

tech talk

Intermediate
Workbook

Lewis Lanford

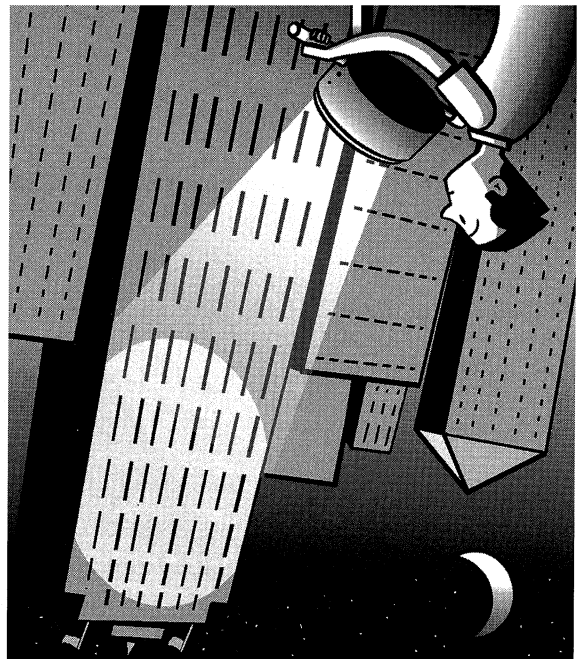
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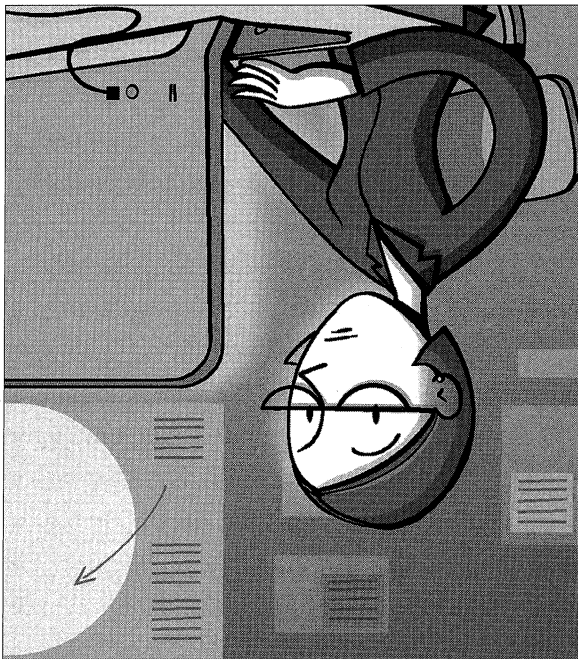
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1 Complete the introductions with words from the list.

stay installed working installing work design install travelling
travel develops involves built



I'm Mike Greenfield, and I¹ for a
company called Lights! We²
and³ exterior lighting systems
for architectural applications – basically lights for
the outside of big buildings. At the moment, we're
.....⁴ on new lighting for Durham
Cathedral, in the North of England. Last year, we
.....⁵ a new lighting system outside
the New York headquarters of South Asia Bank;
that's a brand new building that has only just been
.....⁶



My name's Maria Santos. I'm a software engineer.
I work for a company that⁷
language recognition software. My work
.....⁸ developing products for the
telecommunications industry. We sell our software
all over the world, so I⁹
a lot to meet clients. At the moment, my team
is¹⁰ a new system in Indonesia
for their national mobile phone network. Several
engineers will¹¹ there for about six
months, but I am¹² back and forth
regularly to keep an eye on the job and stay on top of
my work in the office.

- 4 Tick (✓) the sentences that are correct. Correct the sentences that are wrong.**
- 1 We ^{aren't}isn't very busy right now.
 - 2 I haven't had a holiday since 1994.
 - 3 She don't work on Fridays.
 - 4 Isn't he know he's not supposed to use his phone here?
 - 5 Didn't we meet last year in Brussels?
 - 6 We weren't very pleased with the quality of their product.
 - 7 I doesn't know how to operate the new equipment.
 - 8 He hasn't finished his project yet.
 - 9 I'm don't sure when the guys from China are coming.
 - 10 I not have my laptop with me today.

- 3 Complete the sentences with the correct form of have, do, or be.**
- a What ^{do}..... you do?
 - b I ^{am}..... a mechanical engineer. What about you?
 - a I ^{have}..... my own company. We provide computer training courses.
 - b Oh, really? How many employees ^{are}..... there in your company?
 - a We ^{are}..... six full-time and three part-time. Who do you work for?
 - b JB. We make tractors. The company ^{has}..... factories all over the world, so I travel a lot.
 - a Where have you ^{been}..... recently?
 - b Well, I ^{was}..... in Auckland, New Zealand, last month.
 - a Wow! ^{do}..... you have a good time?
 - b Not really. I ^{was}.....¹⁰ supposed to go to Oakland, in California. Somebody bought me a ticket to Auckland by mistake!

- 2 Match a question or sentence on the left to a reply on the right.**
- | | |
|--|---|
| <ol style="list-style-type: none"> a Yes, I'm getting used to the new job, thanks. b OK, but it's taking longer than I expected. c I have an apartment just outside Oslo. d I'm designing a new application. e I'm a quality control engineer. f In a factory near Jakarta. g For about eighteen months. h English, Dutch, and Mandarin. | <ol style="list-style-type: none"> 1 What's your job? 2 How long have you been doing that? 3 Where do you work? 4 Where do you live? 5 What languages do you speak? 6 How are you getting on with the plans? 7 What are you working on at the moment? 8 Are you settling in OK? |
|--|---|

5 Complete these emails using the words and phrases in the list.

please attached best confirm could you please be sure contact
I'm writing regarding just a quick note to let me know regards thank you

a

Gloria,
I keep forgetting to ask you this – could you
book this flight for me for the trip to Philadelphia:
Fri 8-Aug-08
Manchester (MAN) Depart 10:55 Terminal 2 to
Philadelphia (PHL) Arrive 13:40 Terminal A
Duration: 7hr 45min
That will get us there in plenty of time for the start
of the conference on Friday evening. The return
flight can be whatever is available on the Monday.
..... wishes,
Alicia

b

Hello Adam,
..... let you know I'll be in Spain
from tomorrow until Friday, 30 April. If you need
anything while I'm away, Simon
Parker on 07 190 962 344. He'll know how to reach
me. I'll call you when I get back.
Best.....
Sarah-Jane

c

Dear Mr Dureau
..... our phone call today about the
shipment of non-kink polypropylene drain hoses
that were the wrong length. As we agreed on the
phone, send the replacements
for arrival this Friday and arrange for collection
of the wrong hoses. Please send an exchange
note to Abigail Brooks in purchasing and
..... that there will be no handling
fee.
..... for your help.
Elliot Bliss

d

Hi everyone,
..... is a tentative agenda for
Friday's monthly planning meeting. As you
can see, we have a lot to get through, so
..... to show up on time (for a
change!). And if you have
any changes.
Cheers,
Betsy

6 Which message above:

- 1 is the most formal?
- 2 asks someone to correct a mistake?
- 3 tells someone how they can be contacted?
- 4 includes a document in addition to the email message?

7 From these eight email subject headings, choose one that matches each of the email messages below.

Short break Bad news, mate Order number 99032: shipping delay Refund notice
Cancellation of order number 88901 Corrected order (replacement parts)
Re: 100 cases of paper? Replacement shipped yesterday

a
Subject: *Bad news, mate*
Ken,
Not gonna make it tonight. I'm working late. Could you call me on my mobile later?
Jez

b
Subject: _____
Dear Ms Brown,
I'm sorry, but there was a mix-up in our packing department, and your order of office supplies wasn't packed in time to arrive with you tomorrow (Wednesday). We'll send it for arrival Thursday, and we won't charge you for the shipping. Sorry for the inconvenience.
Will Blix

c
Subject: _____
Dear Mr Branson,
The missing filters for your recent order of face masks were shipped this morning and will arrive tomorrow. We are sorry that there was a problem with the order. We have taken action to ensure that for future shipments, your face masks will come with the correct (P3) filters.
We value your business and appreciate your giving us the opportunity to serve you.
Best regards,
Claire Kahn

