

## Demonstratives (This - That / These - Those)

*This, these, that and those are used as demonstrative adjectives when they are followed by a noun and as pronouns when they are not followed by a noun.*

e.g. *This vase is made of crystal. (demonstrative adjective)*  
*That is made of glass. (pronoun)*

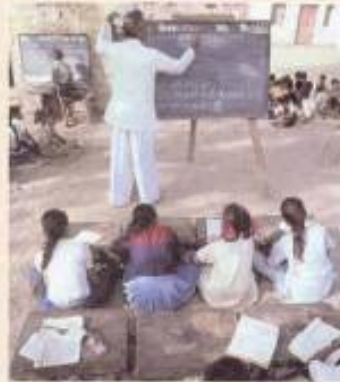
### this/these are used:

- ◆ for people or things which are near us.  
e.g. *This is my favourite painting.*
- ◆ for present or future situations.  
e.g. *My cousin is staying with me **this** week.*
- ◆ to refer to an idea we are about to mention.  
e.g. *Listen to **this**. It's really funny.*
- ◆ to introduce oneself on the phone or to introduce people.  
e.g. *'Hello? **This** is Helen.'* *'Mum, **this** is Kate.'*
- ◆ when the speaker is in or near the place he/she is referring to. e.g. ***This** room hasn't got enough light.*

### that/those are used:

- ◆ for people or things which are not near us.  
e.g. ***That** man over there is waving at you.*
- ◆ for past situations. e.g. ***That** was a great party. We enjoyed ourselves.*
- ◆ to refer back to something mentioned before.  
e.g. *'She lost her job.'* ***That's** awful.'*
- ◆ when speaking on the phone to ask who the other person is. e.g. *'Who's **that** speaking?'*

## Some/Any/No



*The children are **somewhere** outside the building. There aren't **any** chairs. The teacher is writing **something** on the board. **Everybody** is looking at the board.*

	Affirmative	Interrogative	Negative
Countable/ Uncountable	some	any	not any/no
People	someone/ somebody	anyone/ anybody	no one/not anyone nobody/not anybody
Things	something	anything	nothing/ not anything
Places	somewhere	anywhere	nowhere/not anywhere

- ◆ **Some, any and no** are used with uncountable nouns (*rice, tea, etc.*) and plural countable nouns (*toys, books, etc.*).  
e.g. *some rice, some toys*
- ◆ **Some** and its compounds (**someone/somebody, something, somewhere**) are normally used in **affirmative** sentences.  
e.g. *I need **some** advice. He's got **something** in his pocket.*
- ◆ **Any** and its compounds are also used in **interrogative** sentences. **Not any** is used in **negative** sentences.  
e.g. *Are there **any** vegetables in the fridge? There **isn't** **anybody** in the office.*
- ◆ **Any** and its compounds are also used with negative words such as *without, never, seldom, rarely, hardly, etc.*  
e.g. *I can do this **without any** help.  
I have **never** seen **anything** like that.*
- ◆ **No** and its compounds are used instead of **not any** in **negative** sentences.  
e.g. *She **hasn't got any** money./She's **got no** money.  
He **didn't** give me **anything**. He gave me **nothing**.*
- ◆ We use a singular verb with compounds of **some, any and no**.  
e.g. *There **is** **something** wrong with the computer.*

### 12 Fill in the gaps with *this, that, these or those*.

- 1 ...*That*... car over there belongs to the mayor.
- 2 ..... people over there are waiting for the bus.
- 3 We're moving house ..... month.
- 4 ..... diamond earrings here are priceless.
- 5 'I've got a new job.' '.....'s wonderful news.'
- 6 'Mum, ..... is my teacher, Miss Jones.'
- 7 ..... are my holiday photographs. Would you like to look at them?
- 8 'Hello, ..... is Jane Black speaking.'
- 9 ..... house here was built in 1500.
- 10 The day I got married was wonderful. I will remember ..... day for ever.
- 11 I had a wonderful childhood. We did things differently in ..... days.
- 12 'Hello, this is Alan. Who's ..... please?'

- ◆ **Some** and its compounds are also used in interrogative sentences when we expect a positive answer, for example when we make an offer or request.

e.g. a) *This place is crowded. Shall we go **somewhere** else? (We expect the answer **yes**.)*

b) *'Would you like **something** to drink?' (offer)  
Yes, please. Can I have **some** lemonade?' (request)*

- ◆ When **any** and its compounds are used in affirmative sentences, there is a difference in meaning. Study the following examples:

a) *You can come **any** day you want.  
(It doesn't matter which.)*

b) ***Anyone/Anybody** can take part in the quiz show.  
(It doesn't matter who.)*

c) *You can find **anything** you want in this shop.  
(It doesn't matter what.)*

d) *I'll find you **anywhere** you go.  
(It doesn't matter where.)*

- ◆ **Every** is used with singular countable nouns.  
e.g. ***Every** employee must clock in and out.*

- ◆ The pronouns **everyone/everybody**, **everything** and the adverb **everywhere** are used in affirmative, interrogative and negative sentences and are followed by a singular verb.

e.g. ***Everybody/Everyone** has a right to a fair trial.  
(NOT: ...~~have a right~~.)*

### 13 Bill has lost his keys. Read the dialogue and underline the correct item.

- A: There is 1) nothing/something more annoying than losing 2) something/anything.
- B: What have you lost?
- A: My keys. They must be 3) anywhere/somewhere in the house, but I've got 4) no/any idea where. I can't find them 5) nowhere/anywhere.
- B: Are you sure you haven't left them 6) somewhere/nowhere by mistake?
- A: Of course not. They can't be 7) somewhere/anywhere else but here. 8) No one/Someone must have hidden them.
- B: Why would 9) no one/anyone hide your keys? There is 10) any/no reason for 11) anyone/no one to do 12) nothing/something so silly.
- A: Well, I need 13) some/any help to find them. I have to go 14) anywhere/somewhere important this afternoon.
- B: Calm down. It's 15) some/no use getting angry about 16) anything/something like this. Look! There are 17) no/ some keys on that chair.
- A: They're mine! Oh, I feel so silly!

