

Functional Skills English

Level 2



Answers 2
Grammar and Syntax

Exercise 1

- 1) She **was stopped** by a policeman.
- 2) Will **was being bullied** constantly by the older boys.
- 3) The baby **was given** an injection by the nurse.
- 4) Lisa **has been kicked** on the leg by her horse.
- 5) Because of the foul, a free kick **was awarded**.
- 6) The letter **had been steamed** open.
- 7) Before she **returned** home the whole cake **had been eaten**.
- 8) As the park warden discovered, all the rare orchids **had been picked**.

Exercise 2

It is understood from the present owners that the property will not be available until September 1st. 2005. However, the building alterations, which are being undertaken, will be completed by then and therefore occupancy of the property will commence from that date. The bathroom has already been modernised and the three bedrooms have all been redecorated. The front door still has to be blocked off and the outside of the house has not yet been repointed. With the probability of improving weather in the near future, it is hoped that building work will be completed to schedule by the end of the month so that the electrical fittings can be installed in the kitchen soon afterwards.

Exercise 3

Sample Answer

The owners say that we cannot MOVE INTO THE PROPERTY UNTIL 1st September 2005. However, they will have finished the building alteration which they have started by then and so we can then move in. They have already modernised the bathroom and redecorated the 3 bedrooms. They still have to block off the front door and repoint the outside of the house. With the probability of improving weather in the near future, we hope that the owners will have finished the building work to schedule by the end of the month and can then install the electrical fittings etc.

Exercise 4

We stayed in a fabulous apartment. My bedroom window looked out over the pool so I was able to ogle the talent without them seeing me. The apartment had two bedrooms with twin beds and there was a double bed-settee in the living area. We ate out in the evenings but often made a salad at lunchtime in our little kitchen. There were discos in the nearby hotel every evening where we danced the night away with Simon and his mates. Simon is so good-looking, especially in his swimming shorts! We usually didn't get to bed until after 2.0a.m.and often quite drunk – alcohol's so cheap out there.

No verbs in passive mood as it is a very informal piece of writing.

Exercise 5

Housing Agent

Formal

All passive verbs

Subjects impersonal – the alterations, the front door, it ...

Long complex sentences

Holiday Letter

Informal

All active verbs

Subjects we often personal e.g. I, we, my bedroom

Simple or compound sentences

Exercise 6

My fellow members, **don't you see how important it is that we get this right?** If we don't provide sufficient funding for our schools and our hospitals, **how are we going to face the people of this country in the next election?** **Did we not say that we would reduce hospital waiting lists?** **Did we not promise a review of teachers' salaries?** **Did we not assure our young people that we would put an end to the turmoil that has been rife in our schools since the introduction of the new examination system?** **How are we to do this if** we do not provide our doctors and teachers with the funds they require? I ask you, friends, to think positively about this amendment and vote in favour of the recommendation that we increase funding to these two vital bodies in our society.

Exercise 7

Sample Answer Only

My fellow members, it is important that we get this right. If we don't provide sufficient funding for our schools and hospitals, we will not be able to face the people of this country in the next election. We did say that we would reduce hospital waiting lists. We did promise to review teachers' salaries. We assured our young people that we would put an end to the turmoil that has been rife in our schools since the introduction of the new examination system. We cannot do any of this unless we provide our doctors and teachers with the funds they require. I ask you, friends, to think positively about this amendment and vote in favour of the recommendation that we increase funding to these two vital bodies in our society.

Exercise 8

Protest Against Council Taxes

Time and again, we have revisited the very same vexing issues that annually annoy people every year. It seems to be the intent of this council to put up rates and increase taxes. Why should the local rates payers of this area continue to subsidise the overseas visits of their chosen representatives on this council: their councillors? It is about time this malpractice, this unprofessional conduct was stopped and put an end to.

Why not join the rest of the local dissenters in a protest meeting at the Village Hall tomorrow, Thursday at 6pm in the evening?

Exercise 9

- 1) The woman lives in a house (which is very big).
The woman lives in a house. It is very big.
- 2) The footballer (who plays in central midfield) has scored several goals this season.
The footballer has scored several goals this season. He plays in central midfield.
- 3) The athlete hurt her leg (when she was training for the marathon).
The athlete hurt her leg. She was training for the marathon.
- 4) I saw the accident happen (as I was going to the shops).
I was going to the shops. I saw the accident happen.
- 5) I shall speak to him (because I am not pleased with his behaviour).
I am not pleased with his behaviour. I shall speak to him.
- 6) The boxer, (who lost the fight), was badly cut over his left eye.
The boxer was badly cut over his left eye. He lost the fight.

