

A. Vocabulary

Commute
Paperwork
Make copies
Get a raise

Fill out
Get fired
Take a day off
Show up

1. All of the new patients at the doctor's office must _____ a medical history form.
2. There was so much _____ on the desk that I could hardly see the keyboard.
3. If you don't _____ to work you will not get paid.
4. Some people must _____ several hours to get to work.
5. If you are sick or are going on vacation, you must _____.
6. He had to _____ so that each person could have their own paper to look at.
7. No one wants to _____ because if they do they will have to look for another job.
8. If you _____ that means that you will earn more money.

Conjunctions

AND – BUT – OR – SO

And – connects two similar ideas (She is smart **and** funny. Let's go to the store **and** buy food for dinner.)

But – connects two different/contrasting ideas (He is very smart **but** he talks too much.)

Or – lists two or more choices/options (Would you like to take the train **or** the bus?)

So – as a result, therefore (It is raining, **so** I brought my umbrella)

B. Fill in the blank with the correct conjunction

1. I love having a dog, _____ I don't like taking him for a walk in the rain.
2. Yesterday it was very cold _____ I wore a coat and gloves.
3. That supermarket is close to my house _____ it sells everything I need.
4. Would you prefer to have coffee _____ soda?
5. I didn't know how to get to the museum _____ I had to stop and ask for directions.
6. That supermarket is close to my house _____ it never has the items that I need.
7. I love having a dog _____ I enjoy taking him for walks.

C. Choose either the adjective or the adverb

1. The food was cooked (perfect/perfectly). The rice was (delicious/deliciously).
2. He speaks English very (good/well) but he doesn't speak (quick/quickly).
3. That dog is very (fast/quickly) and he barks (loud/loudly) as well.
4. The child sang (beautiful/beautifully) and the pianist did an (excellent/excellently) job.