



# TOP NOTCH 3

# UNIT

Didáctica  
1-5  
Learning

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Guayaquil - Ecuador

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## Unit Study Guide

### (Unit 1)

**Self-Check** Write a checkmark ✓ next to the language you know. Return to the unit in your Student's Book to find and study the language you are not yet sure of.

#### GRAMMAR

- Tag questions: use and form (page 4)
- The past perfect: statements (page 6)

#### VOCABULARY

##### Intensifiers

- unbelievably
- incredibly
- really
- so
- pretty

##### Manners and etiquette

- etiquette
- cultural literacy
- table manners

- punctuality
- impolite
- offensive
- customary
- taboo

##### Other language

- register [for a class]
- across town

#### SOCIAL LANGUAGE

- Allow me to introduce myself.
- No need to be so formal.
- Please call me [Surat].
- Good [morning]. Beautiful [day], isn't it?
- It really is.

- By the way, I'm [Kazuko Toshinaga].
- Do you mind if I call you [Kazuko]?
- Would it be rude to call you [Kazuko]?
- What would you like to be called?
- How do you prefer to be addressed?
- Do you use Ms. or Mrs.?
- Absolutely not. Please do.
- Please call me [Jane].
- So how was your [day]?
- That was nothing!
- What did you do about [lunch]?
- Wow!

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**Unit Study Guide  
(Unit 1)**

**Practice** Write a new sentence or a short conversation with each grammar point, word, or expression you didn't check.

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NAME: \_\_\_\_\_

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**Extra Grammar Exercises****(Unit 1, page 4)****LESSON 1 Tag questions: Use and form****1 Choose the correct tag question.**

1. You're taking the bus, (don't you / aren't you)?
2. They don't want dinner, (don't they / do they)?
3. She's going to make dinner tonight, (isn't she / doesn't she)?
4. Sally will be late for the movie, (will she / won't she)?
5. I'm going to pass this test, (aren't I / are I)?
6. We can't make the early train, (can we / can't we)?
7. This food is disgusting, (aren't it / isn't it)?
8. Charlie speaks great Russian, (doesn't he / doesn't Charlie)?
9. Nonnie can't eat shellfish, (can't she / can she)?
10. You've used all the paper, (didn't you / haven't you)?

**2 Some of the sentences have incorrect tag questions. Rewrite those sentences with correct tag questions.**

1. I wasn't speeding, wasn't I?

*I wasn't speeding, was I?*

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2. There was no problem, was there?
- 

3. That lunch was incredibly good, was it?
- 

4. Michael is going to be late, isn't he?
- 

5. You haven't seen Eileen, haven't you?
- 

6. Your grandparents can't come for dinner, can they?
- 

7. Sylvia will be here in a few minutes, won't Sylvia?
- 

*(continued)*

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8. You went to Mexico City on your vacation, didn't you?

\_\_\_\_\_

9. We aren't going to eat in that awful restaurant, will we? \_\_\_\_\_

\_\_\_\_\_

10. Dan's sister is younger than he is, isn't he?

\_\_\_\_\_

**3 Complete each tag question.**

1. Susan and Ron are going to the movies tonight, aren't they?

2. I won't have to be there for more than an hour, \_\_\_\_\_ I?

3. Your husband never eats meat, \_\_\_\_\_ he?

4. Some people are so rude, \_\_\_\_\_ they?

5. You can't play the violin, \_\_\_\_\_ you?

6. They serve breakfast until 11:00, \_\_\_\_\_ they?

7. Table manners aren't as good as they used to be, \_\_\_\_\_ they?

8. Clarence doesn't know how to speak Chinese, \_\_\_\_\_ he?

9. I'm the first one here, \_\_\_\_\_ I?

10. Portuguese is your first language, \_\_\_\_\_ it?

NAME: \_\_\_\_\_

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**Extra Grammar Exercises****(Unit 1, page 6)****LESSON 2 The Past Perfect: Statements****1 Choose the correct phrase to complete each statement.**

