

## 4 Grammar reference

### > Imperative

#### Affirmative

**Close** your books.

**Answer** the phone, please.

#### Negative

**Don't open** that box.

Please **don't shout**.

### Imperative – use

- To give orders or commands. *Do exercise 5.*
- To make requests. *Please clean the board.*

### Pay attention

Use *please* to make polite requests.

Please turn the light on. = Turn the light on, please.

### > Should / shouldn't

#### Affirmative

You **should wait** for your turn.

#### Negative

You **shouldn't interrupt** when people are speaking.

#### Questions

**Should I arrive** early?

### Should / shouldn't – use

- To give advice. *You should drink some milk. You shouldn't skip breakfast.*
- To ask for advice. *Should I bow in Japan?*

### > Adverbs of manner

Speak **quietly**.

Drive **carefully**.

### Adverbs of manner – use

- To describe actions (verbs). *She walks quickly.*

### Remember!

We often form adverbs from adjectives.

careful → **carefully**

quick → **quickly**

bad → **badly**

Spelling changes are sometimes necessary.

happy → **happily**

Some adverbs are irregular.

good → **well**

fast → **fast**

### > Can / could

#### Questions

**Can I use** your camera?

**Could you lend** me a pencil?

#### Short answers

**Sure. / Yes, of course.**

When you say 'no', give a reason.

I'm sorry. It's broken.

I'm sorry. I've only got one.

### Can / could – use

- To ask for permission to do something. *Can I close the window?*
- To ask someone to do something for you. *Can you close the window?*

**1 Complete the rules for the first visit to a friend's house. Use the imperative in the affirmative or negative form.**

*forget   help   kiss   say   shake*  
*shout   show   smile   use*

- 1 \_\_\_\_\_ to his / her parents when you say 'hello'.
- 2 \_\_\_\_\_ his / her mother and \_\_\_\_\_ his / her father's hand.
- 3 \_\_\_\_\_ respect to them.
- 4 \_\_\_\_\_ when you speak to them.
- 5 \_\_\_\_\_ your mobile while you have lunch.
- 6 \_\_\_\_\_ you like the meal.
- 7 \_\_\_\_\_ them to clear the table.
- 8 \_\_\_\_\_ to say 'thank you' when you leave.

**2 Fill in the blanks with *should* / *shouldn't*.**

- 1 It's very cold. You \_\_\_\_\_ wear a sweater.
- 2 You've got a cold. You \_\_\_\_\_ go out. You \_\_\_\_\_ stay in bed.
- 3 \_\_\_\_\_ we arrive at 10:00? The exam starts at 10:20.
- 4 You \_\_\_\_\_ play video games at night. Then you can't wake up in the morning.
- 5 Children \_\_\_\_\_ go to bed early.

**3 What should they do? Use phrases from the box to write sentences.**

*ask for permission   go to the bookstore*  
*say you are sorry   study hard*  
*take an aspirin*

- 1 María has an exam tomorrow.  
\_\_\_\_\_
- 2 Alejandro wants to go out of the classroom.  
\_\_\_\_\_
- 3 I have a headache.  
\_\_\_\_\_

4 The children need a new English book.  
\_\_\_\_\_

5 You can't help your sister with her homework.  
\_\_\_\_\_

**4 Complete the chart with the correct adjective or adverb of manner.**

good	1 _____
bad	2 _____
3 _____	friendly
4 _____	politely
rude	5 _____
careful	6 _____
7 _____	patiently

**5 Complete the sentences with words from the chart in Exercise 4.**

- 1 Andrea speaks English very \_\_\_\_\_. She passed her exam with A.
- 2 I enjoy the \_\_\_\_\_ atmosphere of my classroom. We all have a good time together.
- 3 Brandon is \_\_\_\_\_. He always shouts in class.
- 4 Open the box \_\_\_\_\_ because there is a fragile vase in it.
- 5 Alfred is very \_\_\_\_\_. He can explain the same thing a hundred times.

