Shri. Venkateshwara Shikshan Sanstha's Venkateshwara Institute of Management (M.B.A.)

Date: - 26/04/2022

Notice

All the students of MBA-I & II are hereby informed that the college is going to conduct a Certificate Course: Basic Course in English Language and Communication. The said course will begin on Monday 2nd May 2022. And the timing of class is 04:00 pm to 05:00 pm. Course duration is 30 days interested students are advised that they should confirm their admission before 30th May 2022.



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Venkateshwara Institute of Manageme
Peth. Tel. 1 Net. Scrigit.

Shri. Venkateshwara Shikshan Sanstha's Venkateshwara Institute of Management (M.B.A.)

Date: - 13/01/2020

Notice

All the students of MBA-I & II are hereby informed that the college is going to conduct a Certificate Course: Basic Course in English Language and Communication. The said course will begin on Monday Wednesday 27, 2020. And the timing of class is 04:00 pm to 05:00 pm. Course duration is 30 days interested students are advised that they should confirm their admission before 25th January 2020.



Venillands of Managellinent Petit, Vallet, Dist. Sangti.

Shri. Venkateshwara Shikshan Sanstha's Venkateshwara Institute of Management (M.B.A.)

Date:- 21/01/2019

Notice

All the students of MBA-I & II are hereby informed that the college is going to conduct a Certificate Course: Basic Course in English Language and Communication. The said course will begin on Monday February 4, 2019. And the timing of class is 04:00 pm to 05:00 pm. Course duration is 30 days interested students are advised that they should confirm their admission before 2nd Feb 2019.



Venkateshwara Institute of Management Peth, Tal. Walwa, Dist. Sango.

Shri. Venkateshwara Shikshan Sanstha's

Venkateshwara Institute of Management (M.B.A.)

Date:- 01/03/2018

Notice

All the students of MBA-I & II are hereby informed that the college is going to conduct a Certificate Course: Basic Course in English Language and Communication. The said course will begin on Monday March 5, 2018. And the timing of class is 04:00 pm to 05:00 pm. Course duration is 30 days interested students are advised that they should confirm their admission before 3rd march 2018.



Venkateshwara Institute of Management Peth, Tal. Walwa, Dist. Sangli. Shri. Venkateshwara Shikshan Sanstha's

Venkateshwara Institute of Management (M.B.A.)

Basic Course in English language and Communication

Confiftence Course

Course Coordinator

Mr. G. C. Patil

M.A (English), M.Phil



P.K.YW DIRECTOR

Venkateshwara Institute of Management

Basic Course in Spoken English

English is a universal language. If you want to learn the world you need to learn the English language. With IT, we can open ourselves to the world and the only way we can connect to the world is through the English language. If you are a business man you would have to learn English to expand your business to overseas. If you are a student, you would have to learn English for a brighter future. If you are a professional, you would have to learn English for the benefit of your career. Even if you are just a street walker, still you need to learn English to understand what's going on in the world. No matter who you are? Learning English is very important. The format of the class would include theory classes on etiquette and manners, grammar & vocabulary. Conversation classes for building fluency, Group discussion classes including debates, thought processing, and language check etc.

Course Goals

The purpose of the course is to synchronize educational fineness with human excellence, to promote self-development and creativity in a stress free atmosphere, to emphasize on providing the most modern and sophisticated learning environment coupled with the Indian heritage. Moreover, it is to develop a more qualified and learned society. The Goal is to create a society where English speaking capability can be harnessed by each and every individual to increase his/her potential to succeed in their professional and personal life. We seek to liberate the person from his inability to communicate in the corporate language of India, which is English.

Course Objectives

- > Frame grammatically correct sentences in English.
- Fluently speak in English in any situation.
- Participate at higher levels in Group Discussions and meetings.
- Able to present your thought's more effectively.
- Present yourself more confidently in personal interviews.

WHY English?

- > Fluency in English helps you get ahead in life.
- > 25% salary premium for those who are fluent in English.
- R 70% of Indians agrees that fluency in English enhance career growth.



WHY JOIN TO OUR COURSE?

- Tips on improving English.
- A collection of learners' experience on how they learnt English.
- Help with English Grammar.
- Punctuation Rules.
- Vocabulary.
- You will come to know how to overcome Common mistakes non- native English speakers usually make.
- How to get that dream job and tips on interview preparation.
- English exercise to test your language skills

SYLLABUS

Module - I

Basics of Communication

- 1. Introduction to communication
- 2. Building Vocabulary
- 3. Sentence construction

Module - II

Basic English Grammar

- 1. Noun
- 2. Pronoun
- 3. Adjective
- 4. Verb 5. Tenses
- 6. Preposition
- 7. Articles
- 8. Conjunction
- 9. Punctuation
- 10. Grammar usage in sentences

Module - III

Speaking English for the Real World

- Everyday communication:
- · Introduction,



- Shopping
- Meeting friends
- Traveling
- · Visiting a doctor
- Telephonic communication
- Negotiation
- · At the Movie Theatre
- · At the office
- Meeting relatives.... etc.

Module - IV

Public Speaking Skill

- Extempore and Group discussion
- 2) Email drafting, Business correspondence.
- Avoiding spelling mistakes and mispronunciations.
- 4) Letter writing practice.

Module - V

Personality Development

- 1. Manners & Etiquettes
- Building confidence and developing presentation skills
- 3. Dress code and colour pattern

Module - VI

Interview skills

- 1. Resume writing
- 2. Interview question and answers
- 3. Mock sessions

TASKS

1. Task Phonology of English

Topics:

- 1] Phonemes: Consonants, Vowels and Diphthongs.
- 2] Phonetic transcription of words and sentences.
- 3] Syllables and CVC pattern.



- 4] Rules for word accents
- 5] Weak forms and strong forms
- Accent patterns in connected speech
- Intonation: Rising tone, falling tone etc.

