Answer key and teaching notes

This companion follows the student workbook's labels. A and B practise grammar and word formation. C applies them in a short text. D transforms sentences, E repairs errors, and F retrieves earlier learning. G and the review writing tasks have sample responses rather than unique answers.

Use the keys with judgment

Accept established spelling variants and contractions unless the task specifies a form. Where the prompt fixes a context or requests a particular form, assess that target. Other grammatical answers may change the meaning and should be discussed rather than silently treated as equivalent. A missing alternative in this key is not proof that it is impossible.

Check open responses for the requested meanings and structures, accurate word forms, natural combinations, and coherent sentences. A learner can meet a task with different content from the sample. A spoken exchange can be completed alone by writing both roles. These materials do not provide a standardized proficiency score.

Preserve the distinction between grammar and vocabulary

The ninety affix units come from the agreed provisional vocabulary ranking. Inflectional tense, agreement, plural, and comparison endings still receive grammar practice. Their repeated appearances do not increase the vocabulary ranking. Related spellings and separate functions remain grouped or separated as in the original ninety-unit list.

Explain and retrieve

Worked examples precede independent practice, and later lessons retrieve earlier material. The IES practice guide supports spacing, worked examples alongside problem solving, retrieval through quizzes, and explanatory questions. Applying those principles to this particular workbook is a design choice. The workbook and its affix ordering have not been evaluated in a controlled learner study. [P01]

Affix knowledge includes recognition, meaning, and grammatical use. Do not equate recognizing an ending with understanding every word containing it. Ask learners to identify the base, explain the word in its sentence, and compare related forms. For opaque examples, teach the complete word and its family. [M01, M04]

Use the diagnostic

The diagnostic identifies topics to revisit. It samples the course rather than testing every objective. Use the related unit numbers in the key, then check performance in a new sentence or speaking task. Review vocabulary and sentence meaning together.

Diagnostic answers

1. are. See Unit 1.
2. works. See Unit 2.
3. are working. See Unit 3.
4. wrote. See Unit 4.
5. was studying. See Unit 5.
6. written. See Unit 6.
7. since. See Unit 7.
8. begun. See Unit 8.
9. been. See Unit 9.
10. will. See Unit 10.
11. be. See Unit 11.
12. finished. See Unit 12.
13. living. See Unit 13.
14. washable. See Unit 1.
15. some. See Unit 15.
16. must not. See Unit 19.
17. who. See Unit 27.
18. would. See Unit 25.
19. revised. See Unit 22.
20. Do you know where the guide is?. See Unit 23.

Interpreting the result

Begin with the earliest related topic that needs work, or select a specific topic for review. The result does not establish a CEFR level. Recheck with new examples after instruction. The final mixed review asks learners to combine structures, but it is also a teaching activity rather than a standardized test.

Unit 1 Answers

Build a complete sentence

A Grammar

1. are The plural subject bags takes are.
2. is One person takes is.
3. This tool is useful. The subject comes before is and the adjective.
4. not Put not after is.

B Word formation

1. reusable Drop the final e before -able.
2. hopeless Hope keeps its e before -less.
3. helpful The suffix -ful has one l.

C Paragraph

1. is The singular subject kit takes is.
2. washable The adjective means that it can be washed.
3. do not leave / don't leave A negative imperative uses do not and the base verb.

D Sentence changes

1. Is the guide helpful? Move is before the subject.
2. These batteries are not useful. Keep are and add not.

E Error repairs

1. The bag is washable. A statement needs a finite verb.
2. The tools are useful. Use plural are and spell -ful with one l.

F Recall

1. The guides The subject names who the sentence concerns.
2. wash Wash is a verb. Washable is an adjective.

G One possible response

This bottle is reusable. Its cover is washable. The bottle is not useless. Is it useful for school?

Unit 2 Answers

Present simple and everyday routines

A Grammar

1. checks A singular third-person subject takes -s.

2. do not start / don't start Use do not with we.

3. Does Adjustment is singular.

4. The room is usually quiet. Frequency adverbs normally follow be.

B Word formation

1. kindness The adjective becomes a noun.

2. improvement The noun names the result of improving.

3. unfair Un- gives the negative meaning.

C Paragraph

1. meets Club is singular.

2. has Each member takes singular agreement.

3. fairness The noun names the quality of being fair.

D Sentence changes

1. The arrangement does not work. Does carries the third-person agreement.

2. How often does the team meet? Use does and the base form meet.

E Error repairs

1. She doesn't agree with the arrangement. Use does not with she.

2. Does the improvement help everyone? The main verb stays in the base form after does.

F Recall

1. reusable Drop the final e before -able.

2. is One person takes is.

G One possible response

Our club checks the equipment every week. The arrangement usually works. It does not create unfair rules. Does this improvement help everyone?

Unit 3 Answers

Present continuous and changing situations

A Grammar

1. is speaking The activity is happening now.

2. are testing This is a temporary activity.

3. know Know expresses a state here.

4. is working Today contrasts with the usual routine.

B Word formation

1. incorrect In- forms this established opposite.

2. nonverbal Non- excludes the verbal category.

3. misunderstand Mis- means wrongly.