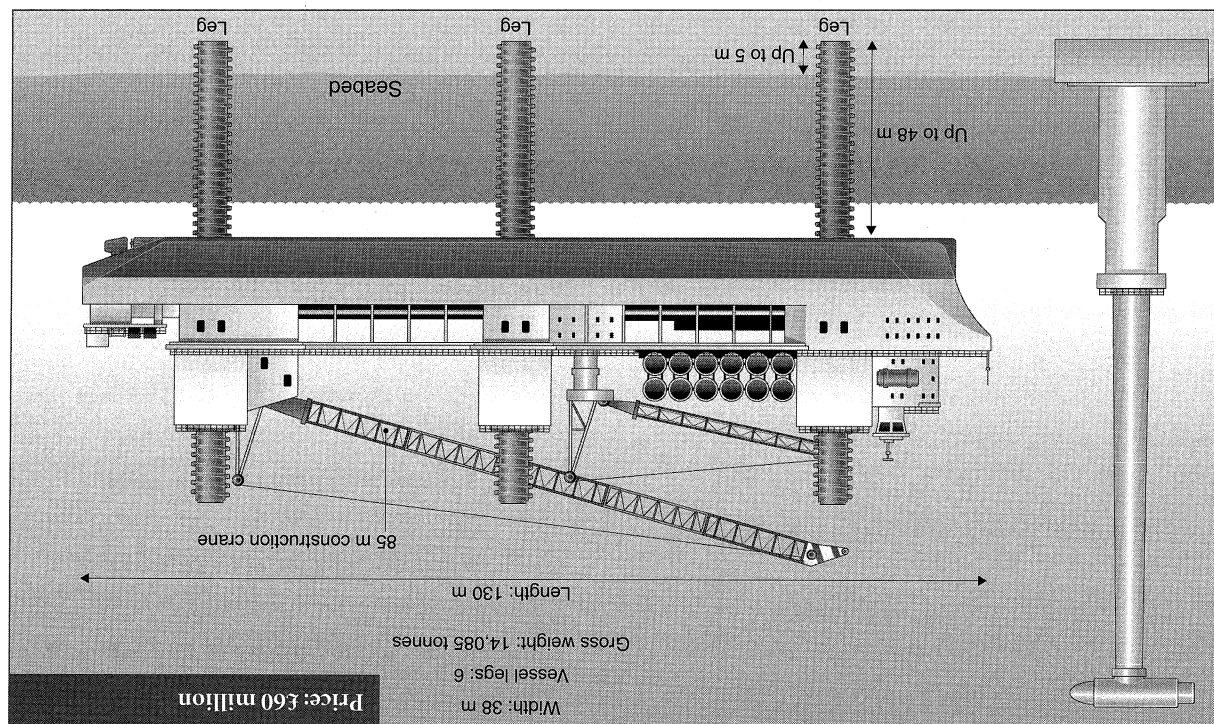
d
Subject: _____
Hi Les,
Thanks for getting back to me so quickly about the extra zero on the quantity of your paper order. We did wonder how you were going to fit 100 cases of paper in your office supply cupboard. We thought maybe you were going to build a new office out of copier paper!
Thanks for the order of 10 (definitely not 100) cases of paper.
Jimmy

e
Subject: _____
Bill
Just wanted to let you know I'm taking the next two days off, so if anything comes up, it'll have to wait until Friday. But I've got all day open on Friday to give you a hand with the report, so don't worry!
Lucy

8 Which message(s) in 7:

- 1 apologizes? b
- 2 give bad news? c
- 3 offers help? d
- 4 thanks someone for something? e
- 5 requests action? e
- 6 passes on information? e

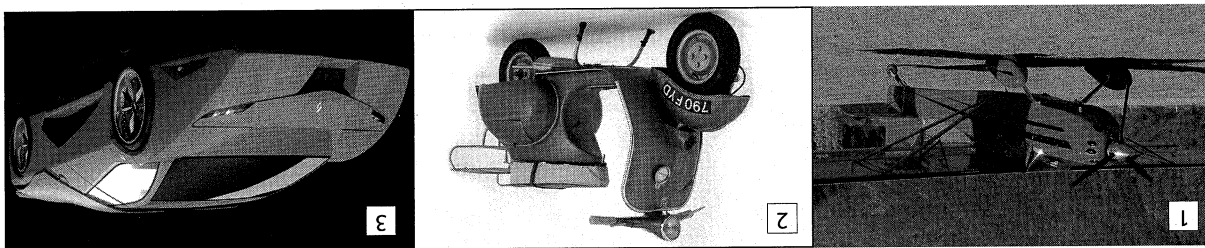
1 Look at the diagram and picture of a boat that is used for installing wind turbines in the sea. Write numbers to complete the text below.



Most boats do not have legs. But a jack-up barge has
.....⁶ When the ship is moving, the legs
stand high in the air. When the ship stops to install the
foundations for a wind turbine, the legs extend to a length
of² m below the ship and penetrate to a
depth of³ m into the seabed. The boat is
.....⁴ m wide,⁵ m long, and
the length of its crane is⁹ m. It weighs
.....⁷ tonnes. Made in China, it cost
£⁸ million.
It's a big job installing turbines. The installation time for
foundations is usually⁹ hours, and when
they're working, turbines can be¹⁰ m tall.



- 4 Match each feature with a unit of measurement.
- | | |
|------------------|-------|
| 1 rotation speed | a bar |
| 2 memory | b L/h |
| 3 temperature | c V |
| 4 pressure | d rpm |
| 5 voltage | e °C |
| 6 water output | f MB |



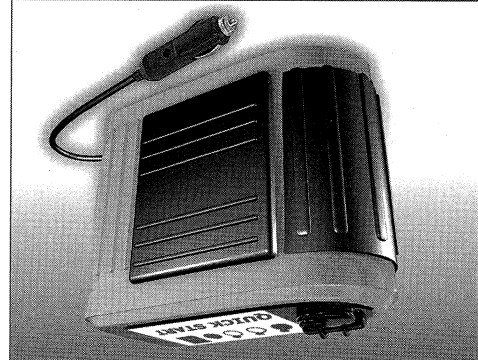
3 Match each picture below to a set of specifications (A-C) in 2.

- How long did it take to build?
- | | |
|---|---------------------------------------|
| A 1 it / to / did / build / how / take / long? | a 90 kg |
| 2 it / cost / how / much / does? | b 9 L |
| 3 much / weigh / how / it / does? | c 1,800 hours |
| 4 tank / capacity / the / what's / fuel? | d €750 |
| B 1 are / what / dimensions / its? | a 364 kg |
| 2 operating / what's / time / its? | b 5.4 hours on a full tank of fuel |
| 3 the / what's / load / maximum? | c a maximum of 4800 m above sea level |
| 4 can / how / fly / high / it? | d 6 m (L) x 1.7 m (H) x 9.75 m (W) |
| C 1 it / type / fuel / use / what / does / of? | a wood |
| 2 it / what / does / of / type / engine / have? | b 4.6 litre V8 |
| 3 maximum / speed / its / what's? | c over 300 km/h |
| 4 made / it / of / what's? | d unleaded petrol |

2 Unscramble the questions. Then match each question to an answer.

grows rotates plug damage recharge
see use worry store has tells put

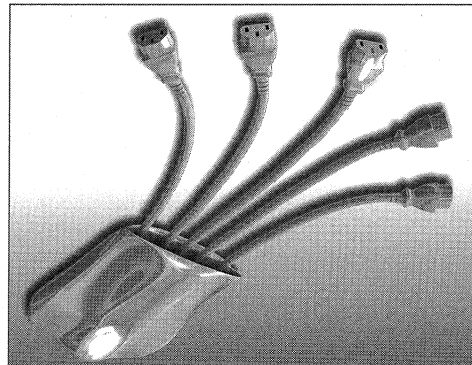
5 Use the words in the list to complete the descriptions of three products.



Vehicle battery booster
It plugs directly into the vehicle's DC outlet, so you don't have to
worry¹ about getting out of the car.
It's very compact, so it's easy to² It doesn't
require cables, so it's very easy to³
It⁴ a built-in, ultra-bright LED light for night-
time emergency roadside assistance. There's a 12-volt DC outlet to⁵ mobile phone batteries.



Towel pill
This tiny pill is actually an extremely compressed towel.
When it's dry, it's tiny and easy to⁶ in your
pocket or purse. When it gets wet, it⁷ into a
40 cm x 40 cm towel that you can use to wash your face or clean
up unexpected messes.



The squid
Surge protection means dangerous power surges and
electrical spikes won't⁸ your electronic equipment.
Two blue neon glowing outlets make it easy to⁹
and safe to use in the dark. The plug¹⁰ through
360 degrees, making it easy to use in small or awkward spaces.
An audible alarm¹¹ you when it's time to replace
it, so you'll always be protected. Flexible outlets make it easy to
.....¹² in a lot of bulky plugs.

