

# Access

Revised edition

D. H. Howe

Workbook

# 4



for Hong Kong Secondary Schools

# Access **4**

Revised edition

**A**CTIVE  
**C**COURSE in  
**C**ERTIFICATE  
**E**NGLISH for  
**S**ECONDARY  
**S**SCHOOLS

**Workbook**

**by D. H. Howe**



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*in accordance with the latest  
primary and secondary syllabuses*

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## HOW TO USE THIS BOOK

This Workbook is meant to be used with *Access Book 4*. Each Unit gives further written practice in the language structures and vocabulary items taught in the main book, as well as revising work done in the previous year. Like the main book, therefore, this Workbook closely follows the new *Suggested Syllabus for Secondary Schools* issued by the Education Department.

Each Unit in the Workbook should not, of course, be worked until the corresponding Unit in the main book has been thoroughly dealt with. The exercises are designed to consolidate the work of the main book by providing meaningful written exercises in which particular language patterns are used repeatedly. The aim, as in the main book, is not to test but to *teach*: to provide *practice* so that the correct use of language items in appropriate situations becomes a habit.

Very few mistakes should occur in the Workbook exercises. The aim, in fact, is to produce written work with *no* mistakes. No one learns English by making mistakes. Marking should therefore place little burden on the teacher. There is indeed much to be said for letting the pupils mark each other's work in class, under the teacher's supervision, since this increases their awareness of the points involved.

If the teacher wishes, or finds it necessary with a particular class, the exercises may be practised orally first, but normally it should be necessary only to make sure that the pupils know what is expected of them by going through the first few examples. The Workbook is very suitable for homework.

UNIT	PAGE	SYLLABUS ITEMS	LANGUAGE STRUCTURE EXERCISES
1	1	127	Anomalous finites ('special verbs').
2	4	127	More practice with 'special verbs'.
3	6	127	More practice with 'special verbs'.
4	9	128	The present simple and present continuous tenses.
5	12	128	The present perfect and present perfect continuous tenses.
6	14	128	The past simple and past continuous tenses.
7	16	128	The past perfect and past perfect continuous tenses.
8	18	128	The future tenses.
9	21	129	Reported statement.
10	23	129	Reported questions.
11	26	129	Reported commands and requests; other difficulties.
12	28	130	Countable and uncountable nouns; the articles.
13	30	130	The articles and other determinatives.
14	32	131	Noun patterns.
15	35	132	Adjective patterns.
16	38	133	Revision of participles.
17	41	134	The gerund.
18	44	135	Gerunds and infinitives.
19	46	135	More practice with infinitives.
20	48	136a	Conditions and suppositions.
21	50	136b	Intention and purpose.
22	52	136c	Result.
23	54	136d	Reason.
		136e	Comparisons.
24	56	136f	Concession.
25	58	136g	Time.
		136h	Manner.

# Unit One

**A** This exercise practises the use of special verbs in forming questions, negative questions and short answers. Read the examples carefully and then write similar conversations based on the sentences given. Since this is a spoken conversation, contracted forms are used.

He is going to the circus.

A: *Is he going to the circus?*

A: *No, I'm not.*

B: *Yes, he is. Aren't you going?*

B: *Aren't you really? I am.*

She saw the accident.

A: *Did she see the accident?*

A: *No, I didn't.*

B: *Yes, she did. Didn't you see it?*

B: *Didn't you really? I did.*

1 He is going to swim.

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

2 She bought one.

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

3 He has finished it.

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

4 They were frightened.

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

5 She liked it.

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

6 He can swim.

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

7 She knows the answer.

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

8 He will be sixteen next year.

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

9 She saw the film.

A: \_\_\_\_\_

B: \_\_\_\_\_

A: \_\_\_\_\_

B: \_\_\_\_\_

## Unit One

**B** Change these statements into questions by adding question tags. Add a comma and use the contracted forms. The first two are done for you.