2. Task Conversation

- A) Patterns
- 1) Greeting
- 2) Introducing Oneself
- 3) Invitation
- 4) Making Request
- 5) Expressing Gratitude
- 6) Expressing Sympathy
- 7) Apologizing
- 8) Asking for Information
- Complimenting and Congratulating
- 10) Seeking Permission

3. B] Using English in Real Life Situation

- At the Bank/ post office/ College office
- 2) At the Green Grocer
- 3) At the Temple
- 4) At the College Canteen or Restaurant
- 5) At the Police station
- 6) At the Railway Station/ Bus Station
- 7) At the Medical Shop
- 8) At the Library
- 9) Interviews
- 10) Booking a Room in a Hotel
- 11) At the Travel Agency



4. Task Basic English Grammar Topics:

- 1] Parts of speech and their uses
- 2] Word formation
- 3] Tenses and their Uses
- 4] Articles and their uses
- 5] Types of sentences and sentence patterns
- 6] Synonyms and their uses
- 7] Antonyms and their uses





ELEMENTARY

TEST - 1

| 1 | - Verb to be: a | sm/is/are | | |
|-----|---|--|--------------------------------------|----------------------|
| | - Possessive ad | jectives: my, yo | ur, his, her | |
| | | | uns & Numbers | |
| i. | A. Hello who | t your i | Jame? | |
| ** | A) Is | B) are | C) am | D) be |
| Z. | A) Your / sumare C) I / sumare | ame + | B) My / sumame D) I / name | |
| | My name is Li A) My am | B) I is | eterson. C) I am | D) I |
| 4. | A) His / She | B) His / He's | Ann Apple. C) Her / She's | D) His / His |
| 5. | "Where A) is / He's | John from?" "_ B) is / His | c) am / He's | D) is / She's |
| 6. | Al What | from? Japan: B) Who | C) Where | D) When |
| 7. | | you? B) we / In | | D) are / from |
| 8. | A) I'm from S | pain. I'm Rodrig B) He's | C) You're | D) She's |
| 9. | Piene is a fren A) He's / franc C) His / france | ch boy! | On | |
| 10. | Lisa and Max A) There | ere Americans B) Their | C) They're | D) Their're |
| H. | "What the "Alexander and A) are/name | d Philip." B) is / name | C) is / names | D) are / names |
| 12. | I 22 ye A) am / am | ars old, but And B) are / am | rew 20, C) am / is | D) are / are |
| 13. | Mark IS A) Is / are | B) are / Is | Denis 26 an C) are / are | d 28. D) am / are |
| 14. | "What un "Ic's un A) are / a | this?" brella." B) is / a | C) is / an | D) its / an |
| 15. | | English unive | | D) * |
| 16. | Toyotas A) Is a / car | B) is / car | C) are / cars | D) is / cars |
| 17. | "What is "She is a bank A) his job | manager." | C) he job | D) her job |
| 18. | A) oh / twelve B) zero / two / C) zero / two / | Find the correct / eighteen / twi one-one / eighte eleven / eighte eleven / eighty | enty teen / twenty en / twenty | |
| 19. | "Haw old is yo | 1000 | | D) He's |
| 20. | "Where fro A) are / is | she hom?" om japan." B) is / is | | D) are / are |

| | 75.14 | ny Mend. | — name's Richa C) is / His | rd. |
|------|--|--------------------------|-------------------------------|---|
| 21. | Alarm / Libe | B) Is / My | C) is / His | D) his / His |
| | V) tue \ Lim | 01127110 | | |
| ** | They I | Isa and Max. Th | neyfrom 0 | Disk / is |
| | 20 to 100 | | C) are / are | |
| 23 | *What is | name?" "My | name's Carlos." | D) my |
| | Willia: | art tour | 10000000 | Dilling |
| 24 | This is my sist | er name | e is Laura. | Par line |
| | A) HIS | D) my | | D) Its |
| ** | Chaum | brother. | name Is David | |
| 25. | A) an / His | B) a / Her | name Is David C) a / His | D) * / His |
| | Hellot Ma | Marta, I | B) is name / fi | |
| 20. | A) name is / I | rom am | B) is name / fr | om am |
| | C) name is / a | rom am em from | D) name am / | Is from |
| | 100.00.00 | states? | | |
| ZI. | A) he | sister? | C) your | D) yours |
| | | | 1.1100000000 | 17 0.78 (11) |
| 28, | West | B) is | El mo | D) am |
| | A) are a | B) is | C) are | D) and |
| 29. | 1stude | ent. | | 11 <u>11</u> 1111111 |
| | A) is / an | ent. B) am / * | C) am / A | D) am / the |
| 30 | She k | alv. | | |
| - | A) are from | B) is at | C) is from | D) am from |
| | He is | teacher | | |
| 21. | A) a | B) an | c). | D) the |
| | 12670 1 | Ng-010-01-70-1 | | |
| 32. | A) * / In | B) In / In | C) In / * | D) at / in |
| | | | | |
| 33. | * Is yo | ur phone numbe | er?" | |
| | "It's 2229" | | | 5.22/2/8/06 |
| | A) Where | B) How | C) What | D) Who |
| 34. | are y | ou?" | | |
| | "I'm Alex." | Dt Marri | C) What | Di Who |
| | 555 | | C) what | D) WHO |
| 35. | What's this _ | English? | 5950000 | 59000000 |
| | V). | B) in | C) at | D) on |
| 36. | Champaigne I | s French | drink. | |
| | A) a | B) the | C) an | D) . |
| 37 | Orford is | English univ | ersity. | |
| 261 | A) a | B) an | C) the | D) * |
| 4 | 100000000000000000000000000000000000000 | | | |
| 58. | A) A | s Germa B) an | C) the | D) * |
| 91.0 | | A Stranger | rand diameter | |
| 39. | English is | Internationa | unguage. | D: 1 |
| | A) a | B) an | | D) . |
| 40. | Milan Is | _ Italian city. | | |
| | A) a | _ italian city. B) an | C) the | D) . |
| | | Japanese can | | |
| 41+ | A)a | japanese can B) an | C) the | D) * |
| | A. C. | b) an | C) ine | Di |
| 42. | I have two | | | |
| | A) sister | B) sisters | C) a sister | D) sister's |
| | | | | 100100000000000000000000000000000000000 |
| | | | | |
| 43. | it'sSp | | | 11.196.617 |
| 13. | | B) an | C) the | D) • |
| | | B) an | C) the | D) * |

