Note: In communicative exercises where several answers are possible, this answer key contains some examples of correct answers, not all possible answers. Any valid answer in this type of exercise should be considered acceptable.

Exercise 1
1. appropriate  2. inappropriate  3. inappropriate
4. appropriate  5. inappropriate

Exercise 2
1. c  2. e  3. b  4. a  5. d

Exercise 4
Correct order: 1, 4, 2, 5, 6, 3

Exercise 5
1. did he  2. isn’t it  3. didn’t you  4. won’t he
5. are you  6. was it  7. aren’t I  8. were there

Exercise 6
3. will / ‘ll be; won’t you
4. hasn’t gotten; has she
5. wasn’t; was he
6. doesn’t like; does she

Exercise 7
Possible answers.
1. You’re not married, are you?
2. You like to be addressed by your first name, don’t you?
3. You are 25 years old, aren’t you?
4. You don’t live in Hong Kong, do you?
5. You go to school, don’t you?

Exercise 9
1. a  2. b  3. b  4. a  5. a

Exercise 10
2. had already given; hadn’t yet taken
3. had already read
4. hadn’t yet had
5. hadn’t yet exercised
6. had already gone

Exercise 11
1. a  2. a  3. b  4. b

Exercise 13
2. customary  3. nice  4. not usual  5. punctuality

Exercise 14
6. False

Exercise 16
1. You should arrive five minutes before the hour set for the dinner.
2. You should apologize before taking your seat.
3. You should wait for others to be served before you start eating.
4. If you’re the hostess, you should wait until the guests are done eating before leaving the table.
5. You should wait at least 30 minutes before you leave.

Exercise 17
1. a  2. b  3. a  4. b  5. c

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**Grammer Booster**

**Exercise A**
1. isn’t it; Yes, it is.
2. can she; No, she can’t.
3. wasn’t it; No, it wasn’t.
4. have they; No, they haven’t.
5. are they; No, they aren’t.
6. doesn’t he; Yes, he does.

**Exercise B**
2. have 3. am / ‘m making 4. tells 5. is going
6. are; doing 7. leaves 8. am / ‘m baking

**Exercise C**
1. ‘ve been having 2. has been shining 3. have been
4. have met 5. have been traveling

**Exercise D**
2. My family was going went to Cairo last summer.
3. They have known known her since 2003.
4. He didn’t use use to work there, but now he does.
5. I watched was watching a movie when he called, but I didn’t mind the interruption.
6. I have already seen that movie.
7. We have been traveling traveled to Mexico three times.

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**Writing Booster**

**Exercise A**
2. d  3. f  4. c  5. h  6. e  7. a  8. g  9. i

**Exercise B**
Do’s: a, b, c, f, h, i, k
Don’ts: d, e, g, j

**Exercise C**
Errors are underlined.

Maria, Thanks 4 lunch yesterday. It was GR8 2 CU. let’s continue our conversation about the project. maybe Wedneday next week? My place? There’s still lots 2 discus. BTW, please don’t forget to bring the info we talked about.
LMK about next week. CU L8R.

**Possible answer.**

Maria,
Thank you for lunch yesterday. It was great to see you.
Let’s continue our conversation about the project. Are you available on Wednesday next week? Can you come to my office? There’s still a lot to discuss. By the way, please don’t forget to bring the information we talked about.

Let me know about next week.

Thanks so much.

Peter Benson