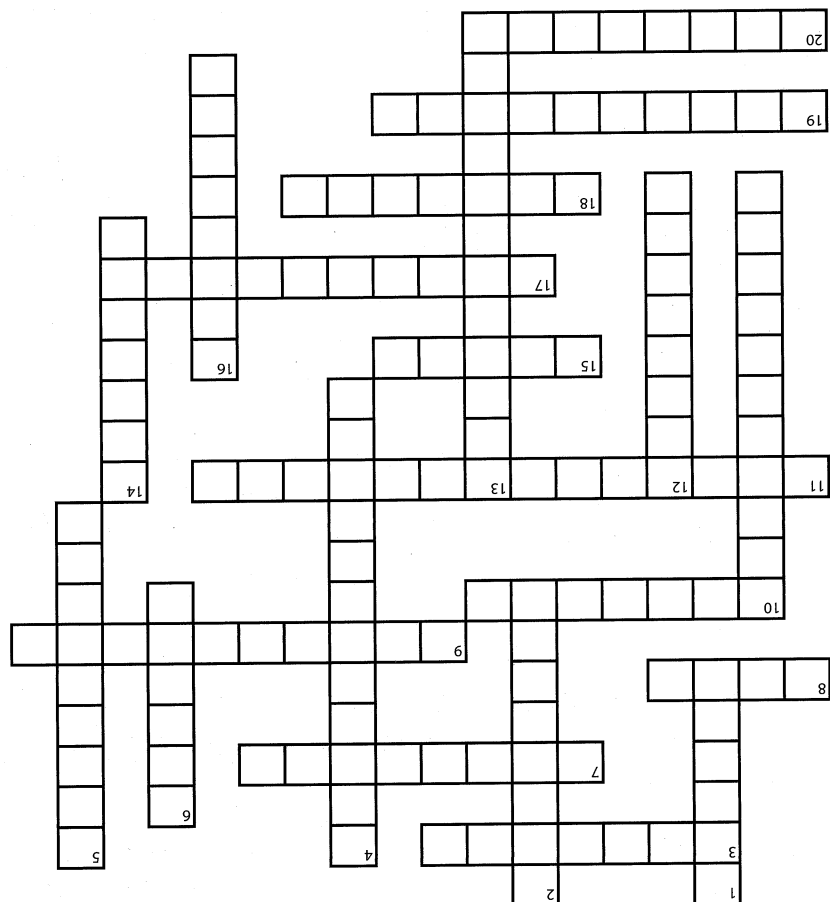
6 In the descriptions above, put a single underline under the features and a double underline under the benefits.

7 Match each description of a benefit to a feature.

- 1 It's light, so it's easy to move.
- 2 105 bar output makes cleaning easy.
- 3 It's carbon neutral.
- 4 It's made from attractive leather.
- 5 It's easy to store because it's compact.
- 6 It's affordable.

- a cost
- b size
- c weight
- d construction materials
- e greenhouse gas emissions
- f pressure

8 Complete the crossword.



Across

- 3 Many products offer several for some features, for example size and colour.
 7 Manufacturers usually offer a that says they will repair or replace a product if it breaks within a certain time after purchase.
 8 can be expressed in square metres.
 9 The of a product is the amount of time that it remains useful before it wears out.
 10 A product's exterior material is the material, for example leather, that covers the outside of the product.
 11 A product's are descriptions of its size, weight, capacity, and other features.
 15 Something that weighs a lot can be described as
 17 A product's are often given as height, length, and depth.
 18 If a product saves time, that means it works more than other products.
 19 The quality of a photographic image can be described in terms of
 20 A product's are the things that make it helpful and useful.

Down

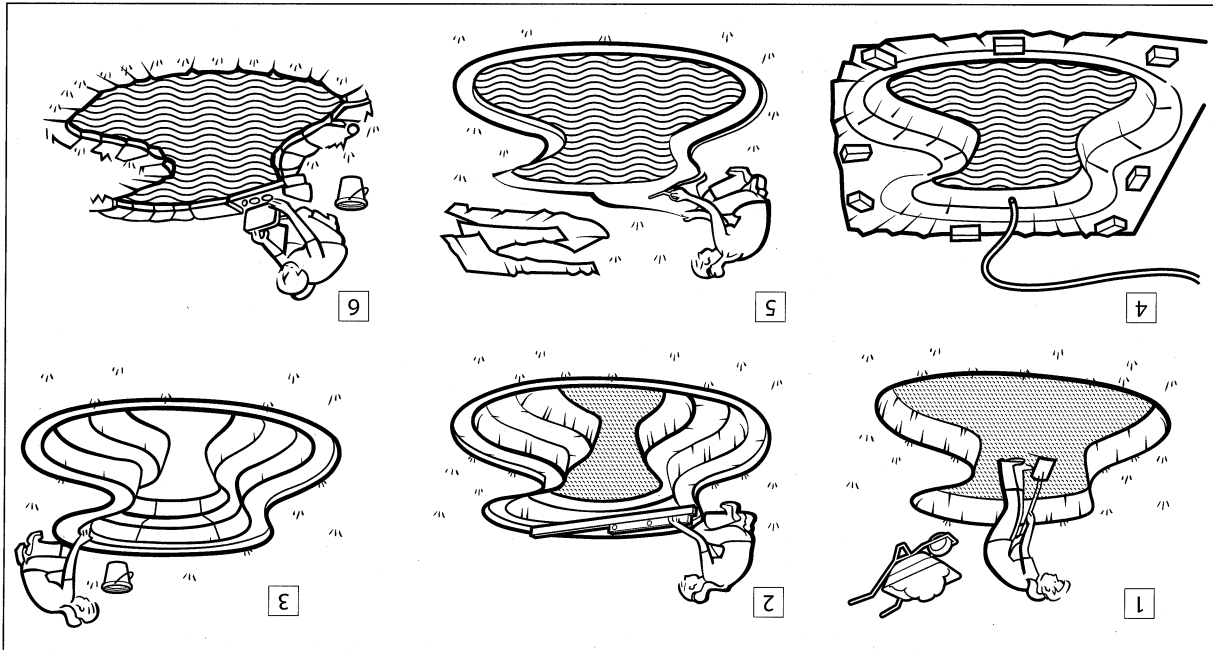
- 1 The fuel is the material that is consumed by a product to power it.
 2 speed is the speed at which something turns round and round.
 4 The materials are the materials that a product is made of.
 5 The temperature of a product is the temperature that it normally works at, after it has warmed up.
 6 If something doesn't fall over easily, it can be described as
 10 The of a product is a description of what it's made of.
 12 is the volume of a substance, for example fuel, that a container will hold.
 13 A product's are the things that the product can do.
 14 A vehicle's possible speed is called top speed.
 16 One way to describe a benefit of a product is to say what it solves.

1 Complete the sentences with the words in the list.

When Next Make sure After Finally First

- a *Make sure* that the edge of the pond is the same level all around.
 b the pond is full, cut the liner to fit.
 c dig a hole the size and shape you want your pond to be. ...1...
 d line the hole with damp sand.
 e put stones around the edge of the pond to complete it.
 f that, put the liner in the pond and fill it with water.

2 Look at the pictures. Number the instructions in 1 in order.



3 Match each of these additional instructions to a main instruction in 1.

- 1 b. Be careful not to cut too much off.
 2 You may want to make a square pond rather than a round one.
 3 It's essential to do this. Otherwise, stones may damage the liner when you put it in.
 4 This is important, as the pond won't look nice with one edge higher than the others.
 5 Once you've done this, you can sit back and enjoy your finished pond!
 6 It's important to fill it as full as possible because the water will stretch the pond liner.

- 1 For your car's cooling system, distilled water's best, _____
- 2 Switch the iron on _____
- 3 When the water in the kettle is hot enough, _____
- 4 After you install the software, _____
- 5 Make sure there is plenty of gravel in the bottom, _____
- 6 The plate gets very hot, _____
- 7 It's best to work downwards _____
- 8 Be careful to speak softly, _____
- a so be careful not to touch it or you'll burn yourself.
- b otherwise the water won't drain off.
- c and to work on one strip at a time.
- d but it's not essential.
- e or else your subject won't relax.
- f the light goes off.
- g and wait a few minutes for it to warm up.
- h you have to restart your computer.

