Date: _____

Name:	Date:
A. Read e B. Read th	onse. ood for skimming a text? very word in all the paragraphs. the first sentence of each paragraph. your eyes slowly as you read.
Skim the reading pas	sage. Match each paragraph with the correct main idea.
7. paragraph 2 8. paragraph 3 9. paragraph 1	A. Times have changed, and family-owned businesses have a hard time surviving nowadays.B. Families bring their problems as well as their strengths to the workplace.C. Careful planning and good management are necessary to pass a business to the next generation.
Match each word wit	th the correct definition.
10. manage 11. expand 12. expert 13. courage	 A. to become bigger, or make something become bigger B. a person who knows a lot about something C. not being afraid, or not showing you are afraid when you do something dangerous or difficult D. to control someone or something
14. Ai was good at	creating (corporation / unity) in her family. to get people to agree with each other.
	(designed / purchased) the restaurant. He decided ng should go and what colors to use.
Match each word wit	th the correct definition.
17. enthusiasm	A. strong feeling of liking somethingB. a difficult thing that makes you try hardC. be unsuccessfulD. give something to a younger person
20. Children usual A. depend B. pass ov C. lean on	er dishes in a hotel now, but his is to be a manager there.

Name:	Date:
Read the dictionary entry. Then write the answer to	o the questions.
re•spon•si•bil•i•ty noun (pl. re•spon•si•bil•i•ties) 1 [count, noncount] responsibility (for sb/sth) a duty to deal with something so that it is your fault if something goes wrong: I refuse to take responsibility if anything goes wrong. ◆ It is John's responsibility to make sure the orders are sent out on time. 2 [noncount] the fact of something being your fault; blame: A terrorist group claimed responsibility for planting the bomb.	
22. What is the plural form of <i>responsibility?</i>	
23. Is the word <i>responsibility</i> a count noun, noncou	unt noun, or both?
24. What two prepositions can follow <i>responsibilit</i>	y?
Read the excerpt from the dictionary entry. Then we take 1 week [T] (at tack an taken)	vrite the answer to the questions.
take 1 verb [T] (pt. took, pp. tak•en) > CARRY/LEAD to carry someone or something or t go with someone from one place to another: <i>Take</i>	
your coat with you—it's cold. ♦ Could you take this let home to your parents? ♦ The ambulance took him to the	
hospital. \blacklozenge I'm taking the kids swimming this afternoon	
> REACH AND HOLD to put your hand around som	
and hold it (and move it toward you): She held	
out the keys, and I took them. • He took a sweater out	of
the drawer. ◆ She took my hand/me by the hand. > REMOVE to remove something without permission	n·
Who took my pen?	••
25. What part of speech is <i>take</i> ?	
26. What irregular forms are listed for <i>take</i> ?	
27. How many definitions are listed for <i>take</i> ?	

Name:	Date:
Write the comparative form of the adjectives.	
28. safe	
29. happy	
30. realistic	
31. intelligent	
Correct the error in superlatives in the sentence. 32. This book is the interestingest book I have read.	
33. This is the baddest storm we have had this year.	
34. Chinese is most difficult language to learn.	
Match the parts of a personal letter with their order	within a letter.
35. greeting A. first part	
36. closing B. second part	
37. body C. final part	
38. heading D. third part	
Choose the best response. 39. Which is an example of the heading of a personal A. 4811 W. Argyle St. Chicago, IL 60640 August 26, 2009	l letter?
B. What are you doing this summer? Do you	ı have any travel plans?
C. Hi Carolyn,	
40. Which is an appropriate closing for a personal let	tter?
A. Dear Sahra,	
B. How are you?	
C. Take care,	