### 14 Fill in the gaps with **everyone/everybody**, **everything** or **everywhere**, and the correct form of the verbs in brackets.

- The meeting was a success. ....*Everything went...* (go) well.
- ..... (learn) a foreign language at this school.
- The film is a box-office hit. .... (talk) about it.
- We are going on holiday next week. .... (be) arranged.
- On Friday afternoon, .... (leave) the office early.
- Mark is a very popular boy. .... (like) him.
- After the snow had fallen, .... (be) white.
- I'm glad we came to the beach. .... (have) a wonderful time.
- We wanted to go to a restaurant, but .... (be) full.
- I dropped my bag and .... (fall) out.
- We can't make the announcement until .... (arrive).

### 15 Fill in the gaps with **some**, **any**, **no** or **one** of their compounds.

- A: Is there ....*anything*... good on television tonight?  
B: I don't know. Look in the newspaper.
- A: Would you like ..... to eat?  
B: No, I don't want ....., thank you.
- A: There is ..... here to see you.  
B: Who is it?
- A: I went to Jane's house, but there was ..... at home.  
B: Perhaps she has gone ..... nice for the weekend.
- A: I have ..... time to do all this work.  
B: Is there ..... I can do to help?
- A: Was the party good last night?  
B: Not really. There were hardly ..... people there.
- A: I have to go shopping, but I don't have ..... money.  
B: I'll lend you ..... if you like.
- A: Have you seen Michael .....?  
B: No, I haven't seen him.
- A: The town was very busy today. There was ..... to park.  
B: They should build ..... new parking facilities.
- A: What would you do if you were lost?  
B: I would ask ..... for directions.
- A: Is there ..... you would like to go this weekend?  
B: I'd like to go ..... nice and quiet.
- A: Is ..... wrong with Paul?  
B: No, there's ..... wrong with him. He's just tired.

## Else

- The adverb **else** means 'other, different', or 'more'. It is used after *somebody, anybody, nothing, everywhere, etc.* and *who, what, why, when, where* and *how*. It is followed by a singular verb.

- e.g. a) *Can I get you anything else?*  
 b) *Kim hasn't arrived yet but everybody else is here.*  
 c) *'I've been to Lisbon twice this year.' 'Really? Where else have you been?'*  
 d) *'I bought a lovely rug from the market.' 'What else did you buy?'*

**Anything (else) and nothing (else) can be used with but.**

e.g. *I haven't got anything (else) to offer but my advice.*

- The possessive of **else** is **else's**.  
e.g. *I have taken somebody else's book by mistake.*
- Or else** means 'otherwise', 'if not'.  
e.g. *Hurry up or else we'll miss our flight.*
- Elsewhere** is formal and means 'somewhere else'.  
e.g. *If you are not satisfied with the service in this restaurant, you can go elsewhere.*

### 16 Fill in the gaps with **else, else's, or else or elsewhere.**

- He is ill. Why *...else...* would he go to the doctor's?
- The postman has delivered someone ..... mail to our house.
- She must be at work. Where ..... could she be?
- I love it here. I wouldn't want to live anywhere .....
- This hotel is full. We will have to stay.....
- Don't shout ..... you will wake the baby.
- What ..... do we need to take with us?
- This jacket isn't mine. It's somebody .....

### 17 Complete the sentences using **else** as in the example.

- Hurry up, James, *...everybody else...* (all the other people) has left.
- If you can't help me, I'll ask .....
- The manager isn't in his office. He must be .....
- Have you invited ..... (one more person) to the party?
- If you've finished your work, I can give you .....
- I only have the ironing to do now. I've done .....

## Every - Each

- Every** and **each** are used with singular countable nouns. We normally use **each** when we talk about two people or things. We use **every** when we talk about three or more people or things.

- e.g. *He was holding an ice cream in each hand.*  
 (NOT: ~~...in every hand.~~)  
*Every part of my body hurt after the fall.*  
 (NOT: ~~Each part of my body...~~)

- Every one and each (one)** can be followed by **of**.  
e.g. *It was the twins' birthday yesterday. I gave a present to each (one) of them.*  
*I've seen all of Mel Gibson's films and I liked every one of them.*

- We use **every** when we are thinking of people or things together, in a group to mean 'all', 'everybody/everything'.  
e.g. *Every employee is entitled to twenty days off. (all employees)*

We use **each** when we are thinking of people or things separately, one at a time.  
e.g. *Each employee in turn will tell the manager when he wishes to take his holiday.*

- We use **every** to show how often something happens.  
e.g. *There is a train every twenty minutes.*  
*I have to attend a meeting every two months.*
- We use **every** but not **each** with words and expressions such as *almost, nearly, practically and without exception*.  
e.g. *She has invited every person she knows, without exception.* (NOT: ~~...each person she knows...~~)

### 18 Fill in the gaps with **each** or **every**.

- We have two cars and *...each...* of them is blue.
- There were lots of sweets and she ate ..... one of them.
- ..... of the two boxes has bottles inside.
- The teacher gave one book to ..... student.
- She gave ..... of the children an ice cream.
- He is wearing a different colour sock on ..... foot.
- I've got ..... book that author's ever written.
- I have seen almost ..... episode of this programme.
- Almost ..... T-shirt she owns is a designer label.
- The Olympic Games are held ..... four years.
- I eat an apple ..... day.
- She bought ..... of her friends a souvenir from Paris.