5 Match the sentence halves.

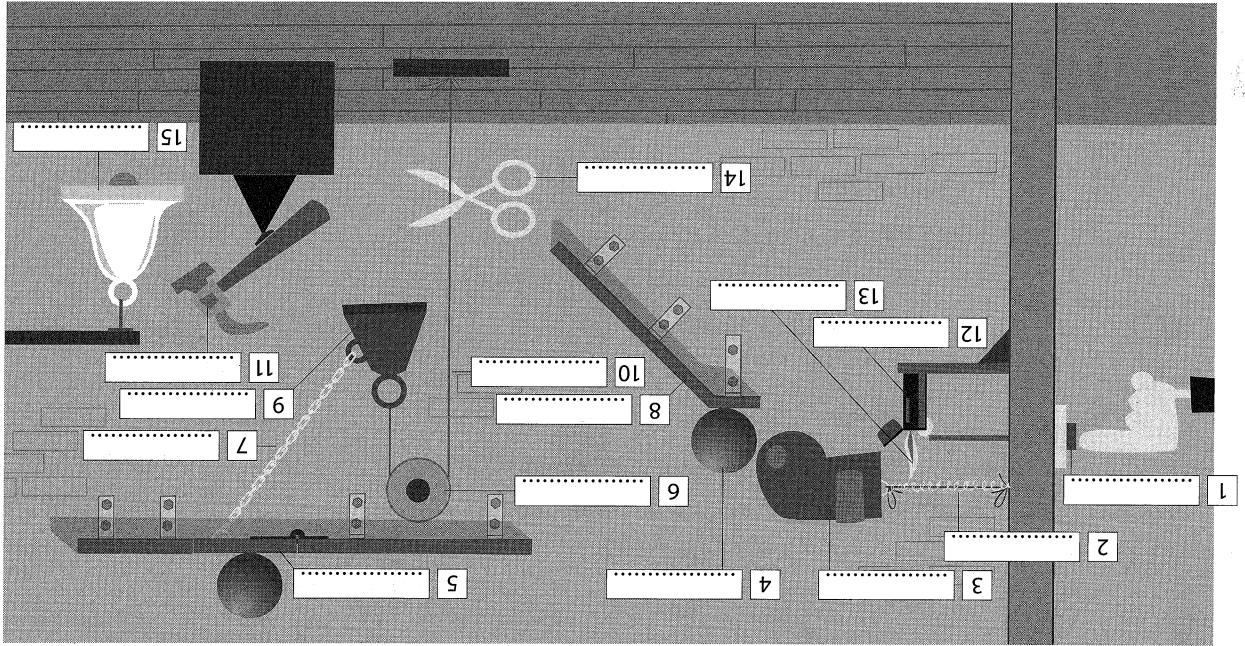
- a This step is necessary.
- b One step must be completed before another can happen.
- c One step immediately follows another.
- d This step is advisable but not necessary.
- e You shouldn't do this.
- f This is necessary preparation.

Choosing the right fish for your pond

- 1 Before you consider putting fish in your pond, check the water temperature and quality. Set up a water filter and circulation system to keep the water fresh.
- 2 Don't rush to put a lot of fish in, or else you may be sorry.
- 3 Once your pond is ready, put in just one fish. This one fish will help prepare the water to support more fish by encouraging the growth of bacteria that break down fish waste.
- 4 It's best to choose a fish that is well suited to your environment. You can choose fancy, rare fish, but they may not live for very long.
- 5 Just before adding more fish, buy a water test kit to make sure the water is OK.
- 6 It's essential that you don't let fallen leaves build up at the bottom of the pond. They produce hydrogen sulphide gas that will kill your fish.

4 Read the text about choosing fish. Then match each step to a description below.

- 7 Rewrite the sentences using *which*.
- 1 This is the doorbell button. It lights the cigarette lighter.
This is the doorbell button which lights the cigarette lighter.
 - 2 This is the flame. It burns the string.
 - 3 The broken string releases the boxing glove. The boxing glove hits the ball.
 - 4 There's a chute. The ball rolls down the chute.
 - 5 This is the rope. It goes over a pulley.
 - 6 The ball hits the scissors. The scissors cut the rope.
 - 7 There's a weight. It drops when the rope is cut.
 - 8 There's a trap door. It's pulled open by the chain when the weight drops.
 - 9 Resting on the trap door there's a ball. It falls when the door opens.
 - 10 The falling ball hits a hammer. The hammer rings the bell.



ball bell boxing glove chain chute cigarette lighter doorbell button
flame hammer pulley rope scissors string trap door weight

- 6 Look at the picture. Use the words in the list to label the parts.

6 Unscramble the defin

A simple line drawing of a spoon and a glass tube. The spoon is on the left, with its handle extending to the right. A glass tube is positioned vertically, with its lower end resting on the spoon's bowl. The tube has a thick black band around its middle section.

5 The bellows

the

under the tap.

2 piece / A / a / equipment / bellows / air / is / of / that / blows

A funnel is a tube that is wide at one end.

1 at / tube / that / end / tunnel / is / is / wide / A / one / a

3 on / blade / edge / cutting / A / is / a / flat / a / knife

4 lid / box / which / A / is / a / has / tray / no / shallow

5 wheel / gear / is / has / which / A / a / teeth

6 that/liquid/A/a/tank/holds/is/container

6 Unscramble the defin

1 Complete the descriptions of helpful tips and suggested fixes with the words in the list.

run move soak wipe dissolve shield prevent

- 1 When a bolt is stuck and won't
move
- 2 After spraying on the adhesive, use a cloth to away the extra liquid.
- 3 We use a light coating of grease on exposed metal parts to against rust during shipping.

- 4 We use this glue because it's permanent – you can't it with anything!
- 5 Don't rush. Wait a few minutes for the liquid to into the surface.
- 6 The best way to rust on the blade is to keep it clean and dry.
- 7 Every day, we oil the spindle on our table grinder so it will smoothly.

2

Mr Fixit works in four ways. For each benefit described below, write C (cleans), P (protects), L (lubricates), or D (displaces moisture).

- 1 Shields metal surfaces from moisture and other corrosive elements.
- 2 Keeps moving parts running smoothly.
- 3 Gets under dirt and grease, making it easy to wipe them away.
- 4 Loosens and frees metal parts that are stuck.
- 5 Dissolves adhesives, making it easy to remove tape and sticky labels.
- 6 Prevents rust and corrosion.
- 7 Soaks into rust.
- 8 Dries out electrical systems and prevents short circuits.

3

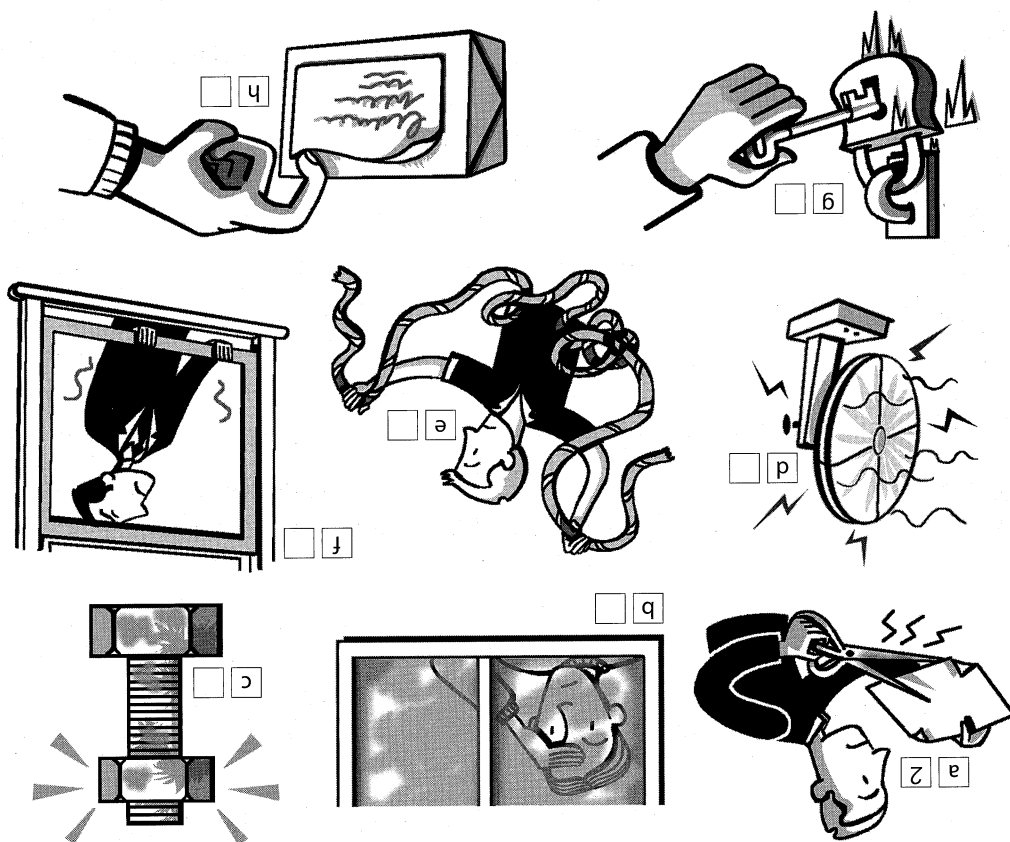
Choose the best word to complete each sentence.

- 1 The distributor was
wet
- 2 I use it on the car's locks to stop them in winter.
a wet b cold c rusty
- 3 We tried the labels, but they were firmly stuck.
a working b freezing c budging
- 4 I pulled the bike seat, but it was so it wouldn't budge.
a rusty b noisy c soaked
- 5 The fan cooled the room, but the kept us awake at night.
a rust b heat c noise
- 6 We the fan to make it quieter.
a raised b cooled c lubricated



- a It was still very hard to open and close, so I squirted even more Mr Fixit inside.
b But I still can't go anywhere. When I checked the tyres, one of them was flat!
c I didn't use my bike all winter. In spring, the lock was rusted shut.
d I soaked it in Mr Fixit and left it for a while.
e I sprayed on some more Mr Fixit and loosened it some more.
f That did the trick. The lock now works perfectly.
g It wouldn't budge.
h A little later, I gave it a tug and it moved.