1. By the time I got home, my family had \_\_\_\_\_.  
a. eaten yet                      **b. already eaten**
2. At 5:00 this afternoon, we hadn't \_\_\_\_\_ to our friends.  
a. yet spoken                      **b. already spoken**
3. Before she got home from the office, her husband had \_\_\_\_\_ dinner.  
a. yet made                      **b. already made**
4. On Thursday at eight o'clock in the morning, it had \_\_\_\_\_ raining.  
a. yet started                      **b. already started**
5. I was so busy at home today, that at 3:00, I hadn't \_\_\_\_\_.  
a. gotten dressed yet      **b. gotten dressed already**
6. By the time our flight arrived in Paris, the tourist bus had \_\_\_\_\_ for the city.  
a. yet left                      **b. already left**

NAME: \_\_\_\_\_

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**2 Complete each statement in the past perfect with the correct past participle.**

1. They had \_\_\_\_\_ *broken* \_\_\_\_\_ (break) all the rules on the first day.
2. Before then no one had \_\_\_\_\_ (know) the truth.
3. Their friends were already at work and hadn't \_\_\_\_\_ (see) the accident.
4. My sister hadn't yet \_\_\_\_\_ (buy) her car.
5. The meeting had already \_\_\_\_\_ (begin).
6. Ms. Johnson had \_\_\_\_\_ (fall) earlier in the morning.
7. He didn't know that the most famous architect in Spain had \_\_\_\_\_ (build) that building.
8. I hadn't \_\_\_\_\_ (hear) that story before.
9. The children had already \_\_\_\_\_ (get) on the school bus.
10. No one had \_\_\_\_\_ (read) the report.
11. Had they \_\_\_\_\_ (eat) before the presentation?
12. I hadn't \_\_\_\_\_ (know) about that before.
13. Eleanor hadn't \_\_\_\_\_ (speak) to her sister in many years.
14. When we got to the party, the guests had already \_\_\_\_\_ (drink) all the drinks.
15. By 2:00 the partners had \_\_\_\_\_ (go) home.

**Unit Study Guide****(Unit 2)**

**Self-Check** Write a checkmark ✓ next to the language you know. Return to the unit in your Student's Book to find and study the language you are not yet sure of.

**GRAMMAR**

- Drawing conclusions with must (page 17)
- Will be able to (page 18)
- Modals may and might (page 18)

**VOCABULARY****Describing symptoms**

- I feel dizzy / nauseous / weak / short of breath.
- I've been vomiting / coughing / sneezing / wheezing.
- I have pain in my chest / in my hip / in my ribs / in my stomach.

**Medical procedures**

- a checkup / examination
- a shot / injection
- an EKG / electrocardiogram
- an X-ray
- a blood test

**Medical treatments**

- conventional medicine
- homeopathy
- herbal therapy
- acupuncture
- spiritual healing

**Practitioners**

- conventional doctor
- homeopathic doctor
- acupuncturist
- herbal therapist
- spiritual healer

**Medications**

- painkiller
- cold tablets
- nasal spray
- decongestant
- eye drops
- antihistamine
- cough medicine
- antibiotic
- antacid
- ointment
- vitamins

**Other language**

- medicine label
- dosage
- warnings
- side effects
- prescription

**SOCIAL LANGUAGE**

- [I need to see a dentist] as soon as possible.
- [Would you like me to] make an appointment [for you]?
- [Thanks for] fitting me in.
- [This tooth is] killing me.
- [Well, let's take an X-ray and see] what's going on.
- I was wondering if you might be able to [recommend someone who speaks English.]
- It's been bothering me [since last night].
- Let me check.
- If you could.
- I'm sorry, but I don't think I can [come to the meeting this morning].
- Really? Is there anything wrong?
- Well, actually, I don't feel too well.
- That must be awful.
- Would you like me to [call a doctor]?
- I wonder if I might be able to [come in early next week].
- Let's see [if I can fit you in].
- Could I [come in the morning]?
- Would you be able to [be here at 10:00]?
- That would be perfect.
- We'll see you then.
- I really appreciate it.



NAME: \_\_\_\_\_

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## Unit Study Guide (Unit 2)

**Practice** Write a new sentence or a short conversation with each grammar point, word, or expression you didn't check.


NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Extra Grammar Exercises****(Unit 2, page 17)****LESSON 1 Drawing conclusions with must****1 Circle the correct way to complete each statement.**

1. You must (to be / be / being) very tired today.
2. Your teacher must (like / liking / to like) you.
3. My pharmacy must (not to have / not have / not having) the medication you need.
4. Their dentist must (work / to work / working) long hours.
5. There must (to be / being / be) someone in the office today.
6. It must (not to feel / not feel / not feeling) very cold outside.
7. She must (to think / thinking / think) learning English is pretty easy.
8. They must (not like / not to like / not liking) Russian food.

