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. procrastinator 2. procrastinator 3. well-organized 4. well-organized 5. procrastinator

Exercise 2
2. a 3. b 4. c 5. f 6. e

Exercise 3
1. do 2. sign 3. to clean 4. to help 5. to do 6. take

Exercise 4
1. to help 2. do 3. clean 4. stop 5. to cook 6. share

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

Exercise 6
1. favor 2. problem 3. pick up 4. have 5. understand 6. lifesaver 7. owe

Exercise 7
2. haircut 3. delivery 4. dry cleaning 5. shoe repair 6. printing 7. copying

Exercise 8
2. her hair cut 3. his packages delivered 4. her sweater dry-cleaned 5. her shoes repaired 6. his sign printed 7. more handouts copied

Exercise 9
2. have your shirt pressed 3. get these pages copied 4. had my blouse dry-cleaned 5. have these flowers delivered 6. get this photo printed 7. had them shortened 8. will get her computer repaired

Exercise 10
3. You can have your shoes repaired for much less than it costs to buy a new pair.
4. We’re having signs printed to announce the big event next week.
5. Where did you get your pants lengthened? They did a great job.
6. You should get your skirt shortened so it looks more fashionable.
7. I’d like to have this diploma framed so I can hang it up.
8. They didn’t have the house cleaned yesterday.

Exercise 12

Exercise 13
1. False; Liquid chemicals are used.
2. False; The discovery of dry cleaning was an accident.
3. False; The cloth got clean.
4. True 5. True 6. True 7. False; Perc is still used in the dry cleaning process.

Exercise 18
Possible answers.
1. Dry cleaning doesn’t use water. It uses liquid chemicals to clean clothes.
2. They used kerosene and gasoline.
3. People started using perc because it’s safer than gasoline and kerosene.

Exercise 15

Exercise 17

Exercise 19
1. a 2. c 3. b 4. c