**Unit 3**

1. You are very ...
   a) untidy
   b) distidy
   c) antidy
   d) imtidy

2. My secretary is totally ...
   a) disorganised
   b) unorganised
   c) a and b are correct
   d) inorganised

3. I’m sorry, I must have ... you.
   a) desunderstand
   b) misunderstood
   c) misunderstanding
   d) b and c are correct

4. Most customers... to use the airline again.
   a) do not nintend
   b) do not intend
   c) do not insist
   d) do not intent

5. I cannot afford ... on holidays.
   a) going
   b) being gone
   c) to go
   d) a and c are correct

6. I admit ... a mistake
   a) to make
   b) to having made
   c) having made
   d) b and c are correct

7. My children are ...
   a) self-behaved
   b) well-behaving
   c) well-behaved
   d) self-behaving
8. I don’t know ... how many people will attend to the seminar next week
   a) off hand
   b) in hand
   c) on hand
   d) under hand

9. The teacher was ... So the student was angry.
   a) polite
   b) rude
   c) helpful
   d) helples

10. I am writing to ...
    a) complaint
    b) apologyse
    c) complain
    d) a and b are correct

11. The girls that served the coffee were quite...
    a) slopy
    b) inpatient
    c) sloppy
    d) dismotivated

12. The tablecloth had a very big...
    a) bloob
    b) blob
    c) blub
    d) bulb

13. When somebody complains you shouldn’t ... your colleagues.
    a) culpate
    b) apologise
    c) blame
    d) apology

14. I don’t want ... but I want a better room.
    a) to make a fuss
    b) to make a fuzz
    c) to create a fuss
    d) to be fuzzy

15. I ... whose fault it is; I want my money back.
    a) don’t maind
    b) mind
    c) don’t cair
    d) don’t care
16. I’m disappointed. I want to be ...
   a) founded
   b) refunded
   c) found
   d) refinded

17. Don’t worry! I’ll ... immediately.
   a) sort out it
   b) arrange it out
   c) sort it out
   d) a and c are correct

18. I told him it was not my ...
   a) cupl
   b) faute
   c) fault
   d) falte

19. I want you to tell me what ... you intend to take to improve this standard of service.
   a) mesures
   b) mesures
   c) measures
   d) mesuares

20. It was due to circumstances ... our control.
   a) further
   b) over
   c) away from
   d) beyond
--------Clave--------

1. (a)  
2. (c)  
3. (b)  
4. (b)  
5. (c)  
6. (d)  
7. (c)  
8. (a)  
9. (b)  
10. (c) 
11. (c) 
12. (b) 
13. (c) 
14. (a) 
15. (d) 
16. (b) 
17. (e) 
18. (c) 
19. (c) 
20. (d)