

# FCE-CAE

USE OF ENGLISH PAPER - PART 2

## OPEN CLOZE

**NOUNS, VERBS, PREPOSITIONS, ADVERBS, CONJUNCTIONS,  
PRONOUNS, DETERMINERS, ADJECTIVES, QUANTIFIERS,  
ARTICLES, ETC.**

## MADE EASY

**BY D.MÉNDEZ** ●

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OPEN CLOZE MADE EASY

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## **WHAT IS THE “OPEN CLOZE” IN THE CAMBRIDGE EXAMS?**

The second part of the Use of English paper in the FCE , CAE & CPE Cambridge examinations is the open cloze, in which students use one word to fill each space in a short text. The required words are usually grammatical, such as pronouns, articles, prepositions, auxiliary verbs and so on.

### **The most common kinds of missing words are:**

#### **DETERMINERS**

This , That, These, Those, Which, Whose...

#### **CONJUNCTIONS & ADVERBS**

Where, What, When, How, Why, Who,

#### **ARTICLES AND QUANTIFIER**

Few, little, none , some , any , much , many, no, enough, either, neither, fewer, less,  
Both, all, nothing , something.

#### **SUBORDINATING CONJUNCTIONS**

After , although , as , as if , as long as , as though , because , before ,even if , even though ,  
even if , if , if only , in order that , now that , once , rather than , since , so that , than ,that , though , till ,  
unless , until , when , whenever , where ,whereas ,wherever ,while

#### **PRONOUNS**

I me my mine myself you your yours yourself yourselves he him his himself she  
her hers herself it its itself we us our ours ourselves they them their theirs  
themselves

#### **AUXILIARY VERBS , MODAL VERBS & OTHER VERB FORMS**

Been , can , could , do , did , done , has , had , have, may , might , must , need , ought to , seen , shall,  
should , was , were , will , would.

#### **PREPOSITIONS /PHRASAL VERBS**

At, to, on, in , with, for, of, up, down, about, along, out, into, around, through, over, after , back, across,  
off, without, away, behind, forward...

#### **RELATIVE PRONOUNS, DETERMINERS AND LINKING EXPRESSIONS**

Who , whose, whom , which, when , where, what , how, that, whom, this , that, these, those...

#### **CONTRAST LINKS**

In spite of , despite (the fact that) , although, even though, even so, however, nevertheless , but, yet ,  
whereas, while, but, notwithstanding..on the one hand...on the other hand...as opposed to, rather than, on  
the contrary , actually , really ,

#### **PURPOSE LINKS**

In order to , for, to , so as to, so that, in order that..

#### **REASON LINKS**

Due to , owing to , because of, on account of, since , in case (of) , therefore, so , consequently, seeing that,  
seeing as, consequently ,

#### **ADDITION LINKS**

Too, also, as well , as well as , not only ...but also, besides, in addition to , moreover, furthermore, what's  
more, such as , for example, for instance , apart from , except for..

#### **CONDITIONAL LINKS**

Provided (that) , unless , as long as, if , whether ..(or) , either...or, neither...nor, until, even if...

#### **VERBS**

Examples : have called the situation “a disgraceful .....**waste**....of taxpayers’ money”

I earn enough money to .....**take**....care of my needs.

My only near relative, a sister, ..**died**...three years ago. So I have no family.

# MISSING PREPOSITION

## Example 1 – Preposition at the beginning of the sentence/paragraph.

\_\_\_\_\_ this new section have been added several articles that have been published on this particular topic by British authors.

**Clue :** We need to notice the verb **added** before we decide on the word. Added is usually followed by the preposition **”to”** and this is the word we are looking for.

**“To”** this new section have been added several articles that have been published on this particular topic by British authors.

## Example 2 – Preposition in the middle of the sentence/ paragraph.

Nevertheless, there are many places that sell to the public , so if you want to indulge \_\_\_ a spot of shopping in London , you will probably manage to find want you want.

**Clue :** We need to notice the verb **indulge** before we decide on the word. Indulge (as a prepositional verb) is usually followed by the preposition **”in”** and this is the word we are looking for.

