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FACILITY DRILLS - EXERCISES

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A series of horizontal blue lines for writing, with a vertical blue line on the left side, forming a grid for notes or exercises.

EX38-5

۴ لکھنا بہت آسان ہے۔
 ۴ یہ سب باتیں یاد رکھو۔
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EX38-6

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EX38-7

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EX38-8

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EX38-9

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EX38-12

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EX38-17

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EX39-1

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EX39-5

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EX39-6

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EX39-7

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EX39-11

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EX39-19

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EX39-20

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EX39-21

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EX39-22

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EXERCISE 38(A)

1

We are full of hope that James will get the job.

These things are too heavy to lift by myself.

I will hang the new drapes in the back room.

There is a long hedge at the end of my garden.

This hen lays larger eggs than all the other hens.

I gave half the pie to Jack and the other half to Jill.

2

A grey haze hung over the city at dawn.

Take the hose and water all the roses.

He always hoes his veg patch to keep the weeds down.

Every Sunday morning Bill hoses down his truck.

We would like to thank our host for organising this meeting.

I have written to Auntie Hester about the photos.

2

The height of the building was sixteen and a half feet.

I like this hat better than all my other hats.

I have a hut in the garden and two huts on the farm.

They should not be out running in this great heat.

I will be hunting for a new car soon.

We were delighted that they halved the price in the sale.

EXERCISE 38(B)

4

The cliff is one thousand feet high, the highest in the south.

The council has repaired the highway near Highgate.

They were highly pleased that Mark dropped by to say hi.

His Highness the King wishes to invite guests to his palace.

To hie is an old word which means to hurry off or hasten.

They were hieing down to the big sale at the store.

5

She began to hoe the row of tomatoes in the veg patch.

She has been hoeing that row all morning.

The men started to hack at the trunk of the tree.

Hockey is a ball game played with long sticks.

The story was about a hag, an ugly and malicious female.

We have three hogs that we keep in the farmyard.

EXERCISE 38(C)

6

I discovered a hacker had caused problems on my laptop.

He was looking very haggard from a week in the mountains.

The crowd began to heckle the speaker in the street.

They always haggle with all the sellers in the market.

When the children behave well, they get more treats.

In his book he described his boyhood in the country.

7

They said they absolutely abhor what the mob did.

It has been a great upheaval to move to the new location.

The officer is there to uphold the rule of law.

Everyone is expected to adhere to the safety rules.

You have to let this adhesive set hard overnight.

The bag and jacket were made of expensive cowhide.

8

She put the key into the keyhole and tried to turn it.

They stayed two weeks in a basic log hut in the forest.

Soho is a place in the city with many shops and bars.

We flew over the Sahara desert for several hours.

I shall email my assistant Mr Mayhew with this information.

Omaha is a large city on the Missouri River in America.

EXERCISE 38(D)

9

She has now moved to a new home on the edge of town.

The rich leafy part of soil is called humus.

Hemp is a plant grown for its useful fibres.

The hump in the road made him fall off the bike.

The whole crowd came to the hall to hear him speak.

We gave her advice on how to help the wound heal.

10

Their home is located at the top of a steep hill.

I am going to hire them to repair the car for me.

Mary has long hair but Betty likes short hair.

Here is my garden and here is my little pond.

The business was a regular hirer of students in summer.

Some kids in the class were hearers, others were talkers.

11

You have to hammer the nails very hard to get them in.

The author Homer lived in Greece seventeen centuries ago.

The lack of tools is going to hamper them in this work.

The River Humber meets the sea on the east coast.

He hammered on the door, and did not notice it had a bell.

The stormy weather hampered their efforts to sail home.

EXERCISE 38(E)

12

I think that perhaps we should hire more staff soon.

The racing cars had a mishap on the bend in the track.

She was very unhappy at school in her early years.

I worked at our head offices in Manhattan.

The doctor told the patient to exhale slowly.

They have repainted the wooden figurehead on the ship.

13

We think this food is too unhealthy for our kids to eat.

It was hard going as we had to run uphill all the way.

We were able to go much faster on the downhill part.

The police officer tried to apprehend the thief.

There was an air of apprehension at the meeting.

I had to repair the rip in the armhole of the coat.

EXERCISE 38(E) (cont)

14

They lifted the heavy cover of the manhole to clear the drain.

The old house was full of mouse-holes in the base boards.

The Prime Minister and the Treasury are based in Whitehall.

Every household should have some sort of insurance.

We have bought the leasehold that was on the house.

The fisherman had a basket full of large fishhooks.

15

A road-hog is a driver obstructing traffic by using two lanes.

The children were unhurt when they fell off the swings.

They will have to exhume all the remains for investigation.

We live in a very quiet neighbourhood in the suburbs.

She spent her childhood living and working on the farm.

I shall grow tomatoes and peppers in my greenhouse.

16

A townhouse is a terraced house spread over several storeys.

We keep all of our supplies in a secure storehouse.

This pub only serves alcohol if you show them your age.

This club does not sell alcoholic drinks to members.

I wish to upholster my old sofa with new fabric.

The upholstery on the armchairs was very grubby and torn.

17

Pure water freezes at thirty-two degrees Fahrenheit.

The price of the freehold is now higher than last year.

These hire charges are going to affect our livelihood.

The greyhound made the sparrow-hawk fly higher.

To dehumanise is to treat a person as less than human.

To demonise means to accuse a person of evil actions.

EXERCISE 39(A)

1

The postal rates have increased over the past months.

The cost of postage is the same as it was last year.

Our postman always delivers our post on time.

Post-free means you do not pay any postage on the item.

We had to postpone our holiday again this year.

The testimony of the witness was recorded in the book.