Elementary Test 1



Book I Part A



ELEMENTARY

TEST - 2

| 6 : | | estions and ne | | | |
|------|--|---------------------|--------------------------------------|----------------|--|
| 1 | · Short answer | | - Prepositions - Opposite adjectives | | |
| | Possessive's The family | | - Food and | | |
| 1 | * her nan | ne Elita?" | - | | |
| | *No* | | **** | -0 | |
| | A) What / It is C) is / it is not | n't | B) is / she isn't D) is / it isn't | | |
| | | | (G)(F)(S)(S)(S)(S) | | |
| 2. | A) Yes, you an | | B) Yes, It Is. | | |
| | C) Yes, I am. | | D) Yes, my is. | | |
| 3. | "Is she Americ | an?" | | | |
| | "No" A) hers isn't | B) she isn't | C) she is not | D) she her isn | |
| | - their na | mes Jack & Ben | m/2" | | |
| * | Yes. | ines pien or ores. | | 2223 | |
| | A) Are / they C) Am / their | WE | B) Aren't / the D) Is / they're | | |
| | Name of the Control o | | | | |
| 5. | "Yes | years old?" | | | |
| | A) it's | 8) dog is | Citis | D) its | |
| 6. | 'Is your elder | brother manted | 7- | | |
| | A) brother (so | T | B) he isn't D) she isn't | | |
| | C) he is not | | D) sie isi t | | |
| 7. | Are you from | Senegal?" | | | |
| | A) I'm not | 5) Lamn't | C) I are not | D) I not | |
| 8. | Marth | a English?" | | | |
| | "Yes, she | | Ob/b | D) Are / Is | |
| | A STANDARD | B) Are / Is | C) D) II | 23,000 | |
| 9. | *No. If | mame Smith?" | | | |
| | A) What / Isr | r B) Is / Is | C) is / isn't | D) Are / Isn't | |
| 10 | . *Are you a st | udent?" | | | |
| | "Yes, 1 | | OB | D) 'm not | |
| | A) am | B) have | | D) III III | |
| 11 | you fr | om Barcelona?" | | | |
| | "No, I'm not A) is | B) Are | C) Do | D) Where | |
| | your | named?" | 197 | | |
| | "No. 1 | · . | - 27 20 22 2 | | |
| | A) Aren't / a C) is / am no | | b) Are / am D) Are / 'm r | | |
| | - | | 545976,200 | | |
| 1.3 | She's Partic | nda?" k's wife." | | | |
| | A) What | B) Who | O Mylch | D) Where | |
| 14 | . My teacher's | namejoi | he. | *** | |
| 1050 | A) are | B) is | C) am | D) not | |
| 15 | 5. Marcus and | Carlos my | brothers. | D) be | |
| | A) b | | C) are | D/100 | |
| 10 | | nd father | at work. | D) * | |
| | Alts | B) am | Clare | | |
| 13 | 7. It Mor | day today. | 440000 | D) * | |

| 18. | This is the phot A) in | B) at | C) of | D) on |
|-----|---------------------------------|-----------------------------------|--------------------------------|-----------------|
| 19. | It's good practi A) for | ce you. B) at | C) of | D) In |
| 20. | I'mhom A) In | e. B) on | C) at | D) from |
| 21. | I'm La G A) In | uardia Communi B) on | ty College. C) at | D) of |
| 22. | I'm New A) In | York. B) for | C) at | D) of |
| 23. | Tm a cla A) in / for | sseight or B) at / of | ther students. C) in / with | D) at / off |
| | | | two American bo | D) of/with |
| 25. | Central Park is A) at | lovely the B) In | snow. C) of | D) with |
| | is his k | ıb?* <u>.</u> | 2.22.042 | D) Where / Is |
| | A) Which / Is | B) What / are | C) What / is | D) where / is |
| | A) is / from | B) isn t / mom | | D) aren't / in |
| 28. | * | s a hamburger a | nd chips?" | |
| | Three pound: A) How many | B) How often | C) How much | D) How long |
| | Rnd the oppo | isite word. | | |
| 29. | A) cold | B) cheap | C) difference | D) difficult |
| 30 | A) old | B) expensive | C) horrible | D) quick |
| 31. | fast A) slow | B) small | C) quick | D) warm |
| 32. | expensive A) big | B) cheap | C) cold | D) hot |
| | hot A) cold | B) new | C) warm | D) small |
| 34 | A) Ngh | B) small | C) tall | D) slow |
| 35 | young A) old | 5) Ng | C) smill | D) quick |
| 36 | *Are you mar | ried?" | | |
| 100 | No A) I am not | 8) I'm not | C) I amn't | D) I m not |
| 37 | . Brazil in A) is / it isn't | Asia in So B) is / it's | uth America. Q is / is | D) isn't / it's |
| 38 | A) cold | B) hot | C) small | D) cheap |
| 35 | B: Yes, I am. A) You | | Q Am I | DII |
| | | a Russian class. | | |
| - | Wein | an English class. B) are / not | C) aren't / are | D) are / am |
| 41 | A) cheap | B) blue | Q expensive | D) sall |