Nevertheless, there are many places that sell to the public , so if you want to indulge **\_IN\_** a spot of shopping in London , you will probably manage to find want you want.

## Example 3 – Preposition at the end of the sentence/paragraph.

The man she was going out \_\_\_\_\_ was a friend of her brother’s , and he is actually the one I took the picture \_\_\_\_\_.

**Clue :** In this case, we need to notice the two verbs **“indulge”** and **take** in its past tense form **“took”**, before we decide on the word. Indulge (as a prepositional verb) is usually followed by the preposition **”in”** and the expression *to take a picture* is usually followed by the preposition **“of”**.

The man she was going out **\_WITH\_** was a friend of her brother’s , and he is actually the one I took the picture **\_OF\_** \_\_\_\_\_.

# HOW TO SPOT A PREPOSITIONAL VERB

A prepositional phrase is a verb followed by a preposition. It takes an object, such as a noun (phrase), a pronoun or a gerund (phrase).

Prepositional Phrase = Verb + Preposition + Direct Object

Verb +	Preposition +	Direct Object
Someone knocked	at	the door
They are listening	to	music
I will look	after	him
She apologised	for	her mistake
They will benefit	from	having more free time.

The sentence order can sometimes be changed as in:

Object + preposition + Subject + verb

The man with whom I was speaking was extremely wealthy.

## Example 1

John said he would never agree \_\_\_\_\_ the new proposal and decided \_\_\_\_\_ attending the meeting. He was planning \_\_\_\_\_ complaining \_\_\_\_\_ it to the CEO.

TIP : We need to remember that we may be dealing with a prepositional verb in cases when the gap comes right after a verb and before a noun (phrase) , pronoun or gerund (phrase).

Examples:

- He insisted **ON** speaking to the manager of the shop. (gerund phrase)
- The boss looked **AT** us with a serious expression on his face. (pronoun)
- Our company caters **FOR** children with learning difficulties. (noun phrase)

John said he would never agree **WITH** the new proposal and decided **AGAINST** attending the meeting. He was planning **ON** complaining **ABOUT** it to the CEO.

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# CHOICE OF MODAL VERB

Messi \_\_\_\_\_ be small – he is only five foot six inches tall , **but** he is the best footballer in the world.

Before we decide which modal verb to use , we need to spot or guess the preposition “**but**” since it will help us on our decision. In this case , we are going to use the structure “**may...but**” , which is usually used when we want to agree that something is true, but then we argue that this doesn’t affect or change what we are stating.

**Can** – expresses ability , permission , request & possibility

**Could** - expresses possibility & permission , request , suggestion

**May** – expresses possibility , permission & wish

**Might**- expresses permission , possibility , suggestion, duty,

- Messi **can** be small – choice...  
If you win you will be rewarded with a prize. It can be small or large: from a box of chocolates to a new car.
- Messi **could** be small –There is a possibility that they were small if something happened. La tribu podría ser pequeña si....
- Messi **may** be small – Even though he is small...It may be possible that...  
Puede que Messi sea pequeño.....pero..
- Messi **might** be small – Even though he were small..It might be possible  
Cabe la remota posibilidad de que Messi sea pequeño.....pero...

Messi **MAY** be small – he is only five foot six inches tall , **but** he is the best footballer in the world.

## EXERCISE

READ THE TEXTS BELOW AND DECIDE WHICH MODAL VERB (**CAN, COULD, MAY, MIGHT, SHOULD, WOULD**) BEST FITS EACH GAP AND COMPLETE THE TEXT BELOW.

The next morning, Shepard woke up virtually paralyzed. “I \_\_\_\_\_ not lift my body out of bed, turn my head or move my right arm,” says Shepard. Naturally, his wife at the time wanted to rush him to the emergency room straightaway.

While you \_\_\_\_\_ be inclined to tackle the stack of pesky e-mails that continue to pile up, experts say that instead of trying to get a fickle Wi-Fi connection to work while you’re en route, a better use of your time might be to rest, relax and recharge.

