

## CAE Reading and Use of English Part 2

### **1. Read the text**

Reading the whole text through before trying to complete any of the gaps is a very useful strategy for this task.

### **2. Understand the meaning of the text**

You should always bear in mind the meaning of the text as a whole, as well as the language on either side of each gap. Is the gap between two clauses? Is the first clause positive or negative? Does the second clause confirm or contradict the first clause? Do you need a confirming or contradicting linker?

### **3. Don't use Contractions**

Contractions are TWO words!

### **4. Complementation**

If your answer is a verb, make sure it agrees with the subject.  
i.e. I play, you play, he plays.

### **5. More than one possibility**

Sometimes more than one word might be possible - for example if 'whereas' fits, 'while' might also fit. Either answer is okay, but don't write both.

### **6. Common words**

Understand the grammar rules behind these words which are commonly tested:

**to - being - which - for - with - one - not - as**

### **7. Inversion with adverbs and gerunds**

If the missing word is at the start of the sentence, ask yourself if an adverb fits.

Understand: **hardly - seldom - never - rarely - scarcely**

If the missing word is at the start of the sentence, ask yourself if a gerund fits. Many answers are -ing forms - **having** and **being** are very frequent.

### **8. Relative Pronouns**

The most common relative pronoun is probably "**which**". Study defining and non-defining relative clauses and make sure you know them all.

- 1) The student common room is the only place ..... you can smoke.
- 2) The company are to introduce a policy ..... parents can bring their children in on open days.
- 3) Dr Adams, ..... research paper has recently been published, will be visiting the laboratory next month.
- 4) I'm afraid there is nothing ..... I can do to help.
- 5) Nobody is sure of the reason ..... he decided to take on the job.
- 6) Will ..... missed Thursday's lesson see me this afternoon.
- 7) We saw two films last week, neither of ..... were very interesting.
- 8) The seven defendants, two of ..... were absent from the court, are charged with burglary.

## **9. Pronouns**

Pronouns are nearly always tested. Students often forget **reflexive pronouns**.

- 1) I've promised ..... a holiday this year. I've been working too hard lately.
- 2) I don't think ..... is a good idea to rush into making a decision without thinking of the consequences.
- 3) The two twins are identical. It's impossible to tell ..... from the other.
- 4) The employment situation here is much worse than ..... which exists abroad.
- 5) Have you been here before? No. .... is my first time in London.
- 6) There's ..... on the phone who wants to speak to you.
- 7) If ..... has finished we can go onto the next exercise.
- 8) You can please ..... whether you come to the party or not. I don't care.

## **10. With/without - if/unless**

'**With**' comes up frequently, but so does '**without**'. That's why you should read the text as a whole before you start thinking of the answers. Reading the whole text to get the writer's opinion is necessary to judge which is required.

## **11. ARTICLES/DETERMINERS**

I need to go to **the** shop.

Heaven is **a** place on earth.

Determiners like 'much', 'many', 'all', 'enough' etc. are often required.

- 1) We like to go back to Greece on holiday ..... now and then.
- 2) Of course you can come! The ..... the merrier as far as I'm concerned.
- 3) I had ..... idea of what he was talking about and felt totally confused.
- 4) I'm afraid that's ..... here nor there. Being out late is no reason for not doing your homework.
- 5) During the bombing campaign the general public must at ..... times be on the lookout for suspicious packages.
- 6) You've eaten more than ..... cake for one day. Save the rest for tomorrow.
- 7) Do something! You could at ..... hold the door open for me.
- 8) I don't really know what to say ..... than try speaking to your friend about the problem.

## **12. AUXILIARY/MODAL VERBS**

When **will** I be famous?

Tell me when you **have** done this.

- 1) The plan has ..... found to have several weaknesses.
- 2) We ..... have been living here for 3 years by the summer.
- 3) I really ..... like going out at weekends. It's so nice to forget about work.
- 4) My grandfather ..... always take me for a ride in his taxi when he visited.
- 5) When I got home I realised I ..... left my keys at work.
- 6) I think you ..... to get you hair cut if you're looking for a new job.
- 7) To ..... taken three times a day before meals.
- 8) You ..... have known he'd be late. He never turns up on time for anything.

## **13. LINKING WORDS**

But **although** the ozone layer is recovering, we must continue to take care of it. One of the problems, **however**, is that this technology is very expensive.

**14. POSSESSIVE ADJECTIVES**

It was in **his** bathroom that he had the idea for the flux capacitor.  
They discovered the kittens were living in **their** garage.

**15. COMPARISONS**

He was as tall **as** his brother.  
But shorter **than** his father.

**16. CONJUNCTION**

You can **either** stay here **or** come with us.  
He was **neither** tall **nor** skinny.

**17. PREPOSITIONS in fixed phrases**

**Above** all, be good to one other.  
What **about** this dress?

**18. PREPOSITIONS/VERBS in phrasal verbs**

They **set up** their business the next day.  
The teacher **got** her ideas **across** very well.

Part 2

For questions 9 – 16, read the text below and think of the word which best fits each gap. Use only **one** word in each gap. There is an example at the beginning (0).

Write your answers **IN CAPITAL LETTERS** on the separate answer sheet.

Example: 0 

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**Young enterprise**

How prepared are you for (0) ..... future? You are studying to obtain qualifications for your chosen career, but what (9) ..... getting the business skills necessary to make your career a success? How do you gain the advantage that will get you your dream job? Perhaps you even have an ambition to set (10) ..... a business yourself?

Every year since it started, hundreds of thousands of young people have got themselves a head start while they are still at school by taking part in a Young Enterprise programme. There, they have gained key business skills and knowledge, either through a series of workshops (11) ..... through starting and running their own real company. At Young Enterprise we believe that it is important for learning to (12) ..... fun, exciting and hands-on, which is (13) ..... our programmes are run on the principle of learning by doing.

To participate in a programme, your first step is to consult your school. If it has (14) ..... already done so, your school will need to become a centre. It can register as (15) ..... of these by contacting the nearest Young Enterprise office. Once it (16) ..... done this, you can get started!