

1 When do I use full stops and when do I use commas?

1 Tick the correct sentence in each pair.

- 1 a I would like to sell a computer; it's two years old.
b I would like to sell a computer. It's two years old.
- 2 a Cardiff, which is in Wales, is very interesting.
b Cardiff which is in Wales is very interesting.

A sentence always begins with a capital letter and ends with a full stop (unless it is a question). All sentences have a subject (a person or thing doing the action):

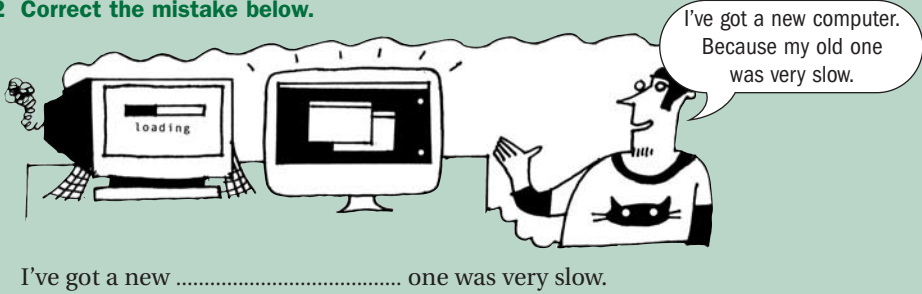
The plane arrived at 10.30 pm. It was an hour late. (The plane, It = subject)

We use a comma to show a short pause which separates parts of a sentence:

- in a list: *There's a bed, a wardrobe, a table and two chairs in my room.*
- in a procedure: *Go down this street, turn right at the junction and it's on the left.*
- before *for example, like* and *such as*: *There are many places to visit, like the lake.*
- before *but, so, then*: *I like my bike, but I'm selling it.*
- at the end of the first part of a sentence which begins with *if, when, after, before, while*: *If I see the book I want, I will buy it.*
- before extra information (and after it if there is no full stop): *I like my room, which is nice and light. My room, which is nice and light, is very small.*
- between a name and a description: *I want to buy Face2Face, an English book.*
- before question tags: *You can look at your map, OK? It's nice weather, isn't it?*

☆ A comma cannot separate two sentences.

2 Correct the mistake below.



3 Add full stops and commas. Sometimes there are two sentences.

- 1 You must weigh the rice, wash it and soak it in water.
- 2 I want a pen friend in another country for example Australia
- 3 Before you leave England go and visit Oxford I love it
- 4 We saw *Syriana* a film by George Clooney
- 5 My flatmate who is from Russia is very nice
- 6 I've got a sister two brothers and a cousin I haven't got any pets
- 7 I'm going to buy a car so I don't need a bike
- 8 We waited ten minutes then we decided to walk

2 When must I use I?

1 Tick the correct sentence in each pair.

- 1 a You are coming here and am very happy.
 b You are coming here and I am very happy.
- 2 a I think will do my homework.
 b I think I will do my homework.

In general, we use subject pronouns (*I, you, he, she*, etc.) before verbs. This is because verb forms (*play/plays, played, have/has played*, etc.) refer to many different people (*I play / you play / we play / they play*, etc.). In addition, we always use *I* with *am*: ***My friend and I enjoyed the film. She liked the story and I liked the acting.***

You don't need to use the subject pronoun in the second (and third) part of a sentence when the subject is the same as in the first part and the verb is in the same tense: ***I got up late, had a shower and then went out for breakfast.***

We always use a pronoun after the verbs *hope* and *think*: ***I hope you are OK. I think I'll sell my coat.***

We always use a pronoun after *because*, *but* and *so*: ***I got up late because I was very tired.***

Remember to include the pronoun *it* at the beginning of sentences like these: ***It's nearly six o'clock, so it's time to go. It was nice to see you again.***

2 Correct the mistake below.



I am tired, all day.

3 Rewrite the sentences using I.

- 1 am hoping to see you soon. *I am hoping to see you soon.*
- 2 think will go into town and buy a shirt.
- 3 bought the book, because liked the film.
- 4 my grandparents died and was very sad.
- 5 can play tennis, but don't play very well.
- 6 am tired today, so will sleep well tonight.
- 7 put the book on the shelf and left the library.
- 8 hope will see you soon.