The state of the s



ELEMENTARY VOCABULARY

| 34 | While the first and the same | 26 | You can | everything your | need at this supe | imarket. |
|------|---|--------------------|--|----------------------------------|---|------------------------------|
| 10 | We pick things up with our A) arms B) hands C) halr | D) heads | A) lend | A) sell | C) use | D) buy |
| 2 | I lick an ice-cream with my A) knee B) chest C) lips | D) tongue | If you cannot A) find | B) do | , buy a new one. C) get | D) sell |
| 3, | To eat something I put it in my A) mouth B) elbow C) nose | D) neck | Lam my A) using | glasses. Where B) seeing | can it be? C) looking for | D) finding |
| 4. | We comb and brush our A) fingers B) shoulder C) hair | D) sole | My father | shoes in a stor B) makes | e. C) wears | D) gives |
| · ne | I brush my regularly, especially after eath | eccoses. | 0.004 (0.000) | _ for goods that | I buy every time | |
| | A) waist B) lips C) teeth | D) thumb | A) sell | B) buy | C) give | D) pay |
| 6. | I sometimes go to school bus. A) in B) at C) to | D) by 31. | I must buy thing A) in | B) of | C) for | D) with |
| 7. | She waited the bus in the bus stop. A) for B) to C) with | D) of 32. | Can I try this A) jacket | 5) bottle | C) paper | D) shoes |
| В. | She has got a yellow dress A) on E) in C) with | D) to 33. | Can I have my , A) pay | B) cash | C) money | D) cost |
| - | | 5) can | | | to the surrer | market? |
| 9. | Who is the man the red tie? A) in B) with C) on | D) off | A) (in | B) shelf | In the super C) bin | D) bottle |
| 10 | A) on B) at 11 C) with | hoes. 35. D) by | We give the mo | B) manager | _ in the market? C) cashler | D) customer |
| | 424474 | | MA or to the mor | navisou nat usu | ally weekly or ho | urly7 |
| 1 | A) television B) picture C) radio | D) sape | A) salary | B) pay | C) wages | D) cash |
| 17 | A) relevision B) radio C) type | D) film 37. | We call abilities A) skills | you can do as _ B) experience | CI Job | D) quality |
| 13 | N. I keep my books in a / an A) shelter | D) carpet 38. | Work of the san A) Job | ne type you have B) work | done before is o C) experience | D) duty |
| 1 | A) station 5) road C) stop | D) comer 39. | Certificates and A) Job | exams passed m B) experience | | D) qualifications |
| 1 | The cars wall until the traffic turn green. A) rallings | D) lights 40. | What is a talk w A) speaking | vith a company a 6) interview | bout a possible jo C) experience | b) D) talk |
| 10 | S. You can cross the road at a A) cross-road B) crossing — C) crosser | D) road 41. | Points in your of A) ex-skills C) ex-hobbles | | d B) personal leve D) personal qual | less: |
| 1 | 7. We should put waste paper in a A) box B) park C) litter-bin | D) pavement 42. | My parents dec A) nursery- sch | | to a whe B) private schoo | E |
| 1 | We get wet when it A) beezes B) blows C) shines | D) rains | C) primary scho | | D) secondary sci | should be sent to |
| 1 | A) rains B) freezes (C) blows | D) snows | school. A) optional | B) compulsory | | D) strict |
| 2 | Children enjoy playing games when it A) snows B) blows | D) is cold | There are four _ A) terms | B) semesters | cation year in ma C) parts | ny countries. D) sections |
| 2 | It is cold in England when a north wind | (0) | . Some parents p | | | school. |
| | A) goes B) blows C) covers | D) passes | A) private | B) special | | D) secondary |
| 2 | It is warm and pleasant when the sun A) pours B) lights C) shines | D) comes | A) stayed | B) passed | C) won | D) failed |
| 2 | When it rains very heavily, it | D) freezes | A good educat A) work | ion will g 5) degree | et you a good jo C) history | b. D) year |
| 2 | 4. My friends say I like to money. | 32.53 (i) (i) | John receives a fees. | from the | state to help him | pay the university |
| | A) find B) spend 1 C) see | D) gain | A) wages | B) salary | C) grant | D) check |
| 2 | They have everything you for your house. A) have B) like C) need | D) adore 49 | A) finisher | of Harward Univ B) completion | | ing in NASA now. D) pupil |

was work of the share of the sh

Singer in

| | | | V = Minipage |
|-----|---|--|---|
| | Tom already left when you arrived A) he B) just C) had | D) was | 31. Tommore for the test yesterday. A) can always study B) will be able to study C) could have studied D) always studied |
| 2. | I working until you came. A) am B) will be C) had | been D) won't | 32. Ronald left last week. A) should left last week. D) might have |
| | The landlord just rented the apart A) almost B) have C) had | | 33. By 5:30 this afternoon, Bobbeen at work for eight hours. A) has B) will C) have D) will have |
| 4. | A) How B) Who C) Did | D) Had | 34. Everyone will lunch by 2:30. D) had have |
| 5. | you like to go the movies tonight A) How B) Had C) Woo | • | A) be B) eat for C) have had 5. 35. The painters finished their work by tomorrow. |
| 6. | 1 rather study in the library | | A) have B) will have C) work to |
| | A) would B) can C) muc | h D) will | 36. The package should be here ten o'clock tomorrow. A) delivered B) sent C) by D) by mall |
| 7. | A) Can B) How C) Rath | er D) May | 37. Susan will probably work six. A) for 8) under C) undi D) by |
| В. | No. I like to go then. A) can't B) can C) wou | ldn't D) not | 38 the time our boss is sixty, he will have worked for forty years. |
| 9. | If my car start, I will be late. A) didn't B) doesn't C) don | t D) dld | 39. Always put medicine away afterit. |
| 10. | | to finish. | A) taking of their space specific programmer of the specific programmer of |
| | A) won't B) would C) can | D) can't | A) drive B) driving C) you drave D) you se driving |
| | Leonard won't come It rains tom: A) will - B) If C) bec | ause D) and | 41. Are you interested in a warch? A) by B) for C) buying D) to buy |
| 12. | If I a chef. I'd make a great meal. A) was B) were C) am | D) cooked | 42. Joan said that A) I'm at my office B) she was at her office |
| 13. | If it cold outside, Linda would go A) weren't B) isn't C) was | | C) she's been at my office D) you are at your office |
| 14. | Jim study harder if he had more A) will B) won't C) wer | | A) says that he had spoken C) said that he had spoken D) had spoken that he will say |
| 15. | Many cameras In Japan A) made B) here C) are | making D) are made | 44. Lucy told him that to you. |
| 16. | Watson needed fiere tomorrow. | 25-520 | C) she wanted to talk D) you wanted to talk |
| 17. | A) not B) ish't C) was The computer guaranteed by the A) is B) are C) it's | | A) was supposed to do B) is supposed to do C) was supposed D) is supposed to |
| 18 | These packages are special care | because they're fragile. | 46. Carlos heard that you in town. A) are B) been C) were D) gone |
| 10 | A) give 8) needing C) give When the door frank was very : | | 47. They promised that they Mike next year. |
| | A) opens B) is opened C) was | opened D) shuts | A) visit B) will visit C) would visit D) won't visit |
| 20 | A) is sent B) was sent C) will | be sent D) sent | 48. I don't mind for you. A) to wait B) waiting C) to waiting D) wait |
| 21 | These houses by settlers many y A) are maid . B) were built C) built | nars ago. t D) made | Betty couldn't help when Oscar fell down. A) the laugh B) at laughing C) to laugh D) laughing |
| 22 | (4) man parts | us in 1492. s discovered s ships | 50. The old man can't stand the bus to work. A) riding B) ride C) the ride D) sitting |
| | C) found D) has Wilma called if she had forgons | 100 (C. 10.14.00) | 51. Don't be nervous. I want you A) not nervous. 8) to relax C) relax D) relaxing |
| | A) had B) would C) fou | nd D) would have | 52. Excuse me, officer. I'd like you me. |
| 24 | . They would have gone home if we A) aren't B) won't be CI hav | in't been D) are | A) helping B) to help C) help D) for helping 53. The instructor wants us for the test. |
| 25 | . If Bruce had been careful, be had | i an accident. | A) student B) study hard C) to prepare D) writing |
| | C) wouldn't D) wo | uldn't have | 54. "Would you like me ?" he asked. A) dancing B) a dance C) to dance D) dance |
| 26 | All damests | iven slowly? I damaged maged | 55. Traffic was bad because the highway repaired. A) will be B) is C) was being D) being |
| 17 | () have damaged | S 200 | 56. They didn't consider the traffic problem when the plans for the project |
| | A) myself B) herself C) you. The Nelsons enjoyedon their visits and their visits are their visits. | urself D) I | A) have been B) was being C) were being D) are carefully |
| | A) themselves B) yourself C) yo | urselves D) ourselves | 57. The English test yestenday. A) being B) was given C) being here D) being hard |
| 25 |). I'm teaching to speak English. A) himself B) us C) yo | urself D) myself | 58. Jean has paid a good salary. A) earned B) being C) been D) been earning |
| 30 | It was very cold today. You you | outd have worn | Mr. Bond's suitcaseexamined already by the customs office A) carefully B) is C) has D) has been |

