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# Grammar-Vocabulary WORKBOOK

*A complementary resource to your online TELL ME MORE Training*

## Linking words C1

## Forward

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# Linking words - C1 level

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## Linking words

### Preposition

#### The prepositions 'in' and 'at'

- **At** is used:

➡ Before the <b>number</b> of a house.	<b>Example:</b> <ul style="list-style-type: none"><li>• John lives <b>at 7498</b>, 85th Street.</li></ul>
➡ When it concerns a <b>precise</b> and <b>fixed place</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>• <b>at</b> the station</li><li>• <b>at</b> one's office</li><li>• <b>at</b> the doctor's</li><li>• <b>at</b> the door</li><li>• <b>at</b> his desk</li></ul>
➡ Before certain <b>nouns</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>• <b>at</b> home</li><li>• <b>at</b> school</li><li>• <b>at</b> work</li><li>• <b>at</b> university</li></ul>

- **In** is used:

➡ Before the name of a <b>region</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>• During the holidays I'll go to Hartford, Connecticut, <b>in New England</b>.</li></ul>
➡ Before certain <b>nouns</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>• <b>in</b> bed</li><li>• <b>in</b> the hospital</li><li>• <b>in</b> the sun</li><li>• <b>in</b> the shade</li><li>• <b>in</b> the rain</li></ul>

## Linking words - C1 level

- Before the names of buildings, work or meeting places, it is correct to use:

<p>➡ <b>At</b> when a <b>reference</b> is made <b>to the activity</b> rather than the place itself, or when the place is used for a meeting.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'll see you <b>at the restaurant</b>.</li> <li>• He's <b>working at The Farmers' Bank</b>.</li> </ul>
<p>➡ <b>In</b> is used in the <b>other</b> cases.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We ate <b>in a beautiful restaurant</b>.</li> <li>• There are many employees <b>in The Farmers' Bank</b>.</li> </ul>

- As for **names of cities**:

<p><b>A - In</b> is used before the name:</p> <p>➡ Of a <b>city or large town</b>.</p> <p>➡ Of a <b>well-known small</b> town (or a small village) or one which has significance for the speaker.</p>	<p><b>Example:</b> He works <b>in Chicago</b>.</p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I spent a year <b>in Tampa</b>, near Orlando.</li> <li>• We had lunch <b>in Boston</b>, where Benjamin Franklin was born.</li> </ul>
<p><b>B - At</b> is sometimes used before the names of:</p> <p>➡ Stops along a journey such as a <b>small</b> village that has <b>no importance</b> for the speaker.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We spent the night <b>at Ocala</b>.</li> <li>• We stopped <b>at Newark</b> before going to Toronto.</li> </ul>

### The prepositions 'in' and 'at' – Exercise – Fill in the blanks

Mr. Gibbons works \_\_\_\_\_ that company, Harper's Metal Fittings.

It's \_\_\_\_\_ Maple Avenue.

He's going to stay there \_\_\_\_\_ he retires, next year. He's got a job \_\_\_\_\_ department of quality control. We'll have to replace him \_\_\_\_\_ month or so.

at - within the - within a - on - till

## The prepositions 'in' and 'at' – Exercise – Word order

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have - you - in - United - do - how - many - cars - the - States?

## The notion of means

The **notion of means** can be expressed by:

➡ <b>by + gerund</b>	<b>Example:</b> <ul style="list-style-type: none"><li>• <b>How</b> did she gain so much weight? (<i>She gained weight</i>) <b>By eating</b> a lot of sweets.</li><li>• <b>How</b> did he get that position? (<i>He got that position</i>) <b>By working</b> hard.</li></ul>
➡ <b>by + means of + noun</b>	<b>Example:</b> <ul style="list-style-type: none"><li>• How are you going to increase the sales figures? (<i>I'm going to increase the sales figures</i>)</li><li>• By means of a huge advertising campaign.</li></ul>

### Note:

**By + noun of means of transport** (**by** bus, **by** train, **by** plane / **by** air, **by** car) is also used.

**By** is also used to explain how something is done: **by** fax, **by** hand, **by** check.

## The notions of means– Exercise – The right word

You could find something better \_\_\_\_\_ a little more.

you pay - by paying - by pay - if paying - have paid - pay

## The notions of means– Exercise – Word order

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you - thank you - Perhaps - to - by - I - can - taking - out - dinner.