**2 Complete each statement. Write must or must not.**

1. Your sister's a doctor? She \_\_\_\_\_ *must* \_\_\_\_\_ be very smart.
2. This wallet \_\_\_\_\_ be yours, right? It was under your chair.
3. Karen \_\_\_\_\_ like modern art. She only decorates her office with very traditional art.
4. Is Maureen late? There \_\_\_\_\_ be a lot of traffic right now.
5. If famous actors stay at that hotel in New York, it \_\_\_\_\_ be pretty expensive.
6. Your mother \_\_\_\_\_ be very old-fashioned if she likes hip-hop music!
7. You've never seen one of his movies? You \_\_\_\_\_ think he's a very good actor.
8. Gary gave a talk to 300 people yesterday. He \_\_\_\_\_ be an introvert!

NAME: \_\_\_\_\_

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**3 Complete each conversation, using must or must not.**

1. A: You look terrific! You must be  
be on a diet.

B: It's true. I'm trying the Atkins diet.

A: Well, it work. Maybe I'll try it!

2. A: I have a terrible backache.

B: Oh no! You want to play basketball today then.

A: No, I don't. Sorry.

3. A: My dentist says my teeth are going to need a lot of work.

B: Really? You feel really bad about that.

A: I do. I really hate going to the dentist.

4. A: Did you make a reservation at the restaurant?

B: I called, but no one answered.

A: Uh-oh. They be open tonight.

5. A: There were about 80 people at Patricia's birthday party last Saturday!

B: Wow! She have a lot of friends!

A: She does. But they have a lot of money. No one gave her any gifts!

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Extra Grammar Exercises****(Unit 2, page 18)****LESSON 2 Will be able to; Modals may and might****1 Choose the correct form to complete each statement.**

1. I won't \_\_\_\_ you after school today.  
 a. be able to meet      b. able to meet      c. be able to meets
2. Gina might \_\_\_\_ able to finish the report before Monday.  
 a. is                      b. be                      c. being
3. We may \_\_\_\_ to the party on Friday.  
 a. not coming          b. not to come          c. not come
4. Our class must \_\_\_\_ use the computer lab this morning.  
 a. not be able to      b. be not able to      c. not to able
5. My friends may \_\_\_\_ together for a few hours tonight.  
 a. need study          b. to need study      c. need to study
6. Nick will be able \_\_\_\_ dinner on Tuesday.  
 a. make                  b. to make                  c. to be making
7. Martin might not \_\_\_\_ you with your laptop today.  
 a. be able to help      b. able to help          c. be able to helping

**2 Write statements using may and might.**

1. a new language / study / might  
 Bob *might study a new language* \_\_\_\_\_ next year.
2. take / may / a vacation / not  
 I \_\_\_\_\_ this year.
3. might / call / your parents / to / want  
 You \_\_\_\_\_ right away.
4. the test / to / may / take / need  
 They \_\_\_\_\_ again.
5. not / might / to / the meeting / drive  
 She \_\_\_\_\_ today.
6. on TV / watch / not / a movie / may  
 We \_\_\_\_\_ tonight.

NAME: \_\_\_\_\_

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**3 Complete each conversation. Use might be able to or might not be able to.**

1. A: Can I make an appointment with Dr. Smith?

B: Let me check . . . He might be able to see you next Friday at 6:00. Is that OK?

2. A: My laptop crashed. Can you take a look?

B: I'm pretty busy this morning. I can't help you right away, but I can take a look this afternoon.3. A: I can't make an omelette for lunch. There are no eggs in the fridge.B: No problem. I can go to the store in a few minutes and buy some eggs.4. A: Beth can't come to class today. She had a car accident.

B: Oh no! Is she OK?

A: She's fine. Pat can drive her. She'll call if she can't.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## Unit Study Guide

### (Unit 3)

**Self-Check** Write a checkmark ✓ next to the language you know. Return to the unit in your Student's Book to find and study the language you are not yet sure of.

