

Grammar exercises

1 Fill in the spaces with *this*, *that*, *these*, or *those*.

Margie: Emilie, could you bring me the files from the Taylor's account?

Emilie: I've already put **1** _____ files on your desk.

Margie: Do you mean **2** _____ files here?

Emilie: No not **3** _____ ones. The ones by the phone, beside it _____ picture of you and your husband.

Margie: Oh. **5** _____ files right in front of me. Of course! Thank you. And, Emilie, could you also bring the invoice for Mr. Taylor?

Emilie: Oh, I put **6** _____ into the file.

Margie: Is **7** _____ the invoice?

Emilie: No, Margie, **8** _____ is a letter explaining some of the details on the invoice to Mr. Taylor.

Margie: Oh, yes. You are right. I'm having difficulties because I broke my glasses. **9** _____ pair is old and they're not strong enough.

Emilie: Ah, **10** _____ explains everything.



2 Read Leona's response to the following TOEIC writing test opinion question. Look at the words in italics and correct the ones that are wrong. Some of the italicized words are correct.

There are various ways to save money. What is one good way to save money? Why? Give reasons or examples to support your answer.
one.

Using store coupons is *ones* great way to save money on *much* of your household purchases. Clever consumers keep their eyes open, since you can find coupons *everywhere*. They can be cut out of *some* popular magazines, *many* local newspapers, and *another* printed materials. *Other* place you can find coupons nowadays is on the Internet, where they can be printed out directly from *some* consumer websites. *Many* shops provide them, especially at the checkout *counter*. *Any* coupons have a real cash value and *another* can be used to get a discount on certain merchandise in the store. *These* will usually say something like "Save two dollars on your next visit," or perhaps "Save 10 percent on *some* purchase over 50 dollars." *Other* types can only be used to get a discount on particular items. It is a great idea to save *this* coupons for *every* time you visit a store. But read the details on *every* of *these* coupons carefully. Sometimes companies limit the number of coupons you can use on any *one* visit. Also there is usually an expiration date and once the date has passed the coupon doesn't have *some* value.

3 Use *either* / *or* and *neither* / *nor* to complete the sentences.

1 The new manager says that the number of staff has to be cut, but gave the alternative of cutting the annual salary increase.
Either the number of staff or the annual salary increase has to be cut.

2 I tried to talk to the department head or her assistant but they were in a meeting.
I wanted to talk to _____

3 Carmela doesn't drink coffee and she doesn't drink tea.
Carmela drinks _____

4 The tables are late and the laptops are stuck in customs.
_____ have arrived.

5 Some of my co-workers eat in the staff cafeteria and some bring their own sandwiches.
My colleagues _____

4 Underline the best choice of the words in italics and circle the correct answer.

1 Would you prefer the white shoes or the red *ones* / *others*?

- a I've already have one.
b Neither pair.

2 I can't find *any* / *many* tissue.

- a Here is some.
b Don't you want any?

3 Is *this* / *these* bracelet on sale?

- a Yes, either one.
b No, not that one.

4 Do you have *all* / *enough* money to mail this package?

- a I've got some small change.
b No, I have something.

5 Has there been *much* / *many* mail for me while I was out?

- a Yes, anything at all.
b Yes, there is some in the box.

6 Does *every* / *both* package need to be insured?

- a No, neither of them do.
b Yes, each one does.

7 Did you want *any* / *every* of these files?

- a Yes, that one on top.
b Yes, either of them.

5 Underline the correct words.

In 1992 a shipment of toy rubber ducks washed off a cargo ship that was traveling from China to the United States. Since then, **1** *many* / *much* of these toys have floated all around the world. There are about 30,000, and **2** *every* / *all* of them were originally a bright yellow color. **3** *Some* / *Any* of the ducks are being found as far away as the south coast of England and **4** *other* / *others* are arriving on the coast of Africa. After years of exposure to the sun and salt water, **5** *this* / *these* ducks have lost their bright yellow color. However, people have started

to collect them and **6** *some* / *both* have sold for hundreds of dollars. There are even children's storybooks about them. **7** *This* / *These* accident has also proved very useful to scientists. **8** *Every one* / *All* that people find provides more information about the movement of the ocean currents. So if **9** *another* / *anyone* finds a discolored rubber duck on a beach **10** *anywhere* / *nowhere* in the world, it is likely that its journey started in the middle of the Pacific Ocean. It also might be worth quite a **11** *lot* / *lots* of money.