## A lot of - Much - Many



There aren't **many** cherries, but there are **a lot of** strawberries.

Is there **much** pasta? Yes, there is **a lot**.

- ◆ **A lot of/lots of** are used with both plural countable and uncountable nouns. They are normally used in affirmative sentences. **Of** is omitted when a lot/lots are not followed by a noun.

e.g. There were **a lot of/lots of** people at the concert.

There is **a lot of/lots of** yoghurt in the fridge.

Have you got **many** books? Yes, I've got **a lot**.

- ◆ **Much** and **many** are normally used in interrogative and negative sentences. **Much** is used with uncountable nouns and **many** with plural countable nouns.

e.g. Is there **much** sugar in the cupboard?

There **isn't much** sugar in this cake.

Have you got **many** CDs? I **haven't got many** CDs.

- ◆ **How much** and **how many** are used in questions and negations.

**How much** + uncountable noun → amount

**How many** + countable noun → number

e.g. 'How **much** money have you got?' 'Not **much**.'

'How **many** stamps do you need?' 'Six.'

- ◆ **Too many** is used with plural countable nouns. It has a negative meaning and shows that there is more of something than is wanted or needed.

e.g. You eat **too many** sweets. Your teeth will rot.

- ◆ **Too much** is used with uncountable nouns. It has the same negative meaning as **too many**.

e.g. I've got **too much** work to do. I can't go out.

- ◆ We use **most/some/any/many/much/(a) few/(a) little/several/one, two, etc.** + **of** when a noun follows, preceded by **this, that, these, those, a, the** or possessives.

e.g. **Most of the** people at the party were from work.

**But: Most people** like parties.

## A few/Few - A little/Little



Laura has got **a few** peaches. She can make some jam.



Lucy has got **(very) few** peaches. She can't make any jam.



Simon has got **a little** paint. He can paint the door.



Rick has got **(very) little** paint. He can't paint the door.

- ◆ **A few/few** are used with plural countable nouns (flowers, letters, etc.).

**A few** means **not many, but enough**.

e.g. There are **a few** hotels in this town. You'll probably find a room to spend the night.

**Few** means **hardly any, almost none** and can be used with **very** for emphasis.

e.g. There are **(very) few** cupboards in the kitchen. There's not enough room to store my plates and glasses.

- ◆ **A little/little** are used with uncountable nouns (milk, time, etc.).

**A little** means **not much, but enough**.

e.g. There is **a little** petrol in the tank. It will get us to the next town.

**Little** means **hardly any, almost none** and can be used with **very** for emphasis.

e.g. There's **(very) little** coffee left. We need to buy some more.

**19** Fill in *many, much, how many, how much* or *a lot (of)*.

- 1 A: Shall we go out tonight?  
B: I can't. I don't have ...*much*... money, I'm afraid.
- 2 A: Can you help me, please?  
B: I'm sorry. I haven't got ..... time at the moment.
- 3 A: ..... potatoes are in that bag?  
B: Seven, I think. Why?
- 4 A: What did you do on your holiday?  
B: Well, I read ..... and I relaxed on the beach.
- 5 A: There isn't ..... milk left.  
B: Well, I'll buy some later this afternoon.
- 6 A: ..... homework have you got?  
B: Quite ..... I'd better start now.
- 7 A: Did you enjoy your dinner?  
B: Yes. I ate ..... and I'm very full.
- 8 A: Mark is a wonderful athlete.  
B: Yes. He has won ..... competitions.
- 9 A: Are there ..... flowers in the garden?  
B: Yes, and they are beautiful too.
- 10 A: Are you very busy?  
B: No. I haven't got ..... to do today.
- 11 A: She has got ..... clothes.  
B: I know. She wears something different every day.
- 12 A: ..... times have you seen this film?  
B: Three times, but I always cry at the end.
- 13 A: ..... food should we take on the picnic?  
B: Oh, enough for all four of us.
- 14 A: Have you travelled to ..... places?  
B: Yes, I go to a different country every year.

**20** Fill in the gaps with *too much* or *too many*.

- 1 A: Would you like to spend the weekend with us?  
B: I can't. I have ...*too many*... things to do.
- 2 A: Shall we go to London tomorrow?  
B: No. It takes ..... time to get there.
- 3 A: I had a terrible nightmare last night.  
B: That's because you watch ..... horror films.
- 4 A: ..... red meat is bad for your health.  
B: I know. I rarely eat red meat.
- 5 A: There are ..... people on this train.  
B: I know. It's very crowded.
- 6 A: I have spent ..... money this month.  
B: You should have been more sensible.
- 7 A: This sauce tastes awful.  
B: I think I put ..... salt in it.
- 8 A: I made ..... food for the party.  
B: I know. There is a lot left over.
- 9 A: There are ..... books in this bag.  
B: I know. It's very heavy, isn't it?
- 10 A: You are making ..... noise. I can't concentrate.  
B: I'm sorry. I'll try to be quiet.