- |                                   |                                |
|-----------------------------------|--------------------------------|
| 1 He's strong, <i>isn't he?</i>   | 11 We must do it _____         |
| 2 She isn't ready, <i>is she?</i> | 12 He ought to stop _____      |
| 3 They haven't done it _____      | 13 She can't reach _____       |
| 4 You've been there _____         | 14 He doesn't like it _____    |
| 5 She wasn't very helpful _____   | 15 She likes it _____          |
| 6 They were right _____           | 16 He went home _____          |
| 7 He was pleased _____            | 17 She speaks loudly _____     |
| 8 It was true _____               | 18 You speak French _____      |
| 9 I didn't tell you _____         | 19 You wouldn't go _____       |
| 10 It can't be done _____         | 20 It could be a mistake _____ |

**C** This exercise is similar to B but contains more difficult examples. The first six are done for you.

- |                                                    |                                         |
|----------------------------------------------------|-----------------------------------------|
| 1 You used to live there, <i>didn't you?</i>       | 11 He had a shock last week _____       |
| 2 You never used to go there, <i>did you?</i>      | 12 Let's do it again _____              |
| 3 I am correct, <i>aren't I?</i>                   | 13 He should never have done that _____ |
| 4 You'll be there, <i>won't you?</i>               | 14 We'd better wait for him _____       |
| 5 You had a surprise yesterday, <i>didn't you?</i> | 15 You had a haircut yesterday _____    |
| 6 Let's go home, <i>shall we?</i>                  | 16 We must hurry _____                  |
| 7 You used to go to that school _____              | 17 We needn't hurry _____               |
| 8 He never used to complain _____                  | 18 You don't have to go yet _____       |
| 9 I'm doing it properly _____                      | 19 You go there often _____             |
| 10 You'll have some more _____                     | 20 I'm making a mistake _____           |



## Unit One

D Use the sentences given to form questions with question tags. Give suitable replies.

1 I know that they have gone to school.

*'They have gone to school, haven't they?' 'Yes, they have.'*

2 I don't think that she knows the answer.

*'She doesn't know the answer, does she?' 'No, she doesn't.'*

3 I think he is going to speak to us.

*'He is \_\_\_\_\_'*

4 I don't think she is very old.

5 I think the workmen are taking a very long time.

6 I know that he has told us what to do.

7 I hear that she wasn't very pleased at the news.

8 I don't think he works very hard.

9 I don't think there have been many typhoons this year.

10 I don't think she speaks very clearly.

11 I believe you used to be a friend of his.

12 I hope you won't tell him what I said.



## Unit Two

**A** Give replies beginning either **So** or **Neither** and ending with **I**.

- |                     |                 |                            |          |
|---------------------|-----------------|----------------------------|----------|
| 1 'I'm hot.'        | 'So am I.'      | 11 'I don't know him.'     | '_____'  |
| 2 'She enjoyed it.' | 'So did I.'     | 12 'I didn't do it.'       | '_____'; |
| 3 'He isn't tired.' | 'Neither am I.' | 13 'He went home.'         | '_____'  |
| 4 'I'm ready.'      | '_____'         | 14 'I'll go.'              | '_____'  |
| 5 'I'm not afraid.' | '_____'         | 15 'I won't do it.'        | '_____'  |
| 6 'He won't help.'  | '_____'         | 16 'I can sing.'           | '_____'  |
| 7 'He was pleased.' | '_____'         | 17 'I'd like one.'         | '_____'  |
| 8 'I have a dog.'   | '_____'         | 18 'I used to live there.' | '_____'  |
| 9 'I wasn't there.' | '_____'         | 19 'She ought to go.'      | '_____'  |
| 10 'I like apples.' | '_____'         | 20 'I mustn't be late.'    | '_____'  |

**B** Rewrite each sentence as one sentence using **so** or **neither** and the words in brackets.

- 1 I didn't want to go to the football match. (my brother)

*I didn't want to go to the football match and neither did my brother.*

- 2 I received a letter from my uncle yesterday. (my sister)

\_\_\_\_\_

- 3 The shop I first went to was closed. (the one next to it)

\_\_\_\_\_

- 4 Singapore is a densely populated city. (Hong Kong)

\_\_\_\_\_

- 5 I couldn't work out the answer to the problem. (my father)

\_\_\_\_\_

- 6 I wasn't listening to what he said. (anyone else)

\_\_\_\_\_

## Unit Two

C Make sensible sentences by joining a beginning from Box A with an ending from Box B.

