

EX57-1

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EX57-2

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EX57-3

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EX57-4

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EX57-9

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EX57-10

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EX57-11

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EX57-12

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EX58-1

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EX58-2

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EX58-3

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EX58-4

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EX58-5

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EXERCISE 57(A)

1

There is great diversity in the animal kingdom.

She has faced a lot of adversity in her long career.

We have a list of all this year's births at the hospital.

The Records Office has all the names of this year's burials.

This restaurant is very popular with our British visitors.

He was a violent brutish person with few friends.

2

The incident cost us a great deal of time that morning.

The accident caused great financial loss to the family.

The debtor owed a great deal of money to the bank.

The editor will read your article and make changes.

The children in class were asking endless questions.

We think that all this extra work is quite needless.

3

She went on endlessly about her wonderful new job.

Mr Black was needlessly delayed by the assistant.

He spoke further on how he had gone farther than others.

It is vital to get the ambulance to the fatal accident.

It is futile to take any action without sufficient information.

He was her favoured child and was always given sweets.

4

Billy always goes to bed with his favourite toy.

Our teacher never showed any favouritism in class.

She said it was necessary to forgive these people.

Don't forget to take your phone with you today.

We were greatly surprised to receive a letter from them.

Prices have risen gradually over the past year.

5

A hardy person can withstand severe weather.

She is a hearty and jolly person who is always laughing.

The prisoner was detained for an indefinite period.

You must sort out these undefined terms with a dictionary.

The sacred book was kept in a secure location.

The kids could hardly keep the secret from us.

6

The witness said that the woman stole the parcel.

There were five women standing at the bus-stop.

There are many billions of humans on the Earth.

The humane thing to do was to put the animal down.

It seems the accident was unavoidable due to the blizzard.

It is inevitable that we will have a few complaints about it.

7

The poor folk were having difficulty getting pure water.

Her blue eyes were a prominent feature of the painting.

We now have permanent offices on the south side of town.

Our guest speaker is a pre-eminent professor of physics.

They have no regard for the laws of this country.

We did have some regrets when we left that area.

8

They had a lot of difficulties righting the upturned boat.

I shall be writing letters to friends during the morning.

It was a routine notice that no-one bothered to read.

The written notice was pinned to the office door.

He was our truest friend for over sixty years.

She is the dearest and most friendly person I know.

EXERCISE 57(B)

9

I was an absolute beginner at the beginning of last term.

This equipment has become obsolete in a very short time.

We have had to adapt our methods as markets change.

The new rules must be adopted by the staff immediately.

The altitude of the airplane was three thousand feet.

The tropics are at a latitude of 23 degrees from the equator.

10

Seeing shorthand written that fast was quite amazing.

I find it amusing to watch the ducklings on the pond.

An apathetic person cares little about anything.

My attempt at speaking the language was quite pathetic.

The puppy was very appealing in the way it looked at us.

The blizzard was appalling and we struggled on for hours.

11

His comment was quite apposite, given all that had happened.

When I tell them to do something, they do the opposite.

I had a call from my auditor who had some questions.

I have arranged to meet my daughter at the club.

There will be a brief conference for two hours tomorrow.

I am attending a number of conferences all this week.

12

We are fortunately in a good financial position.

Something done fortnightly means every two weeks.

These terrible conditions tend to dehumanise the workforce.

The newspaper report demonised the politicians.

I have mailed them the signed papers they asked for.

Have you emailed my reply to him answering his questions?

13

I found that science programme very enjoyable.

The professor's lecture was extremely knowledgeable.

I am going to dedicate two hours a day to shorthand.

The employer has to deduct tax from the staff wages.

The new alarm can detect movement outside the house.

It is important to educate the staff in letter writing.

14

The owner had to evict the tenant from the property.

We had to evacuate the building when the fire alarm went off.

If you vacate that seat, someone else will take it.

It was difficult to extract my feet from the rubber boots.

We had to extricate our cat from the well.

