Unit 3 Articles and quantifiers

RULE

a / an	one of many, first mention. *an* before a vowel **sound**: *an hour, a university*
the	we both know which one; unique things; superlatives; *the* + defined noun
no article	general plurals and uncountables; most place names; meals; subjects
much / little	uncountable
many / few	countable plural
a few / a little	some, a positive amount — different from *few / little*, which mean *not enough*

DRILL 3.1 — A, AN, THE OR —

65. It took _____ hour to reach _____ hospital.
66. She is studying _____ Biology at _____ university in Penang.
67. This is _____ best essay in _____ whole class.

DRILL 3.2

68. I have _____ (a few / a little) information about the trip.
69. Very _____ (few / little) students attended, which was disappointing.
70. We still have _____ (a few / few) minutes left, so do not rush.

TRAP — *FEW* VERSUS *A FEW*

These are not the same. *A few friends came* = some came, and that is fine. *Few friends came* = hardly anyone came, and it is a complaint. Same for *a little* (some) and *little* (almost none). Choosing the wrong one reverses your meaning.

Unit 4 Prepositions

RULE

Time	**at** a clock time · **on** a day or date · **in** a month, year, or part of the day
Place	**at** a point · **on** a surface or line · **in** an enclosed space
Fixed pairs	good **at** · interested **in** · afraid **of** · depend **on** · consist **of** · suffer **from** · apologise **for** · belong **to** · similar **to** · different **from**
No preposition	discuss, enter, marry, reach, mention, resemble, lack — these take a direct object

DRILL 4.1

71. The ceremony begins _____ 8.30 _____ Monday morning.
72. He has been interested _____ astronomy _____ he was nine.
73. Our result depends _____ the weather _____ Saturday.
74. She apologised _____ being late and blamed the traffic _____ Jalan Ipoh.

DRILL 4.2 — DELETE THE UNNECESSARY PREPOSITION

75. We discussed about the problem for an hour. _____
76. They entered into the hall quietly. _____
77. He mentioned about the meeting yesterday. _____

Unit 5 Comparison

RULE

1 syllable	-er / -est: *fast, faster, the fastest*
2 syllables ending -y	y → i: *easy, easier, the easiest*
3+ syllables	more / the most: *expensive, more expensive, the most expensive*
Irregular	good/better/best · bad/worse/worst · far/further/furthest · little/less/least
Equality	*as … as* · negative: *not as … as*
Double comparative	*The harder she worked, the calmer she became.*

DRILL 5.1

78. This year's paper was _____ (difficult) than last year's.
79. He is the _____ (good) speaker in the team by some distance.
80. My handwriting is not as _____ (neat) as hers.
81. The _____ (early) you start, the _____ (little) you will panic.

DRILL 5.2 — CORRECT THE COMPARISON

82. This route is more shorter than the other one. _____
83. She is the most tallest girl in Form Four. _____
84. Today is more hotter than yesterday. _____

TRAP — THE DOUBLE COMPARATIVE

Use **either** *-er* **or** *more*, never both. ✗ *more cheaper, most easiest, more better.* The same applies to superlatives. If the word already ends in *-er* or *-est*, the job is done.

Unit 6 Active and passive

RULE

be + past participle. Move the object to the front; the old subject becomes *by…* and is usually dropped.

Present	The office **is cleaned** every evening.
Past	The notice **was put up** on Monday.
Present perfect	The forms **have been collected**.
Modal	Bags **must be left** outside.
Continuous	The hall **is being repainted**.

DRILL 6.1 — REWRITE IN THE PASSIVE

85. The canteen sells sandwiches only in the morning.

86. Someone has taken my umbrella.

87. Students should hand in the report by Friday.

DRILL 6.2 — ACTIVE OR PASSIVE?

88. The results _____ (announce) next Tuesday.

89. The teacher _____ (explain) the rule twice before the test.

90. Nothing _____ (decide) yet.

TRAP — THE PARTICIPLE THAT STAYED A BASE VERB

✗ *The window was break by the wind.* ✓ *The window was broken by the wind.* If you cannot remember the third form of an irregular verb, learn these five first, because they carry most of the marks: *break/broke/broken, take/took/taken, write/wrote/written, give/gave/given, choose/chose/chosen*.

Unit 7 Questions and tags

RULE

Yes/no question	auxiliary first: ***Did*** *you finish?* ***Have*** *they left?*
Wh- question	wh- + auxiliary + subject: *Where* ***did*** *she go?*
Subject question	no auxiliary: ***Who*** *broke it?* not *Who did broke it?*
Indirect question	statement order: *I wonder* ***where she went****.*
Tags	opposite polarity, same auxiliary: *You're coming,* ***aren't you****? He didn't call,* ***did he****?*

DRILL 7.1 — WRITE THE QUESTION

91. _____? — She went to the clinic.
92. _____? — Yes, they have already submitted it.
93. _____? — Hafiz took the last chair.