# USE OF QUANTIFIERS

much, many, few, little, a lot of, plenty of, some, any...

He's bad tempered. He has very \_\_\_\_ patience.  
The weather was lovely that day, and there were \_\_\_\_ people on the beach.

We need to focus on Countable (a, few, fewer, many, etc) vs Uncountable (little, less, much, etc.) quantifiers.

He's bad tempered. He has very **LITTLE** patience.  
Patience is an uncountable noun.  
The weather was lovely that day, and there were **\_MANY\_** people on the beach.  
People is a plural noun.

The quantifier/gap may be found in the following positions:

**Before a noun:**

He has very **little** *patience*.  
I must go. I have **some** *homework* to do.  
She finished the exam without **any** *difficulty*.

**Before an adjective**

There's an improvement in **some** particular cases.

**Before a verb:**

I can't see **anybody** *coming*.  
I'm thirsty. I want **something** *to drink*.

**Before an adverb:**

All of them will become rich, **some** *quickly*, **some** a bit more slowly.

FORMULA **ADJ + QUANTIFIER + NOUN**

Very little patience

**VERB + QUANTIFIER + NOUN**

Have some homework

**VERB + QUANTIFIER + VERB (INFINITIVE / GERUND/ PARTICIPLE)**

See anybody coming

**PREPOSITION + QUANTIFIER + ADJ**

In some particular

**PREPOSITION + QUANTIFIER + NOUN**

In some symptoms

**QUANTIFIER + ADVERB**

Some quickly

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# SPOT A “BOTH”

- After a pronoun (I, you, he, she , we.) = “They **both** wanted to win...”
- Before an object pronoun. Both of + object pronoun (us, them, you)  
“Both of them wanted to win...”
- Before two adjectives in a row = “designed to be **BOTH** strong and light”

It seems amazing that toucans don't fall on their faces , so enormous are the beaks on these colourful South American birds. One large species, the Toco toucan, has an orange-yellow beak which can be to nine inches long, about a third of the bird's length but unlike its colourful exterior, the toucan's beak is ingeniously designed to be \_\_\_\_\_ strong and light and therefore extremely practical.

In the previous paragraph, we need to notice that after the gap we have two adjectives separated by the coordinating conjunction “and”. That is giving us a clue on the word that we need. When “BOTH” is placed before two adjectives, these are always separated by the conjunction “AND”.

It seems amazing that toucans don't fall on their faces , so enormous are the beaks on these colourful South American birds. One large species, the Toco toucan, has an orange-yellow beak which can be to nine inches long, about a third of the bird's length but unlike its colourful exterior, the toucan's beak is ingeniously designed to be **\_\_BOTH\_\_** strong and light and therefore extremely practical.

- After two proper nouns = John and Mary **both** want to go to Paris.

“For a two-story foyer, use a large hanging fixture,” Wiedemer says. “A one-story foyer is going to have a nice flush or semi-flush decorative piece.”

Protzman and Rey-Barreau \_\_\_\_\_ suggest installing dimmers as well.

The previous paragraph gives us two proper nouns before the gap, which is followed by a verb. This is the clue that we need to know that, in this case, **BOTH** is the word that we have to write.

“For a two-story foyer, use a large hanging fixture,” Wiedemer says. “A one-story foyer is going to have a nice flush or semi-flush decorative piece.”

Protzman and Rey-Barreau **\_\_BOTH\_\_** suggest installing dimmers as well.

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# WHICH VS THAT

These lights, \_\_\_\_\_ are mainly visible in the Arctic region, are caused when material from the sun reaches the Earth's magnetic field.

(Non-essential clauses are introduced by which, whose, who, or whom, but you should **never use THAT to introduce them.** .

With over fifty diving centres in the area, many different types of diving are possible. At centres for complete beginners there are training courses \_\_\_\_\_ include simple dives with a qualified instructor.

.( Essential clauses can be introduced by **that, which** , *whose, who, or whom.*)

These lights, **WHICH** are mainly visible in the Arctic region, are caused when material from the sun reaches the Earth's magnetic field.