Book I Pari D



Fill in the correct form of the present perfect tense.

| 1. | I'm so tired because I | so hard lately. (WORK) |
|-----|---|--|
| 2. | The new midfielder | 5 goals so far this season, and we're only |
| | halfway through it. (SCORE) | |
| 3. | There's no wine left I the fridge. I | both bottles. (DRINK) |
| 4. | Jenifer is getting fatter and fatter much. (PROBABLY EAT) | all the time. Shetoo |
| 5. | 1 a new p | air of shoes. How do you like them? (JUST BUY) |
| E. | reading t | he newspaper? Could you give It to me then? (YOU |
| | FINISH) | |
| 7. | I'm writing a new novel at the mointroduction. (ONLY WRITE) | ment. So far, I the |
| 8. | Look at how she's sweating. She (PROBABLY RUN) | for hours. |
| 9. | How long ret | Russian? (YOU LEARN) |
| | I am not surprised your eyes are games ever since you got up. (PL | hurting. You computer AY) |
| 11. | My sister 1947 | with her roommate for 5 years. (LIVE) |
| 12. | Where is my new watch? I it yet. (LO | OK, NOT FIND) |
| 13. | | per. You started an hour ago. What |
| 14. | a new jo | b and I can start next Wednesday. (FIND) |
| 15. | Patricia : Patricia : all t | since we were in kindergarten together. What hese years? (NOT SEE, SHE DO) |
| 16. | | asswords recently, but I forgot to write them down. |
| - 3 | (CHANGE) | |
| 17. | the new | Schwarzenegger film. I don't want to go to the |
| | cinema again. (ALREADY SEE) | |
| 8. | Dad since | he was in high school. (NOT DANCE) |
| | 177 | |



DIRECTOR

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- I'm so tired because I have been working so hard lately. (WORK)
- The new midfielder has scored 5 goals so far this season, and we're only halfway through it. (SCORE)
- 3. There's no wine left I the fridge. I have drunken both bottles. (DRINK)
- Jenifer is getting fatter and fatter all the time. She has probably been eating too much. (PROBABLY EAT)
- I have just bought a new pair of shoes. How do you like them? (JUST BUY)
- Have you finished reading the newspaper? Could you give it to me then? (YOU FINISH)
- I'm writing a new novel at the moment. So far, I have only written the introduction. (ONLY WRITE)
- Look at how she's sweating. She has probably been running for hours. (PROBABLY RUN)
- 9. How long have you been learning Russian? (YOU LEARN)
- 10.1 am not surprised your eyes are hurting. You have been playing computer games ever since you got up. (PLAY)
- 11.My sister has been living with her roommate for 5 years. (LIVE)
- 12. Where is my new watch? I have been looking for it for hours and haven't found it yet. (LOOK, NOT FIND)
- 13. There's nothing on your exam paper. You started an hour ago. What have you been doing up to now? (YOU DO)
- 14.I have found a new job and I can start next Wednesday. (FIND)
- 15.I haven't seen Patricia since we were in kindergarten together. What has she been doing all these years? (NOT SEE, SHE DO)
- 16.I have changed all my passwords recently, but I forgot to write them down.
 (CHANGE)
- 17.I have already seen the new Schwarzenegger film. I don't want to go to the cinema again. (ALREADY SEE)
- 18.Dad hasn't danced since he was in high school. (NOT DANCE)



ALDONE N

A "Pair of" Quiz

- What pair do we wear on our hands?
- What pair do we wear on our face to see better?
- What pair do we wear inside our shoes? 3.
- 4. What pair do we wear on our ears?
- What pair do we wear on our face when it's bright? 5.
- What pair do we wear on our legs? 6.
- What pair do we wear on our feet?
- 8. What pair do we sleep in?
- What pair do we put on when we take our shoes off?
- What pair do we cut things with?