**21** Underline the correct item.

- 1 I have a lot of records, but very few/little/very little CDs.
- 2 We have very little/very few/few spaghetti, so I can't make Spaghetti Bolognese.
- 3 I'm tired. I didn't get many/much/few sleep last night.
- 4 I've made many/much/a lot of notes, but I haven't written my essay yet.
- 5 This coffee is bitter. It needs a few/a little/little more sugar.
- 6 I have invited a few/a lot of/much people to the party. I hope there will be room for them all.
- 7 I don't have many/much/few time at the moment. I'll talk to you later.
- 8 I have had a few/very few/very little success in my search for a job.
- 9 There are much/a lot of/a little reasons why he should go to university.
- 10 I'd love to come to the beach. I just need a few/a little/many minutes to get ready.
- 11 There are much/little/few people who are as hard-working as James.
- 12 I have little/a little/a few work to do before I can leave.
- 13 I made a lot/a little/a few biscuits this morning. Would you like to try one?
- 14 There weren't few/much/many people in town today. It was very quiet.
- 15 There is a little/little/a few chance of his getting the job. He has no experience.

**22** Fill in *many, few, much* or *little*.

Claire pushed the door open a 1) little and looked inside. The house was small and there was not 2) ..... furniture. There were a 3) ..... chairs and a table, but there were very 4) ..... signs of comfort. There was not 5) ..... light, but Claire could see that there were not 6) ..... pictures or ornaments. It was as though the owner of the house spent very 7) ..... time there. After a 8) ..... more moments, she quietly closed the door and walked away.

**23** Add *of* where necessary.

- 1 A lot ...*of*... people have mobile phones these days.
- 2 Many ..... her books are very old.
- 3 Most ..... children enjoy watching cartoons.
- 4 I've met several ..... his colleagues.
- 5 A few ..... birds were singing in the tree.
- 6 Have you ever seen any ..... Bruce Willis' films?
- 7 Some ..... my friends live abroad.
- 8 One ..... her books has won an award.
- 9 I have hardly any ..... free time at the moment.
- 10 A few ..... the guests arrived early.

## Both/Neither - All/None - Either



**Both** the motorcycle **and** the bicycle **have got** handlebars.  
**Both** of these **have** two wheels.  
**Neither** of these **has/have** room for luggage.  
**Neither** the motorcycle **nor** the bicycle  
 is convenient in winter.

- ◆ **Both** refers to two people, things or groups. It has a positive meaning and is followed by a plural verb.

e.g. *Both men work at the bank.*

*Both of them cost a lot of money.*

- ◆ **Neither** refers to two people, things or groups and has a negative meaning. **Neither of + plural noun phrase** can be followed by either a singular or plural verb in the affirmative.

e.g. *Neither of the films has/have won an award.*

*Neither of them is/are working at the moment.*

*But: Neither dress is long enough.*

- ◆ **All** refers to more than two people, things or groups. It has a positive meaning and is followed by a plural verb.

e.g. *All the actors were brilliant.*

*All of them are well-qualified.*

- ◆ **Both/All** can go: a) after the verb to be, b) after the auxiliary verb, but before the main verb.

e.g. *They are both/all excited. They have both/all signed the contract.*

- ◆ **Whole** is used with singular countable nouns. We use **a/the/this/my** etc. + **whole + noun**.

e.g. *He was hungry, so he ate the whole pie.*

**Also:** *He was hungry, so he ate all the pie.*

We don't use **whole** with uncountable nouns.

e.g. *She spent all the money you gave her.*

(NOT: *...the whole money...*)

**All + day/morning/week/ year = the whole + day/morning/week/year**

e.g. *He's been making phone calls all morning/the whole morning.*



**All** of these **are** means of transport.  
**None** of these **can** travel across water.  
**All** of these **can** carry passengers.

- ◆ **None of** refers to more than two people, things or groups and has a negative meaning. It is used with nouns or object pronouns and is followed by either a singular or plural verb.

e.g. *None of my friends has/have travelled abroad.*

*But: 'How many books did you buy?' 'None.'*

- ◆ **Either** refers to two people, things or groups and is followed by a singular countable noun.

e.g. *You can paint the walls blue or green.*

*Either colour is fine with me.*

**Either of + plural noun phrase** can be followed by either a singular or plural verb.

e.g. *Either of these two dresses suits/suit you.*

*But: Either dress suits you.*

We can use **not ... either (of)** instead of **neither (of)**.

**Either** can also be used at the end of a negative sentence.

e.g. *I saw two plays, but I didn't like either of them.*

*My sister can't drive, and I can't either.*

- ◆ **Both ... and** is followed by a plural verb.

e.g. *Both Mark and Sam work here.*

**Neither ... nor/Either ... or** take either a singular or plural verb, depending on the subject which follows **nor** or **or**.

e.g. *Either Mum or Dad is going to pick me up.*

### 24 Underline the correct items.

Oliver has got two jobs, but 1) neither/neither of them pay very well. He has had more jobs already than 2) most/most of people have in their whole lives, but 3) none/none of them really suited him. It is a shame, because he spent 4) several/several of years at college and has got 5) some/any good qualifications. 6) Either of/Both his parents are very proud of him for getting a good education, but 7) each of/neither of them can understand why he can't find a suitable job. He buys 8) several/most newspapers every week and looks carefully through 9) each of/every one of them to see if 10) any/no good jobs are being advertised. He applies for 11) every one of/every available position, but often receives 12) some/no reply. He still believes that he will find his ideal job one day.