## 'To be interested in'

'To be interested in' may precede:

▶ A noun, noun phrase, or pronoun	<b><u>Example:</u></b> <ul style="list-style-type: none"><li>• I <b>was interested in</b> your lightweight cell phone.</li><li>• <b>Would you be interested in</b> another loan?</li><li>• He's <b>interested in</b> you.</li></ul>
▶ A gerund ('-ing' verb)	<b><u>Example:</u></b> <ul style="list-style-type: none"><li>• I don't think we're <b>interested in</b> paying much more.</li></ul>

## Different meanings of 'since'

<p>➡ The <b>preposition</b> 'since' precedes <b>dates, times and periods</b>.</p> <p><b>Note:</b> In such a sentence, the <b>present perfect</b> indicates <b>continuity up to the present</b>, while the <b>past perfect</b> indicates <b>continuity up to some past time</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>I've known her <b>since 1994</b>.</li> <li>A lot of progress has been made <b>since the days of MS-DOS</b>.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>He's <b>been</b> ill <b>since</b> Monday.</li> <li>We had to leave the town where I <b>had lived</b> <b>since</b> my childhood.</li> </ul>
<p>➡ The <b>conjunction</b> 'since' introduces a subordinate clause whose <b>verb</b> is in the <b>preterite</b> if its <b>action is finished</b>, or in the <b>present perfect</b> if its <b>action is ongoing</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>We haven't called him <b>since we arrived</b>.</li> <li><b>Since I've been</b> here, I haven't had the time or the money to buy much.</li> </ul>
<p>➡ The <b>adverb</b> 'since' (or 'since then') normally <b>ends a clause</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>He lost his job four months ago and he's been unemployed <b>since</b>.</li> <li><b>Since then</b>, the Internet has spread to all sectors of the population.</li> </ul>
<p>➡ 'Since' may also be used as a <b>conjunction</b> to introduce expressions of <b>causality</b> in all tenses.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li><b>Since</b> it's raining, we won't go to the seaside.</li> </ul>

## Different meanings of 'since' – Exercise – Fill in the blanks

He's \_\_\_\_\_ driving since this morning.

She \_\_\_\_\_ driving for five hours before she stopped. I started speaking English five years \_\_\_\_\_.

We've been in competition with them \_\_\_\_\_ almost five years. We've been planning the launch \_\_\_\_\_ last month.

How long ago \_\_ you reserve your exhibition stand?

did - for - ago - was - been - since

## 'Within' - 'Within . . . of'

'Within'	
<p>➔ The <b>preposition</b> 'within' often refers to <b>space</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Her office is <b>within</b> the sales department.</li> </ul>
<p>➔ It may also refer to <b>time</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'll finish <b>within</b> the next two weeks.</li> <li>• Can you deliver <b>within</b> 48 hours?</li> </ul>

'Within...of'	
<p>➔ 'Within . . . of' expresses the <b>distance between two points in space</b>, or the <b>period between two points in time</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Our house is <b>within</b> two miles <b>of</b> the station.</li> <li>• We finished the project <b>within</b> a day <b>of</b> its deadline.</li> </ul>
<p>➔ When used with a <b>gerund</b>, 'within . . . of' expresses a <b>period of time immediately preceding</b> the completion of an action.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Within</b> ten minutes <b>of</b> my <b>arriving</b>, the phone rang.</li> </ul>

## 'Within' - 'Within . . . of' – Exercise – Fill in the blanks

I've been working on this project \_\_\_\_\_ January.

\_\_\_\_\_, I've been very tired.

I should complete it \_\_\_\_\_ a month or so. I've got \_\_\_\_\_ to meet the sales targets!

I'll be at work \_\_\_\_\_ 9 o'clock tonight.

I prefer to work \_\_\_\_\_ few kilometers of home.

since then - till then - until - since - within a - within

## 'Within' - 'Within . . . of' – Exercise – Word order

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to - phones - you - get - the - we'll - within the - remaining - week.

## Adverbs

### Adverbs of time

The main adverbs of inexact time and frequency are:

- Always
- Never
- Sometimes
- Often
- No longer
- Not...anymore
- Soon
- Already
- Still
- Usually
- Ever

The adverb is placed:

<p>➡ Immediately <b>before a verb</b> (before the main verb when an auxiliary is present).</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I <b>never</b> talk about the weather!</li> <li>• How many passengers <b>usually</b> ride with you?</li> <li>• It will <b>soon</b> be July 4th.</li> </ul>
<p>➡ <b>After 'to be'</b> in any simple tense, except when <b>'to be'</b> is at the end of a sentence or in the imperative.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'm <b>still</b> very tired.</li> <li>• It <b>sometimes</b> is!</li> <li>• <b>Always</b> be on time.</li> </ul>
<p>➡ <b>Before a modal auxiliary</b> and, less often, <b>before auxiliary "be" or "have"</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I <b>still</b> can stay here for a while.</li> <li>• They <b>already</b> have gone their way.</li> </ul>
<p>➡ At the <b>end of a sentence</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• It will be July 4th <b>soon</b>.</li> <li>• They have gone <b>already</b>.</li> <li>• How many passengers ride with you <b>usually</b>?</li> <li>• Are you going to drive it <b>often</b>?</li> </ul>

