



# Reporting 2

61

**A** Humphrey is a manager at a publishing company. He needs to appoint a new assistant. Put each of the verbs from the box into its correct sentence.

advised agreed thought wanted asked insisted  
said suggested told persuaded reminded

1 Humphrey advised the company to appoint a new assistant.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 Humphrey \_\_\_\_\_ the company should appoint a new assistant.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B** Choose the correct verb each time

- 1 Humphrey *suggested/advised* them to put an advert in the local paper.
- 2 Humphrey *said/told* the candidates should come for an interview.
- 3 Humphrey *persuaded/insisted* the company to offer a good salary.
- 4 Humphrey *wanted/thought* his new assistant should do some of his work.
- 5 Humphrey *agreed/asked* his assistant should have a permanent contract.

**C** Complete Humphrey's report on some of the interview questions he asked the candidates. Use a word or phrase from each box in each question.

if what	previous experience they had they had taken their last job university course they had liked	previous experience they had they had taken their last job a university course had been
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I asked them \_\_\_\_\_ . I asked them \_\_\_\_\_ .  
 I asked them \_\_\_\_\_ . I asked them \_\_\_\_\_ .  
 I asked them \_\_\_\_\_ . I asked them \_\_\_\_\_ .

**D** Here is Humphrey's report. Correct any of his sentences which are incorrect.

**Example:** I invited several candidates should come for an interview. candidates to come

- 1 I asked them to tell me why they wanted the job. \_\_\_\_\_
- 2 I asked them have you worked for a publishing company before. \_\_\_\_\_
- 3 I asked what had been their previous job. \_\_\_\_\_
- 4 I also wanted to know what will they do in the future. \_\_\_\_\_
- 5 I advised some candidates should come back when they had more experience.  
\_\_\_\_\_
- 6 I said the best two to come back for a second interview. \_\_\_\_\_
- 7 I suggested the company to raise the salary. \_\_\_\_\_
- 8 I told the company which person I had chosen. \_\_\_\_\_

D

1 b 2 a

**50 Pasts 3**

- 1 was carrying, died
- 2 gave, promised
- 3 were going to see, heard
- 4 was wearing, saw
- 5 was going to send, died
- 6 told, had written
- 7 took, met
- 8 sent, had been killed

**51 Pasts 4**

A

- 1 were climbing (a hill).
- 2 had just got up.
- 3 were eating (a picnic).
- 4 was going to have a shower.
- 5 finished.

B

a 2 b 1 and 3 c 5 d 4

**52 Prepositions 1**

A

- |       |      |        |       |
|-------|------|--------|-------|
| 1 for | 4 to | 7 in   | 10 of |
| 2 to  | 5 in | 8 at   |       |
| 3 of  | 6 in | 9 from |       |

Hidden word: information

B

- 1 I can depend on
- 2 remember people by name
- 3 never criticise you behind your back
- 4 disagree with me sometimes, but not always
- 5 take advantage of other people
- 6 need to have a reason for everything
- 7 frequently get out of control
- 8 can't take pleasure in simple things
- 9 laugh at other people's misfortunes

**53 Prepositions 2**

A

- |           |        |
|-----------|--------|
| 2 on      | 5 in   |
| 3 through | 6 with |
| 4 with    |        |

B

- 1 you (drink) through
- 2 you (find) words in
- 3 you (keep) money in
- 4 you (borrow) books from
- 5 you (hang) coats on
- 6 you (open) bottles with
- 7 you (play) with
- 8 you (look) through
- 9 you (keep) money in
- 10 you (keep) keys on

**54 Present perfect and past simple 1**

A

1 b 2 a 3 b 4 a

B

1 b	2 a	3 a	4 b	5 b	6 a
7 a	8 b	9 b	10 a	11 a	12 b

C

- |                   |                   |
|-------------------|-------------------|
| 1 present perfect | 4 past simple     |
| 2 past simple     | 5 present perfect |
| 3 past simple     |                   |

**55 Present perfect and past simple 2**

- 1 Ouch! I've hit my head.
- 2 Drat! I've spilt my wine.
- 3 I went to Australia in 1982.
- 4 Oh dear! I've forgotten the phone number!
- 5 In 1969 they landed on the moon.
- 6 Ouch! I think I've broken my leg!
- 7 Margaret Thatcher was Prime Minister from 1979 to 1990.
- 8 This is the first time I've driven since my driving test.
- 9 I'm afraid I haven't skied before!
- 10 She's had five kittens.
- 11 Palaeolithic people drew these pictures.
- 12 I'm sure I put it under the pillow.