6 Number the sentences to complete the story.



5 Match each sentence in 4 to the correct picture below.

- 1 The glass was so dirty, _____
2 The scissors were so rusty, _____
3 The window was so firmly stuck, _____
4 The bolt was so rusty, _____
5 The label was so firmly stuck, _____
6 The fan made so much noise, _____
7 The lock was so frozen, _____
8 The rope was so tangled, _____
- a we couldn't peel it off.
b he couldn't put the key in it.
c he couldn't find the end of it.
d we couldn't sleep.
e you couldn't use them.
f I couldn't see through it.
g he couldn't open it.
h we couldn't turn it.

4 Match each situation with an effect.

7 Look at the pictures showing a movie-making process. Number the steps.

Rotoscoping

When makers of animated films want their characters to move like real people, they often begin work by using actors. The technique is called rotoscoping, and it can be done with a software application called Rotoshop. Here's how it works.

a Finally, the completed scenes are processed by the computer. This process, called rendering, prepares the sequences for copying to film.

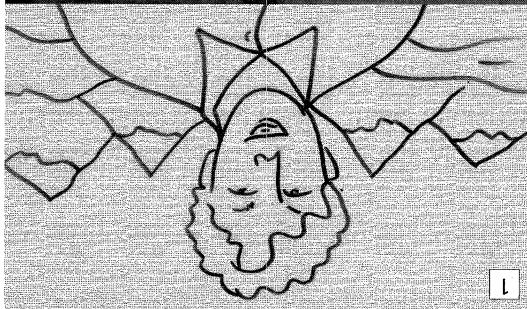
b After that, animation artists use digital

pens to trace the actors on the photographs. When there is movement, the first and final positions are traced, and powerful computer software fills in the gaps.

c 1 First, every shot in the film is carefully planned. This is usually done by creating a storyboard, which is a series of pictures like a comic that tells the story of the film.

d The next step is to add scenery and colour. For a complex scene, this step can take weeks to complete.

e Next, actors are placed in the correct positions and photographed with digital cameras. Because the backgrounds will be added later by animators, they don't need to be included in the photos.



8 Underline nine examples of the passive voice in the text in 7.

1	The fire was caused.	✓	not enough	the right amount	too much
2	The fire was caused by a faulty wire.				
3	The new warehouse will be completed next month.				
4	The new warehouse will be completed next month by the builders.				
5	Was this message written?				
6	Was this message written by Steve?				
7	Rice is grown in Thailand.				
8	Rice is grown in Thailand by people.				
9	That museum is visited.				
10	That museum is visited by thousands of people every day.				

10 Do the sentences give not enough information, the right amount, or too much? For each sentence, tick (✓) the correct box.

- 1 Simone sent an email message.
An email message was sent by Simone.
- 2 A strange thing happened in the computer lab.
- 3 Philip designed the machine that produces the new parts.
- 4 Eloise explained the production process.
- 5 It rained all day on Friday.
- 6 Adam answered the questions at the end of the presentation.
- 7 Helen signed the contract.
- 8 Everyone seemed happy after the meeting.
- 9 All of us enjoyed a successful year.
- 10 The workstation caught fire.

9 Change the active to the passive if possible. If it's not possible, put a cross (X).

1 Complete the short conversations using the words and phrases in the list.

appreciate can I could you do you need a hand I'm afraid it was a pleasure
 nice to see no problem sorry take thank thanks that's very kind
 was great seeing you yes yes, of course

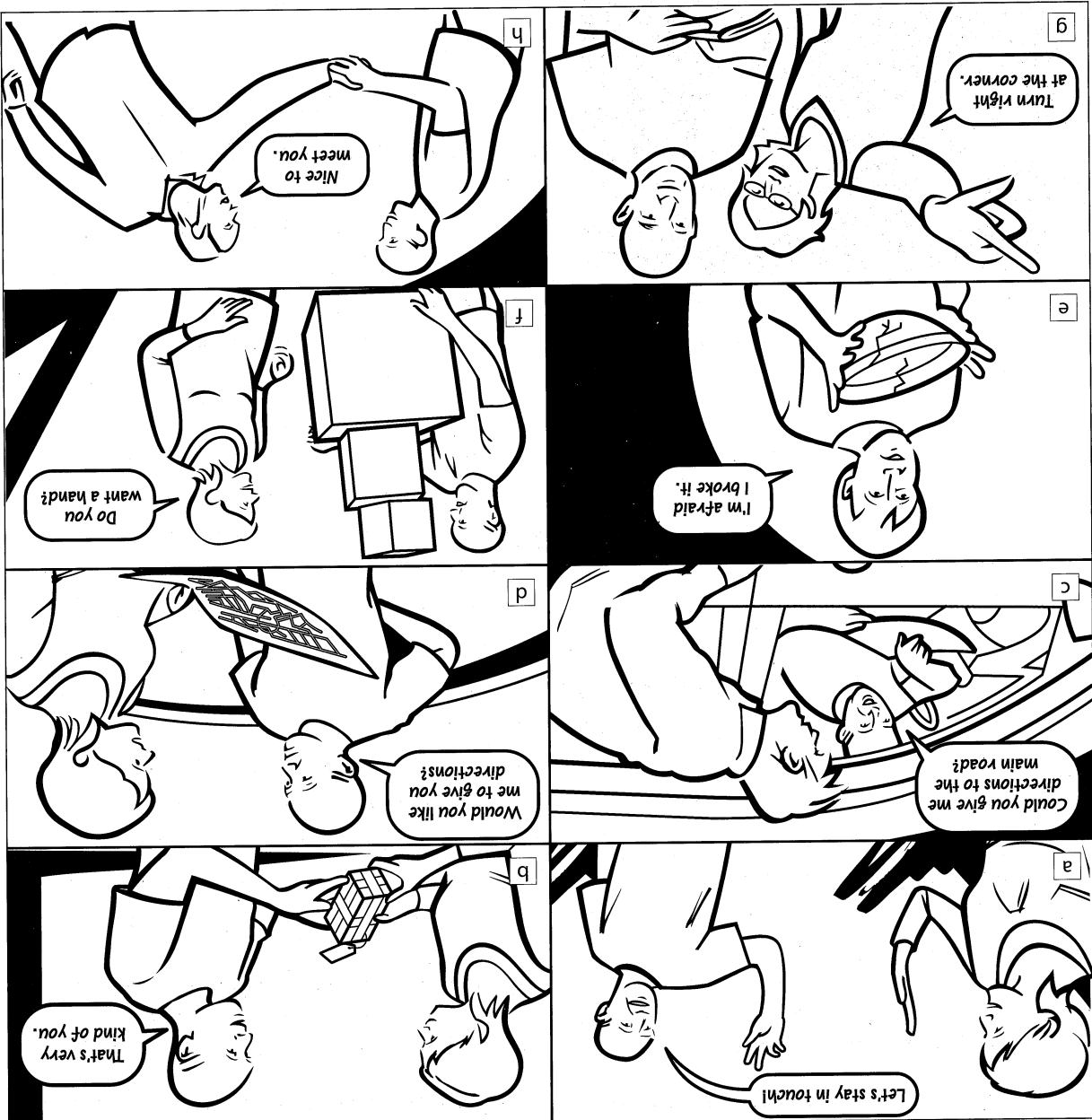
- 1 JIM Hello?
 JO Hi, Jim. It's Jo. Listen, I'm afraid I'm running about twenty minutes late.
 JIM OK, thanks for letting me know. Where are you?
 JO I'm on I-10, just at Congress Street.
 JIM Listen, Jo, Congress is closed ...
 JO Oh,? you for letting me know.
 JIM ... so you should the Broadway exit.
 JO OK, got it. I'm just there now.
 2 JIM Hey, you!
 JO Hi, Jim. I'm late.
 JIM No problem. with that box?
 JO Yes, I'd it.
 JIM And get you a cup of coffee?
 JO , please. Milk, no sugar.
 3 JIM It's been good talking with you, Jo.
 JO Yes, it's been great. you send me the estimate next week?
 JIM Great. And send a rough schedule, too?
 JIM Sure.
 4 JO How do I get back to my car from here?
 JIM I'll come with you.
 JO Oh, of you.
 JIM
 5 JIM We'll be in touch.
 JO Yes, definitely. for everything.
 JIM
 JO Well, it
 JIM Bye! Take care!



2 Match each picture to a label.

- 1 They're greeting each other.h
- 2 They're saying goodbye.
- 3 She's offering physical help.
- 4 He's saying thank you.

- 5 He's asking for directions.
- 6 He's saying he's sorry.
- 7 She's giving directions.
- 8 He's offering to do something.



