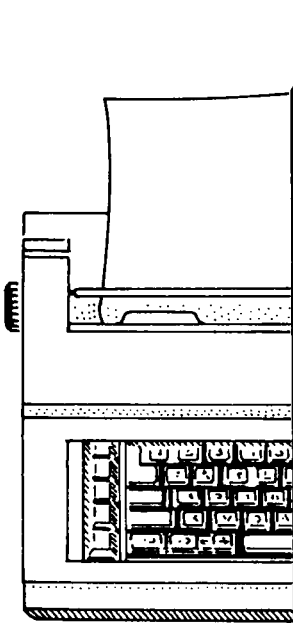


# TYPING MISTAKES

**1** The letters E, T and A are the most frequent letters in English texts. In this text, they have all been replaced by the letter X. Work out what the text says, and write it correctly on a piece of paper.

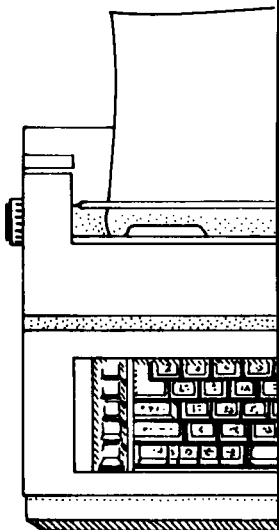


Xhx Royxl Hoxxl  
Church Roxd  
Hillborough HI25 7RJ

75 Norxh Squxrx  
Clifdon CL31 7PR  
Novxmbxr 25xh 1991

Dxxr Sir/Mxdxm  
Plxxx rxsxrvx in my nxmx x singlx room wixh  
bxxh/showxr for xhx nighx of Wxdnxsdx y Dxcxmbxr  
18xh.  
Plxxx xlso lxt mx know whxxhxr you xllow dogs  
in xhx hoxxl, xs minx will probxblly bx xrxvxlling  
wixh mx.  
Yours fxixhfully  
*John Smith*  
John Smixh

**2** This text is the reply to the text above. It has twelve typing mistakes in it. Find them and correct them.



## THE ROYAL HOTEL CHURCH ROAD HILLBOROUGH HI25 7RJ

Mr John Smith  
75 North Square  
Clifdon CL31 7PR

November 27th 1991

Dear Mr Smith  
Think you for your letter off November 25th.  
I have been a hotel managor for fourty years, and  
have never had any problems with dogs.  
- Dogs have never fallen asleep with cigarettes in  
in their hands and burnt their beds.  
- Dogs have never stolen towels from there rooms.  
- Dogs have never payd their bills with bad cheques.  
Your dog will be welcome.  
Yours sincerely

*J.T.Brown*

J.T.Brown  
Manager

P.S. If your dog promises that you wil not cause  
any problems, you will be wellcome two.

## Folded Paper

Page 52

1. TOO MANY GAMES
  2. TOO MUCH TROUBLE
  3. ONE OF US
  4. MOST OF US ARE SAD
  5. HALF A MINUTE
  6. ONE MORE SATURDAY NIGHT
  7. NO MORE LONELY NIGHTS
- A ONE OF OUR AIRCRAFT IS MISSING  
 B ONE MORE RIVER  
 C ONE IN A MILLION  
 D ONE BY ONE

## What Are They Saying?

Page 53

- A How long have you been studying Chinese?
- B It's been raining all morning.
- C We've been looking forward to this holiday for months.
- D It's been doing that all morning.
- E I haven't been feeling very well recently, doctor.
- F How long have you been working on it?
- G Have you been waiting long?
- H You've been working too hard.

The tense is the *Present Perfect Continuous*. This tense is used in all the sentences in the pictures.