C Paragraph

1. is preparing Group is treated as a singular unit here. Are preparing is also possible in varieties with plural collective agreement.

2. inaccurate The adjective means not accurate.

3. are checking They takes are.

D Sentence changes

1. Are they reviewing the inaccurate figures? Move are before they.

2. I am working in the library this week. Continuous aspect presents the temporary arrangement.

E Error repairs

1. They are checking a nonverbal message. Continuous aspect needs be.

2. I know why the answer is incorrect. Use simple know and the established prefix in-.

F Recall

1. kindness The adjective becomes a noun.

2. is One person takes is.

G One possible response

I usually study alone. This week I am working with a partner. We are checking some inaccurate information. I know why one answer is incorrect.

Unit 4 Answers

Past simple and completed events

A Grammar

1. attended Last Friday is a finished past time.

2. came Come has an irregular past form.

3. did not prepay / didn't prepay The main verb follows did in its base form.

4. Was Be forms the question without did.

B Word formation

1. antiwar / anti-war The prefix expresses opposition.

2. international Inter- means between.

3. prepayment The noun refers to paying beforehand.

C Paragraph

1. held Hold becomes held in the past.

2. prepaid Pay becomes paid inside prepay.

3. did not start / didn't start Use did not and the base verb.

D Sentence changes

1. Did the visitors bring antibacterial soap? Did carries past tense.

2. The international team was not ready. Add not after was.

E Error repairs

1. Did they prepay the fee? Use the base form after did.

2. We didn't go to the international event. Do not mark past tense twice.

F Recall

1. incorrect In- forms this established opposite.

2. is One person takes is.

G One possible response

We attended an international fair yesterday. Our class prepaid for a table. We brought an antiwar poster. We did not arrive late.

Unit 5 Answers

Past continuous and interrupted activities

A Grammar

1. was examining The team is treated as one unit and the action was in progress.

2. rang A completed event occurred during the reading.

3. were not using / weren't using Use were not and -ing.

4. was checking Both actions were in progress.

B Word formation

1. postwar / post-war Post- means after.

2. overestimate Over- expresses excess.

3. underfund Under- expresses insufficiency.

C Paragraph

1. were reviewing The review was in progress.

2. arrived The arrival happened during the review.

3. underestimating Under- gives the meaning and -ing fits were.

D Sentence changes

1. Were they overworking the staff? Move were before the subject.

2. I was checking the estimate when the lights went out. The continuous form marks the background activity.

E Error repairs

1. We were reviewing the postwar records. We takes were.

2. While I was working, the director arrived. Continuous aspect uses the -ing form.

F Recall

1. antiwar / anti-war The prefix expresses opposition.

2. is One person takes is.

G One possible response

We were reviewing the budget at noon. I was checking a postwar photograph when the power failed. We were underestimating the repair cost. The manager called an electrician.

Unit 6 Answers

Present perfect and present results

A Grammar

1. has finished The result is relevant now.

2. rewrote Yesterday requires a finished past reference here.

3. have not seen / haven't seen Seen is the past participle.

4. Have; written Experience before now uses have and the participle.

B Word formation

1. rewrite Re- expresses repetition.

2. translator This word uses -or.

3. carefully The adverb keeps both l letters at the boundary.

C Paragraph

1. translator The agent noun uses -or.

2. rewritten The participle of rewrite is rewritten.

3. carefully An adverb describes checked.

D Sentence changes

1. Has the editor reread the article? Invert has and the subject.

2. We rewrote the report yesterday. A finished past time calls for the past simple here.

E Error repairs

1. She has written the report carefully. Have requires the past participle.

2. I translated it yesterday. Use past simple with yesterday.

F Recall

1. postwar / post-war Post- means after.

2. is One person takes is.

G One possible response

The translator has rewritten the guide. We have checked it carefully. The designer finished the cover yesterday. Have you reread the introduction?

Unit 7 Answers

Present perfect continuous and duration

A Grammar

1. have been working The focus is continuing activity and duration.
2. has been cleaning Recent activity explains the current evidence.
3. since Monday is a starting point.
4. have known Know expresses a continuing state.

B Word formation

1. dusty The adjective describes the characteristic.
2. reddish Double the final d in this form.
3. explanation The base changes from explain to explan-.

C Paragraph

1. dusty Dusty means covered with dust.
2. have been cleaning The activity began earlier and continues.
3. for Two hours is a duration.

D Sentence changes

1. How long have they been discussing the explanation? Keep have been and the -ing form.
2. I have written one explanation. The simple perfect highlights a completed result.

E Error repairs

1. She has been working since eight. Been is followed by the -ing form here.
2. We have been waiting for three hours. Use for with a duration.

F Recall

1. rewrite Re- expresses repetition.
2. do not start / don't start Use do not with we.

G One possible response

I have been studying since nine. I have been working for two hours. I have written one explanation. The explanation describes the reddish color of the water.

Unit 8 Answers

Past perfect and earlier past events

A Grammar

1. had finished The report was complete before the meeting began.

2. had left Leaving the pass happened before the failed entry.

3. had not seen / hadn't seen The negative refers to the period before a past point.