3 Now choose the best response to each situation in 2.

- 1 Nice to meet you, too.h
- 2 Yes, I'll call you next week.
- 3 No, thanks. I can manage.
- 4 You're welcome.
- 5 Sure, no problem.
- 6 Don't worry about it.
- 7 OK, turn right at the corner ...
- 8 Thanks. I'm completely lost!

4 Complete the story using the words in the lists.

Tracking the writer of Melissa

lots the some many few

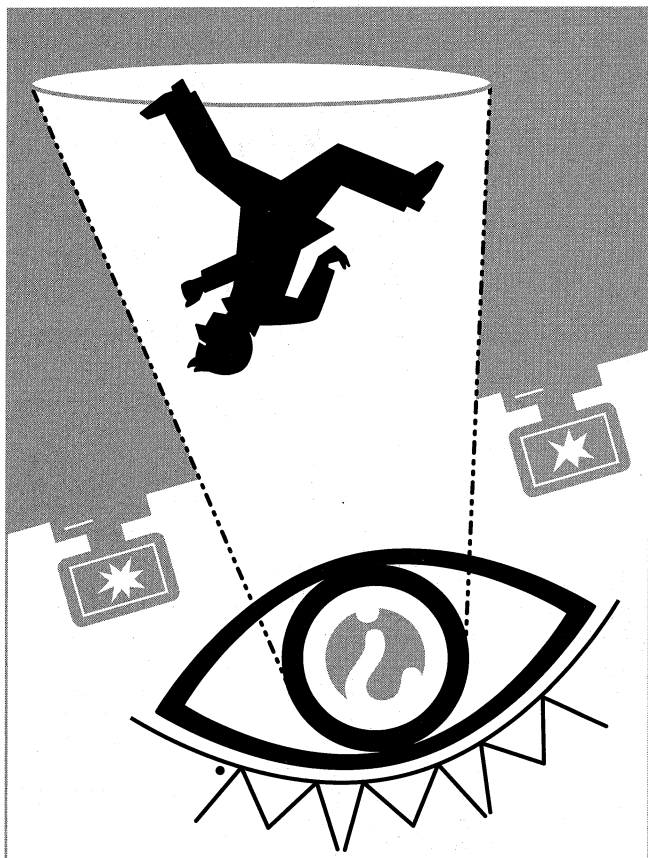
When the Melissa computer virus was released ¹ lots in 1999, it very quickly caused ² of problems on the internet. It spread very quickly via email, and ³ computer networks were shut down by the virus before it could be stopped. ⁴ people who create internet viruses are ever caught, but this time the writer of the virus was caught only a few days after the virus was released. How was it done? The virus was first noticed by virus detection software. Almost immediately, ⁵ FBI hired ⁶ America Online techies to troubleshoot. In addition, users from the alt.comp.virus newsgroup began to hunt for the writer of the virus.

a lot other several all a few another

At the same time, in Massachusetts, software company president Richard M Smith looked closely at ⁷ viruses that had been posted using the same email address. He shared ⁸ of the information he could find with ⁹ expert, computer-science student Fredrik Bjorck. Bjorck said that the Melissa virus had ¹⁰ of features similar to the work of a virus writer where he was able to download ¹¹ virus writing tool kits. He looked closely at the source code of the software and made an amazing discovery: the name David L Smith appeared ¹² times in the code.

any millions couple a little much

The AOL techies, with ¹² help from the FBI, were able to find the specific telephone that was used to upload the virus. It belonged to David L Smith. A ¹³ of hours later, the police arrested Smith. He was eventually jailed. ¹⁴ It didn't take the virus ¹⁵ time to cause ¹⁶ of dollars in damage. Fortunately, the authorities didn't waste ¹⁷ time tracking down the writer of Melissa.



- 1 We had a few visitors in June. T/F
- 2 In June, we had little rain. T/F
- 3 We had few visitors in July. T/F
- 4 We spent little money in July. T/F
- 5 In August, we had few visitors. T/F
- 6 We had a little rain in August. T/F
- 7 A few months ago, we moved to a new location. T/F
- 8 We bought a new computer a few months ago. T/F

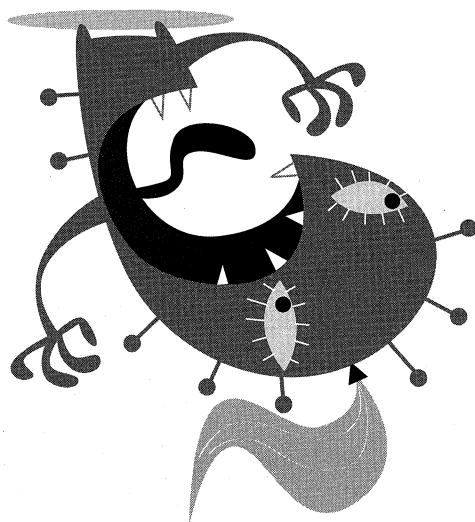
June	3 people visited.	1 mm rain	Bought a new computer (£699).
July	2 people visited.	930 mm rain	Bought a new car (£13,599).
August	1,150 people visited.	0 mm rain	Moved to a new location.
September	Now!		

7 Look at the calendar. For each sentence below, circle T (true) or F (false).

- 1 Neither of the spare parts worked.
- 2 We have several spare parts.
- 3 None of the spare parts worked.
- 4 There are loads of computers.
- 5 There's little time to rest.
- 6 Turn off all of the computers.
- 7 Turn off both computers.
- 8 There's a little time to rest.
- 9 We have plenty of spare parts.
- 10 There are too many computers.
- a There's a short time, but enough to rest.
- b There are three or more computers – turn them off.
- c There were two spare parts, but they didn't do the job.
- d There are more computers than necessary.
- e There are two computers – turn them off.
- f We have all the spare parts we need.
- g There were three or more spare parts, but they didn't do the job.
- h We don't have enough time to rest.
- i There is a large number of computers.
- j We have some spare parts, but not a lot.

6 Match the pairs of sentences with the same meaning.

1 virus	✓	C	U
2 problem			
3 internet			
4 network			
5 software			
6 address			
7 information			
8 email			



5 Are these nouns from the article about Melissa countable (C) or uncountable (U)? Tick (✓) the right column.

1 Complete the conversation using the words and phrases in the list.

we won't be able to start work on time I won't let you come to work tomorrow
 we won't be able to get our truck on to the site they've widened it
 we have to take it down ourselves they'll have to widen the door

OMAR OK, let's go over this one more time. Is the site ready for us to start work tomorrow?
 BERNIE Adam said it is, and he's in charge there.
 OMAR If they haven't prepared the site, we won't be able to start work on time 1



OMAR What about the access? If they haven't taken down
 the fence, 2
 BERNIE Don't worry, it was on the list.
 OMAR But has it been done?
 BERNIE I don't know. Let's take all the tools we need in case
 3

OMAR Do they know about the size of the door?
 BERNIE The door?
 OMAR Yes. We won't be able to get the compressor in unless
 4

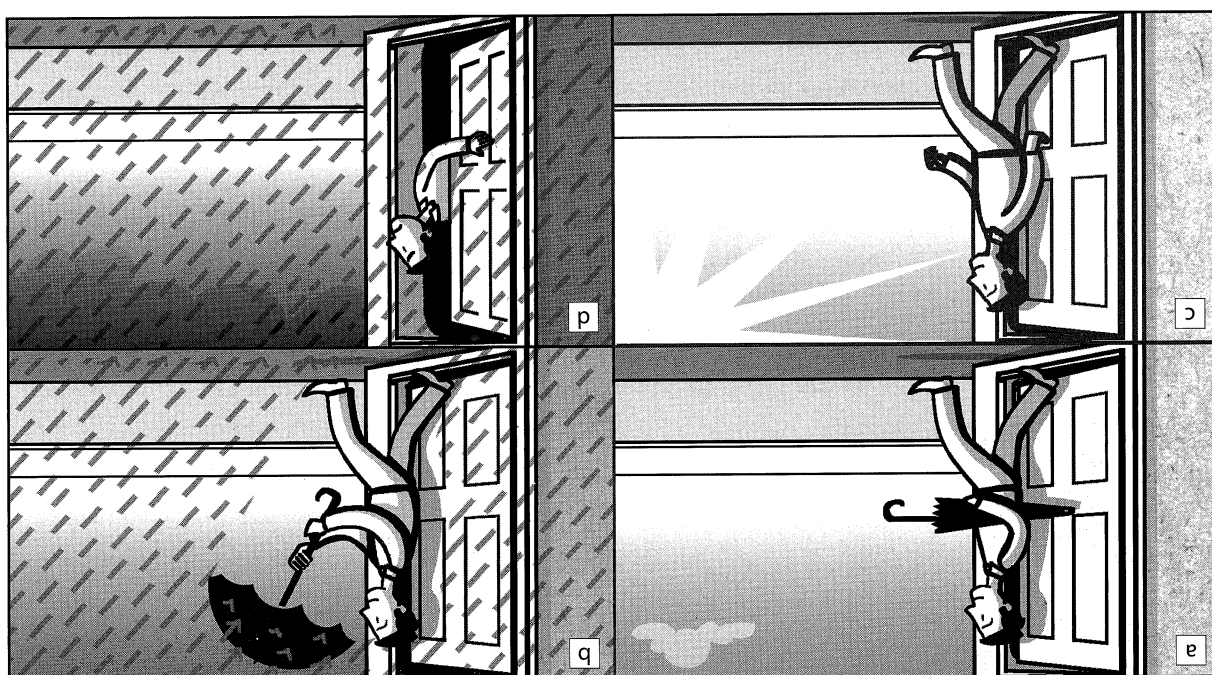
BERNIE Listen, Omar, it was in the plan. It'll be OK. And if there's a problem getting
 the compressor in, 5
 OMAR But will they be able to do that?