3 When can I use an apostrophe before s ('s)?

1 Tick the correct sentence in each pair.

- 1 a I like this book. Its very useful.
 b I like this book. It's very useful.
- 2 a My sister's name is Maribel.
 b My sisters' name is Maribel.

We use 's as the short form of *is* and the short form of *has* in *has got/been*, etc. when we speak and when we write informally:

I go to the market because it's very cheap. (it's = it is)

Brighton is interesting and it's got very good shops. (it's = it has)

☆ Note that *its* (without an apostrophe) means 'belonging to it': *The lion ate its food.*

We don't use short forms at the end of sentences:

'What time is it?' 'It's four o'clock.'

'Has your mum gone out?' 'Yes, she has.' (not *'Yes, she's.'*)

We also use 's in *let's*:

I'm hungry. Let's have something to eat.

☆ Note that 'm is the short form of *am*. Other short forms include 're (*are*), 've (*have*), 'll (*will*), 'd (*had* and *would*) and n't (*not*).

We also use 's to mean 'belonging to one person or animal'. We use *of* for things:

I didn't go to my cousin's house last night. (= the house of one cousin)

Write your name at the top of the page. (not *Write your name at the page's top.*)

☆ Note that *cousins' house* means 'the house of two or more cousins'.

2 Correct the mistake below.



You think it isn't cold,

3 Rewrite the sentences with short forms where possible.

- 1 The sea is very clear and it is great for swimming. *The sea's ... it's great*
- 2 What has that girl got in her hands?
- 3 You are not pleased with your marks, but we are.
- 4 I know! Let us go shopping and buy some clothes.
- 5 'What date is it today?' 'I think it is the eighth.'
- 6 The book has got a nice title, but I do not like its cover.
- 7 'Hello. Who is speaking?' 'It is Jane.'
- 8 The city is very nice and it has got lots of parks.

TEST 1

1 Add the words in brackets to the sentences. Use commas where necessary.



- 1 I've got two sandwiches and a drink for lunch. (*an apple*)
- 2 I've got my keys ? (*haven't I*)
- 3 I like foreign food and pizza. (*such as pasta*)
- 4 After I left the nightclub (*I went home*)
- 5 My friend sits next to me. (*who is nice*)
- 6 Peel the carrots and then put them in the pan. (*chop them*)
- 7 My jacket's new (*so I wear it all the time*)
- 8 I'm selling my guitar and in good condition. (*which is two years old*)

2 Tick (✓) the correct sentence in each pair.

- 1 a I can write once a week. Is this OK for you?
- b I can write once a week, is this OK for you?
- 2 a Cambridge is an interesting place. Because it's got a university.
- b Cambridge is an interesting place because it's got a university.
- 3 a Let's meet near Piero's, the Italian restaurant.
- b Let's meet near Piero's the Italian restaurant.
- 4 a I get up at seven o'clock. It is dark.
- b I get up at seven o'clock, it is dark.
- 5 a Edinburgh is nice, but its very windy.
- b Edinburgh is nice, but it's very windy.
- 6 a I know someone who's got a guitar.
- b I know someone, who's got a guitar.
- 7 a I was there, but I didn't see my friends.
- b I was there. But I didn't see my friends.
- 8 a I like music. So I've got a lot of CDs.
- b I like music, so I've got a lot of CDs.

3 Rewrite the sentences using *I, it or we*. Use short forms where possible.

- 1 is very hot today
- 2 are looking forward to your visit
- 3 maybe will meet our friends
- 4 don't want my bread, so you can have
- 5 like our new car because
has got air conditioning
- 6 is dark, so need my torch
- 7 were at home last night
- 8 am buying because costs very little

4 Write sentences. Use apostrophes (') where necessary.

- 1 itshalfpastthree
- 2 mybrothersjobisboring
- 3 icantrememberitsname
- 4 letshavelunch
- 5 itsatthebackofthebook
- 6 hiscarsgotfourdoors
- 7 werenohappyhere
- 8 thatsmyfriendspen

5 Are the sentences right or wrong? Correct those which are wrong.

- 1 Go and see the film. I'm sure you'll like.
- 2 I like my room It's quite big.
- 3 We went to the end of the street.
- 4 What date's it?
- 5 I've got my dads' watch.
- 6 I like fruit, for example grapes.
- 7 I do'nt like classical music.
- 8 I'm hungry. I think will have something to eat.

4 Do I need a in this sentence?

1 Tick the correct sentence in each pair.

- 1 a I went to party last night.
 b I went to a party last night.
- 2 a Oxford is a very old city.
 b Oxford is very old city.

