



1 Prepositions

Fill in the gaps with the following prepositions. You can use some of the words more than once.

by • for • in • of • to • with

- 1. The monitors \_\_\_\_\_ the computers are quite new.
2. All letters are typed \_\_\_\_\_ the receptionist. She mainly works \_\_\_\_\_ the general director but sometimes also \_\_\_\_\_ the sales director.
3. Yesterday, the sales director had a meeting \_\_\_\_\_ our most important customer \_\_\_\_\_ the conference room.
4. This morning, many staff members came late \_\_\_\_\_ the office because there was a lot of traffic.
5. Last week, we sent several products \_\_\_\_\_ our customer \_\_\_\_\_ Milan. He was very satisfied \_\_\_\_\_ the quality \_\_\_\_\_ the products.



Grammar Reference: Prepositions, page 176

2 Past participle

Can you put in the past participle of the following verbs?

send • write • open • invite • decorate

- 1. The letter was \_\_\_\_\_ to New York City by air mail.
2. What was \_\_\_\_\_ on the poster at the entrance?
3. The first International Youth Hostel was \_\_\_\_\_ in 1910.
4. Yesterday, we were \_\_\_\_\_ for dinner. We enjoyed it very much.
5. The lobby of the hotel was \_\_\_\_\_ with many flowers for the Governor's party.

3 Made in Germany?

Fill in the gaps using the passive form.

- 1. The factory \_\_\_\_\_ (build) in the 1930s.
2. The company \_\_\_\_\_ (found) by three brothers.
3. The prototype \_\_\_\_\_ (design) and tested by the research and development department.
4. Our new products \_\_\_\_\_ (release) last March.
5. Third quarter sales figures \_\_\_\_\_ (report) in the company newsletter.
6. The contract for a new factory \_\_\_\_\_ (sign) in September.



Grammar reference: Passive form, page 187

5 Mail terms

Practise using the vocabulary you learned in Unit 9.

Fill in the gaps with the following words.

post office • air mail • weighs • recipient

- 1. Usually, letters to other continents are sent by \_\_\_\_\_.
2. The person who is going to receive the letter is called the \_\_\_\_\_.
3. You buy stamps at the \_\_\_\_\_.
4. The package is not very heavy; it only \_\_\_\_\_ 450 g.



4 Polite questions

Rewrite the questions using 'could' to make them more polite.

- 1. Can you mail this letter for me? - \_\_\_\_\_
2. Can you pick me up from the airport at 2pm? - \_\_\_\_\_
3. Can you call the technical hotline for help? - \_\_\_\_\_
4. Can you register us for the conference? - \_\_\_\_\_