A	B
1 The bus stopped	but I don't because I have a book already.
2 All the others wanted to go to Lantau	but most people don't.
3 My sister likes playing chess	and neither would the tape-recorder.
4 The television set wouldn't work	but her friend doesn't.
5 The cat ran out into the street	but the car didn't.
6 He is very good at judo	and so did the dog.
7 I like walking in the rain	and so is his brother.
8 She wants to go to the library	but I didn't.

1 The bus stopped but the car didn't.

- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_

D Complete these three conversations.

- 1 A: What time do you usually have dinner? B: I usually \_\_\_\_\_ it at \_\_\_\_\_.  
 A: Did you \_\_\_\_\_ it at \_\_\_\_\_ yesterday? B: Yes, I did. (OR) No, I didn't.  
 A: \_\_\_\_\_ you had it today yet? B: \_\_\_\_\_, I have. (OR) \_\_\_\_\_, I haven't.
- 2 A: What time \_\_\_\_\_ usually \_\_\_\_\_ lunch? B: I \_\_\_\_\_ it at \_\_\_\_\_.  
 A: Did \_\_\_\_\_ yesterday? B: \_\_\_\_\_  
 A: \_\_\_\_\_ today yet? B: \_\_\_\_\_
- 3 A: What time \_\_\_\_\_ breakfast? B: I \_\_\_\_\_  
 A: Did \_\_\_\_\_ yesterday? B: \_\_\_\_\_  
 A: \_\_\_\_\_ today yet? B: \_\_\_\_\_

## Unit Three

A Give short replies. Some have been done for you.

- |                                                |                          |
|------------------------------------------------|--------------------------|
| 1 'Must I return the book now?' (Yes)          | 'Yes, you must.'         |
| 2 'Must I finish the work today?' (No)         | 'No, you needn't.'       |
| 3 'Need I wear a shirt?' (Yes)                 | 'Yes, you must.'         |
| 4 'Need I take an umbrella?' (No)              | _____                    |
| 5 'Do I need to do it again?' (Yes)            | 'Yes, you must.'         |
| 6 'Do I need to pay in advance?' (No)          | 'No, you don't need to.' |
| 7 'Do I have to change my socks?' (Yes)        | _____                    |
| 8 'Do I have to read the whole book?' (No)     | _____                    |
| 9 'Have I got to finish the exercise?' (Yes)   | 'Yes, you must.'         |
| 10 'Have I got to fetch the water?' (No)       | 'No, you needn't.'       |
| 11 'Must I write the answer in pen?' (No)      | _____                    |
| 12 'Must I write in bigger letters?' (No)      | _____                    |
| 13 'Need I write to my uncle?' (Yes)           | _____                    |
| 14 'Need I do the last one again?' (No)        | _____                    |
| 15 'Do I need to have this work marked?' (Yes) | _____                    |
| 16 'Do I need to copy it out again?' (No)      | _____                    |
| 17 'Have I got to check my work?' (Yes)        | _____                    |
| 18 'Have I got to tell you my answers?' (No)   | _____                    |

B Give replies like the first two.

- 1 Why didn't you lock the door?

*I didn't need to lock it. Someone had already locked it.*

- 2 Why didn't you wash the dishes?