#### GRAMMAR

- The causative (page 28)
- The passive causative (page 30)

#### VOCABULARY

##### Services

- dry-clean [a suit]
- repair [shoes]
- frame [a picture]
- deliver [a package]
- lengthen / shorten [a skirt]
- print [a sign]
- copy [a report]

##### Words to describe good service

- reliable
- reasonable
- workmanship
- helpful
- professional

#### Planning and running an event

- send out the announcements
- set up the room
- set up the projector
- put up the signs
- check the sound
- a microphone / a mike
- a handheld mike
- a lapel mike
- hand out the agenda
- a handout
- introduce the speaker / the guest
- a podium

#### Other language

- repair shop
- doctor's appointment

#### SOCIAL LANGUAGE

- I know this is last minute.
- It's really urgent.

- You're a lifesaver!
- No sweat.
- Thanks a million.
- I owe you one.
- I see you've got a lot on your plate today.
- I won't keep you any longer.
- Do you think I could [borrow your car]?
- I'm sorry, but [I'm going to need it].
- No problem.
- I understand.
- No worries.
- Don't worry about it.
- Maybe you could [get Jack to lend you his car].
- Good idea.
- That might be difficult.
- Well, I'll see what I can do.
- I really appreciate it. Thanks!

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Unit Study Guide  
(Unit 3)**

**Practice** Write a new sentence or a short conversation with each grammar point, word, or expression you didn't check.

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NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Extra Grammar Exercises****(Unit 3, page 29)****LESSON 1 The causative****1 Complete the conversations. Use the causative get.**

1. A: I'm going to get something cold to drink. Could I leave my laptop with you for a minute?

B: Sorry, I'm late for class. Jason isn't going anywhere. Why don't you  
 \_\_\_\_\_ *get him to watch* \_\_\_\_\_ (him / watch) it?

2. A: Oh no. I'm out of cash. Could I borrow some money from you?

B: Sorry, I'm out of cash, too. Maybe you could  
 \_\_\_\_\_ (Kyla / lend) you some.

3. A: I can't leave my desk right now. Could you pick up something for me when you go for lunch?

B: Sorry, I've already gone out for lunch. Why don't you  
 \_\_\_\_\_ (Ben / buy) something for you?

4. A: Could you pick up Dad at the airport? His flight gets in at 7:00, and I'll be at work then.

B: Sorry, I have a class. I know it's a little expensive, but we should  
 \_\_\_\_\_ (a limo service / pick up) Dad. He'd like that!

5. A: My sister is meeting her friends at the mall, but I can't take her right now. Do you think you could drive her there?

B: Sorry, I don't drive! But Vicky does. Why don't you  
 \_\_\_\_\_ (her / do) it?

6. A: I'm so tired! Why did I bring so much luggage on this trip?

B: No problem. You can \_\_\_\_\_ (the bellman / bring) your luggage to your room.



NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**2 Complete each statement or question with a base or infinitive form of the verb. Be careful: Some of the statements use have instead of get.**

1. (help) You should get your friends \_\_\_\_\_ *to help* \_\_\_\_\_ you.
2. (take) Why don't you have the waiter \_\_\_\_\_ your coat?
3. (come) Maybe I can get my colleagues \_\_\_\_\_ to that meeting.
4. (make) My sister got me \_\_\_\_\_ a cake for her best friend's birthday.
5. (send) Why don't you have your assistant \_\_\_\_\_ an e-mail to announce the meeting?
6. (wait) Don't forget to get the taxi driver \_\_\_\_\_ for me.
7. (write) I'll have the doctor \_\_\_\_\_ a note for you.
8. (lend) You won't get my brother \_\_\_\_\_ you any money.

NAME: \_\_\_\_\_

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## Extra Grammar Exercises

### (Unit 3, page 30)

#### LESSON 2 The passive causative

##### 1 Read the causative and passive causative sentences. Choose the correct forms.

1. I'm having some documents (copy / copied / to copy) right now.
2. She'll get her friend (repair / repaired / to repair) her bicycle tomorrow.
3. Can I have this announcement (print / printed / to print) this morning?
4. He needs to have his pants (lengthen / lengthened / to lengthen) today.
5. She wants to get the tailor (shorten / shortened / to shorten) her red dress right away.
6. Can we have a professional (paint / painted / to paint) this room?
7. Can I get my sweater (dry-clean / dry-cleaned / to dry-clean) in 24 hours?
8. They should get someone (frame / framed / to frame) your picture.