With over fifty diving centres in the area, many different types of diving are possible. At centres for complete beginners there are training courses **THAT/WHICH** include simple dives with a qualified instructor.

Important clue : **WHICH is usually preceded by a comma.**

## EXERCISE

READ THE TEXTS BELOW AND DECIDE WHICH PRONOUN (**WHICH** or **THAT**) BEST FITS EACH GAP AND COMPLETE THE TEXT BELOW.

There are many interesting books here , but the red one \_\_\_\_\_ is on the table belongs to Charles.

There are many interesting books here, but this one , \_\_\_\_\_ can be bought for a reasonable price , is available for purchase now.

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# PARALLEL STRUCTURE “AND” / “OR”

Parallel structure means using the same pattern of words to show that two or more ideas have the same level of importance. This can happen at the word, phrase, or clause level. The usual way to join parallel structures is with the use of coordinating conjunctions such as "AND" or "OR."

## \_\_\_\_\_ AND \_\_\_\_\_

Yola’s award-winning Sitebuilder is fast, free, flexible and \_\_\_\_\_ it easy to create a professional-looking website without third-party advertisements!

Yola’s award-winning Sitebuilder is fast, free, flexible and...

Is = verb / fast, free, flexible = adjectives

So after **and** we need either a verb or an adjective

... and **makes** it easy to create a professional-looking website without third-party...

makes = verb

Some people filed through its cavernous main hall to answer questions and \_\_\_\_\_ in the forms in whatever halting English they possessed.

...to answer questions and... / answers = verb / questions = noun

So after **and** we need either a verb or a noun.

...to answer questions and **fill** in the forms in whatever halting English they possessed.

Fill in = phrasal verb

## \_\_\_\_\_ OR \_\_\_\_\_

Low maintenance doesn’t mean low energy. Cats are typically selected because, unlike dogs, they don’t have to be walked around in the neighbourhood or \_\_\_\_\_ outside, and can be left alone for hours at a time.

... they don’t have to be walked or ... / walked = verb / neighbourhood = noun

So after **or** we need either a verb or a noun.

Low maintenance doesn’t mean low energy. Cats are typically selected because, unlike dogs, they don’t have to be walked around in the neighbourhood or **TAKEN** outside, and can be left alone for hours at a time.

If you don’t socialize with your colleagues or \_\_\_\_\_ out with friends...

... socialize with your colleagues or \_\_\_\_\_ out with friends...

Socialize = verb / colleagues = noun - So after **or** we need either a verb or a noun.

If you socialize with your colleagues or **HANG** out with friends...

How to find non-parallel structures:

Skim your paper, pausing at the words "and" and "or." Check on each side of these words to see whether the items joined are parallel. If not, make them parallel.

# PARTS OF SPEECH

**VERB :** Action or state

(to) be, have, do, like, work, sing, can, must  
EnglishClub is a web site. I like EnglishClub.

**NOUN :** Thing or person.

Pen, dog, work, music, town, London, teacher, John  
This is my dog. He lives in my house. We live in London.

**ADJECTIVE :** Describes a noun.

A/an, the, 2, some, good, big, red, well, interesting  
I have two dogs. My dogs are big. I like big dogs.

**ADVERB :** Describes a verb, adjective or adverb quickly, silently, well, badly, very, really  
My dog eats quickly. When he is very hungry, he eats really quickly.

**PRONOUN :** Replaces a noun.

I, you, he, she, some. Tara is Indian. She is beautiful.

**PREPOSITION :** Links a noun to another word.

To, at, after, on, but, etc. We went to school on Monday.

**CONJUNCTION :** Joins clauses or sentences or words.

And, but, when, if, etc. I like dogs and I like cats. I like cats and dogs. I like dogs but I don't like cats.

**INTERJECTION :** Short exclamation, sometimes inserted into a sentence.

Oh!, ouch!, hi!, well. Ouch! That hurts! Hi! How are you? Well, I don't

# DETERMINERS

This , The, That, These, Those, Which, Whose...