# 4 Grammar practice

**6 Albert invited Josh to stay in his house. Josh is very untidy. Complete the list of things Josh should / shouldn't do.**

- 1 \_\_\_\_\_ leave drinks out of the fridge.
- 2 \_\_\_\_\_ wash your cup after you have coffee.
- 3 \_\_\_\_\_ leave the sugar pot open.
- 4 \_\_\_\_\_ dry the floor after you have a shower.
- 5 \_\_\_\_\_ leave your clothes on the floor.
- 6 \_\_\_\_\_ leave the toothpaste tube open.
- 7 \_\_\_\_\_ keep your books on the shelves.

**7 Add three more suggestions for Josh.**

- 1 \_\_\_\_\_  
\_\_\_\_\_
- 2 \_\_\_\_\_  
\_\_\_\_\_
- 3 \_\_\_\_\_  
\_\_\_\_\_

**8 Complete the sentences with an adverb.**

- 1 He is very intelligent. He finishes the test \_\_\_\_\_.
- 2 Alex writes very \_\_\_\_\_, so his work is always tidy.
- 3 There are a lot of people in the queue, so we have to wait \_\_\_\_\_ for our turn.
- 4 My neighbour plays the guitar \_\_\_\_\_ so I can't sleep.
- 5 Speak \_\_\_\_\_, please. The baby is sleeping.

**9 Put the words in order.**

- 1 use / I / your mobile / can / ?  
\_\_\_\_\_
- 2 you / open / please / the door / could / ?  
\_\_\_\_\_
- 3 drive me home / you / please / could / ?  
\_\_\_\_\_
- 4 borrow / your pen / can / I / ?  
\_\_\_\_\_
- 5 repeat your question / you / could / please / ?  
\_\_\_\_\_

**10 Match the requests in Exercise 9 with the following answers.**

- |                                    |                          |
|------------------------------------|--------------------------|
| a I'm sorry. I don't have the key. | <input type="checkbox"/> |
| b Sure. Where are you from?        | <input type="checkbox"/> |
| c I'm sorry. I'm on foot today.    | <input type="checkbox"/> |
| d I'm sorry. It has no battery.    | <input type="checkbox"/> |
| e Sure. Here you are.              | <input type="checkbox"/> |

**11 Fill in the blanks with words from the box. There are three extra words.**

*bowed friendly happily happy never participated stayed strange strangely took off uncomfortable wonderful*

In 2008, Alex <sup>1</sup> \_\_\_\_\_ in an exchange programme. He <sup>2</sup> \_\_\_\_\_ with a Japanese host family. When he arrived at the house, he <sup>3</sup> \_\_\_\_\_ his shoes because that is a sign of respect. When they said hello, they all <sup>4</sup> \_\_\_\_\_. That is the Japanese tradition. They <sup>5</sup> \_\_\_\_\_ shake hands. It was a bit <sup>6</sup> \_\_\_\_\_ at the beginning and Alex was rather <sup>7</sup> \_\_\_\_\_. But now he remembers all those <sup>8</sup> \_\_\_\_\_ moments he spent with the Chikamatsu family. They were really <sup>9</sup> \_\_\_\_\_.

**1 Circle the incorrect words. Rewrite the sentences correctly.**

- 1 Children wave goodbye with their feet.
- 2 You speak loudly when the baby is sleeping.
- 3 Friends hug in very formal situations.
- 4 You never smile when you are happy.
- 5 In Argentina, mothers bow to say goodbye to their kids.
- 6 We walk very slowly when we are in a hurry.
- 7 There are many car accidents because people drive carefully.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_

**2 Find two verbs in each line.**

- 1 WBOAVEW \_\_\_\_\_
- 2 HSMUILEG \_\_\_\_\_
- 3 KSHISASKE \_\_\_\_\_

**3 Use words from Exercise 2 to complete the sentences. Make the necessary changes.**

- 1 In formal situations, people \_\_\_\_\_ hands to say 'hello'.
- 2 Sumo fighters \_\_\_\_\_ before they start the fight.
- 3 Magda is very nice. She always \_\_\_\_\_ and has good manners.
- 4 I love when my mom \_\_\_\_\_ me 'good night'.
- 5 The baby is learning to \_\_\_\_\_ 'goodbye' with his little hand.
- 6 Friends usually \_\_\_\_\_ when they meet after a long time.