- 7) We heard the news (that the expectant mother had been taken to the hospital by helicopter).
We heard the news. The expectant mother had been taken to the hospital by helicopter.
- 8) (Because the old lady could not see very well) she tripped over the step.
The old lady could not see very well. She tripped over the step.

Exercise 10

Possible Answers. Answers may vary.

- 2) The children were frightened because there was a loud peal of thunder.
3) Because it was a freezing cold morning, the car would not start.
4) Because he had an abscess on his gum, he had bad toothache.
5) The telephone call came too late since she had already left.
6) The teacher praised the pupils because they had worked hard.
7) The motorcyclist was badly injured because he was not wearing a crash helmet.
8) Since he was allergic to cats, Tom disliked them.

Exercise 11

Possible Answer

One very dark night, Mrs Taylor was returning home from a visit to the cinema on the bus with her friend Mrs Watson. She got off the bus alone since she lived at the other end of the village to her friend. When she reached the corner of her street, she was confronted by a group of youths who began to shout and harass her. One of them took a swipe at her shoulder bag but she was not letting go and she struggled with the youths, screaming at them. They all joined in knocking her to the floor, kicking her and trampling on her face in an attempt to steal her bag. Eventually, they ran off with the bag, leaving her on the pavement where she was later found by a man walking his dog. She was taken to hospital with a broken cheekbone, multiple cuts and bruises.

Exercise 12

Discussion of different answers to exercise 10.

Exercise 13

Opinions required of different styles of writing.

Exercise 14

Letter to a friend - **Simple**

Letter from a solicitor - **Complex**

Children's story - **Simple**

Teenage magazine article - **Simple**

Instructions for making a cake - **Simple**

News item in The Sun - **Simple**

Daily Telegraph article by the political editor - **Complex**

Adult science fiction novel - **Complex**

Instructions for building a flat-pack bookcase - **Simple**

A Sunday Supplement article describing a tranquil holiday island - **Complex**

Exercise 15

- 1)
 - a) Aunt Lucy looks
 - b) Aunty Lucy tiptoes
 - c) she puts
 - d) she makes
 - e) she lets

- 2)
 - a) The patio door is standing
 - b) her husband had locked
 - c) the plant pot is standing
 - d) soil spilled

- 3)
 - a) Aunt Lucy screams
 - b) she casts
 - c) there seems

- 4)
 - a) She runs
 - b) everything is
 - c) the plant pot is cracked
 - d) it had fallen

- 5)
 - a) her husband hauls
 - b) he hobbles
 - c) his broken leg allows

- 6)
 - a) Jack telephones
 - b) Aunt Lucy finds
 - c) He is

- 7)
 - a) Matt had been
 - b) he had drunk
 - c) he had been brought
 - d) the neighbour had found

- 8) a) Aunt Lucy had given
 b) Matt lives
 c) he had been able
 d) he was drunk
 e) he had decided
 f) he had used

Exercise 16

Learner should have highlighted the different tenses in different colours.

Simple Past Tense	Imperfect Tense	Pluperfect Tense
<ul style="list-style-type: none"> • came • knew • went • showed • took • worked • decided 	<ul style="list-style-type: none"> • were running • was helping • was keeping up 	<ul style="list-style-type: none"> • had come • had made • has completed • have admitted • have overcome • have made

Exercise 17

Future. They are events which have not happened yet.

Exercise 18

Any article written using the perfect tense as the main tense.

Exercise 19

Possible answer -

It is unlikely that the full value of your property will ever be regained. The insurance company should have been notified immediately the item's loss had been discovered. This would more likely have led to a successful claim. Clause 2.11 of your agreement does state the obligation of the owner to report missing property as soon as possible. Since the exact timing of the loss seems to be uncertain, I feel there is little hope of bringing this claim to a satisfactory conclusion and, therefore there is no point in this matter being pursued further with your insurance company.

Exercise 20

The girl strolled into the dining room. At once all eyes were upon **her**. **She** seemed unaware of the interest **she** had aroused. The head waiter approached her and caught **her** attention. "Perhaps Madam was not aware that dress is formal in the dining room," **he** said smiling. "But my dress is formal," **she** said. "**It** was made by the finest couturier in Paris. **It** is the height of fashion in New York". "I don't doubt it, Madam, but I am afraid that what is acceptable there is not acceptable here. Trousers are not formal dress," **he** said bluntly. "I must ask **you** to leave." The girl blushed, turned on **her** heels and left. The general hubbub of conversation resumed. "The very idea!" someone said. "Women wearing trousers and in the Savoy dining room! What is the world coming to?"

Exercise 21

- 1) Who He
- 2) him
- 3) they
- 4) He
- 5) what
- 6) herself
- 7) ours
- 8) whom
- 9) No-one
- 10) something