### 25 Choose the correct answer.

- 'How many brothers do you have?'  
'Two, and ...C... of them are older than me.'  
A either      B all      C both
- 'There were a lot of people at the party.'  
'I know. But ..... of them were strangers to me.'  
A all      B neither      C either
- 'Mum, did you wash my blue shirt?'  
'Well, I washed two shirts, but ..... of them was blue.'  
A both      B neither      C either
- 'You can't be lonely. You have lots of friends.'  
'Yes, but ..... of them can come to visit today.'  
A none      B all      C both
- 'Have you seen any *James Bond* films?'  
'I've seen two. .... of them were very good.'  
A Either      B Both      C All
- 'Why didn't you buy anything?'  
'Because ..... of those clothes were very nice.'  
A both      B either      C none
- 'Both of those dresses are beautiful.'  
'Yes, but I don't think ..... of them will fit me.'  
A either      B neither      C all
- 'You have lots of CDs, don't you?'  
'Yes, and ..... of them are in my room.'  
A none      B all      C both
- 'Did you read both of those books?'  
'Yes, but I didn't enjoy ..... of them.'  
A neither      B all      C either
- 'Did you watch a comedy last night?'  
'No. We watched two films, but ..... of them were comedies.'  
A either      B neither      C both
- 'Do you have many pen-friends?'  
'Yes, and ..... of them live abroad.'  
A all      B either      C none

### 26 Rewrite the sentences using *both...and*, *neither...nor* or *either...or*.

- Beth hasn't got a car. Lucy hasn't got a car, either.  
...*Neither Beth nor Lucy has got a car.*...
- Harold wears glasses. Helen wears glasses, too.  
.....
- Kerry is cleaning the house, or maybe Joe is.  
.....
- Clive can't speak French. Bill can't speak French, either.  
.....
- Kim loves chocolate. Laura loves chocolate, too.  
.....
- Simon needs a haircut. Mike needs one, too.  
.....
- Daphne doesn't eat meat. Jayne doesn't, either.  
.....
- Scott is washing the car, or maybe Jim is.  
.....
- Debbie goes to school. Hannah goes to school, too.  
.....
- Henry repaired the fence, or maybe Todd did.  
.....
- Beth can't play the piano. Doug can't, either.  
.....
- Pam will water the plants, or else Carl will.  
.....

### 27 Fill in the gaps with the correct missing word(s).

- A: Can you give me 1) some advice, please?  
B: Of course. Is 2) ..... worrying you?  
A: Well, yes. I've had 3) ..... problems at university recently.  
B: Maybe there's 4) ..... I can do to help you. Tell me what's wrong and I'll see if there's 5) ..... I can do.  
A: Well, the main problem is that I have 6) ..... work to do for my exams and I don't have 7) ..... time left to study. I've left it very late and so far I haven't done 8) ..... revision.  
B: I see. How 9) ..... time do you have until the exams?  
A: Three weeks. I should be studying 10) ..... day, but I don't know where to start. I have so 11) ..... subjects to study. Also, I don't really have 12) ..... to sit in peace and quiet. Our house is always noisy.  
B: Well, if you want 13) ..... quiet to work, why don't you go to the library? It's always quiet there and there are 14) ..... useful books there which you could use in your revision.  
A: That's a great idea. Thank you very much. You've been very helpful.

## Other and its forms

- ◆ **another** = additional, an extra one. It is used with singular countable nouns.  
e.g. Would you like **another cup** of tea?  
These apples are delicious. Can I have **another (one)**?
- ◆ **another + few/two, three etc. + noun**  
e.g. We're going to stay for **another few days/another four days**.
- ◆ **other/another** = different, besides this/these  
e.g. Have you got any **other blouses** in black?  
I don't like this tie. Can you show me **another one**?
- ◆ **other/others** When **other** is used with a noun, it has no plural form.  
e.g. Where are **the other files**? (NOT: ... ~~others~~ files?)  
**But:** I've got some files here. Where are **the others**?  
**Note:** **Others** can also be used to mean (the) other people. e.g. Some people enjoy playing golf, **others** hate it.
- ◆ **each other** = one another  
e.g. We don't visit **each other** very often.
- ◆ **every other** = every second  
e.g. We go to the supermarket **every other** Friday.
- ◆ **the other day** = a few days ago  
e.g. Jack called me **the other day**; he said he was coming home the following week.

### 28 Fill in another, (the) other(s), each other or every other.

- 1 Can I have ...**another**... cup of coffee, please?
- 2 This book is mine and ..... are Dave's.
- 3 Frank and Barbara have had an argument. They aren't talking to ..... today.
- 4 This magazine comes out ..... week.
- 5 That watch is gold; ..... are silver.
- 6 You have ..... two days to register for the course.
- 7 Some people work during the day, ..... work at night.
- 8 We usually help ..... with our homework.
- 9 I have my hair cut ..... month.
- 10 Would you like ..... biscuit?
- 11 Brothers and sisters look after .....
- 12 Jack works the night shift ..... week.
- 13 I saw Mark ..... day. He looked well.
- 14 That cake was lovely. Can I have ..... piece?
- 15 'Where are ..... children?' 'Outside.'
- 16 Are there any ..... questions before we go?

**Note:** We can use **they/them/ their** to refer to a person whose sex is unknown.

e.g. Suppose a **friend** of yours asked you to lend **them** some money, what would you do?  
(Also: ... to lend **him** or **her** some money ... - less usual)

**Compare:**

My grandmother celebrated **her** 70th birthday last week.