*I didn't need to wash them. Someone had already washed them.*

## Unit Three

- 3 Why didn't you tell him the news?  
\_\_\_\_\_
- 4 Why didn't you put away the books?  
\_\_\_\_\_
- 5 Why didn't you move the furniture?  
\_\_\_\_\_
- 6 Why didn't you put up the pictures?  
\_\_\_\_\_
- 7 Why didn't you ask him for permission?  
\_\_\_\_\_
- 8 Why didn't you jump into the water and save him?  
\_\_\_\_\_
- 9 Why didn't you ring for an ambulance?  
\_\_\_\_\_
- 10 Why didn't you dial '999' when you saw the fire?  
\_\_\_\_\_

C Give replies like the first one.

- 1 Was the bus on time? (hurry to catch it)  
*No, it wasn't. I needn't have hurried to catch it.*
- 2 Did it rain? (take an umbrella)  
\_\_\_\_\_
- 3 Was the test hard? (prepare for it)  
\_\_\_\_\_
- 4 Did she come in the end? (wait for her)  
\_\_\_\_\_
- 5 Was it cold? (take a sweater)  
\_\_\_\_\_
- 6 Did they ask to see your identity card? (take it)  
\_\_\_\_\_



## Unit Three

D Give replies like the first one, using **can't** and **must**.

1 That little boy says he's eighteen.

*He can't be eighteen. He must be much younger.*

2 That old man says he's only twenty-two years old.

3 The man being driven to the bank in the big car says that he's poor.

*very rich.*

4 It's growing dark but my watch says that the time is four o'clock.

*later.*

5 The woman sitting on the pavement in ragged clothes says that she's very rich.

6 The man carrying the sack says that he's a policeman, not a thief.

E Give replies using **must have** or **can't have**.

1 Do you think that the fish was bad? It tasted horrible.

*It must have been bad if it tasted horrible.*

2 Are you sure that you saw him at the concert? He says that he wasn't there.

*I can't have seen him at the concert if* \_\_\_\_\_

3 I think he was tired. He went to sleep in the bus.

*He must have* \_\_\_\_\_

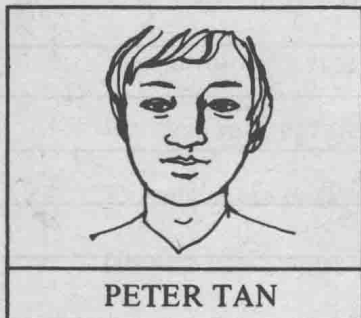
4 She says she did her homework last night but she didn't take any books home.

5 He says the dog ran away at top speed but he caught it.

6 She says that she did her best but she got no marks.

## Unit Four

**A** Read the information given about each person and then write a short description, using the present simple tense. The first one is partly done for you. The other should be written in the same way.



Age: 16 years three months.  
 Address: 541A Belcher Garden Road, Hong Kong.  
 School: The New Approach Secondary School.  
 Likes: All indoor games.  
 Dislikes: Getting up in the morning.  
 Hobbies: Designing and making model aeroplanes.  
 Weekend activities: Flying model aeroplanes; swimming.  
 Ambition: To become an aviation engineer.

Peter Tan is 16 years, three months old. He lives at \_\_\_\_\_  
 and \_\_\_\_\_ to The New Approach Secondary School. He \_\_\_\_\_ all indoor games  
 but dislikes \_\_\_\_\_. In his spare time he \_\_\_\_\_  
 model aeroplanes. During the weekends he likes to fly model aeroplanes and \_\_\_\_\_.  
 He wants to become an \_\_\_\_\_ when he \_\_\_\_\_ school.



Age: 17 years two months.  
 Address: Flat A, 6th Floor, 74 New Street, Kowloon.  
 School: Rosemary Hill Secondary School, Kowloon.  
 Likes: Playing netball and gossiping.  
 Dislikes: People who talk about her behind her back.  
 Hobbies: First aid; reading medical books; dressmaking.  
 Weekend activities: Attending meetings of St. John's Ambulance Association; picnicking.  
 Ambition: To become a doctor.

