates the bank should charge on loans.

2 Some traders rely on illegal insider information. _____ people should be arrested.

3 The bonuses only go to the hardest-working people. They are the _____ who deserve it.

4 He made us a million and she made nothing. The _____ can be promoted and the _____ needs a meeting.

5 If I didn't work in _____ an environment, I'd probably do something else altogether.

- 6 Money, power and risk – _____ are the things which drive many CEO's.
- 7 The success of his company: _____ is all that matters to him.
- 8 They are only interested in money – not the poor in the developing world. _____ is the mentality of these people.
- 9 You see that couple over there with the champagne? Well, they're the _____ I was telling you about.

IV. TIME CLAUSES

1 Complete the sentences with the appropriate form of the verbs in brackets. Some verbs may be in the negative form.

- 1 As soon as they _____ (get) here we _____ (ask) them.
- 2 While we _____ (wait), let's _____ (discuss) this other issue.
- 3 Once we _____ (receive) their report, maybe we _____ (be able) to make a final decision.
- 4 Until she _____ (tell) me what she wants to do, I _____ (can) plan next week.
- 5 Whenever they _____ (launch) a new product, our sales _____ (go) down.
- 6 By the time they _____ (decide) what to do, we _____ (lose) even more ground to our competitors.
- 7 As you _____ (be) here, I _____ (check) these figures with you.
- 8 When they _____ (arrive), _____ (give) me a call, will you?