##### 2 Complete the statements and questions, using the passive causative with a correct form of have. Use contractions when possible.

1. \_\_\_\_\_ *I'd like to have a suit made* \_\_\_\_\_ a.s.a.p. (I / would like / a suit / make)
2. \_\_\_\_\_ right away. (you / need / that tooth / fill)
3. This is the front desk calling. \_\_\_\_\_ this evening? (would / you / like / your room / make up)
4. \_\_\_\_\_ to your apartment by next week. (we / will / your new washing machine / deliver)
5. Hello. Front desk? \_\_\_\_\_ this morning. (I / need / my laundry / pick up)
6. This was a great meeting! \_\_\_\_\_. (we / should / everyone's photo / take)
7. Excuse me! This bill total isn't right! \_\_\_\_\_ ? (we / can / please / it / correct)
8. I paid \$200 for this device, and it isn't working. \_\_\_\_\_ today! (I / need / this problem / solve)
9. Hello. Is this the front desk? \_\_\_\_\_ to Room 205? (can / we / a rollaway bed / bring up)

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## Unit Study Guide

### (Unit 4)

**Self-Check** Write a checkmark ✓ next to the language you know. Return to the unit in your Student's Book to find and study the language you are not yet sure of.

#### GRAMMAR

- Noun clauses (page 40)
- Noun clauses: embedded questions (page 42)

#### VOCABULARY

##### Genres of books

- fiction
- novel
- mystery
- thriller
- romance novel
- science fiction book
- short story
- non-fiction
- biography
- autobiography
- travel book
- memoir
- self-help book

##### Reading materials

- magazine
- newspaper
- website
- blog

#### Ways to describe a book

- It's a page-turner / cliff-hanger / best-seller / fast read.
- It's hard to follow / trash.

#### Some ways to enjoy reading

- curl up with [a book]
- read aloud [to someone]
- listen to audio books
- do puzzles
- read [articles] online
- skim through [a newspaper]
- read electronic books / e-books

#### Other language

- recommend
- sold out
- run into
- browsing
- picking up
- borrow
- lend

#### SOCIAL LANGUAGE

- [She] can't get enough of [them].
- [I] can't seem to get into [it].
- [I guess mysteries] just aren't my thing.
- [They] put me to sleep.
- [I] can't put it down.
- [It's] a real page-turner.
- Actually, [I'm reading a thriller called *Don't Close Your Eyes*].
- Could you tell me [where you bought it]?
- Too bad.
- I'm dying to [read it].
- Are you sure?
- Is it any good?
- I highly recommend it.
- I can't find it anywhere.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### Unit Study Guide (Unit 4)

**Practice** Write a new sentence or a short conversation with each grammar point, word, or expression you didn't check.

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**Extra Grammar Exercises****(Unit 4, page 40)****LESSON 1 Noun clauses****1 Complete each conversation with a negative short answer.**

1. A: Did Stephen King write a new book?  
B: (guess) I guess not. I haven't heard anything about it.
2. A: Are you going to read *War and Peace*?  
B: (think) I \_\_\_\_\_. It's way too long.
3. A: Have you ever heard of *The Old Man and the Sea*, by Hemingway?  
B: (believe) I \_\_\_\_\_. Is it any good?
4. A: Do you and your colleague have enough volunteers for the author's talk on Tuesday?  
B: (guess) We don't have any. So I \_\_\_\_\_!
5. A: Can I get all these magazines delivered to the school by the end of the week?  
B: (think) I \_\_\_\_\_. We'll need some more time.
6. A: Do you need a painkiller for your headache?  
B: (hope) I \_\_\_\_\_. I should just stop reading in the dark.
7. A: Is that book a best-seller?  
B: (believe) I \_\_\_\_\_. I've never seen it in a bookstore.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**2 Unscramble the words and write statements and questions with noun clauses.****Use that.**