Determiners are the words that come before the **NOUN** . They are used both to refer to and to quantify nouns.

## **REFERRING TO NOUNS:**

We use determiners to refer to what or who the noun is talking about.

In order to do this, we usually use : Articles, possessives and demonstratives.

**ARTICLES** – They define a noun as specific or unspecific.

**Definite (The) , Indefinite (A) , Negative (No)**

**POSSESSIVE PRONOUNS** - They replace a noun and another word.

Some are used alone; some describe a noun.

Used alone: **MINE, YOURS, HIS, HERS, OURS, THEIRS, WHOSE**

Describe a noun: **MY, YOUR, HIS, HER, ITS, OUR, THEIR, WHOSE**

## **POSSESSIVE PRONOUNS WITH GERUNDS**

Do you mind my smoking?

**DEMONSTRATIVE PRONOUNS** – They replace nouns that have been already mentioned.

▶ **THIS, THAT, THESE, AND THOSE.**

## **QUANTIFYING NOUNS :**

Quantifying means showing how much or how many of something there is.

<b>Uncountable nouns</b>	<b>Countable nouns</b>	<b>Both</b>	<b>Graded quantifiers</b>
<b>Much</b>	<b>Many</b>	<b>plenty of</b>	<b>More/Most</b>
<b>Little</b>	<b>Few</b>	<b>a lot of</b>	<b>less/ least</b>
<b>Amount of</b>	<b>A few</b>	<b>all</b>	<b>fewer /fewest</b>
<b>Quantity of</b>	<b>A (adj) number of</b>	<b>enough</b>	
<b>A bit of</b>	<b>Several</b>	<b>more/most</b>	
	<b>A majority</b>	<b>lots of</b>	
	<b>Every</b>	<b>no/none</b>	
	<b>Each</b>	<b>not any</b>	
		<b>some</b>	
		<b>any</b>	

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# THINK OF THE WORD WHICH FITS BEST BEFORE AND/OR AFTER THE NOUNS AND COMPLETE THE TEXT BELOW.

## What you should know when choosing your domain.

Before you rush out and choose your domain name or **name** \_\_\_\_\_ **website**, you might want to consider the following points.

Your domain **name** \_\_\_ the centre of your Internet identity.

What thing should you take into consideration when choosing the domain **name** \_\_\_ will represent you on the Web?

DOMAINS WORLD offers these handy tips:

Keep it short! Although \_\_\_\_\_ **places** allow you to register \_\_\_ **name** with up to 63 characters, you have to keep in mind \_\_\_\_\_ **people** need to be able to remember it. Try to register the shortest name that your **customers** \_\_\_\_\_ **visitors** will associate with your Website.

Is your domain name unique? The trickiest part of choosing a domain name \_\_\_ ensuring that it bears no striking or passing similarity to \_\_\_\_\_ **domain** name, especially a trademarked one.

At the same time, you also have to keep the KISS formula in mind for higher recall value - keep it simple/short, stupid. Though you will have great leeway in terms of character limit, it is best to choose a \_\_\_\_\_ **name** because longer domain names tend to be confusing.

Make you sure that there is a distinct **connection** \_\_\_\_\_ the domain name and \_\_\_\_\_ **business** - keep unnecessary wordplay to a minimum.

As soon as the visitor sees your domain **name** \_\_\_\_\_ search **results** \_\_\_\_\_ an online advertisement, should you choose to advertise, even before he sees the accompanying text or the meta tag , he should get an instant **idea** \_\_\_ to what your business is all about.

Ensure your domain name is \_\_\_\_\_ **website** name.

# GRAMMAR

**1. PREPOSITIONS :** aboard , about , above , across , after , against , along ,amid ,among, anti , around , as , at , before ,behind , below , beneath ,beside , besides , between , beyond , but , by , concerning ,considering ,despite , down , during , except ,excepting , excluding , following ,for , from , in , inside , into , like , minus , near of , off , on , onto , opposite , outside , over , past , per , plus , regarding , round , save , since , than , through , to ,toward , towards , under , underneath , unlike ,until , up , upon , versus , via , with ,within ,without...