**Adverbs of time – Exercise –Word order**

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make - model - We - don't - that - anymore

## Relative pronouns and adverbs

### A - The Relative Pronouns

<p>➔ <b>Who</b> is the <b>relative subject pronoun</b> (singular and plural) that refers to a <b>person</b>.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>I like <b>people who</b> are honest.</li> </ul>
<p>➔ <b>That</b> and <b>which</b> are the <b>relative subject pronouns</b> and direct and indirect <b>objects</b> (singular and plural).</p> <p>➔ <b>That</b> is restrictive, while <b>which</b> is not.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>She's reading a <b>book that</b> makes her laugh.</li> <li><b>The shoes, which</b> I bought yesterday, hurt my feet.</li> </ul>
<p>➔ <b>Whom</b> is the <b>relative indirect object pronoun</b> (singular and plural) that refers to an <b>animate antecedent</b>.</p> <p><u>Note:</u> <b>Whom</b> is often replaced by <b>who</b>.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li><b>The boy whom</b> you met is my cousin.</li> <li>Here is <b>the woman whom</b> you were looking at.</li> </ul>
<p><b>Whose</b> and <b>of which</b> replace a <b>noun phrase object to the noun:</b></p>	
<p>➔ <b>Whose</b> refers to an <b>animate or inanimate antecedent</b>.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li><b>The girl whose</b> dad is a scientist is very clever. (Animate antecedent.)</li> <li>Her <b>room</b> is the one <b>whose</b> door is locked. (Inanimate antecedent.)</li> </ul>
<p>➔ <b>Of which</b> refers to an <b>inanimate antecedent</b>.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>She's in the <b>room</b> the door <b>of which</b> is locked.</li> </ul>
<p>➔ <b>What</b> and <b>which</b> are the <b>relative subject and object pronouns</b> (direct and indirect) that announce or continue previous <b>clauses</b>.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>I don't understand <b>what</b> you're saying.</li> <li>Darkness is <b>what</b> I'm afraid of.</li> <li>He said he's lazy, <b>which</b> is true.</li> <li>She'll give a party, <b>which</b> I'm excited about.</li> </ul>

# Linking words - C1 level

## B - The Relative Adverbs

➡ <b>When</b> replaces an <b>adverbial phrase of time</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>The day <b>when</b> he arrived, his family wasn't there.</li></ul>
➡ <b>Where</b> replaces an <b>adverbial phrase of place</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>We live in a place <b>where</b> the sun shines very often.</li></ul>
➡ <b>(The reason) why</b> replaces an <b>adverbial phrase of cause</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>I don't know <b>why</b> he's so angry.</li></ul>

## Relative pronouns and adverbs – Exercise- Sentence practice

*Rewrite as in the example:*

What time is the meeting? (to forget)	I forget what time the meeting is.
Where is the trade show located? (to forget)	
How do you do this? (to forget)	
Why are you leaving? (to forget)	

## Use of 'else'

<p>➡ 'Else' may follow compound forms of 'some,' 'any,' 'no,' and 'every.'</p> <p><b>Note:</b> 'Somewhere else' and 'elsewhere' are synonymous.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>You should ask <b>someone else</b>.</li> <li>I have <b>nothing else</b> to tell you.</li> <li>Is there <b>anything else</b> you'd like?</li> </ul>
<p>➡ 'Else' is sometimes used in the <b>possessive</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>I took <b>somebody else's</b> coat.</li> </ul>
<p>➡ 'Else' can also follow 'much,' 'little,' and the interrogative pronouns 'what,' 'who,' and 'where.'</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>There was <b>little else</b> to be said.</li> <li><b>What else</b> could I do?</li> </ul>
<p>➡ 'Or else' is often used as a <b>linking adverb</b> like 'otherwise.'</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>Write back, <b>or else</b> I won't write to you again.</li> </ul>

## Use of 'else' – Exercise – Fill in the blanks

Can I speak to your \_\_\_\_\_ manager?

I'm afraid our sales manager is \_\_\_\_\_ on business. Can anyone \_\_\_\_\_ help me?

Perhaps I can. I'm the sales \_\_\_\_\_.

I met your sales manager at \_\_\_\_\_ month's trade show.

In Chicago? You must be Mr. Boardman.

That's right. I'll be in New York next week and would like to \_\_\_\_\_ by \_\_\_\_\_ and see her. Just a \_\_\_\_\_, I'll get her \_\_\_\_\_.

