



1 Short answers

Answer the questions using 'have' or 'haven't'.

- 1. Have you typed the letter? - Yes, \_\_\_\_\_.
2. Have you sent the fax to the customer? - No, \_\_\_\_\_.
3. Have you seen that film? - Yes, \_\_\_\_\_.
4. Have you taken any medicine for your headache? - No, \_\_\_\_\_.
5. Have you called Ms Henderson? - No, \_\_\_\_\_.



Grammar Reference: Present perfect, page 184

2 Giving advice

When Mary came home from work last Monday evening, her friend Susan called. This is what she said:

Susan: I feel bad. I have a cold. The doctor told me to stay at home for three days, but I have to prepare for a presentation. Should I go to work tomorrow? I really don't know. What do you think I should do?

Mary: I'm sorry you don't feel well. You ...

Mary gives Susan some advice. Can you help her give advice using the clues below and 'should/shouldn't'?

- 1. do not drink cold drinks You \_\_\_\_\_ drink cold drinks.
2. do not go to work tomorrow You \_\_\_\_\_ go to work tomorrow.
3. take two aspirin You \_\_\_\_\_ take two aspirin.
4. go to bed early You \_\_\_\_\_ go to bed early.

Grammar Reference: page 73

Note

Try to give advice and not orders: Sentences such as 'Take your medicine' come across as rude and impolite in English. We use 'should/shouldn't' to give advice, for example, 'You should take your medicine.'

3 Past habits

When you speak about habits in the past you often use 'used to'. Can you rewrite the following sentences to talk about habits.

Example: When I was young I went skiing every winter. - When I was young I used to go skiing every winter.

- 1. When Tom was in school he won every tennis match. - When Tom was in school he \_\_\_\_\_.
2. When my sister was at high school she played hockey every Friday. - When my sister was in high school \_\_\_\_\_.
3. Christine worked out every day when she was at university. - Christine \_\_\_\_\_.
4. When I was a child my family and I went to Mexico every April. - When I was a child my family and I \_\_\_\_\_.
5. Sebastian had long hair when he was in a rock band. - Sebastian \_\_\_\_\_.