4. The team had checked the evidence before it published the results. The checking precedes the publishing.

B Word formation

1. reliability The ending changes from -able to -ability.

2. acceptance The noun names accepting or its result.

3. consistency The adjective ending changes to the noun ending.

C Paragraph

1. had checked The checking is earlier than publication.

2. reliability The noun names the quality.

3. had not sent / hadn't sent The missing event is measured against that past point.

D Sentence changes

1. Had they checked the consistency? Move had before they.

2. We delayed the decision because we had not received her acceptance. The missing acceptance precedes the decision.

E Error repairs

1. The team had gone home before I arrived. Had requires a past participle.

2. We had checked the reliability of the report. A noun is needed after the and before of here.

F Recall

1. dusty The adjective describes the characteristic.

2. are testing This is a temporary activity.

G One possible response

We postponed the launch on Friday. We had tested the reliability of the equipment. One device had failed the test. We discussed the results before we made another plan.

Unit 9 Answers

Past perfect continuous and earlier duration

A Grammar

1. had been working The duration leads up to a past point.
2. had been repairing Earlier activity explains a past result.
3. had completed Three reports gives a completed quantity.
4. had known Know is a state verb here.

B Word formation

1. protective The adjective describes a function.
2. dangerous The adjective describes a quality.
3. cultural Drop the final e before -al.

C Paragraph

1. had been preparing The focus is preparation over a duration before opening.
2. protective The adjective describes the gloves.
3. dangerous The adjective describes the materials.

D Sentence changes

1. How long had she been wearing protective gloves? Invert had and the subject.
2. They had not been repairing the dangerous machine. Put not after had.

E Error repairs

1. We had been preparing the room for hours. This active continuous form needs preparing.
2. They had known about the dangerous fault. Know normally takes a simple form in this meaning.

F Recall

1. reliability The ending changes from -able to -ability.
2. came Come has an irregular past form.

G One possible response

We had been preparing the cultural event for weeks. By Friday, we had printed every poster. The workers had been repairing the stage all morning. They stopped when the safety check began.

Unit 10 Answers

Choose a form for future time

A Grammar

1. will / 'll Will can express an immediate offer.

2. are going to Going to expresses the prior intention.

3. are meeting The present continuous expresses an arrangement.

4. leaves The present simple can express a schedule.

B Word formation

1. economic Economic relates to the economy.

2. economical Economical concerns efficient resource use.

3. modernize / modernise Both spellings are established.

C Paragraph

1. are going to modernize / are going to modernise A prior intention is specified.

2. economical The context concerns resource use.

3. is visiting The visit is an arrangement.

D Sentence changes

1. Will they modernize the library? Invert will and the subject.

2. We are not going to buy the expensive machine. Put not after are.

E Error repairs

1. She will modernize the building. A modal is followed by the base form.

2. We are going to buy an economical printer. Going to needs the correct form of be.

F Recall

1. protective The adjective describes a function.

2. rang A completed event occurred during the reading.

G One possible response

We are going to modernize the classroom. We are meeting the caretaker tomorrow. I will compare economical lighting options. I think the new lights will reduce costs.

Unit 11 Answers

Future continuous and activities at a future time

A Grammar

1. will be testing The action is in progress at a future point.

2. will be traveling / will be travelling Both spellings are accepted.

3. will not be using / won't be using Put not after will.

4. Will; be working The order is will, subject, be, and -ing.

B Word formation

1. simplify The base changes to simpl-.

2. violinist The suffix names a practitioner.

3. favoritism / favouritism The -ism noun names the practice. Learn this established whole word.

C Paragraph

1. violinist A person is needed as the subject.

2. will be simplifying The action is in progress at the future point.

3. favoritism The noun names the unfair practice.

D Sentence changes

1. Will the technician be purifying water at noon? Move will before the subject.

2. She will be testing the filter at ten tomorrow. Use will be and -ing.

E Error repairs

1. The specialist will be testing the machine. Future continuous needs be.

2. They will be simplifying the explanation. Use the -ing form after will be.

F Recall

1. economic Economic relates to the economy.

2. rewrote Yesterday requires a finished past reference here.

G One possible response

The violinist will be rehearsing at ten. We will be simplifying our instructions at eleven. We will not be using the room at noon. Will you be working there after lunch?

Unit 12 Answers

Future perfect and completed work by a deadline

A Grammar

1. will have finished The course is expected to be complete by the deadline.

2. will have been Been is the participle of be.

3. will not have received / won't have received The form remains unreceived at that future point.

4. by By sets a deadline for completion.

B Word formation

1. trainee The suffix marks the participant.

2. membership The noun names a status.

3. childhood The noun names a life period.

C Paragraph

1. trainee The noun names each person.

2. will have completed The course will be complete by September.

3. membership The noun names the status that will begin.

D Sentence changes

1. Will the trainee have completed the task by noon? Move will before the subject.

2. We will have finished the project by Monday. The future perfect looks back from Monday.

E Error repairs

1. By June, she will have finished the course. The form after will is have.

2. They will have written the membership rules. Have requires the past participle.

F Recall

1. simplify The base changes to simpl-.

2. has been cleaning Recent activity explains the current evidence.