How would Wednesday morning \_\_\_\_\_ you? Shall we \_\_\_\_\_ at 3:15? Fine.

calendar - say - suit - away - last - else - second - assistant - drop - sales

## Placement of 'enough'

The adverb 'enough' is placed:

<p>➡ <b>after</b> adjectives and adverbs</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I'm not tall <b>enough</b>.</li> <li>• You drive fast <b>enough</b>.</li> </ul>
<p>➡ <b>before</b> nouns and noun phrases</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• But there aren't <b>enough</b> pillows!</li> </ul>
<p>➡ <b>after</b> verbs, including past participles</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• One pound is <b>enough</b>.</li> <li>• I've eaten <b>enough</b>.</li> </ul>

## Placement of 'enough' – Exercise – Fill in the blanks

Would you like a \_\_\_\_\_?

Yes, but I really don't know if I have \_\_\_\_\_ time.

I understand you're having an official press \_\_\_\_\_ this afternoon.

Yes, our \_\_\_\_\_ Executive Officer is coming.

Really? We \_\_\_\_\_ to be doing a lot of \_\_\_\_\_ with you next year.

What time are you \_\_\_\_\_ her?

She should be here at \_\_\_\_\_ one-thirty.

demonstration - about - expect - business - launch - enough - Chief - expecting

## Placement of 'enough' – Exercise – Word order

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immediate - but - we - still - insist - enough, - Fair - on - payment

## 'How' + adjective or adverb

- ▶ A great deal of open questions (to which one can't answer either yes or no) are formed as follows:

**How + adjective or adverb + verb (or auxiliary) + subject**

### Example:

- **How tall are** you?
- **How high is** Mount Everest?
- **How often do** you go to the cinema?

Note: In **indirect interrogatives**, the verb is put after the subject:

**How + adjective or adverb +subject + verb or auxiliary**

Example: I wonder **how far** city hall is.

## 'How' + adjective or adverb – Exercise – Fill in the blanks

- \_\_\_\_\_ ten percent off the price list?  
\_\_\_\_\_ model did you have in mind?  
\_\_\_\_\_ units did you have in mind?  
\_\_\_\_\_ would you be using the phones?  
\_\_\_\_\_ can you get back to me?  
\_\_\_\_\_ of discount will you give us?  
\_\_\_\_\_ is your fleet?

How many - What - Where - What sort - How about - How quickly - How big

## 'How' + adjective or adverb – Exercise – Word order

\_\_\_\_\_

really - It - much - how - on - depends - to - you - want - pay.

## Uses of 'so'

<p>➡ <b>'So' + adjective or adverb</b> is used to express an <b>exclamation</b>.</p> <p><b>Note:</b> 'So' may introduce <b>'that'</b> clauses, in which <b>'that'</b> may be understood.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Why is this taking <b>so long</b>?</li> <li>• Don't be <b>so</b> sensitive!</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• He was driving <b>so</b> fast <b>that</b> he went through a red light.</li> </ul>
<p>➡ <b>'So'</b> may be used to introduce a clause.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>So</b> you found a job?</li> <li>• It's 100% coverage, <b>so</b> it is particularly attractive.</li> </ul>
<p>➡ <b>'So'</b> may replace a clause in an elliptical sentence or in tags.</p> <p><b>Note:</b> Use of <b>'so'</b> is <b>impossible</b> in certain <b>negative elliptical clauses</b>. In such cases, <b>'not'</b> is used and goes after the verb.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We thank you for flying with us and hope you'll do <b>so</b> again.</li> <li>• He's late, and <b>so</b> am I.</li> <li>• I don't think <b>so</b>.</li> </ul> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Do you think he's going to come?</li> <li>• I hope <b>not</b>.</li> </ul>

## Uses of 'so' – Exercises – Word order

1. \_\_\_\_\_

little - that - so - fallen - orders - many - a - we've - taken - we've - behind.

2. \_\_\_\_\_

our - so - is - withholding - an - is - cash flow - payment, - customer - important - suffering

## 'Here' - 'There'

<p>▶ <b>'Here'</b> designates the <b>speaker's or writer's location</b>.</p>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"><li>• It's written <b>here</b>.</li><li>• I've already been <b>here</b> for half an hour.</li></ul>
<p>▶ <b>'There'</b> designates a <b>location other than that of the speaker</b>.</p>	<p><b><u>Example:</u></b></p> <ul style="list-style-type: none"><li>• I came from <b>there</b>.</li><li>• Cosmetics are down <b>there</b> on your right.</li></ul>

## The place of 'even'

The adverb '**even**' expresses the **unexpected or paradoxical nature of something** and precedes the word it modifies.