We also use **they/them/their** after words such as **somebody, anybody, nobody, whoever, no, each, every, a person**.

e.g. If **anybody** calls while I'm out, ask **them** to leave a message.

'**Whoever** told you that? **They** must have been lying.'

### 29 Fill in the gaps with the correct pronoun or possessive adjective.

- 1 Someone called for you today, but ...**they**... didn't leave ..... name.
- 2 If you saw a person in trouble, would you help .....?
- 3 Somebody has parked ..... car across the drive. I can't get out.
- 4 My aunt left ..... bag here when she visited us this morning.
- 5 If a colleague of mine got promoted, I'd be happy for .....
- 6 Everyone brings ..... own lunch to work with .....
- 7 My brother has crashed ..... car. It is at the garage now.
- 8 He told each person to order whatever ..... wanted.
- 9 The police inspector asked everybody in the room to give ..... names.

### 30 Underline the correct item.

- 1 He ate the whole/all cake by himself.
- 2 Is/Are everyone ready to begin the exam?
- 3 You must sign every/each one of these letters.
- 4 I've never met no one/anyone I like more than Jonathan.
- 5 I've been working hard all/every day and now I'm exhausted.
- 6 Either/Neither Sam or John will give you a lift.
- 7 No/None of those books is interesting.
- 8 I've been to Paris twice and I went to the Eiffel Tower both/all times.
- 9 Neither/Either Mary nor Sue went to the beach last Saturday.
- 10 He was so thirsty that he drank the whole/all the water in one go.

## Common mistakes

- There's somebody on the phone. **He** must be Sam. *X*  
There's somebody on the phone. **It** must be Sam. ✓
- She earns a lot more **than I**. *X*  
She earns a lot more **than me**. ✓  
She earns a lot more **than I do**. ✓
- The ball **hit** him on **his head**. *X*  
The ball **hit** him on **the head**. ✓
- Don't sit on that chair. One of **it's** legs is broken. *X*  
Don't sit on that chair. One of **its** legs is broken. ✓
- This car is my **brother's-in-law**. *X*  
This car is my **brother-in-law's**. ✓
- Those are **Ben and Tim's bicycles**. *X*  
Those are **Ben's and Tim's bicycles**. ✓
- **Relax yourself** and put your feet up. *X*  
**Relax** and put your feet up. ✓
- I have **rarely** met **someone** as polite as Greg. *X*  
I have **rarely** met **anyone** as polite as Greg. ✓
- The girl was wearing a bracelet on **every wrist**. *X*  
The girl was wearing a bracelet on **each wrist**. ✓
- I've seen **nearly each** film he has directed. *X*  
I've seen **nearly every** film he has directed. ✓
- They **all have been** to France before. *X*  
They **have all been** to France before. ✓
- We spent **the all week** lying on the beach. *X*  
We spent **all week** lying on the beach. ✓  
We spent **the whole week** lying on the beach. ✓
- She seems to be talking on the telephone **the whole time**. *X*  
She seems to be talking on the telephone **all the time**. ✓
- There **isn't nothing** in the fridge. It's empty. *X*  
There **isn't anything** in the fridge. It's empty. ✓  
There **is nothing** in the fridge. It's empty. ✓
- The **womens' department** is on the second floor. *X*  
The **women's department** is on the second floor. ✓
- All **my friends bicycles** are better than mine. *X*  
All **my friends' bicycles** are better than mine. ✓
- The phone book is right **in front of yourself**. *X*  
The phone book is right **in front of you**. ✓
- We have **very few milk** left. We need to buy some. *X*  
We have **very little milk** left. We need to buy some. ✓
- You can buy a sports car or a jeep. **Either cars are** fine with me. *X*  
You can buy a sports car or a jeep. **Either car is** fine with me. ✓
- Where have you put **the others bags**? *X*  
Where have you put **the other bags**? ✓

31

Correct the mistakes.

- 1 We can watch the comedy or the thriller. Either films is fine with me.
- 2 I have very few time. You'd better make it quick.
- 3 The childrens' area is run by experienced staff.
- 4 There isn't nothing good on television this evening.
- 5 The boy had a cut on every knee.
- 6 We have rarely been somewhere as beautiful as this.
- 7 He works a lot harder than I.
- 8 What have you told the others staff?
- 9 The cupboard was right next to himself.
- 10 Don't drink the whole lemonade by yourself. Offer some to your friends.
- 11 She spent all the day talking to customers.
- 12 We all have been invited to Samantha's party.
- 13 The teacher patted her on her head.
- 14 That dog is hurt. One of it's paws is bleeding.
- 15 These are Jane and Claire's school bags.
- 16 All my clients files are on the desk.
- 17 I've visited nearly each house on this list.
- 18 This jacket is my father's-in-law.
- 19 There's someone here to see you. She must be your sister.
- 20 Feel yourself free to ask any question you like.

32

Cross out the unnecessary word.

- 1 The teacher wants all of students to participate in the concert at the end of term.
- 2 She concentrated herself on the exam questions.
- 3 Neither of the coach nor the players were happy with their performance in the game.
- 4 They spent the all morning looking for a place to put up their tent.
- 5 Please, don't hesitate to call any one time you want.
- 6 There it seems to be something wrong with the alarm system.
- 7 Every one citizen has to pay taxes.
- 8 John's sister she got engaged to a young doctor last week.
- 9 There she is a woman at the door. It's our new neighbour.
- 10 These jumpers are quite expensive, but the others ones are cheap.
- 11 Some people enjoy playing golf, while others people find it very boring.
- 12 She bought a lots of decorations for the party.
- 13 The meeting was attended by a very few people, and as a result no important decisions were made.
- 14 If anyone person reveals anything to the press, they will be fired.

