Review and Remember 3

Questions

 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?			
	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				
	building?			
12	systems do you have for recycling rubbish?			

Work with a partner. Take turns asking and answering the questions.

	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.
- 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

Example

If you leave a bicycle outside in the rain, it could



3 Say how you can avoid these problems.

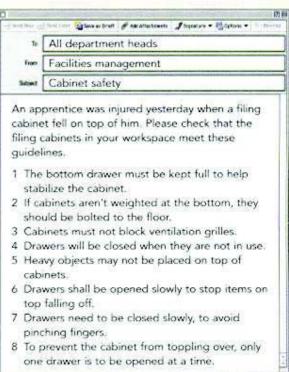
Example

You should always try to keep bicycles under cover.

Safety guidelines

1 How could a filing cabinet cause an accident?





- 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.

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