<p>➔ <b>Nominal groups, pronouns and verbs</b> may follow '<b>even</b>', which may also be placed between an <b>auxiliary</b> and a <b>main verb</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• <b>Even</b> my sister will be there.</li> <li>• <b>Even</b> you can come.</li> <li>• He's so kind he <b>even</b> did the cooking.</li> <li>• I've <b>even</b> invited John.</li> </ul>
<p>➔ '<b>Even</b>' may also introduce <b>comparatives</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• It's <b>even</b> better than a car.</li> </ul>
<p>➔ '<b>Not even</b>' follows <b>verbs</b> and <b>precedes nouns</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I don't <b>even</b> know you.</li> <li>• <b>Not even</b> a genius could solve this problem.</li> </ul>

## The place of 'even' – Exercise – Sentence practice

Put the following phrases in the right order:

(he / on Saturdays / works) even	He even works on Saturdays.
(hectic / are / Sundays) even	
(she / at night / the vacuum cleaner / uses) even	
small / the dining room / was) even	

## The place of 'even' – Exercise – Word order

The - than - response - product - an - received - even - more - positive - anticipated

## 'Quite' - 'Quite a few'

<p>➡ <b>'Quite'</b> intensifies <b>adjectives</b> that express <b>personal opinions</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• He's <b>quite</b> good at tennis.</li> <li>• Your guaranteed delivery date option seems <b>quite</b> expensive to me.</li> </ul>
<p>➡ <b>'Quite a few'</b> modifies <b>plural nouns</b> to indicate <b>large quantities</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• I have <b>quite a few letters</b> for you.</li> </ul>

## 'Quite' - 'Quite a few' – Exercise – Grammar practice

Give the opposite, as in the example:

Very expensive	Quite cheap
Very sharp	
Very thin	
Very deep	
Very heavy	
Very dry	
Very interesting	

## Adverbs of degree

➡ To **describe** the **degree or intensity** of a **verb** or a **modifier**, you can use **adverbs of degree**.

**Example:** He is **extremely** excited about the project.

### A - Types

➡ In the above example, **extremely** specifies the **intensity** of the **adjective excited**.

HIGHEST INTENSITY	++
Totally	Somewhat
Completely	Somehow
Entirely	Fairly
Thoroughly	Rather
Absolutely	Kind of
Definitely	Enough
Positively	
+++	+
Almost	Slightly
A lot	A bit
Very	A little
Extremely	
Really	LOWEST INTENSITY
Quite	Hardly
Too	Scarcely
Practically	Barely
	Not at all

# Linking words - C1 level

## B - Use

<p>➡ When <b>adverbs of degree</b> give more information about a <b>modifier</b> (an <b>adjective</b> or another <b>adverb</b>), they generally fall <b>before</b> the <b>modifier</b>.</p> <p>➡ Exceptions include <b>enough</b> and <b>not at all</b>, which are usually placed <b>after</b> an <b>adjective</b> or <b>adverb</b>.</p> <p><b>Note:</b> <b>Too</b> and <b>almost</b> may be combined with a second <b>adverb of degree</b>. The second adverb of degree should be placed <b>before</b> <b>too</b> and <b>after</b> <b>almost</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• We're <b>very interested</b> in your proposal and would like to discuss it in more detail.</li><li>• I want to let you know that I'm <b>extremely happy</b> with the work everyone has been doing.</li><li>• Kira is <b>slightly behind</b> on the contract, but should finish by tonight.</li><li>• Harold thinks the presentation is not <b>clear enough</b> and needs to be reworked.</li><li>• These results are not <b>encouraging at all</b>.</li><li>• The clients responded <b>somewhat enthusiastically</b>.</li></ul> <p><b>Example:</b></p> <ul style="list-style-type: none"><li>• I think it's <b>a bit too early</b> to make predictions about the deal.</li><li>• The project is <b>almost entirely</b> complete.</li></ul>
<p>➡ <b>Hardly, scarcely, somewhat, and a bit</b> are among the <b>adverbs of degree</b> that are often used in a negative way.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• The presentation seemed <b>a bit</b> disorganized to me.</li><li>• I'm so busy today. I <b>hardly</b> had time to eat lunch.</li></ul>
<p>➡ You can also use <b>adverbs of degree</b> to describe the intensity of an <b>action</b>. The <b>adverb</b> usually falls <b>before</b> the <b>verb</b>.</p> <p>➡ <b>Exceptions</b> are <b>enough</b> and <b>a lot</b>, which you should place <b>after</b> the <b>verb</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"><li>• Janice and her team <b>absolutely need</b> to attend the conference.</li><li>• I'm <b>really enjoying</b> being involved in this project.</li><li>• I'm not <b>quite convinced</b> that now is the right time to act.</li><li>• I notice that you've been <b>working a lot</b> these days.</li><li>• We don't <b>have enough</b> time to debate these issues.</li></ul>