**33 Complete each sentence with two to five words, including the word in bold.**

- The only person he didn't send an invitation to was Margaret.  
**everyone** He sent *...an invitation to everyone... except Margaret.*
- He didn't pay any attention to her complaints.  
**no** He .....  
..... to her complaints.
- I asked Emily about the missing ring and I asked her brother too.  
**both** I asked .....  
..... about the missing ring.
- He's got little patience with young children.  
**much** He .....  
..... patience with young children.
- Helen wasn't happy with my idea and Peter wasn't, either.  
**nor** Neither Helen .....  
..... happy with my idea.
- When he first saw her, she was sitting alone on a bench.  
**by** When he first saw her, she .....  
..... on a bench.
- There are only a few people who can speak Hungarian.  
**many** There .....  
..... can speak Hungarian.
- She spent all day watching soap operas.  
**whole** She spent .....  
..... watching soap operas.
- He took another person's briefcase by mistake.  
**someone** He took .....  
..... by mistake.
- She was able to put her clothes on although her arm was bandaged.  
**dress** She was able to .....  
..... although her arm was bandaged.
- People don't understand me when I speak Arabic.  
**myself** I can't .....  
..... when I speak Arabic.
- I hope you have a good time at the party.  
**yourself** I hope .....  
..... at the party.
- It takes me an hour to drive from my house to the airport.  
**drive** It is .....  
..... from my house to the airport.
- He said that I could borrow whatever I wanted as long as I returned it.  
**anything** He said that I .....  
..... as long as I returned it.
- It was clear that the three boys knew nothing about the theft.  
**of** It was clear that .....  
..... knew anything about the theft.
- I enjoy spending time alone sometimes.  
**on** I enjoy spending .....  
..... sometimes.
- \*John will help you, or else Martin will.  
**or** Either ..... will help you.

**34 Fill in the gaps with the correct form of the words in brackets.**

- It is *...encouraging...* to see so many young people reaching a high level of ..... in school.  
(**encourage, achieve**)
- Brian has a very ..... mind, and all his work shows great ..... (**create, original**)
- The high ..... of children at the ..... came as a ..... surprise. (**attend, perform, please**)
- The ..... have invested in an ..... campaign aiming at ..... young people from smoking. (**govern, advertise, discourage**)
- Her ..... from the office this week has caused a great deal of ..... (**absent, inconvenient**)
- He could barely contain his ..... at the ..... of moving to London. (**excite, think**)
- The ..... stood behind a ..... screen during the experiment, in case there was an unexpected ..... (**invent, protect, explode**)
- James is the ..... of an ..... art ..... which includes some very ..... paintings. (**own, extend, collect, value**)

**35 Fill in the gaps with the correct preposition from the list. Some of the prepositions can be used more than once.**

*at, by, far, in, on, out of, off, under, within, before, from*

- We met Alice *...by...* chance when we were shopping in town.
- I hadn't seen Mark for years, but I recognised him ..... sight.
- You should never take your friends ..... granted.
- In her jeans and T-shirt, Kate felt ..... place in the expensive restaurant.
- This room is ..... limits to students.
- We called the police and they arrived ..... minutes.
- Policemen usually wear uniforms when they are ..... duty.
- She wants to be by herself ..... the time being.
- She put her jewellery in a locked drawer ..... safe keeping.
- We walked up the stairs, as the lift was ..... order.
- He used to live in the city centre but now he lives ..... the suburbs.
- The teacher gave us our exam results ..... the beginning of the lesson.
- I can see smoke in the sky. Something must be ..... fire.
- I lent Adam my car ..... condition that he drove carefully.

- 15 Stuart never feels ..... ease when his boss is in the room.
- 16 I promise to be more careful ..... now on.
- 17 It's getting late. We will have to leave ..... long.
- 18 He didn't have any cash with him, so he paid ..... cheque.
- 19 This product has only been ..... the market for a few months.
- 20 John is in bed. He is feeling ..... the weather.

**Phrasal Verbs**

<b>set aside:</b>	(tr) save for a special purpose; <b>set by</b>
<b>set in:</b>	(int) (of weather) start and seem likely to continue
<b>set off:</b>	(int) start a journey
<b>set out:</b>	1) (int) begin a journey, 2) intend (to do sth)
<b>set up:</b>	(tr) start a business
<b>stand by:</b>	(tr) support sb esp in difficulties
<b>stand for:</b>	(tr) be an abbreviation for
<b>stand in for:</b>	(tr) replace sb temporarily
<b>stand out:</b>	(int) be noticeable
<b>stand up:</b>	fail to meet (sb)
<b>stand up for:</b>	(tr) support sb or sth
<b>stand up to:</b>	(tr) resist; defend oneself against (sb) without fear
<b>take after:</b>	(tr) look or act like a relative; resemble
<b>take away:</b>	(tr) 1) remove, 2) seize from people
<b>take back:</b>	(tr) admit saying sth wrong
<b>take down:</b>	(tr) separate into pieces so as to repair or remove
<b>take in:</b>	(tr) make clothes narrower (opp: <b>let out</b> )
<b>take off:</b>	1) (tr) remove clothes (opp: <b>put on</b> ), 2) (int) (of planes) leave the ground, 3) (int) start to improve
<b>take time off:</b>	be allowed not to go to work for a short period of time
<b>take on:</b>	(tr) employ
<b>take out:</b>	(tr) remove; extract
<b>take sb out:</b>	(tr) take sb to a restaurant, etc.
<b>take over:</b>	(tr) gain control of sth
<b>take to:</b>	(tr) like
<b>take up:</b>	(tr) 1) begin a hobby, sport, job, 2) fill (time, space)
<b>take up on:</b>	(tr) accept sb's offer or invitation
<b>be taken aback:</b>	be strongly surprised
<b>be taken in:</b>	be deceived