DRILL 7.2 — ADD THE TAG

94. You have met her before, _____?
95. Nobody told him, _____?
96. I am next in the queue, _____?
97. Let's leave at six, _____?

TRAP — "ISN'T IT?" AND THE DOUBLE AUXILIARY

Spoken Malaysian English attaches *isn't it?* to everything. Written English mirrors the sentence: *You went early,* ***didn't you****?* Watch the two odd ones: *I am…* takes **aren't I?**, and *Let's…* takes **shall we?**. Also, never put an auxiliary twice: ✗ *Where did she went?*

Unit 8 Modal verbs

RULE

Ability	can / could / be able to
Permission	may, can, could (could is politer)
Obligation	must, have to, need to
Prohibition	must not, may not
No obligation	need not, do not have to
Advice	should, ought to, had better
Possibility	may, might, could

All modals take the **base form** after them — no *to*, no *-s*, no *-ing*. *She must go*, never *She must to goes*.

DRILL 8.1

98. Visitors _____ sign in at the guard house. (rule)
99. You _____ bring an umbrella; the sky looks bad. (advice)
100. Students _____ use the staff lift at any time. (forbidden)
101. She _____ not come on Friday if she is busy. (no obligation)

Unit 9 Conditionals and *wish*

RULE

Zero	If + present, present — always true. *If you leave rice out, it spoils.*
First	If + present, will / can / may + base — real future. *If we hurry, we will catch it.*
Second	If + past, would / could + base — imaginary now. *If I lived nearer, I would walk.*
wish + past	a regret about now: *I wish I **had** more time.*
wish + past perfect	a regret about the past: *I wish I **had asked** earlier.*

DRILL 9.1

105. If the hall _____ (be) free, we will hold the rehearsal there.

106. If I _____ (be) you, I would speak to the teacher directly.

107. Ice _____ (melt) if you leave it in the sun.

108. I wish I _____ (know) how to drive.

109. She wishes she _____ (not delete) the file.

DRILL 9.2 — REWRITE WITH *UNLESS*

110. If you do not water it, the plant will die.

111. If she does not apologise, they will not let her back in.

TRAP — *WILL* AFTER *IF*, AND *WAS* AFTER *WISH*

✗ *If it will rain…* ✓ *If it rains…*
In a second conditional and after *wish*, formal English uses **were** for all persons: *If I **were** you*, *I wish it **were** Friday*. In the exam, write *were*.

Unit 10 Relative clauses

RULE

who	people — *the woman who runs the stall*
which / that	things — *the file which went missing*
whose	possession — *the boy whose bag was found*
where / when	place and time — *the room where we sat*
Defining	tells you which one. No commas, and *that* is allowed.
Non-defining	extra information. Commas both sides, and *that* is not allowed.

DRILL 10.1 — JOIN THE SENTENCES

112. That is the teacher. She marked our essays.

Unit 11 Connectors

RULE

JOB	+ CLAUSE (SUBJECT + VERB)	+ NOUN OR -ING
Contrast	although, though, even though, whereas, while	despite, in spite of
Cause	because, since, as	because of, due to, owing to
Result	so · *therefore / consequently* after a full stop	—
Purpose	so that, in order that	to, in order to, so as to
Addition	and, moreover, in addition, furthermore	besides, apart from

DRILL 11.1

17. _____ the traffic, we still arrived on time.
18. He stayed behind _____ finish the poster.
19. The match was cancelled _____ the field was flooded.
20. _____ she had practised for weeks, she still felt nervous.

DRILL 11.2 — REWRITE SO THE CONNECTOR FITS

21. Despite he was tired, he kept going.

22. Because of the bus broke down, we walked.

23. Although it was raining, but the match continued.

TRAP — *ALTHOUGH… BUT…*, THE NATIONAL ERROR

Malay uses *walaupun… tetapi…*; English uses one contrast word only. ✓ *Although it was raining, the match continued.* The same rule kills *Because… so….* Fix this one habit and your writing score moves before anything else does.

Unit 12 Sentences and punctuation

RULE

A sentence needs	a subject and a finite verb, and it must make sense alone.
Fragment	✗ *Because he was late.* — a reason with nothing to attach to.
Run-on	✗ *It rained we went home.* Fix with a full stop, a semicolon, or a joining word.
Comma splice	✗ *It rained, we went home.* A comma cannot join two sentences on its own.
Capitals	names, days, months, languages, nationalities, subjects that are proper nouns
Apostrophe	*its* = belonging to it · *it's* = it is · *the boys' bags* = several boys

DRILL 12.1 — FRAGMENT, RUN-ON OR CORRECT?