2

She worked as a domestic cleaner for several families.

The teacher had to correct the mistakes in the essays.

I thought I was on time but I was greatly mistaken.

And lastly, I wish to thank you all for coming to this talk.

They think that he is vastly overpaid for the job he is doing.

We were surprised at the vastness of the mountain ranges.

3

She said he was justly praised for all his hard work for us.

The man wore a waistcoat underneath his jacket.

The children were restless and asked to go out to play.

They painted the rooms in a tasteful shade of pale green.

To throw away all that food is so wasteful.

The dog was trustful of its master and followed him all day.

4

They are manifestly not the right people to do this job.

We are going to investigate everything that happened.

We will be making adjustments to correct the errors.

She followed the textbook and copied out all the examples.

I think he is being a little pessimistic about his career.

Martha is extremely optimistic about the promotion.

5

The teacher said there is no substitute for hard work.

The substitution of one of the team members is possible.

All the families in the remote villages were destitute.

That suburb of the city was well known for prostitutes.

We studied engineering at the institute for several years.

I have enjoyed my time as a student at this institution.

6

The cook was substituting dried egg for fresh.

We are instituting a new committee for schools.

I mistook him for his brother who looks very similar.

We made a costly error with our building project.

She had a ghastly fright when she opened the door.

The kids made ghostly sounds to frighten their friends.

7

We have bought some tickets for a show in the West End.

The houses in the West End of London are very expensive.

Bristol is an English city located on a river near the sea.

We went on holiday to Brazil in South America.

The Bastille was a castle near Paris used as a prison.

He said Basel is the German version of the town's name.

EXERCISE 39(B)

8

They were anxious not to offend their guests.

She looked anxiously around the room full of people.

He wrote a separate list as an adjunct to his full report.

They sought sanctuary in the nearby church.

The speaker has a loud voice which is very distinct.

I distinctly said that no-one is allowed in the building.

9

Tom was delighted to have gained a distinction in his exam.

These are the huge leg bones of an extinct dinosaur.

The extinction of the dinosaurs was caused by an asteroid.

A precinct is the land immediately surrounding a building.

The tourists had a tour of the precincts of the cathedral.

A tincture is an infusion of herbs into water.

EXERCISE 39(B) (cont)

10

This old law is now defunct and has been replaced.

I want to know if this machine will function in hot weather.

At the camp site, the logs functioned as tables and chairs.

He is the functioning leader of the firm for the time being.

To sanction something is to give permission for it.

The supervisor has not sanctioned the use of this product.

11

In the past I banked with the well-known City Bank.

They banked all the cash for us yesterday morning.

The cellar has been tanked to prevent it getting damp.

He dunked his cookie into the cup of hot coffee.

The children inked their fingers when they used the pens.

When he was in the army he ranked as an officer.

12

At the party everyone linked arms and danced.

The two girls winked at each other across the table.

This table is long but that one is the longest.

That day at the office was the longest day of my life.

Tom is strong but Max is the strongest by far.

The form advised me to choose the strongest password.

EXERCISE 39(C)

13

He always wrote a post-script at the end of his essays.

Jerry is in charge of the administration of the office.

The lady started to demonstrate how to use the machine.

I paid full attention to the demonstration that she gave.

The doctor will prescribe him something for his illness.

Take the prescription to the chemist or drugstore.

14

It is my job to transcribe my notes onto the screen.

I handed in my transcription of everything that was said.

Please describe what you saw on leaving the building.

I gave them a description of what happened that morning.

I wrote descriptions of my travels in my yearly diary.

He gave a long discourse on the history of extinct dinosaurs.

15

They agreed that drastic action was needed immediately.

I think the elastic round the waist has become loose.

All the plates, cups and saucers were made of white plastic.

The mystic knew what he said would mystify the visitors.

This music is very suggestive of a stream in a meadow.

He has had digestive problems for five months now.

EXERCISE 39(D)

16

He spoke very honestly about his time at the firm.

She talked very nicely about her colleagues in the office.

Take this bag of correspondence down to the post office.

I will have to get some postage stamps for all these packages.

I think that this past year has been very good for buyers.

It is most important that everyone follows the safety rules.

17

We think the most important point is to cut costs.

He was, most importantly, well on his way to recovering.

It is almost impossible to get a ticket for the next match.

He told us that it is almost impossible to save any money.

They say it is almost certain that our team will win.

This team will almost certainly reach the top league this year.

18

We think there must be a simple reason for this error.

They must not be late for the train which leaves at six.

That was the last time that I saw those people here.

They have done a first rate job on installing the windows.

We are very pleased indeed with it, in fact we are delighted.

I am happy to say that all the students passed the exam.

19

We think that is the best way of dealing with this.

I am sure buying that book will be worthwhile for you.

I trust that we can help your business, and vice versa.

We are once again happy to announce this year's profits.

The speaker said that there is only one way to succeed.

There is only one thing left to do before we print the report.

20

The children will be sharing the birthday cake between them.

She said that in the first place she would not work for them.

Paul took second place in the big race last Saturday.

I think that Peter took third place in his race.

You must be able to distinguish one word from the other.

Our guest speaker today is a very distinguished teacher.

21

The fire crew tried to extinguish the fire in the building.

They finally extinguished it early the next morning.

You must relinquish the badge when you leave the job.

She relinquished her job as a cleaner at the factory.

I had difficulty distinguishing the different colours of the files.

The crew began extinguishing the flames.

22

We require a character reference from your employer.

His comedy act was very amusing and characterful.

Careless writing characterises a lazy personality.

These teeth are characteristic of the meat-eating dinosaurs.

They ministered to the poor people in the city slums.

Their ministrations help the villagers to survive.