## The Second Half

Page 54

- |                              |                  |
|------------------------------|------------------|
| RICH MAN, POOR MAN           | Irwin Shaw       |
| BLUE EYES, BLACK HAIR        | Marguerite Duras |
| BLACK FACES, WHITE FACES     | Jane Gardam      |
| INSIDE, OUTSIDE              | Herman Wouk      |
| I'M O.K., YOU'RE O.K.        | Thomas A. Harris |
| DARK GREEN, BRIGHT RED       | Gore Vidal       |
| A LITTLE TEA, A LITTLE CHAT  | Christina Stead  |
| GOOD TIMES, BAD TIMES        | Harold Evans     |
| OTHER VOICES,<br>OTHER ROOMS | Truman Capote    |

Answers to questions:

- (A) The book about psychology is *I'm O.K., You're O.K.*  
 (B) The autobiography is *Good Times, Bad Times.*

## Grammatical Terms

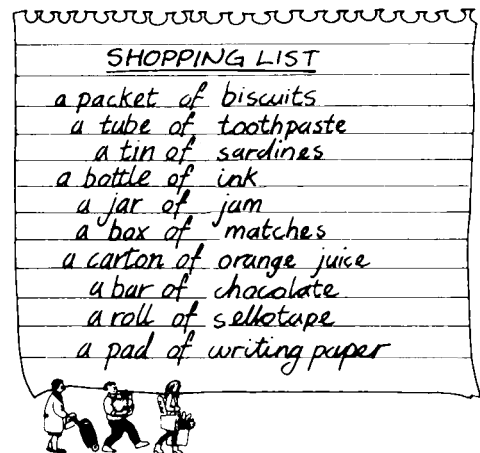
Page 55

- |              |            |
|--------------|------------|
| A SENTENCES  | F VOWELS   |
| B SUFFIXES   | G LETTERS  |
| C SYLLABLES  | H WORDS    |
| D PHRASES    | I PREFIXES |
| E CONSONANTS |            |
1. In this phrase, there are three words.
  2. This word has nine letters.
  3. This word has a prefix and a suffix.
  4. This word has only one syllable.
  5. In this sentence, there are four words.
  6. In this word, there are four vowels and six consonants.

## Shopping List

Page 56

- |                  |               |
|------------------|---------------|
| 1. INK           | 6. TOOTHPASTE |
| 2. WRITING PAPER | 7. SARDINES   |
| 3. MATCHES       | 8. SELLOTAPE  |
| 4. JAM           | 9. CHOCOLATE  |
| 5. ORANGE JUICE  | 10. BISCUITS  |



## More Logical Laws

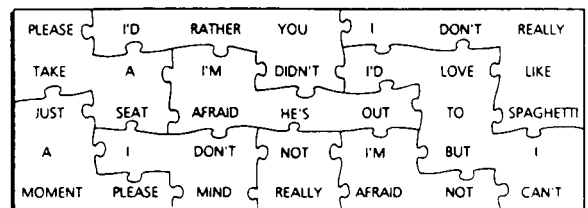
Page 57

- |     |      |     |     |     |
|-----|------|-----|-----|-----|
| A:9 | B:3  | C:1 | D:7 | E:8 |
| F:4 | G:10 | H:6 | I:5 | J:2 |

## A Very Polite Jigsaw

Page 58

1. Please take a seat.
2. I don't really like spaghetti.
3. Just a moment, please.
4. I'd love to but I can't.
5. I'd rather you didn't.
6. I'm afraid not.
7. I don't mind.
8. Not really.
9. I'm afraid he's out.



## Titles and Authors

Page 59

1. A HOT DAY IN SUMMER by I. Scream.  
(*I. Scream* sounds the same as 'ice-cream'.)
2. THE SOUTH POLE by Anne Tarktik.  
(*Anne Tarktik* sounds the same as 'Antarctic'.)
3. HORROR STORIES by R. U. Frightened.  
(*R. U. Frightened* sounds the same as 'Are you frightened?')
4. ON THE BEACH by C. Shorr.  
(*C. Shorr* sounds the same as 'sea shore'.)
5. THE JUDGE HAS JUST COME IN by Stan Dupp.  
(*Stan Dupp* sounds the same as 'Stand up'.)
6. DON'T BE LATE by Justin Tyme.  
(*Justin Tyme* sounds the same as 'just in time'.)

7. DO BLACK CATS BRING GOOD LUCK?  
by Sue Perstishen.  
(Sue Perstishen sounds the same as 'superstition'.)
8. THERE'S A PARTY ON SATURDAY by Will U. B. There.  
(Will U. B. There sounds the same as 'Will you be there?')