- 3 Michael takes ..... his mother. They've both got brown hair and green eyes.
- 4 Ian's wife stood ..... him when he lost his job two months ago.
- 5 Once the cold weather sets ..... we'll be glad of the fire in the living room.
- 6 Lesley's business is really taking ..... She's had lots of orders.
- 7 The chef set ..... some strawberries to put on top of the cake.
- 8 The letters UN stand ..... United Nations.
- 9 I have decided to take ..... aerobics because I want to get fit.
- 10 I'm sorry. I take ..... everything I said about this restaurant. The meal was delicious.
- 11 The group set ..... on their journey, wondering what adventures lay ahead.
- 12 Of all the essays, that one stands ..... because it is very well-written.
- 13 The teacher took ..... the boy's football and put it in the cupboard.
- 14 No one was taken ..... by her clever lies.
- 15 He stood me ..... last night, so I'm very angry with him.
- 16 By the end of the day, Jack had done everything he set ..... to do.
- 17 You ought to stand ..... your boss. I'm sure he will respect you for it.
- 18 I took him ..... his dinner invitation, and we went to a lovely restaurant.
- 19 When their camping trip was over, the girls took ..... their tent and put it away carefully.
- 20 The factory is taking ..... more employees at the moment.
- 21 Work takes ..... most of my time these days.
- 22 Amanda has recently set ..... her own accountancy business.
- 23 I bought this skirt but it's too wide. Could you take it ..... a little bit, please?
- 24 My husband took me ..... for a meal last night to celebrate our anniversary.
- 25 I took ..... my jacket and hung it in the wardrobe.
- 26 You ought to stand ..... yourself. Don't let anyone intimidate you.
- 27 The company is being taken ..... by a very large firm.
- 28 I'm taking some time ..... next month. I need a holiday.
- 29 Jenny hasn't really taken ..... her new school. She's not at all happy.
- 30 Alex was taken ..... when he heard the news.
- 31 I offered to stand ..... Emily yesterday, because she was ill.
- 32 If you've finished lunch, I'll take your plate .....
- 33 The plane sped along the runway and took .....

**36**

**Fill in the correct particle.**

- 1 The dentist took ...**out**... one of my teeth last month.
- 2 Tom set ..... on his voyage, full of excitement.

# Revision Box

**37** Join the sentences using the word(s) in brackets.

- 1 Liz gave Tom a map. Then Tom could find her house. (so that)  
*...Liz gave Tom a map so that he could find her house....*
- 2 I always lock the doors and windows. I don't want to be burgled. (avoid)  
 .....
- 3 I went to the bank. I wanted to withdraw some money. (to)  
 .....
- 4 Let's take an umbrella. It may rain. (in case)  
 .....
- 5 The bus was late. They had to take a taxi. (so ... that)  
 .....
- 6 It was an expensive dress. She couldn't afford it. (such ... that)  
 .....
- 7 I went to a party. I stayed up very late. (and as a result)  
 .....
- 8 Stuart has no money. He can't go to the concert. (since)  
 .....
- 9 They are rich people. They don't have to work. (such ... that)  
 .....
- 10 Pauline doesn't wear a watch. She is often late. (consequently)  
 .....
- 11 She felt lonely. She was surrounded by lots of people. (although)  
 .....

**38** Fill in *where, why, who, which* or *whose*.

Lionel Robson, 1) *...who...* is 50, loves his job. He works at a centre 2) ..... people learn how to do parachute jumps. The centre, 3) ..... opened ten years ago, is very popular with people of all ages 4) ..... want to take up an exciting hobby. Lionel first became interested in parachute jumps while he was at university. His wife, 5) ..... hobby is flying planes, is the person 6) ..... owns the centre. 'The sky is the place 7) ..... I like to be most of all,' she says. 'That's 8) ..... I started the centre - so that I can do my hobby for a living.'

## ORAL Activity

A restaurant critic is comparing two Italian restaurants - 'The Capri' and 'Marco's'. Make sentences from the prompts below, using *Both* or *Neither*, as in the example.

e.g. *Both 'The Capri' and 'Marco's' serve a variety of dishes. Neither ...*



- serve a variety of dishes ✓
- serve much vegetarian food ✗
- have a lot of regular customers ✓
- receive very few complaints ✓
- employ many people ✗
- need a little redecorating ✓
- charge much for a meal ✗
- have several special offers every month ✓

## WRITING Activity

The restaurant critic is writing an article for a local newspaper. Look at the Oral Activity again and complete the article.

I recently dined in 'The Capri' and also in 'Marco's', both of which are popular Italian restaurants in the city centre. Both 'The Capri' and 'Marco's' serve a variety of dishes, although neither .....

To conclude, I strongly recommend both these restaurants for an enjoyable and affordable meal.