## Linking words - C1 level

<p>➡ When used to describe delays, <b>way</b>, <b>long</b>, and <b>far</b> are often followed by the <b>adjectives overdue</b>, <b>past-due</b>, or <b>behind</b>. <b>Behind</b> may <b>only</b> be combined with <b>way</b> or <b>far</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• His payment is <b>way</b> overdue.</li> <li>• Your monthly installment is <b>long</b> past-due.</li> <li>• We're <b>far</b> behind schedule. We need to speed up.</li> </ul> <p><b>Note:</b> To talk about something being <b>advanced</b> rather than <b>delayed</b>, you may use the expression <b>way ahead</b>.</p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• We've worked hard and are <b>way ahead</b> on finishing the project.</li> </ul>
<p>➡ To <b>describe</b> the <b>degree</b> or <b>intensity</b> of a <b>verb</b> or a <b>modifier</b>, you can use <b>adverbs of degree</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• He is <b>extremely</b> excited about the project.</li> </ul> <p>In the above example, <b>extremely</b> specifies the <b>intensity</b> of the <b>adjective excited</b>.</p>
<p>➡ Sometimes <b>way</b> and <b>far</b> are used in <b>comparative constructions</b> to compare <b>large differences</b> between <b>expected</b> and <b>actual results</b>.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• These negotiations are taking <b>way</b> longer than we anticipated.</li> <li>• Our results have been <b>far</b> more positive than predicted.</li> </ul>

### Adverbs of degree – Exercise – The right word

Your payment is \_\_\_\_\_ overdue. It was due eight months ago.

way - slightly - almost

## Conjunctions

### 'Either . . . or' - 'Neither . . . nor'

<p>➡ To indicate a <b>choice</b> between <b>two adjectives, nouns, noun phrases, verbs, or clauses</b>, 'either . . . or' is used.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• She's <b>either</b> English <b>or</b> American.</li> <li>• I want <b>either</b> fruit juice <b>or</b> coffee.</li> <li>• In the summer, I <b>either</b> go to Prague <b>or</b> stay at home.</li> <li>• <b>Either</b> you pay duty on the extra ones, <b>or</b> I'll have to confiscate them.</li> </ul>
<p>➡ To <b>exclude both</b> of two <b>adjectives, nouns, noun phrases, or verbs</b>, 'neither . . . nor' is used.</p>	<p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• She's <b>neither</b> nice <b>nor</b> nasty.</li> <li>• He met <b>neither</b> John <b>nor</b> his wife.</li> <li>• I <b>neither</b> read French <b>nor</b> write it.</li> </ul>

### 'Either . . . or' - 'Neither . . . nor' – Exercise – Fill in the blanks

\_\_\_\_\_ I have you on the \_\_\_\_\_, we'd like a repeat order as soon as \_\_\_\_\_.  
 Send us a \_\_\_\_\_ first. When you've \_\_\_\_\_ that, we can talk \_\_\_\_\_ it.  
 I'm sure we can \_\_\_\_\_ you a check by the end of the \_\_\_\_\_.  
 \_\_\_\_\_ out of the \_\_\_\_\_. \_\_\_\_\_ you pay now, or we'll \_\_\_\_\_ our  
 \_\_\_\_\_ agency.  
 I'm very \_\_\_\_\_ you \_\_\_\_\_ that way about it.

month - sorry - line - check - about - possible - feel - question - while - done - that's - send - either - contact - collection

### 'Either . . . or' - 'Neither . . . nor' – Exercise – Word order

a - we - ultimatum, - you - simple - it's - either - pay - or - sue

### 'When,' 'while' + present

- ➡ The **verbs of dependent clauses of time** introduced by **conjunctions of time** (after, as soon as, as long as, as much as, before, once, until, when, whenever, wherever, while...) are always in the **simple present** when the verb of the **main clause** is in the **future**.

**Example:**

- They'll eat as soon as they arrive.
- Before we leave, we'll help with the cleaning.
- When I come back, I'll call you.

### 'When,' 'while' + present – Exercise – The right word

Once we \_\_\_\_\_ our delay, we will fill your new order.

catch up on - will catch up on - will have caught up on

## 'Even though' - 'Even if'

'Even though' and 'even if' are similar but have the following distinct meanings:

<p>➡ When it introduces a subordinate clause that indicates <b>concession</b>, 'even though' describes a <b>reality</b> that seems to contradict the main clause.</p> <p>➡ 'Although' is also used in such cases.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• <b>Even though</b> (or <b>although</b>) you're my friend, I can't trust you.</li> <li>• <b>Even though</b> (or <b>although</b>) she tried her best, she fell twice.</li> </ul>
<p>➡ 'Even if' introduces an apparent contradiction of some <b>hypothesis</b>. In such sentences, the <b>conditional</b> is used in the main clause and the <b>past subjunctive</b>, after 'even if', in the subordinate clause.</p>	<p><u>Example:</u></p> <ul style="list-style-type: none"> <li>• <b>Even if</b> you <b>were</b> my friend, I <b>wouldn't</b> trust you.</li> </ul>