1. I'm / this biography / Smith / wrote / sure

*I'm sure that Smith wrote this biography.*

2. I / another / thriller / writes / Greer / hope

3. Did / know / self-help books / Newsom / more than fifty / you / wrote

4. Do / can / think / print / you / you / by tomorrow / 100 copies

5. Are / the tailor / your skirt / you / couldn't / disappointed / lengthen

6. We / Brewer / never / an autobiography / had forgotten / wrote

7. Are / the sound system / can / someone / you / before 9:00 / check / sure

8. I'm / have / I / someone / sorry / the speaker / didn't / this morning / introduce

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Extra Grammar Exercises****(Unit 4, page 43)****LESSON 2 Noun clauses: Embedded questions****1 Circle the correct word to begin each embedded question.**

1. Tell me (when / if / who) you like the article.
2. I wonder (where / when / if) this travel book is any good.
3. I'd like to know (if / where / that) this novel takes place.
4. Would you tell me (where / that / what) I can buy that magazine?
5. Do you know (when / where / if) Johnson's memoir is a fast read?
6. Tell me (who / whose / when) I can borrow your book.
7. I wonder (why / who / that) Graham never wrote another mystery novel.
8. Could you tell me (where / whose / that) magazine is on the table?

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**2 Rewrite the sentences, correcting the errors.**

1. I'd like to know why is Patterson's new book so short?

*I'd like to know why Patterson's new book is so short.*  
\_\_\_\_\_

2. Tell me is Maxwell's latest romance a page-turner?
- 
- \_\_\_\_\_

3. Would you tell me where can I find the latest issue of that magazine.
- 
- \_\_\_\_\_

4. I wonder whose newspaper is this?
- 
- \_\_\_\_\_

5. Do you know when did Tolstoy write
- War and Peace*
- .
- 
- \_\_\_\_\_

6. I don't know who are the authors of these short stories?
- 
- \_\_\_\_\_

7. Would you tell me what is that article about.
- 
- \_\_\_\_\_

8. I'd like to know is your sister a big reader?
- 
- \_\_\_\_\_

9. I don't understand why don't you like entertainment magazines?
- 
- \_\_\_\_\_

10. Tell me what is your favorite magazine?
- 
- \_\_\_\_\_

11. Do you know will our class have a party next month?
- 
- \_\_\_\_\_

12. I wonder would you like to get a cup of coffee?
- 
- \_\_\_\_\_



**Unit Study Guide****(Unit 5)**

**Self-Check** Write a checkmark ✓ next to the language you know. Return to the unit in your Student's Book to find and study the language you are not yet sure of.

**GRAMMAR**

- Indirect speech: imperatives (page 52)
- Indirect speech: Say and tell —tense changes (page 54)

**VOCABULARY****Disasters**

- epidemic
- famine
- blizzard
- earthquake

**Severe weather and other natural disasters**

- tornado
- hurricane / typhoon
- flood
- landslide
- drought

**Adjectives of severity**

- mild
- moderate
- severe
- deadly
- catastrophic

- enormous
- huge

**Emergency preparations and supplies**

- evacuate
- emergency
- power outage
- shelter
- first-aid kit
- flashlight
- non-perishable food
- scissors
- bandages
- matches
- batteries
- bottled water

**Other language**

- property damage
- casualties
- deaths
- breaking news
- run late
- destroy
- storm

**SOCIAL LANGUAGE**

- Oh, my goodness.
- Any word on [casualties]?
- Can you imagine [the property damage]?
- What a disaster.
- I'm on the phone with [your parents].
- Would you like to say hello?
- I would, but I'm running late.
- Anything you'd like me to tell [them]?
- There's a storm on the way.
- Will do.
- What's going on [in the news today]?
- Well, [the *Times* says there was a terrible storm in the South].
- What a shame!
- But [there haven't been any deaths].
- Thank goodness for that!

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### Unit Study Guide (Unit 5)

**Practice** Write a new sentence or a short conversation with each grammar point, word, or expression you didn't check.

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**Extra Grammar Exercises****(Unit 5, page 52)****LESSON 1 Indirect speech: Imperatives****1 Change each direct speech statement to indirect speech.**

1. Martin told Odette, "Read this article in the newspaper."

Martin told Odette *to read this article in the newspaper* \_\_\_\_\_.

2. Paul said, "Ella, call your parents after dinner."

Paul told Ella \_\_\_\_\_.

3. Gina's friends said, "Check the weather online."

Gina's friends told her \_\_\_\_\_.