We use *a* with singular countable nouns:
I want to buy a camera for my mother.

We use *an* before singular countable nouns beginning with the vowels *a, e, i* and *o*:
I eat an apple every day.

We also use *a* and *an* before an adjective + noun:
Budapest is a beautiful city. It's an interesting place.

We do not use *a* and *an* before an adjective if there isn't a noun:
Budapest is a beautiful city. It's an interesting place because it's old.

We use *an* before most nouns and adjectives that begin with *u* (*an umbrella / an uncle, an uncomfortable chair / an ugly building*). However, when a word begins with a /j/ sound, we use *a* and not *an*:
We're studying a unit about 'a' and 'an'.
I don't wear a uniform at work.
A dishwasher is a useful machine.

2 Correct the mistake below.



3 Rewrite the end of these sentences using the words in brackets. Use *a* or *an*.

- 1 Keanu Reeves is famous. (*actor*) *a famous actor*
- 2 Spain is interesting. (*country*)
- 3 It was fantastic! (*match*)
- 4 London is expensive. (*city*)
- 5 My best friend is lazy. (*person*)
- 6 That's great! (*idea*)
- 7 I live in a block of flats. (*ugly*)
- 8 Who's good? (*student*)

5

A or the?

1 Tick the correct sentence in each pair.

- a I like the living room in my house because it's very big.

b I like a living room in my house because it's very big.
- a I go to a dentist twice a year.

b I go to the dentist twice a year.

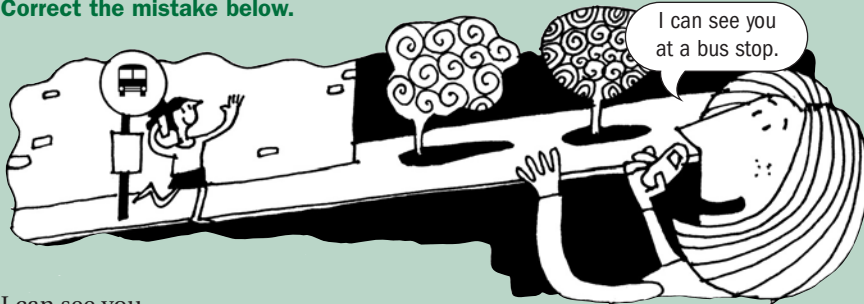
We use *a*:

- after *there is*: *There's **a park** and **a swimming pool** near my house.*
- to mention a person or thing for the first time: *I've got **a friend** from Rome.*
- to describe what we do: *I'm **a student**. My dad's **a teacher**.*
- to describe ourselves: *I'm **a Chelsea supporter**. My brother's **a clever boy**.*

We use *the*:

- to mention a person or thing for the second time: *I walk through **the park** every day, but I don't go to **the swimming pool** very often.*
- when it is clear which person or thing we are talking about: *I like my class. **The teacher** is very good.*
- when there is only one person or thing: *I do my homework in **the living room**.*
- for places in a town (but not after *there is*): *the cinema / the theatre / the bank / the post office / the library / the station (also the airport)*
- for services: *the doctor / the dentist / the optician / the hairdresser*

2 Correct the mistake below.



I can see you

3 Add *a* and *the* to these sentences.

- 1 I bought*a*..... cake and*a*..... banana, but I didn't eat*the*..... banana.
- 2 In my town, there's bank and cinema near station.
- 3 I know nothing about plants. I need to get book from library.
- 4 My uncle's doctor. He works in hospital in Canada.
- 5 Sydney is big city, but it isn't capital of Australia.
- 6 My brother's goalkeeper on his team. He's good footballer.
- 7 I work in shop in city centre.
- 8 I switched off light and closed door.

6 Do I need *the* in this sentence?

1 Tick the correct sentence in each pair.

- 1 a I work in an office in Milton Street.
 b I work in an office in the Milton Street.
- 2 a New York is the largest city in United States.
 b New York is the largest city in the United States.

We use *the*:

- with the names of cafés, hotels, restaurants, cinemas, theatres and museums:
*I'll be at **the** ABC café. I went to **the** Playhouse. I like **the** British Museum.*
- with names which include *of*:
*You can go to **the** Bank of England and **the** Houses of Parliament.*
- with some famous place names: *the White House, the Empire State Building, the Parthenon, the Vatican, the Kremlin, the Eiffel Tower, the London Eye*
- in *the United Kingdom (the UK)* and *the United States (the USA)*

We also use *the* with seas (*the Mediterranean Sea*), oceans (*the Pacific Ocean*), rivers (*the [River] Amazon*), islands (*the Bahamas*) and mountains (*the Andes*).