**4 Complete the brochure for the Summer Language Institute with phrases a-h.**

- a be ready to eat whatever they offer
- b should accept different cultures
- c shouldn't be afraid of them
- d should prepare your own meals
- e shouldn't arrive late
- f should help with housework
- g live comfortably with a family
- h should tell them in advance

## Summer Language Institute

### Living with a British Family

Planning to study in England? Here we attach some tips to <sup>1</sup>\_\_\_\_\_.

- ✈ England is a multicultural country, so you <sup>2</sup>\_\_\_\_\_.
- ✈ Families from different cultures cook their traditional food. <sup>3</sup>\_\_\_\_\_.
- ✈ Most women work outside their homes, so they don't usually have time to cook. You <sup>4</sup>\_\_\_\_\_.
- ✈ British people love animals. They have pets at home. You <sup>5</sup>\_\_\_\_\_ because they are friendly and don't hurt you.
- ✈ British families eat earlier than in other countries. You <sup>6</sup>\_\_\_\_\_ and if you're not eating with them you <sup>7</sup>\_\_\_\_\_.
- ✈ British families don't usually have maids, so you <sup>8</sup>\_\_\_\_\_.

Enjoy your stay!

## Stress and you

## &gt; Read

**1 Read the text. According to the author, are these sentences true or false?**

- 1 Stress is healthy.
- 2 There are many different sources of stress.
- 3 Eating well can fight stress.
- 4 Mistakes are useful.

**What is stress?**

Stress is the body's reaction to events. Our blood circulates fast and our arms and legs shake nervously. We have to stop this feeling or we might fall ill.

**What causes stress?**

School demands and parents' expectations. Extracurricular activities are also important sources of stress. Besides, problems with friends or dating failure can make us react stressfully. Family problems such as divorce or the death of a family member add to this feeling.

**How can we fight stress?**

A good way to face this process could be to keep a healthy diet, eat regularly and take time to eat calmly. To avoid behaving anxiously, we could learn how to breathe deeply and think positively. Also, practicing a hobby can be relaxing. And saying what we want or need politely can be really helpful. Learning that changes are a natural part of life, that mistakes help us to do things well in the future and that friends are always next to us when we need them is a good way to live comfortably. Believing in our potential and following our instinct can help us enjoy life and live healthily.

**2 Find adverbs in the text modifying the following actions:**

- 1 shake \_\_\_\_\_
- 2 eat \_\_\_\_\_
- 3 breathe \_\_\_\_\_
- 4 say things \_\_\_\_\_
- 5 live \_\_\_\_\_

**4 Complete the pieces of advice from the text with *should* / *shouldn't*.**

- 1 We \_\_\_\_\_ stop stress.
- 2 Parents \_\_\_\_\_ have too many expectations about their kids.
- 3 We \_\_\_\_\_ eat fast.
- 4 We \_\_\_\_\_ behave anxiously.
- 5 We \_\_\_\_\_ believe in our potential.

**3 Complete the orders with the corresponding verbs in the affirmative or negative form.**

- 1 \_\_\_\_\_ many extracurricular activities.
- 2 \_\_\_\_\_ positively.
- 3 \_\_\_\_\_ a hobby.
- 4 \_\_\_\_\_ good friends.

## &gt; Write

**5 Write a brochure welcoming a foreign exchange student to your school.**

- Describe the place: where it is, what it is like.
- Describe what students and teachers do there.
- Give some tips about the things they should / shouldn't do at school / in your town.