Vocabulary - Exercise 1
Complete the paragraph with the correct words from the word bank.

behavior awkward manners impression appropriately gestures firmly

Rashid had an interview for a job today. Before the appointment, he was careful to dress
____________________ for the interview. He wore a suit and tie. He arrived at the office a little early.

When he met the manager, he shook his hand ________________ but not too hard. Rashid
remembered his ______________. He used polite phrases like "please" and "thank you." The
beginning of the interview was a little ______________ because Rashid was nervous. He soon
relaxed, however, and the meeting went better. Rashid thinks he answered the interviewer's
questions well. He spoke clearly and gave examples about his experience. He was careful not to
make big ______________ with his hands. Rashid is sure that his ______________ showed the
interviewer his strong communication skills. He thinks that he made a good ______________
because the interviewer seemed pleased. He hopes that he receives a call about the job soon.

Vocabulary - Exercise 2
Complete the paragraph with the correct words from the word bank.

typical avoid interrupt custom took part traditional informal

The other day I went to see a friend of mine at his office. When I got to his desk, he was already
talking with another person. I didn't want to ______________ their conversation, so I waited and I
looked around his office. There wasn't anything unusual about his office. It looked pretty
____________. But I was surprised that people were not very dressed up. Most people's
clothes were ______________. I learned that on Fridays at his company, it is the ___________ for
people to wear casual clothes. They want to ______________ being formal all the time. I guess
the company doesn't want to appear to be too ______________. When I saw my friend, it was clear
that he _______________ in this practice as well. He was wearing blue jeans at the office!

Vocabulary - Exercise 3 - Prefixes
How do you form the negative of these adjectives? Write each word under the correct prefix.

patient polite pleasant direct experienced decided
correct frequent proper necessary expected personal

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About **Subject-verb agreement**
The subject and verb in a sentence need to agree. Sentences with singular subjects use the singular form of the verb.
» The **student** **likes** the class.
Sentences with plural subjects use the plural form of the verb.
» The **students** **like** the class.
Sometimes you need to look for the subject more carefully. When sentences begin with *there is* or *there are*, the subject is after the verb.
» There **is** a book on the table.
» There **are** four **books** on the table.
When a sentence uses a prepositional phrase, the phrase is before the verb. It does not affect the verb.
» The **box** of books **is** on the table.
» The **boxes** of paper **are** on the table.

**Grammar - Exercise 1: Subject – verb agreement**

Complete each sentence with *is* or *are*.

1. There ______ 25 students in this class.
2. The information in the advertisements ______ incorrect.
3. Food ______ very expensive in that city.
4. There ______ some money on the floor.
5. There ______ a long article about online chat sites in today's paper.
6. The children ______ very quiet while they listen to the story.
7. This water ______ extremely cold.
8. My family ______ very important to me.
9. My peers ______ very concerned about fashion and video games.

**Grammar - Exercise 2: Subject – verb agreement**

Choose the correct form of the verb to complete each sentence.

1. That box of books (include / includes) both novels and textbooks.
2. Many parts of this homework assignment (is / are) hard to understand.
3. Information about manners (is / are) available on the Internet.
4. There (is / are) some gestures you should not make.
5. The owner of that car (wash / washes) it every week.
6. The students at the college (graduate / graduates) in May.
7. People in the library (speak / speaks) quietly.
8. His gifts for the host (include / includes) two new books.
9. There (were / was) an address on the dinner invitation.
10. The colors on his shirt (is / are) beautiful.
11. There (is / are) a long line to get into that lecture.
12. The most difficult parts of English (are / is) taught in that class.