

1) Fill in the correct form of verb. Use each verb once.

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Computers played an essential role in this textbook's publication. Authors use word processing software to create the first draft of each chapter. This draft uses special formatting to **instruct** compositors how to organize and lay out the content so that it not only is attractive and readable, but has educational value. Once the first draft is complete, editors use various tools in the word processing software to make and show their changes, as well as to add comments and questions. The authors then **respond** to these comments and questions and make changes based upon editor feedback. The authors then **send** the revised electronic document to the compositor, who uses the document, along with all accompanying instructions, to **create** a first version of how the chapter will look once it is **printed**. Using desktop publishing programs, such as QuarkXPress or Adobe InDesign, the compositors **perform** tasks such as creating the layout, **adding** and formatting headings, changing fonts and font styles, adding graphical elements, and **inserting** page numbers. The authors, editors, and proofreaders then **receive** an electronic copy of the chapter, specifically a PDF file, and use document management software such as Adobe Acrobat to **identify** layout changes, text changes, or formatting changes that need to be made. Because multiple people review and edit each chapter, they all send their comments to an individual who then **compiles** all comments into one document and sends it back to the compositor for the next draft. This process continues until the authoring team **requires** no further changes. Once all chapters have been composed and are in their final version, the compositor then prepares and sends the files to the printer. The printer, or company **hired** to produce the printed textbook, then uses the files to print and **bind** the textbook.

2) Use the words below in their correct forms to complete the sentences below.

Revolutionize, likelihood, investment, discourage, inadvisable, distinguish, autobiography, unable, misleading, disobedient, unlikely, endangered, cooperate, outstanding, disoriented, impossible, irreversible, illogical,

Hers is a truly **disobedient** child.

It would be **inadvisable** to call the police as a prank.

While it was a risky **investment** it certainly paid off!

The plan has a small **likelihood** of success

We were sent on an **impossible** mission.

Oldřich was an **unlikely** winner of the race.

We need to **cooperate** in order to get truly **outstanding** results.

The raccoon had to be truly **disoriented** to wade into our kitchen like that!

A **distinguished** World War II veteran has recently passed away.

You should be aware that the process is **irreversible**.

This best-selling **autobiography** is breaking new records in the book market.

Unfortunately, we were **unable** to proceed, because we were given **misleading** information.

The number of **endangered** species is growing.

This application will **revolutionize** the music industry.

Spock would never have arrived at such **illogical** conclusion.

We have to **discourage** cheating at the final exam.

3) Connect the words to their definitions

Attempt, experiment, conclusion, fact, consider, intend, appear, cause, false, persuade, convince, estimate

- a) To make somebody do something by giving them good reasons **persuade**
- b) A thing that is known to be true **fact**
- c) To have a plan or purpose in mind when you do something **intend**
- d) To make somebody/yourself believe something is true **convince**
- e) A test or an activity done in order to study the effect **experiment**
- f) To give the impression of being or doing something **appear**
- g) Something that you decide when you have thought about all the information connected with the situation
conclusion
- h) To think about something carefully, especially in order to make a decision **consider**
- i) To make something happen, especially something bad or unpleasant **cause**
- j) A judgment that you make without having the exact details or figures about the size, amount, cost, etc. of something. **estimate**
- k) Wrong, not true or not genuine **false**
- l) an act of trying to do something **attempt**

4) Conditionals. Complete the sentences using the correct form of the verbs in brackets.

1. If **you had done** your homework last night, you'd know the answer to this question!
2. We **wouldn't be standing** by the side of the road at the moment trying to get a lift if **we had brought** a spare tire with us.
3. If I **hadn't stayed up** so late last night, I **wouldn't be feeling/feel/have felt** so tired this morning!
4. **I would be** in terrible trouble right now if you **hadn't help/weren't helping** me.
5. If I had known, **I would have recorded** the show for you last night.
6. **I would have asked** for Andy's phone number when I met him if I **didn't already have** a boyfriend!
7. If Cody **didn't live** so far away, he **wouldn't have been** so late to the barbecue yesterday.
8. Tracy **wouldn't have needed** extra lessons last month if she **was/were** as good at math as you are.
9. **Would you have got** a job when you left school if the university **hadn't offered** you a place?
10. If you **had** as much money as she does, **would you have retired** by now?