G One possible response

By May, each trainee will have finished the course. By June, we will have formed a partnership. Our membership will begin in July. Will we have received our certificates by then?

Unit 13 Answers

Future perfect continuous and duration by a future point

A Grammar

1. will have been working Duration is measured up to a future point.

2. will have been testing The focus is the duration of testing.

3. will have known Know is a state verb here.

4. will have repaired The sentence counts completed results.

B Word formation

1. defrost De- expresses removal.

2. disconnect Dis- expresses separation.

3. untie Reversative un- undoes an action.

C Paragraph

1. will have been working Four hours lead up to noon.

2. disconnected The completed action follows will have.

3. untied Tie becomes tied, including inside untie.

D Sentence changes

1. How long will they have been defrosting the freezer? Invert will and the subject.

2. She will not have been working here for a year by June. Put not after will.

E Error repairs

1. By noon, we will have been working for hours. The continuous perfect needs been.

2. They will have been disconnecting the cables for an hour. Use the -ing form after been.

F Recall

1. trainee The suffix marks the participant.

2. had left Leaving the pass happened before the failed entry.

G One possible response

At eleven, the crew will be disconnecting the cables. By noon, they will have untied the ropes. They will have been working for four hours. We will check the room afterward.

Unit 14 Answers

Future time clauses and future in the past

A Grammar

1. arrives An ordinary future time clause takes a present form.

2. have finished The present perfect emphasizes completion before leaving.

3. would Would expresses future viewed from a past point.

4. were going to The past plan was interrupted.

B Word formation

1. coauthor / co-author Co- means jointly.

2. counterargument / counter-argument Counter- marks a response or opposition.

3. transatlantic Trans- means across.

C Paragraph

1. coauthor / co-author The person writes jointly with the speaker.

2. would The sentence reports a future viewed from the past.

3. receive Use a present form in the future time clause.

D Sentence changes

1. I will explain the counterargument when the coauthor arrives. The time clause uses present simple.

2. We were going to publish it, but the plan might change. The intention and possibility are viewed from the past.

E Error repairs

1. I will call you when the coauthor arrives. Use a present form in this time clause.

2. She said she would send a counterargument. Would takes the base verb.

F Recall

1. defrost De- expresses removal.

2. had been repairing Earlier activity explains a past result.

G One possible response

My coauthor said she would finish on Monday. We were going to publish on Tuesday, but the plan changed. I will add a counterargument when she sends the draft. We will publish after we have checked it.

Unit 15 Answers

Articles countability and quantities

A Grammar

1. a Useful begins with a consonant sound.

2. The The reader can identify the previously mentioned tool.

3. some Information is uncountable in this meaning.

4. fewer Tools is a plural countable noun.

B Word formation

1. substandard Sub- expresses below the standard.

2. superhuman Super- means beyond the ordinary.

3. hypersensitive Hyper- intensifies the quality.

C Paragraph

1. an Unusual begins with a vowel sound.

2. The This is the tool already mentioned.

3. some Advice is uncountable here.

D Sentence changes

1. I need some information about the tool. / I need a piece of information about the tool. Use an uncountable quantity or a countable unit.

2. We have fewer substandard products now. Fewer modifies a plural countable noun.

E Error repairs

1. We received much useful advice. / We received a lot of useful advice. Advice is normally uncountable.

2. Finishing on time took a superhuman effort. Superhuman begins with a consonant sound.

F Recall

1. coauthor / co-author Co- means jointly.

2. are going to Going to expresses the prior intention.

G One possible response

We need a new tool. The tool must be safe for a hypersensitive surface. We have some equipment already. Please send a little information about suitable materials.

Unit 16 Answers

Nouns pronouns and agreement

A Grammar

1. is The head noun list is singular.
2. them After to, use an object pronoun.
3. ours The possessive pronoun stands alone.
4. joins Each member is singular.

B Word formation

1. extracurricular Extra- means outside here.
2. intramural Learn this established whole word. Mural comes from a root meaning wall.
3. multilingual Multi- means many.

C Paragraph

1. has Each member takes singular agreement.
2. them An object pronoun follows gives here.
3. are Both organizers is plural.

D Sentence changes

1. This multilingual guide is mine. Mine replaces my guide.
2. It is the teachers' room. A regular plural ending in s takes the apostrophe after s.

E Error repairs

1. The list of extracurricular activities is long. The head noun list controls agreement.
2. She prepared the guide by herself. By herself means alone or without help.

F Recall

1. substandard Sub- expresses below the standard.
2. will be traveling / will be travelling Both spellings are accepted.

G One possible response

Each member receives a multilingual guide. Both organizers explain it. The teacher gives them extra copies. This copy is mine.

Unit 17 Answers

Adjectives adverbs and comparisons

A Grammar

1. quietly An adverb describes runs.

2. more efficient Use more with this longer adjective.

3. better Better is the comparative of well.

4. light enough Enough follows an adjective.

B Word formation

1. semicircle Semi- means half.

2. outperform Out- expresses surpassing.

3. malfunction Mal- gives a defective meaning.

C Paragraph

1. outperforms A singular present-simple subject takes -s.

2. efficiently An adverb describes works.