Automobile Vocabulary

- 1. You see the road through It.
 - A) windscreen
 - B) carburetor
 - C) Ignition
 - D) spark plugs
 - E) timing chain
- When you want to go faster, you press this.
 - A) brake pedal
 - 6) clutch
 - C) gearbox
 - D) accelerator
- E) carburetor to the annual to a COLUMN A STATE OF
- You turn these on when it is dark so you can see the road. 3,
 - A) headphones B) headights

 - C) tallights' and a second second
 - Di panel lights' 1 10 111
 - E) spodlights or part in the section
- Whenever you want to shift up or down, you press this down,
 - A) gearbox B) gas

 - C) accelerator
 - D) cluich pedal
 - E) brake pedal
- This cools down your engine.
 - A) radiator
 - Bi battery
 - C) distributor
 - D) tailights _
- This provides your battery with the electricity it needs.
 - A) spark plugs
 - B) Ignition
 - C) generator
 - D) accumulator is the distant
 - E) alligator
- If the road is bumpy, these help to dampen the bumps.
 - A) fenders
 - B) bumpers
 - C) shock absorbers D) turn indicators

 - E) steering wheel
- If you want to turn left or right, you put these on.
 - A) headlights
 - B) turn indicators
 - C) hom
 - D) steering wheel
 - E) rack and pinton

- You use this when you start a cold engine.
 - A) brakes
 - 8) choke
 - C) amp meter
 - D) fuel tank
 - E) gearbox
- 10. This lubricates your engine.
 - A) grease
 - B) fuel
 - C) water
 - D) of E) cream

Body

- You see with your _
- You hear with your ____
- You blie with your ____ 3.
- You hold with your .
- You smell with your _
- You eat with your _
- You walk with your ___
- You stand on your ___
- You kneel on your _
- 10. You carry a backpack on your ___

Clothes 1

- We wear them to keep our hands warm.
- We wear it to keep our heads warm.
- We wrap it around our necks in winter.
- 'Levis' and 'Wranglers' are
- Men usually wear one around their necks. 5.
- We wear them on our feet under footwear.
- We wear it on top of our clothes to keep us warm.
- It has buttons up the front, a collar, sleeves and is often while. It goes from the walst down, is most often worn by women.
- Trousers or a skirt with a matching jacket is called a ____

- it's wom wound the neck or over the shoulders. Women also wear It over the halr.
- it's a long two-legged garment. It's a synonym for trousers.
- They are covering for your hands with separated fingers. They are usually made of leather or knitted wool.
- They cover your feet and are wom inside a shoe.
- It's a garment with long or short sleeves usually wom under a Jacket.
- It's a short sleeved coat.
- It's a woman's dress wom on special occasions.
- it's a piece of clothing that covers the lower part of your body, with a separate part covering each leg.

Colors 1

- Tomatoes are ___
- The sky is ____
- Clouds are
- Grass Is ____
- Butter Is __
- Egyplants are ____
- Carrots are Scrawberry milkshakes are __
- Coffee is

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10. Chocolate is usually ____

Ventalio, 17 10 B

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Book 2 Part A



| 7 | a fluent | speaker of Eng | elish? | |
|----|--|------------------------------|---|-----------------------------|
| 1, | A) Isher B | He | C) Does she | D) is she |
| 2. | This is a desk, and A) those are B | tables tables these | C) that are | D) that is |
| 3, | This is boy Al hers B | | C) to him | D) her |
| 4. | There areB | people in the o i) little | office. C) some | D) any |
| 5. | A) There is some C) is it some | | B) There is any D) is there any | |
| 6. | B: She In 1 | | C) sitting | D) sits |
| 7. | She Frenc A) speak - E | h and English. | so she has got a C) speaking | good job. D) is speaking |
| 8. | A: What ? B: She is writing : A) does she do it | a letter. | | |
| 9. | She speal A) is not | is no for e ign i | anguages. C) doesn't | D) don't |
| 10 | D. A: Are Peter and B: No A) they don't sit | Mary still sittle | g in the office? B) they standing D) they aren't | |
| 1 | C) there aren't What binguage A) do you speak C) you are speak | | B) you speak D) speak you | |
| 1 | 2. A: Are there any B: No A) any | | Dar? | D) are there |
| 1 | 3. Helen has got on | | ey. | D) few |
| 1 | 4. A: Do you want : B: No. I don't wa | some tea? | | D) something |
| 1 | 5. I'm sorry, but I | the test | D) aren't finishe | d |
| | C) Are you study | ing | | r udled |
| 1 | 7. Marty to A) go | the bank on M B) going | onday. C) gone | D) went |
| 1 | 8. Marry ha A) yet | sn't telephone B) still | d Peter. C) always | D) never |
| 1 | Peter in t A) was sitting . C) at | | when the phone B) has been sin D) has she wan | ing |
| | A: What B: She wanted to A) wanted she C) she wanted | talk to him. | B) did she wan D) has she wan | t sed |
| | a straight a | 5) can't be | Q does he | D) can he |
| 2 | Jack Turk A) goes to learn C) is going to learn | | B) leams D) is learning | |
| | He asked her frie A) clear C) very clear | end to speak _ | B) more clearly D) too clearly | phone. |
| 2 | 4. "What th A) you will do C) very clear | is evening?" A | Aury asked. B) do you D) are you dolr | ng |
| 7 | 5. She enjoys A) to go | to parties B) that they S | p C) going | D) go |