We use *the* with *north/south/east/west* for location. We don't use *the* for direction:
*Verona is **the** north of Italy. It is **east** of Milan and **west** of Venice.*

We don't use *the* with street names or the names of stations, churches, airports, etc.:
King's Cross Station is in Euston Road. Westminster Abbey is in Parliament Square.

2 Correct the mistake below.



3 Add *the* to these sentences. Sometimes you need to add it twice.

- 1 I was in USA last week, but now I'm in Canada. *the USA*
- 2 Pedro works in Olympic Hotel near Oxford Street.
- 3 Sweden is in north of Europe, north of Denmark.
- 4 Have you been to Tower of London?
- 5 Natural History Museum is in west of London.
- 6 We went to Trafalgar Square and National Gallery.
- 7 Canary Islands are in Atlantic Ocean.
- 8 London Eye is next to River Thames.

TEST

Test 2

1 Put the words in the correct order. Add *a* or *an* to each sentence.

1 I / TV / watched / film / on

.....

2 grapes / have / and / I'll / some / orange

.....

3 Milan / great / place / is

.....

4 Spanish / Picasso / was / artist

.....

5 got / has / university / Edinburgh

.....

6 enormous / Brazil / country / is

.....

7 I've / and / got / brothers / two / sister

.....

8 unusual / is / name / Jania

.....

2 Complete one sentence in each pair with *a* and the other with *the*.

1 a My cousin wants to be hairdresser when she leaves school.

b I went to hairdresser on Monday.

2 a Excuse me. Is there post office near here?

b I'll get some stamps at post office.

3 a student who writes the best story will win the prize.

b student in my class was hurt in an accident last week.

4 a You'll find bathroom at the top of the stairs, on the right.

b Each bedroom has bathroom with a jacuzzi.

5 a Who's man with red hair over there?

b I saw man in the street with red hair.

6 a There's cinema in my town.

b I go to cinema every week.

7 a There's someone at door. Can you open it?

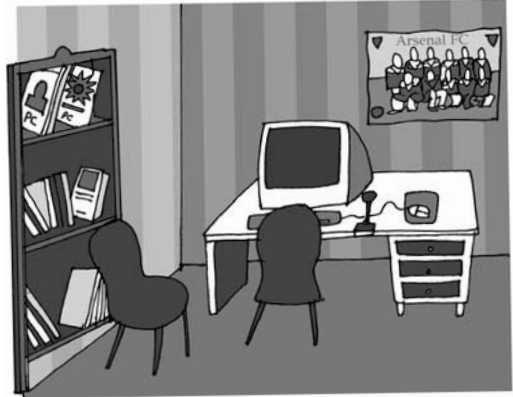
b There's door in the corner of the room into the kitchen.

8 a Do you know woman called Jill?

b I know woman you're talking about.

3 Complete this description with *a/an* and *the*.

In my room there's (1) desk and two chairs. I've got (2) bookcase with three shelves. My computer games are on (3) top shelf. I play on (4) computer every day. I've got (5) poster of (6) Arsenal football team on one wall. I'm (7) Arsenal supporter, but I have never been to (8) match.



4 Write sentences with *is* or *are*. Add *the* to these sentences. Sometimes you need to use it twice.

- 1 British Museum / in / Great Russell Street
.....
- 2 Mexico / south of / United States
.....
- 3 London Eye / near / Waterloo Station
.....
- 4 Statue of Liberty / in / New York
.....
- 5 Belfast / in / United Kingdom
.....
- 6 Andes / in / west of South America
.....
- 7 Dorchester / a famous hotel in / London
.....
- 8 Canary Islands / in / Atlantic Ocean
.....

5 Are the sentences right or wrong? Correct those which are wrong.

- 1 I'm reading the book about France.
- 2 The zoo in San Diego is very famous.
- 3 I bought two cakes, but I didn't eat smaller one.
- 4 My dad's good cook.
- 5 I visited the Acropolis in Athens.
- 6 This is awful place.
- 7 I've put your suitcase in a hall.
- 8 Oxford is on River Thames.