## Unit Four

B Finish the sentences as in the examples:

- 1 He is reading a book now but *he doesn't often read a book.*
- 2 They are having a rest now but \_\_\_\_\_
- 3 She is watching the television now but \_\_\_\_\_
- 4 They are playing football now but \_\_\_\_\_
- 5 She is going to the cinema now \_\_\_\_\_
- 6 He is washing his hair now \_\_\_\_\_
- 7 It often rains in the summer but *it is not raining now.*
- 8 He often smokes a pipe but \_\_\_\_\_
- 9 He often rides on a tram but \_\_\_\_\_
- 10 We often write a composition but \_\_\_\_\_
- 11 She often plays the piano but \_\_\_\_\_
- 12 We often see a film but \_\_\_\_\_

C Use the words given to make sentences like the first two. You may use the verbs **are** or **become**.

- 1 newspaper/more money available/more flats built  
*The newspaper says that when more money is available, more flats will be built.*
- 2 book/helicopters more efficient/do more and more work  
*The book says that when helicopters become more efficient, they will do more and more work.*
- 3 article/planes faster/able to travel to Europe in a few hours  
\_\_\_\_\_  
\_\_\_\_\_
- 4 book/spaceships/able to reach other planets/find out whether there is life on them or not  
\_\_\_\_\_  
\_\_\_\_\_
- 5 newspaper/results of election known/published immediately  
\_\_\_\_\_  
\_\_\_\_\_

## Unit Four

D Write replies agreeing with the statements or questions using the verbs given.

- |                                                                           |                             |
|---------------------------------------------------------------------------|-----------------------------|
| 1 'The piano music is beautiful.' (sound)                                 | 'Yes, it sounds beautiful.' |
| 2 'You think he's right, don't you?' (agree)                              | 'Yes, I agree with him.'    |
| 3 'We have met before, haven't we?' (remember)                            | 'Yes, I _____'              |
| 4 'There's some petrol in the tin.' (contain)                             | _____                       |
| 5 'Do you like apples more than oranges?' (prefer)                        | _____                       |
| 6 'Have you worked out the answer?' (know)                                | _____                       |
| 7 'You dislike it very much, don't you?' (hate)                           | _____                       |
| 8 'This is your book, I believe.' (belong)                                | _____                       |
| 9 'I think this meat is bad, don't you?' (smell)                          | _____                       |
| 10 'Have you seen him before?' (recognize)                                | _____                       |
| 11 'I'm very cold. Are you?' (feel)                                       | _____                       |
| 12 'Are there fifteen players in a Rugby team?' (consist)                 | _____                       |
| 13 'Do you think she's wrong?' (disagree)                                 | _____                       |
| 14 'You are doubtful as to whether she will come, aren't you?' (doubt)    | _____ it.                   |
| 15 'He's entitled to the prize.' (deserve)                                | _____                       |
| 16 'Do you think he'll agree?' (imagine)                                  | _____                       |
| 17 'Are you going to the meeting?' (mean)                                 | _____                       |
| 18 'You aren't angry with him for what he did to you, are you?' (forgive) | 'No, _____'                 |
| 19 'That isn't a bell ringing, is it?' (hear)                             | 'No, I don't _____'         |
| 20 'He's not telling the truth, is he?' (believe)                         | _____                       |
| 21 'There's nothing unusual about him, is there?' (notice)                | _____                       |



## Unit Five

In all the exercises write questions and answers as in the examples, using the words in bold letters.

**A start the exercise**

*'When are you going to start the exercise?'*

**a few minutes ago**

*'I've already started it. I started it a few minutes ago.'*

1 **read the newspaper**

**this morning**

2 **have your hair cut**

**yesterday**

3 **finish the book**

**last week**

4 **buy a new watch**

**last Tuesday**

5 **finish the painting**

**last night**

**B done your homework**

*'Have you done your homework yet?'*

*'No, I haven't done it yet. In fact, I haven't even started doing it.'*

1 **studied the chapter**

2 **prepared the lesson**

3 **learnt the poem**

4 **written the composition**

5 **cleaned your shoes**