## Typing Mistakes

Page 60

75 North Square  
Clifdon CL31 7PR

The Royal Hotel  
Church Road  
Hillborough HI25 7RJ

November 25th 1991

Dear Sir/Madam  
Please reserve in my name a single room with bath/shower for the night of Wednesday December 18th.  
Please also let me know whether you allow dogs in the hotel, as mine will probably be travelling with me.  
Yours faithfully  
*John Smith*  
John Smith

THE ROYAL HOTEL  
CHURCH ROAD HILLBOROUGH HI25 7RJ

Mr John Smith  
75 North Square  
Clifdon CL31 7PR

November 27th 1991

Dear Mr Smith  
Thank you for your letter of November 25th. I have been a hotel manager for forty years, and have never had any problems with dogs.  
- Dogs have never fallen asleep with cigarettes in their hands and burnt their beds.  
- Dogs have never stolen towels from their rooms.  
- Dogs have never paid their bills with bad cheques.  
Your dog will be welcome.  
Yours sincerely  
*J.T. Brown*  
J.T. Brown  
Manager  
P.S. If your dog promises that you will not cause any problems, you will be welcome too.

- G There's a mistake in my bill.  
H I didn't make any phone calls.

\*Remember: When you leave a hotel, you check out; when you arrive at a hotel, you check in.

Note: When you say room numbers such as 101, 206, etc., say the figures individually, and say the figure 0 like the letter O: 101 is ONE-O-ONE, 206 is TWO-O-SIX, etc.

## Bricks in a Wall

Page 63

1. I'M OFF. BYE!
2. HELLO, EVERYONE. I'M BACK.
3. YOU DON'T LOOK VERY HAPPY. WHAT'S UP?
4. HE'S OUT. BUT HE'S COMING BACK LATER TODAY.
5. LET'S GO TO THE CINEMA. – O.K. WHAT'S ON?
6. HE'S IN. BUT HE DOESN'T WANT TO BE DISTURBED.
7. HE'S AWAY. HE'S NOT COMING BACK UNTIL THE END OF THE MONTH.

Remember the difference between *He's out* (He's absent, but not far away and possibly not for very long) and *He's away* (He's absent, possibly quite far away and for quite a long time).

Remember also: *I'm off* means *I'm leaving*; *What's up?* means *What's the matter?/What's wrong?*; *What's on* (at the cinema)? means *What film can we see?*

4	2	6	3
5	7	1	

Answers to questions:  
*I'm down* means *I'm unhappy*.  
*It's over* means *It's finished*.

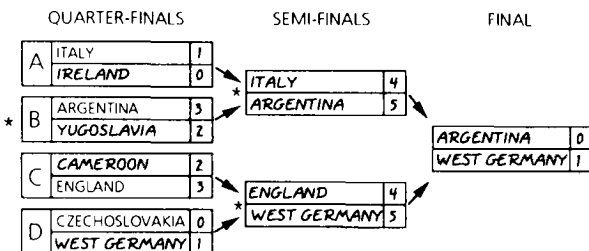
## A Phonetic Crossword

Page 64

British Airways	11 Down
British Broadcasting Corporation	11 Across
British Rail	2 Down
Central Intelligence Agency	12 Down
European Community	5 Down
Federal Bureau of Investigation	7 Down
Great Britain	1 Across
Los Angeles	3 Down
Member of Parliament	8 Across
Organization of African Unity	15 Across
Please turn over	9 Down
Royal Air Force	6 Across
Please reply (from the French: <i>Répondez s'il vous plaît</i> )	17 Across
Science fiction	14 Across
Unidentified Flying Object	13 Down
United Nations	16 Down
United States of America	13 Across
Union of Soviet Socialist Republics	10 Down
Very important person	4 Across

## The World Cup

Page 61



Note for football enthusiasts: The scores in some matches (those marked \*) included penalties after extra time.

## Hotel Rooms

Page 62

- A Do you have a single room for tonight?
- B What's the price per night?
- C Is breakfast included?
- D Can I have breakfast in my room?
- E I'm checking out tomorrow.\*
- F Could you have my bill ready?