## 'Even though' - 'Even if' – Exercise – The right word

Even though \_\_\_\_\_, I can still see you.

it had been light - it was light - it had been dark - it's light - it's dark - it was dark

## 'Even though' - 'Even if' – Exercise – Sentence practice

*Rewrite as in the example:*

<p><b>Even though it's sunny, I don't want to go out.</b></p>	<p><b>Even though it was sunny, I didn't want to go out.</b></p>
<p>Even though I don't want to, I must go to work.</p>	
<p>If her temperature's low, she'll be all right.</p>	
<p>Even though he smokes, he's in good health.</p>	

## 'Till' - 'Until'

'Until' and 'till', which is normally reserved for speech, have the same meaning.

➔ Before expressions of time, 'till' and 'until' are <b>prepositions</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>• I'll be in the office <b>till six</b>.</li><li>• You might want to wait <b>until next week</b>.</li></ul>
➔ When they introduce clauses, 'till' and 'until' are <b>conjunctions</b> .	<b>Example:</b> <ul style="list-style-type: none"><li>• Wait <b>till I come back</b> from the airport.</li><li>• Do not get off <b>until</b> the train is at a complete stop.</li></ul>
➔ 'Not . . . till' and 'not . . . until' may also be used in these two ways.	<b>Example:</b> <ul style="list-style-type: none"><li>• I won't see him <b>till Monday</b>.</li><li>• I can't say <b>until</b> I check with the carrier.</li></ul>

## 'Till' - 'Until' - 'Even if'– Exercise – Word order

invoice - end - you - until - of the - the - we - won't - month

## 'Till' - 'Until' - 'Even if'– Exercise – Text transformation

*Form sentences using "until"/"till":*

I won't pay before the order arrives on Friday. You realize that it will be a while before everything is sorted out. I can't authorize the payment before I check the product over. If you need to get ahold of me I'll be in the office, but after 7 pm I will have gone home. We won't do anything with the product before the engineer arrives.

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## Linking words - solutions

### Preposition - Solutions

#### The prepositions 'in' and 'at' – Solutions

#### The prepositions 'in' and 'at'– Exercise – Fill in the blanks

Mr. Gibbons works **at** that company, Harper's Metal Fittings.

It's **on** Maple Avenue.

He's going to stay there **till** he retires, next year.

He's got a job **within the** department of quality control. We'll have to replace him **within a** month or so.

#### The prepositions 'in' and 'at'– Exercise – Word order

How many cars do you have in the United States?

.....

#### The notion of means – Solutions

#### The notions of means– Exercise – The right word

You could find something better **by paying** a little more.

#### The notions of means– Exercise – Word order

Perhaps I can thank you by taking you out to dinner.

.....

#### Different meanings of 'since'– Solutions

#### Different meanings of 'since'– Exercise – Fill in the blanks

He's **been** driving since this morning.

She **was** driving for five hours before she stopped.

I started speaking English five years **ago**.

We've been in competition with them **for** almost five years. We've been planning the launch **since** last month.

How long ago **did** you reserve your exhibition stand?

.....

## 'Within' - 'Within . . . of'– Solutions

### 'Within' - 'Within . . . of'– Exercise – Fill in the blanks

I've been working on this project **since** January.

**Since then**, I've been very tired.

I should complete it **within** a month or so. I've got **till then** to meet the sales targets!

I'll be at work **until** 9 o'clock tonight.

I prefer to work **within** a few kilometers of home.

### 'Within' - 'Within . . . of'– Exercise –Word order

We'll get the remaining phones to you within the week.

.....

## Adverbs - Solutions

### Adverbs of time - Solutions

#### Adverbs of time – Exercise –Word order

We don't make that model anymore.

.....

## Relative pronouns and adverbs – Solutions

### Relative pronouns and adverbs – Exercise- Sentence practice

*Rewrite as in the example:*

What time is the meeting? (to forget)	I forget what time the meeting is.
Where is the trade show located? (to forget)	I forget where the trade show is located.
How do you do this? (to forget)	I forget how you do this. I forget how to do this.
Why are you leaving? (to forget)	I forget why you are leaving. I forget why you're leaving.

.....

**Use of 'else' – Solutions**

**Use of 'else' – Exercise – Fill in the blanks**

Can I speak to your **sales** manager?

I'm afraid our sales manager is **away** on business.

Can anyone **else** help me?

Perhaps I can. I'm the sales **assistant**.

I met your sales manager at **last** month's trade show.

In Chicago? You must be Mr. Boardman.

That's right. I'll be in New York next week and would like to **drop** by and see her. Just a **second**, I'll get her **calendar**.