24. Which is why we left early. _____
25. The bell rang everyone stood up. _____

A6.1 Multiple-choice cloze

29 A *plans* — the fixed pattern is *there were plans to…* **30** B *carried* — carry out a survey **31** A *took* — take something seriously

32 B *done* **33** C *has been* — *Since then* → present perfect passive **34** B *any* — not… any more

A6.2 Open cloze

35 for **36** by **37** whether ACC if **38** had **39** If **40** where **41** most **42** most

WHY 38 — this is reported speech (*she said*), so the present perfect *has never been* shifts back to *had never been*.

A6.3 Word formation

43 helpful

44 determination

45 dangerous

46 patience not *patients*

47 information never *informations*

48 irrelevant

49 simply it describes *was decorated* → adverb

50 growth

B Unit 1 — Tenses

51 are sitting **52** has lived ACC has been living **53** visited **54** are going to be — visible evidence **55** leaves

56 I **know** the answer. **57** She **finished** her homework two hours ago.

B Unit 2 — Agreement

58 has **59** are **60** is **61** was **62** is

63 The condition of the two courts **is** very poor. **64** Everybody in both classes **was** given a form.

B Unit 3 — Articles and quantifiers

65 an hour · the hospital **66** — Biology · a university ("yoo" is a consonant sound) **67** the best · the whole

68 a little **69** few **70** a few

B Unit 4 — Prepositions

71 at 8.30 · on Monday morning **72** interested in · since **73** depends on · on Saturday **74** apologised for · on Jalan Ipoh

75 We discussed the problem for an hour. **76** They entered the hall quietly. **77** He mentioned the meeting yesterday.

B Unit 5 — Comparison

78 more difficult **79** best **80** neat **81** earlier · less

82 This route is **shorter** than the other one. **83** She is the **tallest** girl in Form Four. **84** Today is **hotter** than yesterday.

B Unit 6 — Passive

85 Sandwiches are sold in the canteen only in the morning.

86 My umbrella has been taken.

87 The report should be handed in by Friday.

88 will be announced **89** had explained **90** has been decided

B Unit 7 — Questions and tags

91 Where did she go? **92** Have they submitted it yet? **93** Who took the last chair? — a subject question, so no *did*

94 haven't you **95** did they — *nobody* is already negative, so the tag is positive **96** aren't I **97** shall we

B Unit 8 — Modals

98 must ACC have to **99** should ACC ought to, had better **100** must not ACC may not **101** need **102** May ACC Could

103 He **can swim** very well. **104** You **must not worry** about it.

B Unit 9 — Conditionals and *wish*

105 is **106** were **107** melts **108** knew **109** had not deleted

110 Unless you water it, the plant will die. **111** Unless she apologises, they will not let her back in.

B Unit 10 — Relative clauses

112 That is the teacher who marked our essays.

113 I lost the notebook which had all my formulas in it. ACC that

114 This is the field where we used to play after school.

115 none — three uncles, so the clause identifies which one

116 Mount Kinabalu, which is in Sabah, attracts many climbers. — there is only one Mount Kinabalu, so the clause is extra

B Unit 11 — Connectors

117 Despite ACC In spite of **118** to ACC in order to, so as to **119** because ACC as, since **120** Although ACC Even though

121 Although he was tired, he kept going. ACC Despite being tired, he kept going.

122 Because the bus broke down, we walked. ACC Because of the breakdown, we walked.

123 Although it was raining, the match continued.

B Unit 12 — Sentences and punctuation

124 fragment **125** run-on **126** correct **127** comma splice

128 “On Monday we will study English and History,” said Cikgu Rahim.

129 The cat's bowl was empty, so I filled it.

C Vocabulary

130 makes **131** paid **132** take ACC follow **133** faced ACC has faced

134 called off **135** found out **136** looks after **137** turned up

C3 word families: organise → **organisation** · improve → **improvement** · compete → **competitor** · invent → **inventive** · encourage → **encouragement** · protect → **protective** · expand → **expansion** · argue → **argument** · satisfy → **satisfied** (ACC satisfying — but the two mean different things: a satisfied person, a satisfying result)

138 its **139** quite **140** am used to **141** take

D Writing — mark your own

CHECK	GIVE YOURSELF THE MARK ONLY IF…	MARKS
Content	every instruction in the task is answered	/6
Register	a stranger could tell what kind of text this is and who it is for	/6
Organisation	paragraphs with one job each, and at least four different linkers	/6
Range	at least three structures from Section B that you would not normally use	/6
Accuracy	fewer than six errors, and no error repeated three times	/6

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