The guide showed them the statue of their god in the temple.

EXERCISE 57(B) (cont)

15

The table was very nicely decorated with spring flowers.

We know they will speak honestly about what took place.

I have invited his parents over for afternoon tea.

The whole crowd invaded the football pitch after the game.

Jeff scraped his knees when he fell on the path.

Susan hurt her nose when she fell over yesterday.

16

They intend to oppose the introduction of this new law.

The members of the house passed this new law today.

I am not sure whether we are going to have sun or snow.

The weather has been sunny and snowy all at once.

I have hired a specialist to clean the old paintings.

It is very specialised work and it will be quite expensive.

EXERCISE 57(C)

17

We shall be taking the appropriate action against them.

The workers must wear the proper safety clothing.

The customer fell into arrears with his payments.

The errors on the accounts are causing us problems.

I have injured my ankle and so I cannot walk.

Billy bruised his knuckle quite badly on the concrete.

18

Please arrange to audit the accounts immediately.

Please send the papers so we can edit them.

We are broadly satisfied with how things have turned out.

We are particularly interested in the property in East Street.

We know there is a clear cause for these disturbances.

The magnet certainly had an influence on the readings.

19

He has a cold and consequently cannot attend the meeting.

He said that secondly he would like to see the staff.

The defect meant that work had to stop for the day.

The difficulty with the plan is that it is too expensive.

There is a clearly defined line that must not be crossed.

There is a definite reason why they have asked for this.

20

Please let me know when you have the final report.

Please send us a copy of the official version of the notes.

I fixed the camera to the tripod to keep it still.

I focussed the lens* on the distant mountains.

I will inform you when we have looked into this matter.

It is necessary to notify the police when an accident occurs.

21

The room had a very pleasant outlook over the river.

There was a pleasing view from the window over the fields.

We were shown a copy of the very old sacred book.

We have to keep the gifts a secret until her birthday.

We rarely go out walking when it is cold and raining.

We really enjoy visiting the park flower garden.

22

The industry had huge reserves of raw materials.

The business was running low on important resources.

He felt that his station in life was to help people.

Tom felt his situation in life needed improving urgently.

She feels that her circumstances are holding her back.

We are truly delighted with this utterly charming gift.

23

Additional information will be available in the near future.

This equipment is valuable in helping us do the task.

Littering is thoughtless and it is a thankless task to clear it.

The school held a contest to see who was best at spelling.

The children are having a writing test in class today.

We had to rely on context to get the meaning of the text.

EXERCISE 58(A)

1

I have decided hereafter to accept no further work.

He told us the answer and thereafter said nothing at all.

They may stay till Monday whereafter they have to leave.

The crowd jeered and hereat the actors ran off the stage.

I hereby leave all my possessions to Jack and Jill Smith.

He put out the fire and thereby saved everyone's life.

2

I have a device whereby I can record all the birdsong.

He told the audience, herein lies the secret of success.

They made a box and placed the jewels therein.

We found the house wherein she spent her early years.

I confirm I have attached hereto my statement of the events.

All those signed hereunder agree to the conditions.

3

The doctors have studied this disease and the effects thereof.

I wondered if they really understood whereof he spoke.

They built an altar whereon they laid their offerings.

I enclose herewith your latest statement of account.

He found some wood wherewith to build a shelter.

We do not have the wherewithal to help these people.

EXERCISE 58(B)

4

Whoever arrives first will get a generous discount voucher.

I shall give this money to whomever I please.

I always practise writing whenever there is a minute or two.

I told Billy to buy whatever he wanted in the toy shop.

I asked her, whyever did you say that to them?

I always take my phone wherever I go.

5

Please take a cake, whichever one you like the most.

However you look at it, you will have to practise writing.

The notice said, whosoever wishes may enter the garden.

The prize will go to whomsoever achieves the best results.

I have no intention whatsoever of failing the shorthand exam.

This money is stolen, howsoever they try to justify it.