4. The girls' parents said, "Girls, don't get up too late Friday morning."

Their parents told the girls \_\_\_\_\_.

5. Mr. Wade said, "Students, study the verb tenses for the test on Friday."

Mr. Wade told the students \_\_\_\_\_.

6. Dan's wife said, "Be sure to be home before dinner."

Dan's wife asked him \_\_\_\_\_.

7. My friends said, "Meet us at the mall after the movie."

My friends asked me \_\_\_\_\_.

8. Lisa told Allen, "Don't forget to invite your sister to the party."

Lisa told Allen \_\_\_\_\_.

NAME: \_\_\_\_\_

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**2 Complete each indirect speech statement with the correct pronouns.**

1. **Stan:** Paula, please call me tomorrow when you get up.

Stan asked Paula to call her when she gets up.

2. **Ms. Rand:** Michael, give me the newspaper when you finish reading it.

Ms. Rand asked Michael to give \_\_\_\_\_ the newspaper when \_\_\_\_\_ finishes reading it.

3. **Jack's parents:** Jack, please come with us when we go to the meeting.

Jack's parents asked \_\_\_\_\_ to come with \_\_\_\_\_ when \_\_\_\_\_ go to the meeting.

**3 Write the statements as direct speech. Use quotation marks.**

1. We told them to take heavy sweaters on the hike.

"Take heavy sweaters on the hike."

2. Kayla asked Seth to pick up some groceries on the way home.

\_\_\_\_\_

3. Michael told his friends to take the bus to the game.

\_\_\_\_\_

4. Ms. Miller asked Stan to call his office when he gets home.

\_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Extra Grammar Exercises****(Unit 5, page 55)****LESSON 2 Indirect speech: Say and tell—tense changes****1 Circle the correct verb.**

1. We (told / said) our classmates to be on time for the meeting.
2. No one (said / told) us what had happened.
3. When I arrived at the school, they (said / told) me the air conditioning wasn't working.
4. The newspaper article (said / told) there was a flu epidemic in several southern states of the U.S.
5. My friend from Mexico called and (said / told) us there had been a landslide in the town next to hers.
6. It (says / tells) that a lot of trees fell down in the hurricane.
7. They (said / told) the class that a typhoon and a hurricane are the same kind of storm.

**2 Correct the errors in the statements.**

1. The newspaper told that there was a terrible storm.  
*The newspaper said (that) there had been a terrible storm. The newspaper told us (that) there had been a terrible storm.*
2. My friend Anna said me that she was sick today.  
 \_\_\_\_\_
3. I told I will go there next week.  
 \_\_\_\_\_
4. She said him the earthquake had hit early in the day.  
 \_\_\_\_\_
5. The weather report told the weather would be better tomorrow.  
 \_\_\_\_\_

NAME: \_\_\_\_\_

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**3 Write the original direct quote. Use quotation marks.**

1. They said a lot of people had died in the flood.

*"A lot of people died in the flood."*  
\_\_\_\_\_

2. My friends told me the tornado had hit before they came home.
- 
- \_\_\_\_\_

3. Karen said the 2003 drought had been one of the worst droughts in history.
- 
- \_\_\_\_\_

4. The National News said thousands had died of hunger in the famine.
- 
- \_\_\_\_\_

**4 Change each statement from direct speech to indirect speech. Change the verb tense.**

1. I said, "It hasn't stopped raining yet."

*I said that it hadn't stopped raining yet.*  
\_\_\_\_\_

2. My friends in Panama told me, "The weather last week was terrible."
- 
- \_\_\_\_\_

3. Susan said, "I'll bring food to your house for dinner."
- 
- \_\_\_\_\_

4. Laura's children told her, "We can't take the school bus this morning."
- 
- \_\_\_\_\_

5. He said, "I was here all last night."
- 
- \_\_\_\_\_

6. People said, "This was the worst blizzard in 100 years."
- 
- \_\_\_\_\_

7. The owner of the store told me, "The rug comes from Pakistan."
- 
- \_\_\_\_\_

8. Our history professor, Mr. Green, called and said, "The hurricane damaged my parents' house, and I can't come to class today."
- 
- \_\_\_\_\_

9. After the tornado warning, most people said, "We stayed in our basements for more than an hour."
- 
- \_\_\_\_\_