| 26. | His girlfriend while h | c) antived | a bath. D) is aniving |
|-----|--|---|------------------------------------|
| 27. | "If I quickly, we won't A) drive B) will drive | be late for the par | ty," sald Peter. D) would drive |
| | She asked him where A) the party is C) was the party | D) is the party was | |
| 20. | "If I the way to the house A) know B) know | , we wouldn't be s B) would know | o late." He replied D) had know |
| 30. | Peter wanted a policer A) that Mary would ask C) Mary should ask | D) Mary to ask | - WED |
| | C) didn't like | D) doesn't like | |
| | When they finally arrived, they A) had parked C) parked | D) have parked | |
| 33. | They were that they did A) such late B) so late | n't get anything to C) too late | D) very late |
| | Peter made Mary all nig A) to dance C) dance | b) that she dans D) dancing | |
| 35. | When you him tomorrow A) see C) would see | v, you will think he C) will be D) are going to | |
| 36. | He promised his wife they A) will get B) get | here earlier ne: C) shall get | et time. D) would get |
| 37. | | dilve home. C) Nor | D) Neither |
| 38. | Helen found a good job, and , A) also B) too did | C) so did | D) so |
| 39. | The milk at 8 o'clock if A) was delivering | he following mom B) delivered D) is delivered | ing. |
| 40. | "If I'd known I'd feet so III, I _ A) would go C) didn't go | B) wouldn't hat D) would have | ve gone |
| 41. | He heard on the morning re explosion. A) were being injured C) have injured | ews that a family B) had injured D) had been in | |
| 42 | . The family had just had a new A) fitted B) fitting | gas cooker | in their kitchen. D) for fit |
| | The man who fixed it must A) have made C) to made | a mistake wi B) to have mad D) made | th the connections. ie |
| 44 | He his job properly be A) shouldn't do C) was able to do | B) must have of D) can't have of | fone |
| 45 | After Peter his breakfas A) finishing C) had finished | it, he went to work B) was finishin D) has finished | 8 |
| 46 | He shought he able to got home. A) will be B) is | o read about the C) would be | explosion when he D) was |
| 47 | , "By the time I get home the si he thought. A) appears C) will have appeared | B) would be D) has appear | |
| 48 | Peter spending week A) didn't use to C) hadn't used to | ends alone. B) wasn't user D) used not to | |
| 49 | A) didn't B) hadn't | to spend so much C) doesn't | time away. D) couldn't |

PRE-INTERMEDIATE

| - Present, | Past, | Future | Tenses |
|------------|-------|--------|--------|
|------------|-------|--------|--------|

- Questions with Who, Why, How much
- Phrases with more than one meaning

| 1. | thr | ee languages: | french, | Spanish. | and English. |
|----|-----------|---------------|---------|----------|--------------|
| | A) I'm sp | eak | | B) I'm s | peaking |
| | | | | | |

C) I speaking

D) I speak

Z. Where _ A) Hans come

B) does Hans come

C) does Hans coming

D) Hans came

What _____ tonight? A) do you do C) are you doing

B) you do D) did you do

"Where is George" "He _____ a shower."

B) will have C) is having Al bas

"What "I don't know. Look it up." A) does this word mean C) does mean this word

B) means this word D) is meaning this word

"Do you want a digarette?" "No, thanks. I _____

B) smoke not D) don't smoke

to America. Last year 1 B) go A) was go

C) am not smoking

C) was going D) went

How long_ 'in America?

A) you stay C) stayed you

Al no smoke

B) did you stay D) you staying

9. The weekend was boring. 1_ anything. A) don't do B) no do

Ci didn't do

D) wasn't doing

10. "I'm going to university next year"

"What ____ study?"

A) you going to B) do you

C) dld you

D) are you going to

Enrique __(11)__In Puebla, a town in Mexico. He __(12)__ medicine because he __(13)__'to be a doctor. He's married, but he __(14)__
any children. His wife, Silvia, __(15)__ in a primary school. Enrique _(16)_ cooking. He can make an excellent enchiladal

II. A) Ived C) was living B) lives D) Tive

12. A) studied C) is studying B) was studying D) doesn't study

13. A) Is wanting

B) was wanting

C) will want +

D) wants

14. Al has C) doesn't have

B) have D) is going to have

15. A) was teaching C) teach

5) teaches D) thought

16. A) loved C) loves

B) used to love D) love

17. At the weekend, I usually

A) am

go swimming.

C) was

D) want

Book I Part A



| 18. | Are you | _the party? | | ****** |
|-------|---------------------|----------------------------|---|-----------------|
| 100 | Are you A) enjoy | B) enjoyed | C) enjoying | D) enjoys |
| 19. | How many sh | sters ? | 8233532 | |
| | A) do you ha | ve | B) you have | |
| | C) are you ha | ve | D) do you has | |
| 20. | Iunder | stand what you | are saying. | Di dida't |
| | Al no | B) don't | C) am not | Dicease |
| 21. | What time | home last ni | ight? | |
| | A) did you ge | t | B) you get D) did you got | |
| | C) do you ge | | | |
| 22. | Last weekend | IIsome fr | lends and we | _ a meal. |
| | A) see / have | ng | B) saw / have D) saw / had | |
| | C) seeing / h | ad | D) saw / had | |
| 46 | 1 took | sh food. It's won | destall | |
| ۵. | A) am loving | B) loved | C) love | D) loves |
| 24 | Dame to See | ch. He from | m Toulouse. | |
| 24. | A) is coming | B) came | C) come | D) comes |
| 25 | the co | mputer at the m | oment? | |
| 23. | Al Does Mr | Taylor use | B) Is Mr. Taylor | rusing |
| 10.3 | C) Did Mr. To | ofor use | B) is Mr. Taylor D) VMI Mr. Tay | dor use |
| | | | | |
| 26. | Dave 4 | student with he | er work now. | |
| 10.00 | A) helped | D) help | C) is helping | D) helping |
| 22 | * It's very no | lev* | | |
| - | "Suzv | to rock music." | | |
| | A) listen | B) listens | C) listened | D) is listening |
| 28 | Carol 1 | hard for her exam | n last week. | |
| - | A) didn't stu | dv | fi) isn't studyirD) aren't study | IS. |
| | C) don't stud | ly | D) aren't study | |
| 20 | Most of the | students th | hese days. | |
| - | A) didn't sm | oke | B) aren't smok | ing |
| 1 | C) Isn't smok | | D) don't smok | |
| | - Mary Baraharda | e, Anne | new dress? | |
| 30 | A) Do you w | e, Mile | B) Does she w | mar. |
| | C) Are you w | vearing | D) Did you we | sar |
| 1000 | ware Salar | E Constitution of | STATE OF STATE | |
| 31 | . Many birds . | south ever | y winter. C) are flying | Provide the |
| | Ally | b) new | C) are trying | Diwinny |
| 32 | Usually Jim | to work on | Saturdays. | 500000000 |
| 1 | A) is going | B) went | C) go | DI goes |
| 33 | boss | many high mou | ntains. | |
| 1 | A) have | B) is having | Chas | D) are having |
| 1000 | onescon to | nota to major major vin | 25:55 | |
| 34 | A) are seein | ery well in darks | C) will | D) sees |
| | | | 100 | 328 |
| 35 | . "What | | 1950 | |
| 1 | | g computer scler | | |
| 1 | A) are you s | | B) were you s | |
| 1 | C) was you | studying | D) is she stud | ying |
| 36 | bon | 17* | | |
| 1 | | In London." | | |
| | A) When die | d you | B) Where wer | re you |
| | C) Where at | e you | D) Where do | |
| 37 | 7. *Are7 | • | | |
| 1 2 | *No, I'm sin | | | |
| 1 | A) he mark | | B) you marrie | d |
| | C) you marr | | D) she marrie | |
| 1900 | 272 | 0.00 | | |
| 38 | i. *a jo | b ?" t, I'm a student." | 8 | |
| | A) Did you | | B) Do you ha | ve |
| | and man long | a report Total | the same of the same and | 1.76 |

