



## Review and Remember 3

### Questions

- 1 Here are some questions a visiting colleague might ask. Complete them with *who*, *what*, *where*, or *how*.



*Where* can I get a cup of coffee and something to eat?

- 1 ..... are the photocopiers?
  - 2 ..... do I need to do to log on to the network?
  - 3 ..... can give me a computer password?
  - 4 ..... do you keep your paper supplies?
  - 5 ..... does the phone system work?
  - 6 ..... can help me get a security pass?
  - 7 ..... happens if there's a fire?
  - 8 ..... long does it take to get to the city centre from here?
  - 9 ..... can I park my car?
  - 10 ..... time does the building close at night?
  - 11 ..... many lifts are there in this building?
  - 12 ..... systems do you have for recycling rubbish?
- 2 Work with a partner. Take turns asking and answering the questions.

- 3 Complete these questions with *take* or *last*, then ask and answer them with a partner.

- 1 How long do the batteries in your watch normally .....?
- 2 How long does it ..... you to fall asleep at night?
- 3 How long does it ..... for light rays from the sun to reach the earth?
- 4 How long does milk ..... if you keep it in the fridge?
- 5 How long do the bubbles in champagne .....?
- 6 How long does it ..... to learn English?

### Saying how

#### Adjectives and adverbs

We use adjectives to describe things and adverbs to describe how we do things.

It's a **heavy** box. Lift it **carefully**.

The door is **closed**. Open it **gently**.

We can also use adverbs to describe adjectives and past participles.

The box is **really** heavy.

The door is **tightly** closed.

Choose the correct word.

- 1 This bottle opener is *poor/poorly* designed.
- 2 I need an *immediate/immediately* decision.
- 3 His car was *bad/badly* damaged in a crash.
- 4 I'm afraid it wasn't packed *proper/properly*.
- 5 The handle isn't very *strong/strongly*.
- 6 Put the bread in a *warm/warmly* oven.
- 7 There's something *serious/seriously* wrong.
- 8 The wires are *wrong/wrongly* connected.
- 9 The hole's *terrible/terribly* small.



## Avoiding problems

### 1 Have you ever:

- 1 left a bicycle outside in the rain?
- 2 forgotten to turn off your mobile phone\* in the cinema\*?
- 3 sent fragile goods in the mail?
- 4 touched a light switch with wet hands?
- 5 put coffee grounds down the sink?
- 6 failed to update your antivirus software?
- 7 left your torch\* switched on when you're no longer using it?
- 8 had a cigarette in a room with a sensitive smoke detector?
- 9 stayed outside in the sun too long on a very hot day?

mobile phone BrE – cell phone AmE

cinema BrE – movie theater AmE

torch BrE – flash light AmE

### 2 Say what could happen if you do the things in 1.

Example

*If you leave a bicycle outside in the rain, it could go rusty.*



### 3 Say how you can avoid these problems.

Example

*You should always try to keep bicycles under cover.*

## Safety guidelines

### 1 How could a filing cabinet cause an accident?



Send Mail Send Later Save as Draft Add Attachments Signature Options Deleted

To: All department heads

From: Facilities management

Subject: Cabinet safety

An apprentice was injured yesterday when a filing cabinet fell on top of him. Please check that the filing cabinets in your workspace meet these guidelines.

- 1 The bottom drawer must be kept full to help stabilize the cabinet.
- 2 If cabinets aren't weighted at the bottom, they should be bolted to the floor.
- 3 Cabinets must not block ventilation grilles.
- 4 Drawers will be closed when they are not in use.
- 5 Heavy objects may not be placed on top of cabinets.
- 6 Drawers shall be opened slowly to stop items on top falling off.
- 7 Drawers need to be closed slowly, to avoid pinching fingers.
- 8 To prevent the cabinet from toppling over, only one drawer is to be opened at a time.

### 2 Read the memo. Which guidelines describe:

- a things you have to do?
- b things you shouldn't do?

### 3 Explain what's wrong with the filing cabinet in 1.

Example

*The bottom drawer is probably empty so it's unstable. It has to be filled.*