

Exercise 3

2 b 3 a 4 b

Exercise 42 won't 3 don't 4 will 5 is 6 unless 7 is going to be 8 be 9 Unless
10 won't 11 would 12 wouldn't 13 didn't 14 would**Exercise 5**2 do/will give 3 worked/wouldn't be 4 would happen/reoccurred
5 miss/don't seem 6 fancy/give**Unit 18 Conditionals 2****Exercise 1**2 took/might feel 3 had listened/wouldn't have made
4 we'd found/we'd have moved 5 kept/might present
6 I'd known/wouldn't have done 7 had been/could have succeeded
8 wouldn't/were**Exercise 2**

2 in case 3 as long as 4 unless 5 as long as 6 in case 7 when 8 unless

Exercise 32 had 3 could stay 4 enjoy 5 had taken 6 knew 7 could type
8 didn't interrupt 9 had 10 have 11 could do 12 hadn't bought**Exercise 4**2 can 3 As long as 4 'd have 5 'd 6 wouldn't have 7 'd 8 would/have
9 in case 10 unless 11 'll 12 unless**Exercise 5**

2 a 3 d 4 c 5 g 6 h 7 e 8 f

Unit 19 Verb + -ing or infinitive 1**Exercise 1**2 going 3 to use 4 spending 5 to close down 6 to deliver 7 calling
8 losing 9 to prepare 10 to be 11 waiting 12 to sign 13 postponing**Exercise 2**2 to recognise 3 advertising 4 to receive 5 writing 6 to speak 7 making
8 thinking 9 to fly 10 to help**Exercise 3**2 persuade him to 3 remind me to 4 help you to 5 expect her to
6 encouraged me to 7 forced us to**Exercise 4**2 losing 3 to crash 4 to do 5 to fix 6 to come 7 calling 8 to wait
9 to do 10 asking 11 to type**Exercise 5**2 talking 3 to pay 4 worrying 5 to be 6 pretending 7 referring 8 to show
9 to take 10 receiving**Unit 20 Verb + -ing or infinitive 2****Exercise 1**2 to meet 3 meeting 4 being 5 to make 6 to speak 7 saying 8 to open
9 opening 10 giving 11 to look at 12 to announce 13 quitting 14 selling
15 to describe**Exercise 2**

1 a 2 b 3 d 4 c

Exercise 3

2 being 3 to be 4 to be 5 being 6 being

Exercise 42 to book 3 to start 4 to come 5 to go 6 missing 7 to give 8 working
9 to have 10 to join 11 working 12 getting (or to get) 13 missing out
14 to have 15 being 16 taking 17 finishing (or to finish)**Exercise 5**2 to take 3 hearing 4 to return 5 to risk 6 buying 7 returning
8 to accept 9 taking 10 to copy 11 being 12 to bring 13 thinking
14 behaving 15 to train 16 to deal**Unit 21 Reported speech 1****Exercise 1**2 He'll be back after lunch 3 She's going to contact the printers
4 I want to make a phone call 5 I'm meeting the bank manager at eleven
6 I found out about the problem a long time ago
7 I have to be back in the office by three thirty 8 I'll let you know**Exercise 2**

2 there/me 3 they'd/our/before 4 she/right then

Exercise 32 (that) he'd read the report and (that) he didn't understand section 4
3 he finished his presentation he was going to have a drink
4 (that) she was preparing the figures but (that) she wouldn't be long
5 (that) she liked playing tennis but (that) she didn't do it very often
6 (that) she was going to visit their Polish subsidiary but (that) she wasn't sure whether**Exercise 4**

2 P/TC 3 P/ST 4 P/TC 5 I 6 P/TC 7 P/TC 8 I 9 P/ST 10 P/TC

Exercise 52 his 3 he'd sent 4 the day before 5 the 6 they've 7 me 8 there 9 was
10 before 11 had gone 12 was 13 that 14 me**Unit 22 Reported speech 2****Exercise 1**

2 say 3 tell 4 said 5 told/said 6 said/said 7 said/told 8 said to/tell

Exercise 2

2 e 3 b 4 a 5 d 6 k 7 i 8 f 9 g 10 l 11 h 12 j

Exercise 32 what the letters 'URL' meant
3 if/whether I had prepared the figures
4 when her birthday was
5 if/whether he had remembered (or he remembered) to back up the file
6 why I had turned off the air conditioning
7 if/whether I spoke Italian
8 how much he had paid (or he paid) for his car**Exercise 4**

2 suggested 3 proposed 4 agreed 5 decided

Exercise 52 told them 3 to listen 4 said 5 it would 6 take 7 setting up 8 not to say
9 to chair 10 should report 11 reminded them that 12 to meet**Unit 23 Phrasal verbs 1****Exercise 1**

2 b 3 d 4 a 5 b 6 d

Exercise 22 hold (or hang) on 3 fill in 4 go (or carry) on 5 give up 6 deal with
7 pick up 8 go (or come) back 9 take up 10 look after**Exercise 3**2 look up the information/look the information up/look it up
3 keep down our costs/keep our costs down/keep them down
4 do without my mobile phone/do without it
5 turned down the idea/turned the idea down/turned it down
6 sort out the problem/sort the problem out/sort it out