3. malfunction The noun names the fault.

D Sentence changes

1. This device is as heavy as that device. / This device is as light as that device. As ... as expresses equality.

2. The machine is too heavy for me to lift. Too expresses an excessive degree.

E Error repairs

1. This model is cheaper. Do not use more with cheaper.

2. The machine works hard all day. Hardly would mean almost not.

F Recall

1. extracurricular Extra- means outside here.

2. will have been Been is the participle of be.

G One possible response

This device is lighter than the old one. It works more quietly. It is as reliable as the larger model. It is powerful enough to outperform our old device.

Unit 18 Answers

Prepositions and verb combinations

A Grammar

1. at; on Use at for the clock time and on for the day.

2. on Learn depend on as a phrase.

3. revising A verb after a preposition takes the -ing form here.

4. Turn it off. A pronoun goes between the separable verb and particle.

B Word formation

1. forewarn Fore- means beforehand.

2. pro-democracy Pro- expresses support.

3. ex-manager Ex- expresses former status.

C Paragraph

1. ex-manager The person formerly held the role.

2. about Forewarn someone about something is the intended pattern.

3. at Nine is a clock time.

D Sentence changes

1. We improved the guide by checking every example. By takes an -ing form for the method.

2. She looks after it. Look after stays together.

E Error repairs

1. Please turn it off before the meeting. Put the pronoun between turn and off.

2. The ex-manager is responsible for checking the figures. Learn responsible for as a phrase.

F Recall

1. semicircle Semi- means half.

2. will have been testing The focus is the duration of testing.

G One possible response

Meet the ex-manager at nine. Put the guide on the desk. She is responsible for checking it. When you finish with the screen, turn it off.

Unit 19 Answers

Modals for ability advice and obligation

A Grammar

1. must not The meaning is prohibition.
2. do not have to There is no obligation.
3. widen A modal takes the base form.
4. Could Could can make a polite request.

B Word formation

1. autobiography Auto- means self.
2. empower The prefix helps form a verb.
3. widen The verb means make or become wider.

C Paragraph

1. empower The verb means give power or agency.
2. do not have to Optional means there is no obligation.
3. widen Use the base form after should.

D Sentence changes

1. After training, she will be able to repair the machine. Be able to allows a future construction.
2. We should widen the entrance. / You should widen the entrance. Should gives advice.

E Error repairs

1. She can write an autobiography. Core modals take a bare infinitive.
2. He must widen the entrance. Do not add -s after a modal.

F Recall

1. forewarn Fore- means beforehand.
2. have finished The present perfect emphasizes completion before leaving.

G One possible response

Members must respect speaking time. They must not interrupt. They do not have to attend every meeting. We should widen participation to empower more members.

Unit 20 Answers

Modals for deduction and past possibilities

A Grammar

1. might Several explanations remain possible.
2. can't The evidence rules out attendance.
3. have spilled / have spilt Past possibility uses have and a participle.
4. should have Should have evaluates the past omission.

B Word formation

1. absorbent The adjective describes a property.
2. applicant The base changes. Learn the complete pair.
3. dietary The adjective relates to diet.

C Paragraph

1. applicant A person noun is required.
2. might The context supports possibility only.
3. checked Have takes the participle.

D Sentence changes

1. The respondent may have misunderstood the question. Use have and the participle after may.
2. This material must be absorbent. Must expresses the deduction.

E Error repairs

1. The applicant might have misunderstood. Use have after a modal.
2. They should have checked the dietary instructions. Have takes the participle.

F Recall

1. autobiography Auto- means self.
2. The The reader can identify the previously mentioned tool.

G One possible response

The applicant might have missed our email. She may have written to the wrong address. The delivery record is clear, so the message must have reached the server. We should have checked the contact details.

Unit 21 Answers

Verb patterns and familiar habits

A Grammar

1. to repair Decide takes a to-infinitive.
2. wasting Avoid takes an -ing form.
3. reading To is a preposition in be used to.
4. work Used to takes the base verb.

B Word formation

1. explanatory The base changes to explan-.
2. leakage The noun names the process or amount.
3. exposure The final e is replaced by the suffix.

C Paragraph

1. to reduce Decide takes a to-infinitive.
2. inspecting Be used to takes a noun or -ing form.
3. exposure The noun fits after unnecessary.

D Sentence changes

1. We used to waste water. Used to marks the changed past habit.
2. I remember locking the door. Remember plus -ing refers to the earlier action.

E Error repairs

1. We enjoy reading the advisory notes. Enjoy takes an -ing form.
2. I am used to inspecting the equipment. The preposition to is followed by -ing here.

F Recall

1. absorbent The adjective describes a property.
2. them After to, use an object pronoun.

G One possible response

I used to overlook small leaks. Now I am used to checking every pipe. I avoid wasting water. I plan to write an explanatory note about leakage.

Unit 22 Answers

Passive voice and arranged services

A Grammar

1. is revised Use present be and a participle.
2. was repaired The past time requires was.
3. has; been approved The pattern is has been plus a participle.
4. had; repaired This is an arranged-service construction.

B Word formation

1. refusal Drop the final e before -al.
2. bakery The final e is dropped in this word.
3. freedom The noun names a condition.

