

Grammar and Beyond Workbook 3 Answer Key

Unit 1 Simple Present and Present Progressive

First Impressions

Simple Present vs. Present Progressive

1 page 2

1. treats
2. explains
3. doesn't/does not lose
4. is keeping
5. always tells on 's/is always telling
6. see
7. always makes
8. respect
9. wake up
10. 'm/am teaching
11. always try
12. 'm/am constantly looking on constantly look

2 page 3

1. 's not / isn't / is not teaching
2. 's/is doing
3. 's/is investigating
4. are participating; aren't/are not working
5. typically meets
6. often talk
7. usually asks
8. 's/is asking; generally say
9. 's/is also teaching on also teaches

3 page 3

- | | |
|----------------|-------------------------|
| 1. 'm walking | 6. 's not/isn't playing |
| 2. 'm studying | 7. 're showing |
| 3. Do; want | 8. want |
| 4. 's; playing | 9. starts / 's starting |

Stative Verbs

1 page 4

- | | |
|---------------------|-------------------|
| 1. I'm having | 8. do you hear |
| 2. don't seem | 9. it feels |
| 3. I look | 10. I really want |
| 4. Are you thinking | 11. I need |
| 5. don't have | 12. I don't think |
| 6. I'm being | |

2 page 5

- | | |
|-----------------|-----------------|
| 1. 's/is being | 6. 's/is seeing |
| 2. have | 7. is thinking |
| 3. 's/is having | 8. thinks |
| 4. sees | |

Special Meanings and Uses of Simple Present

1 pages 5-6

- | | |
|---------------|-----------------------|
| 1. say | 8. seem |
| 2. are | 9. don't/do not; like |
| 3. sees | 10. think |
| 4. recognizes | 11. don't/do not have |
| 5. hears | 12. make |
| 6. feels | |

2 pages 6-7

- | | |
|---------------------|------------|
| 1. believe / say | 7. give |
| 2. says / teaches | 8. teaches |
| 3. don't/do not pay | 9. lives |
| 4. use | 10. travel |
| 5. has / teaches | |

Avoid Common Mistakes

1 page 7

- | | |
|------|------|
| 1. b | 6. a |
| 2. c | 7. a |
| 3. b | 8. b |
| 4. b | |

2 page 8

For salespeople, physical appearance is important, but there are other things that also go into making a good first impression. For example, I always ^{arrive} ~~am arriving~~ at meetings on time. I ^{know} ~~am knowing~~ my clients are busy people, and I understand that their time is important. Also, I always call them by name. I even keep names and information about clients in a special file online. In fact, I ^{am adding} ~~add~~ information to that file this week.

In the past, I didn't pay much attention to body language. However, I am ^{learning} ~~learn~~ to be more conscious of the ways I move and how to use my hands effectively. At every meeting I ^{make} ~~am making~~ eye contact - especially when I first greet a client and again when I leave. I practice my greetings in front of the mirror every day. I try to remember to smile. Of course, I also want to look good. I have nice shoes, and I keep them clean and polished. I ^{think} ~~am thinking~~ my new haircut makes me look good, too.

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B Lingard



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Grammar By Diagram - Second Edition Workbook Cindy Vitto, 2008-11-28 Structured to follow each chapter of Grammar by Diagram second edition this workbook includes practice exercises including cumulative exercises through which students can check their progress at key points and a final exam to test knowledge of the entire text A summary of concepts for each chapter and a complete answer key are also included **Grammar Links 1** Mahnke, LINDA BUTLER, Janet Podnecky, 2004-06 Grammar Links Level 1 Volume B contains chapters 15 25 of Grammar Links Level 1

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