D) Are you having

A) Did you have

C) Have you had

PRE-INTERMEDIATE TEST - 2

| PF | RE-INTERMEDIA | TE T | ST - 2 | 22. | Jack's a police A) doesn't we C) no wear | man but he ar | _ a uniform. B) Isn't wearing D) wears | • | |
|---------|--|----------------------------------|----------------------|------|--|---------------------------------|--|--|--|
| | - Present Simple, Present Con - Have/has got - But, and, however | tinuous | | 23. | I CONTRACTOR INC. | your free time? ing | B) do you do D) are you do | | |
| - | | | | 24. | How many ch | | 7923-2290 ENG230 | | |
| | Where on holidays? A) you go C) do you going | B) do you go D) are you go | | | A) are you have C) do you have | e got | B) do you have D) are you hav | | |
| 2. | I to work now. Good-by A) go B) went | yel C) am going | D) goes | 25. | A) have got | ver every momit B) am having | | D) has | |
| | ny go by well | cy am going | D) Suce | 11.3 | My sister and | are very differen | nt, _(26)_ we go | t on well together | |
| ii č | A) am reading B) read | C) am reads | D) reading | | She likes staying at home in the evening(27) watching television with parents(28) i prefer going out with my friends. We like to go to clubs or the cinema. Sometimes we just go to a cafe. I have exams soon(29) i'm not going out very much these days. My | | | | |
| | I lots of books every ye A) will read | B) am reading | | 11 3 | sister is six ve- | ars older than me | e,(30) she wo | rks in a bank. She: | |
| | C) read | D) am going to | read | | trying to save year. Her flanc | some money é's name is Ferdi | (31)she's going nand(32), we | to get married this all call him Freddy | |
| i. | Nurses after people in t A) looks B) is looking | ospital, C) will look | D) look | | People say I look like my sister(33) we both have brown eyes(34) dark hair(35) we are very different in character. She's very quiet(36) I'm a lot more sociable. | | | | |
| 5. | Annie from Ireland. A) come B) is coming | C) comes | D) coming | 26. | A) and | B) but | C) so | D) because | |
| | We to a party next Sah | irday. | 522500000 | 27. | A) however | B) so | C) and | D) because | |
| | A) go B) goes | C) are going | D) went | 28. | A) Because | B) And | C) 50 | D) But | |
| 5. | She for dinner this ever A) come B) came | dng. C) comes | D) is coming | 29. | A) 50 | 5) however | C) but | D) and | |
| | to go out tonight? | * | | 30. | A) however | 8) so | C) because | D) and | |
| | A) Do you want C) Is you want | D) Would you v | | 31. | A) and | B) so | C) because | D) but | |
| 0. | four languages. | * | | 32. | A) However | B) So | C) But | D) And | |
| F | A) am speaking C) speaks | B) speak (1 D) am speak | | 33. | A) so | B) because | C) and | D) however | |
| 112 | Every morning Tessa at | 7.30. | | 34. | A) but | B) so | C) however | D) and | |
| | A) is getting up C) get up | B) got up D) gets up | | 35. | A) But | 8) So | C) However | D) And | |
| 12. | Oh, someone In my se | | 510XV | 36, | A) however | B) but | C) and | D) so | |
| | A) is siming B) sits | C) will sit | D) sit | 37. | I a bicycle when I was young. | | | | |
| 3. | First sorry. I can't help you at it A) will cook B) are cooking | e moment. I | dinner. D) cooked | 1 | A) have | B) am having | C) had | D) have got | |
| | 12 | 10 | | 38. | | ower in the mon | ning. C) am having | Dihme | |
| 4. | A) has B) having | C) have | D) am having | 1500 | A) have got | B) has | C) am naving | D) have | |
| | M. Fresh to be built as | I'll tell her you ph | oned. | 39. | A) never has | in his coffee. | B) has never g | | |
| 5. | Mrs. Steele to her boss A) talked B) talks | C) talk | D) Is talking | | C) has never | | D) have never | | |
| | Turn the T.V off. No one | tel | | 40 | What time | lunch in gen | eral? | | |
| 0. | A) watches B) watch | C) is watching | D) watched | 200 | A) does you have | ave | B) have you go D) are you hav | | |
| 7 | She is not ready. Sheh | er hair. | | | - and Jan 100 | - | | | |
| | A) is washing B) washes | C) washed | D) wash | 41. | The Pope A) Sve | in Vatican. B) lived | C) lives | D) will live | |
| 8. | Derek's good at golf but he _ A) aren't play B) isn't playin | very often. g C) doesn't play | D) didn't play | | | | | /Sit 1/1 | |
| 9. | The sun in the day time A) shine B) shone | C) is shining | D) shines | | | | | | |
| 0. | in Britain people on the A) are driving B) drives | right. C) drive | D) drove | | | | | | |
| 1. | This is a great partyl Everyon A) dance B) is dancing | 'C) dances | D) are dancing | | | | | | |

Book I Part A



Pre-Intermediate Test 2