C Paragraph

1. bakery The noun identifies the place.
2. was being repaired The passive repair was in progress.
3. checked Have an object checked describes an arranged service.

D Sentence changes

1. The renewal will be approved by the committee. Use will be and a participle.
2. The bakery roof has been repaired. Use has been and a participle.

E Error repairs

1. The renewal was approved yesterday. A passive needs a participle.
2. We had the window repaired by a technician. Put the object between had and the participle.

F Recall

1. explanatory The base changes to explan-.
2. more efficient Use more with this longer adjective.

G One possible response

The bakery was closed yesterday. Its oven has been repaired. The building renewal will be discussed tomorrow. The owner had the windows cleaned this morning.

Unit 23 Answers

Questions indirect questions and question tags

A Grammar

1. Who activated the alarm? Who is the subject.

2. What did she activate? The object question uses did.

3. Can you tell me where the control is? The embedded clause uses statement order.

4. doesn't it Repeat the present-simple auxiliary in a negative tag.

B Word formation

1. activate The adjective ending changes to form the verb.

2. homeward / homewards The suffix indicates direction.

3. clockwise The suffix expresses direction here.

C Paragraph

1. activated This is a subject question.

2. is The embedded clause uses ordinary statement order.

3. clockwise The adverb gives the direction.

D Sentence changes

1. Do you know if she has activated it? / Do you know whether she has activated it? Use if or whether and statement order.

2. They have not left yet, have they? A negative statement takes an affirmative tag here.

E Error repairs

1. Can you tell me where the switch is? The embedded question uses statement order.

2. Who activated the alarm? A subject question does not use did here.

F Recall

1. refusal Drop the final e before -al.

2. on Learn depend on as a phrase.

G One possible response

Who activated the system? What did the guide activate? Can you tell me where the control is? It turns clockwise, doesn't it?

Unit 24 Answers

General conditions and real future possibilities

A Grammar

1. stops Both clauses express a general relationship.

2. rains Use present simple in this ordinary future condition.

3. will place The result is a future possibility.

4. Unless Unless directly introduces the conditional clause.

B Word formation

1. microclimate Micro- means small scale.

2. macroeconomics Macro- means large scale.

3. monolingual Mono- means one.

C Paragraph

1. microclimate The noun names the local climate.

2. will need This is a possible future consequence.

3. monitor Unless takes a present form in this future condition.

D Sentence changes

1. Unless we repair the sensor, it will fail. Unless already contributes the negative condition.

2. If the warning light comes on, call the technician. A condition can introduce an instruction.

E Error repairs

1. If it rains tomorrow, we will cancel. Use a present form in this ordinary future condition.

2. Unless we leave now, we will be late. Remove the unintended second negative.

F Recall

1. activate The adjective ending changes to form the verb.

2. do not have to There is no obligation.

G One possible response

If the sensor gets wet, it stops. If the microclimate changes, we will adjust the watering. If the soil becomes dry, we will water the plants. Unless we monitor it, we may miss a problem.

Unit 25 Answers

Imagined situations and present wishes

A Grammar

1. had A past form marks the imagined present condition.
2. would tell The result uses would and the base form.
3. were Were is conventional in this expression.
4. knew Wish plus a past form refers to a desired present change.

B Word formation

1. unidirectional Uni- means one.
2. bilingual Bi- means two.
3. trilateral Tri- means three.

C Paragraph

1. were This is a hypothetical present condition.
2. could Could expresses the imagined possibility.
3. knew Wish refers to a desired present ability.

D Sentence changes

1. If I were bilingual, I could translate the guide. The condition and result concern an imagined present.
2. I wish I could join the trilateral meeting. Could expresses a desired possibility.

E Error repairs

1. If I knew the answer, I would tell you. Use a past form in this ordinary hypothetical condition.
2. I wish I knew a second language. Wish uses a past form for the desired present change.

F Recall

1. microclimate Micro- means small scale.
2. can't The evidence rules out attendance.

G One possible response

If I were bilingual, I could welcome more visitors. If we had a larger room, we would hold more events. I wish I knew another language. If I were you, I would practise a little each day.

Unit 26 Answers

Past alternatives and mixed conditionals

A Grammar

1. had checked The condition concerns a different past.

2. would have helped The imagined result is in the past.

3. would understand The result concerns the present.

4. had not sent / hadn't sent A past wish uses the past perfect.

B Word formation

1. pseudoscience Pseudo- means false or purported.

2. neoclassical Neo- means new or revived.

3. atypical The negative prefix means not.

C Paragraph

1. had checked The condition is an alternative past.

2. would understand The result is explicitly now.

3. had asked The wish concerns the earlier event.

D Sentence changes

1. If we had asked, we would have learned the reason. Both the condition and the result concern the past.

2. If I had saved the instructions, I would have them now. The past condition leads to a present result. Have is a main verb here.

E Error repairs

1. If we had checked, we would have noticed. Use past perfect in this ordinary past condition.

2. I wish I had asked yesterday. Use past perfect for this past regret.

F Recall

1. unidirectional Uni- means one.

2. wasting Avoid takes an -ing form.