How would Wednesday morning **suit** you? Shall we **say** at 3:15? Fine.

.....

**Placement of 'enough'**

**Placement of 'enough' – Exercise – Fill in the blanks**

Would you like a **demonstration**?

Yes, but I really don't know if I have **enough** time.

I understand you're having an official press **launch** this afternoon. Yes, our **Chief** Executive Officer is coming.

Really? We **expect** to be doing a lot of **business** with you next year.

What time are you **expecting** her?

She should be here at **about** one-thirty.

**Placement of 'enough'– Exercise – Word order**

Fair enough, but we still insist on immediate payment.

.....

## 'How' + adjective or adverb - Solutions

### 'How' + adjective or adverb – Exercise – Fill in the blanks

**How about** ten percent off the price list?

**What** model did you have in mind?

**How many** units did you have in mind?

**Where** would you be using the phones?

**How quickly** can you get back to me?

**What sort** of discount will you give us?

**How big** is your fleet?

### 'How' + adjective or adverb – Exercises – Word order

It really depends on how much you want to pay.

.....

## Uses of 'so' – Solutions

### Uses of 'so' – Exercises – Word order

1. We've taken so many orders that we've fallen a little behind.
2. An important customer is withholding payment, so our cash flow is suffering.

.....

## The place of 'even' - Solutions

### The place of 'even'– Exercise – Sentence practice

*Put the following phrases in the right order:*

(he / on Saturdays / works) even	He even works on Saturdays.
(hectic / are / Sundays) even	Even Sundays are hectic.
(she / at night / the vacuum cleaner / uses) even	She even uses the vacuum cleaner at night.
small / the dining room / was) even	Even the dining room was small.

### The place of 'even'– Exercise – Word order

The product received an even more positive response than anticipated.

.....

## 'Quite' - 'Quite a few' – Solutions

### 'Quite' - 'Quite a few' – Exercise – Grammar practice

Give the opposite, as in the example:

Very expensive	Quite cheap
Very sharp	Quite blunt
Very thin	Quite fat Quite thick
Very deep	Quite shallow
Very heavy	Quite light
Very dry	Quite wet
Very interesting	Quite boring Quite uninteresting Quite dull

.....

## Adverbs of degree - Solutions

### Adverbs of degree – Exercise – The right word

Your payment is **way** overdue. It was due eight months ago.

.....

## Conjunctions - Solutions

### 'Either . . . or' - 'Neither . . . nor' - Solutions

### 'Either . . . or' - 'Neither . . . nor' – Exercise – Fill in the blanks

**While** I have you on the **line**, we'd like a repeat order as soon as **possible** .

Send us a **check** first. When you've **done** that, we can talk **about** it.

I'm sure we can **send** you a check by the end of the **month**.

**That's** out of the **question**. **Either** you pay now, or we'll **contact** our **collection** agency.

I'm very **sorry** you **feel** that way about it.

### 'Either . . . or' - 'Neither . . . nor' – Exercise – Word order

It's a simple ultimatum, either you pay or we sue.

.....

## 'When,' 'while' + present – Solutions

### 'When,' 'while' + present – Exercises – The right word

Once we **catch up on** our delay, we will fill your new order.

.....

## 'Even though' - 'Even if' – Solutions

### 'Even though' - 'Even if'– Exercise – The right word

Even though **it's dark**, I can still see you.

### 'Even though' - 'Even if'– Exercise – Sentence practice

*Rewrite as in the example:*

Even though it's sunny, I don't want to go out.	Even though it was sunny, I didn't want to go out.
Even though I don't want to, I must go to work.	Even though I didn't want to, I had to go to work.
If her temperature's low, she'll be all right.	If her temperature was low, she'd be all right. If her temperature were low, she'd be all right.
Even though he smokes, he's in good health.	Even though he smoked, he was in good health.

.....

## 'Till' - 'Until' - Solutions

### 'Till' - 'Until' - 'Even if'– Exercise – Word order

We won't invoice you until the end of the month.

### 'Till' - 'Until' - 'Even if'– Exercise – Text transformation

*Form sentences using "until"/"till":*

I won't pay before the order arrives on Friday. You realize that it will be a while before everything is sorted out. I can't authorize the payment before I check the product over. If you need to get a hold of me I'll be in the office, but after 7 pm I will have gone home. We won't do anything with the product before the engineer arrives.

Until the order arrives on Friday, I won't pay. You realize that it will be a while until everything is sorted out. Until I check the product over, I can't authorize the payment. If you need to get a hold of me I'll be in the office until 7 pm. We won't do anything with the product until the engineer arrives.

.....

**ENGLISH**

SPANISH

FRENCH

GERMAN

ITALIAN

DUTCH