Practice

1. Complete the sentences using the proper verb.

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| --- | --- | --- | --- | --- |
| *accept receive cancel* | *accept confirm* |  | *reserve* |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. | Hotels |  |  |  | reservation requests in different ways: by mail, by |
|  | fax, or through an tourist agency. |  |  |  |  |
| 2. | When a reservations agent |  |  |  |  |  | a reservation, they complete a |
|  | *reservation form* and enter information in a *reservation diary.* |
| 3. | I’m sorry, but we cannot |  |  |  |  | the reservation because we don’t |
|  | have a single room available. |  |  |  |  |
| 4. | Mr Jones phoned to |  |  |  |  |  | his reservation. He apologized and said |
|  | the trip was put off till May. |  |  |  |  |
| 5. | Do you have a single room available for two nights from Friday May 6th? |
|  | If so, please reserve it for me and |  |  |  | by fax. |
| 6. | Please |  |  | one double room with balcony for my husband and |
|  | me from April 30th to May 3rd. We’d prefer *en suite* bathroom, with |
|  | shower. We require full board. |  |  |  |  |

2. Learn the use of IF and UNLESS

IF

We use if to say that a particular thing can or will happen only after something else happens or becomes true:

*I’ll pay you double* if *you get the work finished by Friday.*

*We’ll have the party in the garden* if *the weather’s good.*

If not (= *If the weather is not good*)*;* *it’ll have to be inside.*

UNLESS means ’except if’, ’only if’.

*You can’t get a job unless you’ve got experience*

(= *you can only get a job if you have experience*)*:*

Instead of unless it is often possible to say if *: : :* not:

*We’ll be late* unless *we hurry.*

*We’ll be late* if *we* don't *hurry.*

When you are talking about the future, *do not use* will after if or unless.

Choose the correct word for each sentence

1. A lot of shops won’t accept cheques if / unless you have a banker’s card with you.
2. A lot of people would be out of work if / unless the factory closed down.
3. They threatened to kill him if / unless he did as they asked.
4. Most wild animals won’t attack if / unless they are provoked.
5. I’ll let you in if / unless you give me the password.
6. I can’t let you in if / unless you give the password.
7. If / unless you work much harder, you won’t pass the exam.
8. If / unless you work much harder, you’ll pass the exam.
9. I’m not going to look for another job if / unless the company gives me more money.
10. I’m going to look for another job if / unless the company gives me more money.
11. He won’t speak to you if / unless you ask him a question.
12. I’ll never speak to her again if / unless she apologises to me.
13. You won’t know what to do if / unless you listen carefully.
14. If / unless you don’t listen carefully, you won’t know what to do.

3. Learn how we use the verbs SUCCEED, FAIL and MANAGE.

succeed

If you succeed, you achieve something that you have been aiming for, and if a plan or piece of work succeeds, it has the results that you wanted

*She’s been trying to pass her driving test for six years and she’s flnally* succeeded*.*

*You need to be pretty tough to* succeed in *the property world.*

Remember:

succeed is usually followed by the preposition in: succeed in something.

When succeed in is followed by a verb, that verb is usually in the -ing form:

succeed in doing *something*

*He* succeeded in getting *a well-paid job.*

fail

1. to not succeed in what you are trying to achieve or are expected to do *She moved to London in the hope of finding work as a model, but* failed. *This method of growing tomatoes never* fails.

*He failed* in *his attempt to break the record.*

[+ to infinitive] *She failed* to *reach the Wimbledon Final this year.*

1. to not do something which you should do

[+ to infinitive] *He failed* to *arrive on time.*

manage

to succeed in doing something, especially something di–cult [+ to infinitive] *Did you* manage to *get any bread?*

*I* only just managed to *finish on time.*

*A small dog* managed to *survive the fire.*

*I* can't manage *all this work on my own.*

*Don’t worry about us | we’ll* manage!

* Complete the following sentences using the verbs FAIL or MANAGE in the proper form.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | If this project |  |  |  |  |  |  | , it will affect not only our department, but |
|  | also the whole organization. |  |  |  |  |  |
| 2. | The car’s quite full, but we could |  |  |  |  | to squeeze another couple |
|  | of people in. |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | If you |  |  |  | these exams, you can try to pass them next year. |
| 4. | How did you |  |  |  |  |  |  | to get such a great job? |
| 5. | It doesn’t matter if you |  |  |  |  |  |  |  |  | , just do your best. |
| 6. | I don’t know how actors |  |  |  |  |  |  | to learn all those lines. |
| 7. | Agricultural companies |  |  |  |  |  |  | to convince consumers that GM |
|  | foods are safe. |  |  |  |  |  |  |  |  |  |  |  |  |

1. I’m afraid I have to go out for a while | will you be able to on your own?

|  |  |  |  |
| --- | --- | --- | --- |
| 9. | How do you |  | to work in this heat without air conditioning? |
| 10. | My parents will be very angry when I tell them I have |  | my |
|  | exams. |  |  |  |  |

* Complete the following sentences
	1. If I fail to buy an air plane ticket, I’ll *: : :*
	2. If the project doesn’t succeed, we’ll *: : :*
	3. If you fail to come in time this time, I’ll *: : :*
	4. If you manage to invite this famous singer to our party, *: : :*
	5. If we succeed in booking a hotel room, we’ll *: : :*
	6. All our efforts to repair our car failed, so we *: : :*
	7. If you fail to give up smoking, *: : :*
	8. She finally managed to give up smoking, but *: : :*