G One possible response

The result was atypical. If we had checked the instructions, we would have noticed the missing step. If we had kept the notes, we would understand the result now. I wish we had asked for advice.

Unit 27 Answers

Relative clauses and precise descriptions

A Grammar

1. who The pronoun is the subject of helped.

2. whose Whose expresses possession.

3. who A non-defining clause does not use that.

4. yes That is the object of borrowed in a defining clause.

B Word formation

1. circumnavigate Circum- means around.

2. troublesome The adjective describes the effect.

3. strength The base changes. Learn strong and strength together.

C Paragraph

1. who The pronoun is the subject of circumnavigated.

2. which Commas mark a non-defining clause.

3. strength The noun names the quality.

D Sentence changes

1. We need a guide that explains the troublesome route. / We need a guide which explains the troublesome route. The clause identifies the needed guide.

2. The people waiting outside need help. The -ing clause describes the same people.

E Error repairs

1. Maya, who wrote the guide, is here. Use who in a non-defining clause about a person.

2. The book that I borrowed was useful. That already represents the object, so remove it.

F Recall

1. pseudoscience Pseudo- means false or purported.

2. was repaired The past time requires was.

G One possible response

We need a boat that has enough strength for the current. Maya, who wrote the guide, can advise us. We know a sailor whose boat is available. The people waiting outside want to join us.

Unit 28 Answers

Reported statements questions and requests

A Grammar

1. Maya said she was ready. Present be shifts to past be.

2. He said he would call. Will shifts to would.

3. She asked me whether I was available. The reported question uses statement order.

4. He asked me to wait. Ask someone to do something reports the request.

B Word formation

1. midweek Mid- means middle.

2. teleconference Tele- means distance.

3. retroactive Retro- points backward here.

C Paragraph

1. was Use the requested backshift.

2. the next day The original tomorrow was Tuesday, not the reporter's Saturday.

3. to join A reported request uses an object and a to-infinitive.

D Sentence changes

1. She asked where the teleconference took place. Use statement order and past simple.

2. He asked us not to change the date. Put not before the to-infinitive.

E Error repairs

1. She told me that the meeting was midweek. / She said to me that the meeting was midweek. Use tell with a person object or say to someone.

2. He asked where the teleconference took place. Use statement order inside the reported question.

F Recall

1. circumnavigate Circum- means around.

2. What did she activate? The object question uses did.

G One possible response

Maya said the teleconference was on Wednesday. She asked whether I was available. I asked where the link was. She asked me to check my email.

Unit 29 Answers

Connect ideas with reasons contrasts and purposes

A Grammar

1. it was Because introduces a clause.

2. the rain Because of takes a noun phrase here.

3. Despite A noun phrase follows the connector.

4. so that The following clause has its own subject and modal.

B Word formation

1. wooden The suffix describes material.

2. picturesque Learn the complete established form.

3. booklet The suffix expresses smallness.

C Paragraph

1. booklet The noun means a small book.

2. Although A clause follows.

3. picturesque The adjective describes the scenic view.

D Sentence changes

1. Despite the cold weather, we continued. Despite takes a noun phrase here.

2. We wrote the booklet to help visitors. The understood subject of help is we.

E Error repairs

1. Although it rained, we visited the wooden bridge. Do not add but to this although construction.

2. The booklet was short. However, it was useful. A comma alone cannot join these complete clauses.

F Recall

1. midweek Mid- means middle.

2. rains Use present simple in this ordinary future condition.

G One possible response

We visited a picturesque village because a friend recommended it. Although it rained, we crossed the wooden bridge. We bought a booklet to learn about its history. The tour was short. However, it gave us useful information.

Unit 30 Answers

Build clear sentences and control emphasis

A Grammar

1. We plan to read, discuss, and revise. Use matching base verb forms after to.

2. did The auxiliary comes before the subject.

3. It was Maya who wrote the guide. / It was Maya that wrote the guide. A cleft focuses the person.

4. we asked for help. Any grammatical, coherent main clause is acceptable.

B Word formation

1. duckling This use of -ling marks youth.

2. Canadian The form uses -ian with a base change.

3. legalese This use of -ese names a register, not a nationality.

C Paragraph

1. Reading The participle clause shares the subject she.

2. did The main verb understand is in its base form.

3. who The focus clause refers to a person. That is also possible in this cleft.

D Sentence changes

1. Never had we seen such a clear guide. Invert had and we after initial never.

2. Reading the booklet, I understood the instructions. The main subject must be the person reading.

E Error repairs

1. Only then did we understand the legalese. Use did before the subject and a base verb.

2. The Canadian visitor found the guide, and she read it. / The Canadian visitor found the guide. She read it. Use a conjunction or a full stop between independent clauses.

F Recall

1. wooden The suffix describes material.

2. would tell The result uses would and the base form.

G One possible response

A Canadian visitor found a confusing guide. She read, discussed, and revised the instructions. It was her partner who explained the legalese. Only then did they understand the procedure. They wrote a clearer booklet for the next visitor.

Review 1 Answers

Review routines and past events

1. are The subject is plural.

2. checks Use third-person singular -s.

3. is preparing / are preparing The activity is in progress. Both collective agreement patterns occur.