**56 Relative clauses 1**

A

- |               |                    |
|---------------|--------------------|
| 1 chemist     | 4 pelican crossing |
| 2 launderette | 5 newsagent        |
| 3 playground  | 6 shop assistant   |

B

- |               |               |               |
|---------------|---------------|---------------|
| 1 a ✓ b ✗ c ✓ | 3 a ✗ b ✓ c ✗ | 5 a ✗ b ✓ c ✗ |
| 2 a ✓ b ✗ c ✓ | 4 a ✗ b ✓ c ✓ |               |

C

- 1 a) when/which you celebrate  
b) you celebrate
- 2 a) you don't know  
b) who you don't know
- 3 a) which wakes you up  
b) that wakes you up
- 4 a) who doesn't eat meat
- 5 a) where children play  
b) children play in
- 6 a) who isn't married
- 7 a) you work  
b) why you work

**57 Relative clauses 2**

- 1 , which is the first building in the village,
- 2 where/in which I had spent my childhood
- 3 , (which is) when my father died
- 4 which wasn't surprising in the circumstances,
- 5 (which) the council was building past the village
- 6 which was going to go through his favourite wood
- 7 , who had parked the car and walked back,
- 8 , which is when I realised how crazy the whole thing was
- 9 , who/whom I trust completely,
- 10 , which she had passed on her way down,
- 11 , which really would go through my father's favourite wood,
- 12 , which is why I am opposing the plan to build it

**58 Relative clauses 3**

A

1 b 2 a 3 a 4 b 5 b 6 a

B

- |                |                |
|----------------|----------------|
| 1 defining     | 5 defining     |
| 2 non-defining | 6 non-defining |
| 3 defining     | 7 defining     |
| 4 non-defining | 8 non-defining |

**59 Relative clauses 4**

A

1 a	2 b	3 b	4 a	5 b	6 a
7 b	8 a	9 b	10 a	11 b	12 a

B

- 1 (that/which) she couldn't reach.
- 2 whose name she can never remember.
- 3 , (which are) the largest mammals in the world,
- 4 (whom) I was talking about.

**60 Reporting 1**

- A  
1 He insisted the tourists should visit Yorkshire.  
2 She ordered the dog to sit.  
3 The waiter suggested the customer should have fish.  
4 She warned the boy to be careful.  
5 He invited his girlfriend to go to a party.  
6 He told his daughter to tidy her room.  
7 The manager reminded her secretary to ring Ms Adams.

- B  
1 They invited Maria to have dinner with them.  
2 They suggested that she should have an early night.  
3 They reminded her to change some money.  
4 They warned her not to hit her head on the bathroom shelf.

**61 Reporting 2**

- A  
1 wanted, asked, told, persuaded, reminded  
2 agreed, thought, insisted, said, suggested

- B  
1 advised            4 thought  
2 said                5 agreed  
3 persuaded

- C  
what previous experience they had  
if they had previous experience  
if they had taken a university course  
what their last job had been  
what university course they had taken  
if they had liked their last job

- D  
1 correct  
2 I asked them if they had worked for a publishing company before.  
3 I asked what their previous job had been.  
4 I also wanted to know what they would do in the future.  
5 I advised some candidates to come back when they had more experience.  
6 I asked/told the best two to come back for a second interview.  
7 I suggested the company should raise the salary.  
8 correct

**62 Simple and continuous 1**

- A  
1 look, see  
2 listen, hear  
3 touch, feel

- B  
1 Don't worry; I'm/I was only tasting it.  
2 I don't know, but I can taste honey and nuts.  
3 It smells of perfume.  
4 I'm smelling this wonderful sea air.  
5 I heard/I could hear voices but they've stopped now.  
6 Please be quiet, I'm listening to the music.  
7 Yes, in fact I'm seeing her tomorrow.  
8 Yes, in fact I can see her coming now; look.  
9 I was looking at that church; it's really beautiful.  
10 I feel really cold.  
11 I'm feeling the temperature.  
12 I didn't/don't/can't/couldn't feel anything.

**63 Simple and continuous 2**

- A  
1 b      2 a      3 a      4 b      5 a      6 b  
7 b      8 a

- B  
1 3, 5, 6      2 1, 2, 4, 7

- C  
1 a      2 b      3 a      4 b      5 a      6 b

**64 Simple and continuous 3**

- |                |                 |
|----------------|-----------------|
| 1 stood        | 10 tasted       |
| 2 looked       | 11 was keeping  |
| 3 kept         | 12 was having   |
| 4 was having   | 13 was holding  |
| 5 weighed      | 14 was tasting  |
| 6 was being    | 15 was standing |
| 7 held         | 16 was looking  |
| 8 was weighing | 17 had          |
| 9 was making   |                 |

**65 Simple and continuous 4**

- A  
1 b      2 a      3 b      4 a      5 a      6 b  
7 a      8 b      9 b      10 a

- B  
1 b      2 a      3 a      4 b      5 b      6 a  
7 a      8 b

**66 So and such 1**

- A  
1 such    2 so    3 such    4 so    5 so

- B  
1 so warm/hot                      5 such a big/large family  
2 such a big/large house        6 so long  
3 such a lot/so much              7 such good food  
4 drive so badly                    8 are so many

- C  
1 It was such a dark night that I couldn't see the path in front of me.  
2 Then I saw a crowd of people; there were so many that I couldn't count them.  
3 They were all glowing with such a bright light that it lit the path ahead.  
4 I was going so fast that I couldn't stop.  
5 But suddenly they vanished/But they suddenly vanished; I have never been so scared in my life before.

**67 So and such 2**

- A  
Noun phrases  
4 such a lot of people      8 such a little boy  
5 such delicious fruit      9 such interesting people

- Adjectives and adverbs  
1 so kind                      3 so good                      7 so much  
2 so cold                      6 so fast                      9 so few

- B  
1 ✗ anyone so interesting/such an interesting person  
2 ✗ so beautiful that/such a beautiful country  
3 ✓  
4 ✗ such a nice man  
5 ✗ such nice food

- C  
1 so many  
2 such a reserved  
3 so rough  
4 so ancient