BERNIE They'll have to do it. But don't worry, Omar. It was all in the plans. It'll be OK. If you
 don't stop worrying so much, 6

2 Match the sentence halves.

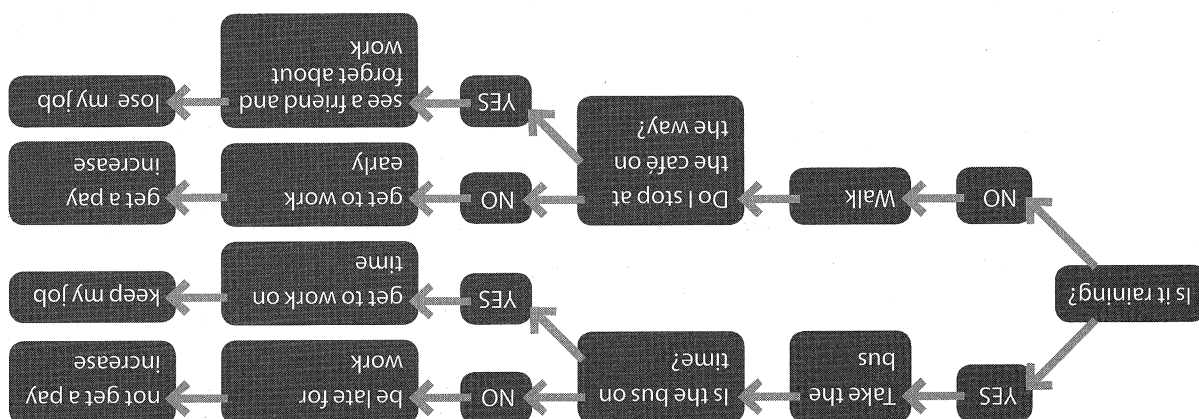
- | | |
|----------------|--|
| 1 The site | a is worried that the site won't be ready. |
| 2 Adam | b showed exactly how wide the door needed to be. |
| 3 Bernie | c needs to be wide enough for the compressor to go in. |
| 4 Omar | d were given for how to prepare the site. |
| 5 The fence | e wouldn't allow the trucks to drive on to the site. |
| 6 The door | f needs to be ready for work to start tomorrow. |
| 7 Instructions | g is in charge of the site. |
| 8 The plans | h thinks the site will be ready. |

- 1 If it rains, I won't go out.
- 2 I'll take an umbrella in case it rains.
- 3 I won't take an umbrella unless it's raining.
- 4 I'll take an umbrella if it's raining.



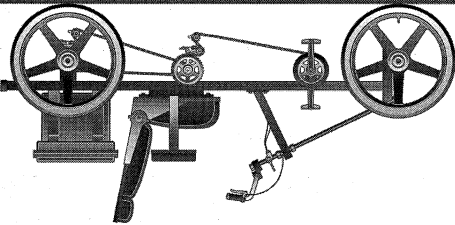
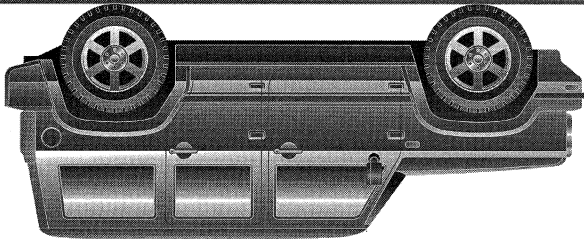
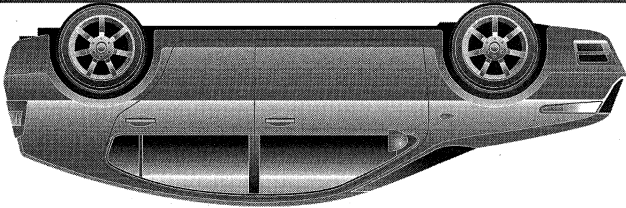
4 Match each picture to a sentence.

- 1 If it's raining, I'll take the bus.
- 2 unless it's raining.
- 3 I'll be late for work.
- 4 If the bus is on time, I'll get to work early unless
- 5 I'll get to work early unless
- 6 If I stop at the café on the way,
- 7 I won't get a pay increase.
- 8 If I get to work on time, I won't get a pay increase unless
- 9 I won't get a pay increase unless
- 10 If I see a friend and forget about work,



3 Look at the flow chart. Complete the sentences.

5 Look at the information about three cars. Use the words in the list to complete the sentences.

	<p>Cycle car</p> <p>weight: 55 kg</p> <p>top speed: approx 50 km/h</p> <p>fuel consumption: 0</p> <p>CO₂ emissions: 0</p>
	<p>4WD</p> <p>weight: 2,200 kg</p> <p>top speed: 150 km/h</p> <p>fuel consumption: 20 mpg (11.7 l/100km)</p> <p>CO₂ emissions: 325 g/km</p>
	<p>Hybrid</p> <p>weight: 1,250 kg</p> <p>top speed: 170 km/h</p> <p>fuel consumption: 65.7 mpg (4.3 l/100km)</p> <p>CO₂ emissions: 110 g/km</p>

most best less much lower slightly higher
smallest much more better worst most

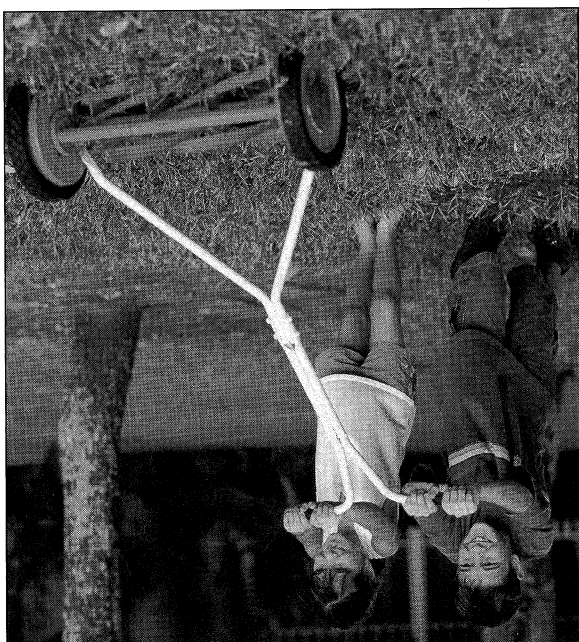
- 1 The Hybrid uses less fuel than the 4WD.
- 2 The 4WD emits the CO₂.....
- 3 The top speed of the cycle car is than the top speed of the hybrid.
- 4 The cycle car is the environmentally friendly.
- 5 The top speed of the hybrid is than the top speed of the 4WD.
- 6 The cycle car has the carbon footprint of the three cars.
- 7 The 4WD weighs than the cycle car.
- 8 The cycle car is definitely the for the environment.
- 9 The 4WD is probably the for the environment.
- 10 The hybrid is for the environment than the 4WD.

6 For each sentence, circle T (true) or F (false).

- 1 The 4WD is slightly heavier than the cycle car. T/F
- 2 The cycle car is the most harmful for the environment. T/F
- 3 The hybrid is the fastest of the three cars. T/F
- 4 The hybrid is worse for the environment than the cycle car. T/F
- 5 The CO₂ emissions of the 4WD are a lot lower than the hybrid. T/F
- 6 The slowest of the three cars is the most fuel efficient. T/F

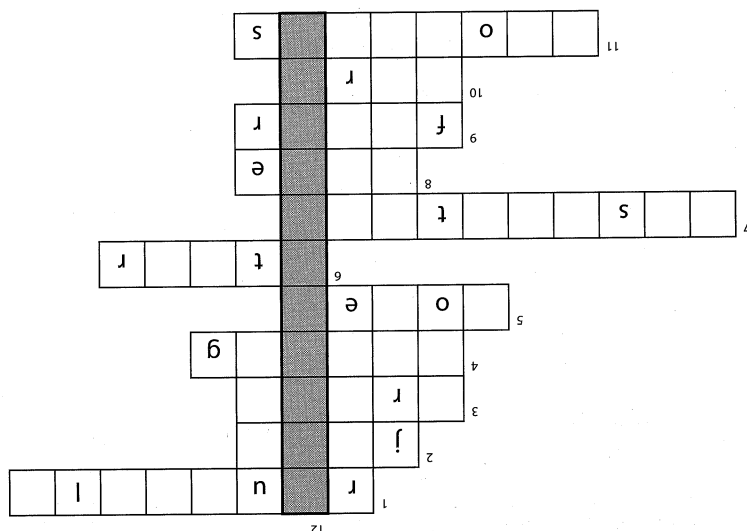
7 Complete the puzzle.