4. prepaid The irregular pay form is retained.

5. were checking The checking was the background activity.

6. Does she understand the instructions? Use does and the base form.

7. inaccurate Use the established negative prefix.

8. improvement The noun names the result.

9. Did she understand the useful guide? Use a base verb after did and one l in -ful.

10. lockable The affix transfers to another suitable base.

One possible response

Our club meets every week. We are preparing an international event. Yesterday, we prepaid for the room. I was checking the useful guide when the organizer called. Does everyone understand the arrangement?

Check the open response

Look for each required meaning and structure, appropriate use of the affixed words, and a coherent account. Invite the learner to explain a grammatical choice and revise one sentence. The sample is a model, not a required story.

Review 2 Answers

Review results duration and plans

1. have finished The result is relevant now.

2. rewrote Yesterday gives a finished past time.

3. for Three hours is a duration.

4. had checked The checking occurred earlier.

5. had been working The activity led up to a past point.

6. are going to This is a prior intention.

7. economical The adjective concerns resource use.

8. reliability The ending changes to -ability.

9. Has the writer written the explanation? Have takes a past participle.

10. muddy Double d in this word.

One possible response

We rewrote the guide yesterday. We have checked its reliability. The translator has been working since nine. We had discussed the explanation before she started. We are going to simplify the final page.

Check the open response

Look for each required meaning and structure, appropriate use of the affixed words, and a coherent account. Invite the learner to explain a grammatical choice and revise one sentence. The sample is a model, not a required story.

Review 3 Answers

Review future meaning and noun phrases

1. will be testing This puts the action in progress at ten.

2. will have completed The sentence counts completed results.

3. will have been working The focus is duration.

4. arrives Use present simple in the ordinary future time clause.

5. would The future is viewed from a past point.

6. an Unusual begins with a vowel sound.

7. less Information is uncountable.

8. unpack Use reversative un-.

9. wrote A finished past time takes past simple.

10. payee This use of -ee names a recipient.

One possible response

At nine, the trainee will be checking the equipment. By noon, she will have completed three tests. She will have been working for four hours. I will review the report when she finishes. We may need some new equipment.

Check the open response

Look for each required meaning and structure, appropriate use of the affixed words, and a coherent account. Invite the learner to explain a grammatical choice and revise one sentence. The sample is a model, not a required story.

Review 4 Answers

Review precision obligations and explanations

1. is The head noun list is singular.

2. ours The possessive pronoun stands alone.

3. efficiently An adverb describes works.

4. on; at Use on for days and at for clock times.

5. do not have to There is no obligation.

6. The applicant might have missed the email. A modal perfect expresses past possibility.

7. widen The verb uses -en.

8. since The year gives a starting point.

9. interesting; interested The -ing adjective describes the effect. The -ed adjective describes the feeling here.

10. autobiography Auto- means self.

One possible response

The multilingual guide is clearer than the old version. We should widen its range of examples. We must check the instructions. Applicants do not have to answer optional questions. One applicant might have misunderstood the earlier form.

Check the open response

Look for each required meaning and structure, appropriate use of the affixed words, and a coherent account. Invite the learner to explain a grammatical choice and revise one sentence. The sample is a model, not a required story.

Review 5 Answers

Review actions questions and conditions

1. reading Enjoy takes an -ing form.

2. working Be used to takes an -ing form here.

3. The roof has been repaired. Preserve the present perfect.

4. repaired Use the participle in the arranged-service pattern.

5. Do you know where the switch is? The embedded clause uses statement order.

6. doesn't it Use a negative tag after an affirmative statement.

7. will revise The result is a real future possibility.

8. could help The result is an imagined possibility.

9. The trainee will have finished by Friday. Use have after will.

10. monorail Mono- means one.

One possible response

We plan to publish a bilingual guide. The first version has been revised. Do you know where it will be printed? If the printer agrees, we will order it tomorrow. If we had more time, we could add an explanatory page.

Check the open response

Look for each required meaning and structure, appropriate use of the affixed words, and a coherent account. Invite the learner to explain a grammatical choice and revise one sentence. The sample is a model, not a required story.

Review 6 Answers

Final review of grammar and word building

1. If we had checked, we would have noticed. Both clauses refer to an alternative past.

2. would have Have is the main verb, and now marks the present result.

3. who Use who in the non-defining clause.

4. She said she would call. Will becomes would in the requested backshift.

5. Despite A noun phrase follows.

6. Only then did we understand the legalese. Invert the auxiliary and use the base verb.

7. for A duration follows.

8. rewrote Use past simple for the finished time.

9. droplet The suffix expresses smallness.

10. Careful describes the writer, while carefully describes how the writer works. The first word is an adjective and the second is an adverb.

One possible response

We rewrote the booklet yesterday. We have checked every explanation. The editor who reviewed it suggested a clearer introduction. We are going to add a bilingual glossary. If we finish by Friday, we will print it next week. Although the work took longer than expected, the guide is more useful.

Check the open response

Look for each required meaning and structure, appropriate use of the affixed words, and a coherent account. Invite the learner to explain a grammatical choice and revise one sentence. The sample is a model, not a required story.

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