

## Correction of the First Term Exam

**Exercise 01:** Put the verbs between brackets into the correct tenses. (8 pts)

1. I would have read the letter if I **had known** (know) it was from you.
2. If Tony does not help in the garden, I **will not finish** (not finish) my work in time.
3. If you **did not tell** (not tell) me about Maxwell's birthday I would forget it.
4. We **would have caught** (catch) the train earlier if Mary had found her purse.
5. If Susan **had learned**, (learn) the poem she would have known the answer.
6. If it **is** (be) too hot we will stop and get a cold drink.
7. If it **did not rain** (not rain) today, I would stay it at home.
8. If the Professor spoke clearly we **would understand**, (understand) him better.

**Exercise 02:** Complete the sentences with the correct active or passive form of the verb between brackets. (6 pts)

- 1-After dad **had taken** me to the zoo; he **bought** me some new clothes at the department store. (TAKE, BUY)
- 2-I **did not go to** the party last Thursday because I **was not invited / had not been invited** (NOT GO, NOT INVITE)
- 3-I **have never been** so surprised by such an outstanding performance before. (NEVER BE)
- 4-When we **come** out of the cinema; the bus **was waiting** to take us home. (COME, WAIT)
- 5-All the papers **must be handed** next Friday. (MUST HAND)
- 6-The weather will **not improve** in the next few days. (NOT IMPROVE)

**Exercise 03:** Email stands for electronic mail. It is the easiest and the cheapest way of communication.

A-What are the steps of writing a formal Email: (2,5 pts)

- 1-Begin with a greeting
- 2-Thank the recipient
- 3-State your purpose
- 4-Add closing remarks
- 5-End with closing salutations

B-What are the types of Email: (1,5 pts)

1-Semi formal email.

2-Formal email.

3-Informal email

**Exercise 04:** Complete the sentences with the correct form of the adjective in brackets.(2 pts)

1-The red dress is the **most attractive** (attractive) dress in the shop.

2-Your hair is **curlier** (curly) than my hair.

3- We like wearing the **latest** (late) fashion.

4-I always tell the **funniest** (fun) jokes to my friends.