**2. PERSONAL PRONOUNS (SUBJECT) :**

I, you, he, she, it, we, they, what, who.

**3. PERSONAL PRONOUNS (object) :** me, him, her, it, us, you, them, whom.

**4. POSSESSIVE PRONOUNS :** mine, yours, his, hers, ours, theirs.

**5. DEMONSTRATIVE PRONOUNS :** this, that, these, those.

**6. INTERROGATIVE PRONOUNS :** who, whom, which, what, whose, whoever, whatever, whichever, whomever.

**7. RELATIVE PRONOUNS :** who, whom, whose, which, that, what, whatever, whoever, whomever, whichever.

**8. REFLEXIVE PRONOUNS :** myself, yourself, himself, herself, itself, ourselves, themselves.

**9. INTENSIVE PRONOUNS :** myself, yourself, himself, herself, itself, ourselves, themselves.

**10. RECIPROCAL PRONOUNS :** Each other, one another.

**11. INDEFINITE PRONOUNS :** (this is not a complete list)

Singular : Anybody, Anyone , Anything , Each , Either , Everybody , Everyone , Everything , Neither, Nobody ,No one , Nothing , One, Somebody ,Someone , Something ,Anytime , Anywhere , Every time ,Everywhere ,Sometime ,Somewhere.

Plural : Both , Few , Many , Several,etc. Singular/plural : All , Any , Most , None , Some

# OPEN CLOZE - WORD COMBINATIONS

PREP	ADJ/PRON/VERB/ ART	NOUN	CONJ	NOUN	VERB	PREP/DET/PRON	NOUN	ADJ	NOUN
PREP	PRON	NOUN	VERB /PRON (THERE)	NOUN	VERB	ADV/NOT	VERB	MOD.VE RB /	VERB
PREP	PRON	NOUN	VERB	NOUN	ADJ	PREP	ADJ (NO)	VERB	ADJ (NO)
PREP	VERB	NOUN	ADV/CONJ	NOUN	ADV	ADV/VERB(ING)/PRON	ADV		ADV
PREP	PRON/VERB	NOUN	CONJ /PREP	NOUN	PRON	PRON/VERB	PRON (more)	VERB	PRON
PREP	ADV	NOUN	VERB	NOUN	ART	ADV/PREP	ART	VERB	ART
PREP	PRON	NOUN	PRON	NOUN	CONJ	VERB/CONJ/ADV	CONJ	VERB	CONJ (that)
PREP	PRON/CONJ	NOUN	VERB	NOUN	PREP	ADV/NOUN/VERB	PREP		PREP

ADJ	ART	NOUN	CONJ	ADV	NOUN	CONJ	ADJ	NOUN/ADJ	NOUN
ADJ	VERB/PREP	VERB	PREP /PRON	ADV	VERB (ING)	CONJ	ADV/VERB(ING)/PRON	NOUN/ ADV (much)	VERB
ADJ	CONJ	ADJ		ADV	ADJ	CONJ	DET	ADV	ADJ
ADJ	CONJ	ADV	CONJ /PRON	ADV	ADV	CONJ	Not /	NOUN	ADV
ADJ	PREP (tham) /verb /that (conj) /NOUN	PRON	PREP/ADJ/ VERB	ADV	PRON	CONJ /VERB	CONJ /VERB	NOUN	PRON
ADJ	PREP (tham)	ART	VERB	ADV	ART	CONJ	PREP	NOUN	ART
ADJ	ADV	CONJ	ADV	ADV	CONJ	CONJ	PRON	NOUN	CONJ
ADJ	NOUN /ADV	PREP	ADV	ADV	PREP	CONJ	PRON	NOUN	PREP

DET- DETERMINER : MORE, LESS, etc / NO (negative article)

**THESE ARE SOME OF THE POSSIBLE COMBINATIONS; THERE ARE MANY MORE.**

**YOU CAN USE THIS LIST AND ADD NEW COMBINATIONS TO IT.**

# FACE-GAME

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