- How to reduce your carbon footprint
- 1 Switch tocleaning products.
 - 2 Stopmail.
 - 3less.
 - 4 Stopnew books.
 - 5 Use a pushto cut the grass.
 - 6 Eat meat-free meals everyday.
 - 7 Install morein your house.
 - 8 Take a holiday at
 - 9 Takeflights.
 - 10off appliances when you aren't using them.
 - 11 Choosewith less packaging.
 - 12 Be aware of your impact on the



8 Read the suggestions in 7 above. Answer the questions.

- 1 Which one are you most likely to do?
- 2 Which one are you least likely to do?
- 3 Which one do you think is the hardest to do?
- 4 Which one is the easiest?



1 Look at the signs. Choose the sentence that best explains each rule.



a You're allowed to drive at 40 km an hour.

b You can't use this road.

c You have to drive 40 km an hour.

d You don't need to do anything unless your

vehicle is wide.

e You don't need to smoke.

f You don't need to drive carefully because

the road bends.

g You aren't allowed to smoke.

h You shouldn't wear eye protection.

i You must wear eye protection.

j You ought to drive carefully because the

road bends.

k You mustn't turn right.

l You don't have to bring a dog in with you.

m You don't have to wash your hands.

n You ought to turn left.

o You have to turn left.

p You mustn't go faster than 20 km an hour.

q You can't bring a dog in with you.

r You should turn left.

s You should wash your hands.

t You can't stop if other cars are coming.


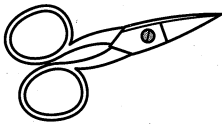
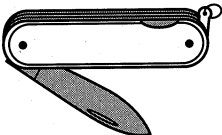
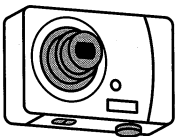
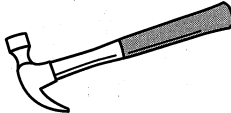
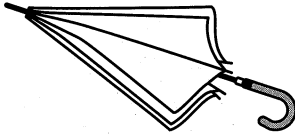
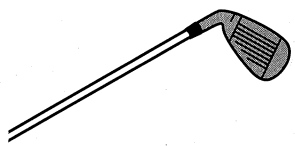
u You should go at least 20 km an hour.

v You don't have to stop unless other cars are

coming.

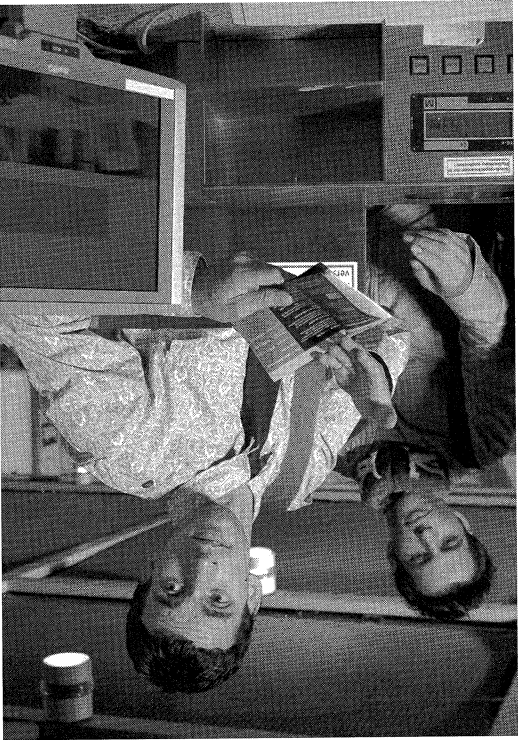
2 Look at the rules for carry-on items. Use the words in the list to complete the conversations.

Can I take it on the plane?

	✓
	✓
	✗
	✗
	✓
	✗
	✓
	✗

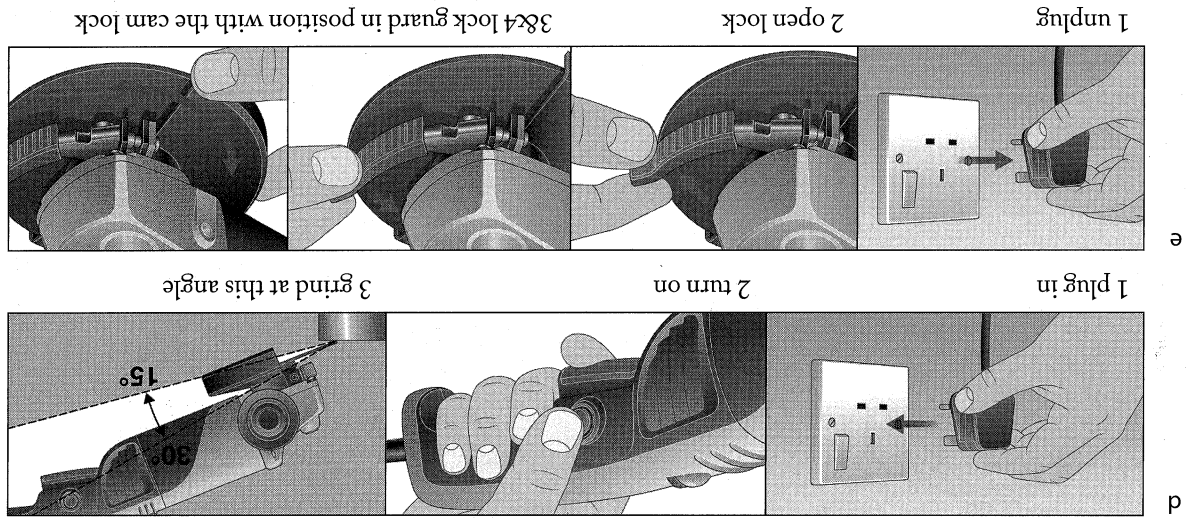
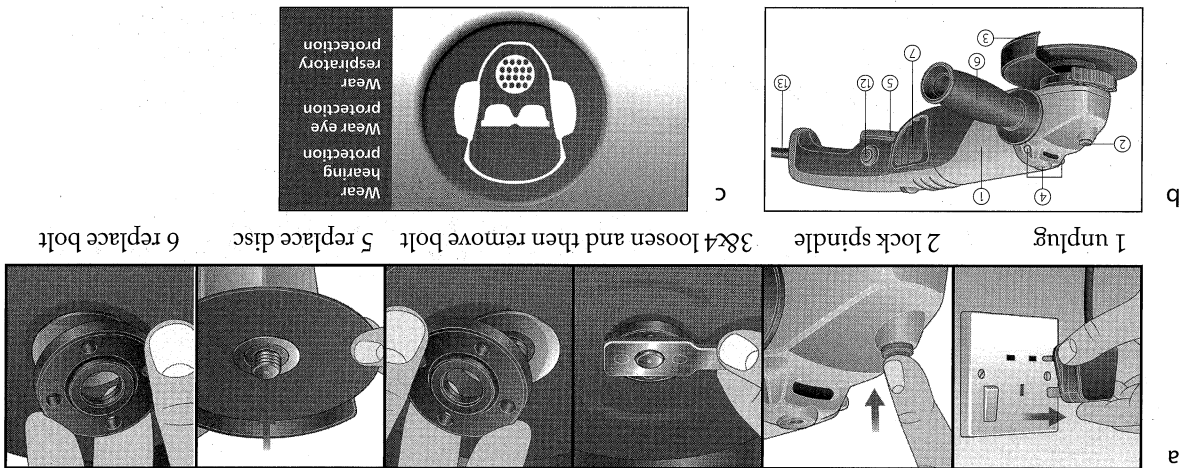
allowed don't have to mustn't can shouldn't need can't should have to

- A Am I ¹ *allowed* to bring this laptop on board?
 B Yes, but I'm afraid you² take that golf club!
 A³ I pack this camera in my suitcase?
 B No, you⁴ take it in your hand
 luggage.
 A Oh, sorry. Do I⁵ to leave these nail
 clippers here?
 B No, but you'll⁶ leave that knife.
 A Sorry, you⁷ take that hammer on
 board. You⁸ have those scissors,
 either.
 B Oh, sorry.
 A You⁹ worry about that umbrella. It's
 not a problem.
 B Oh, good!



3 On what page would you find each of the illustrations a–e?

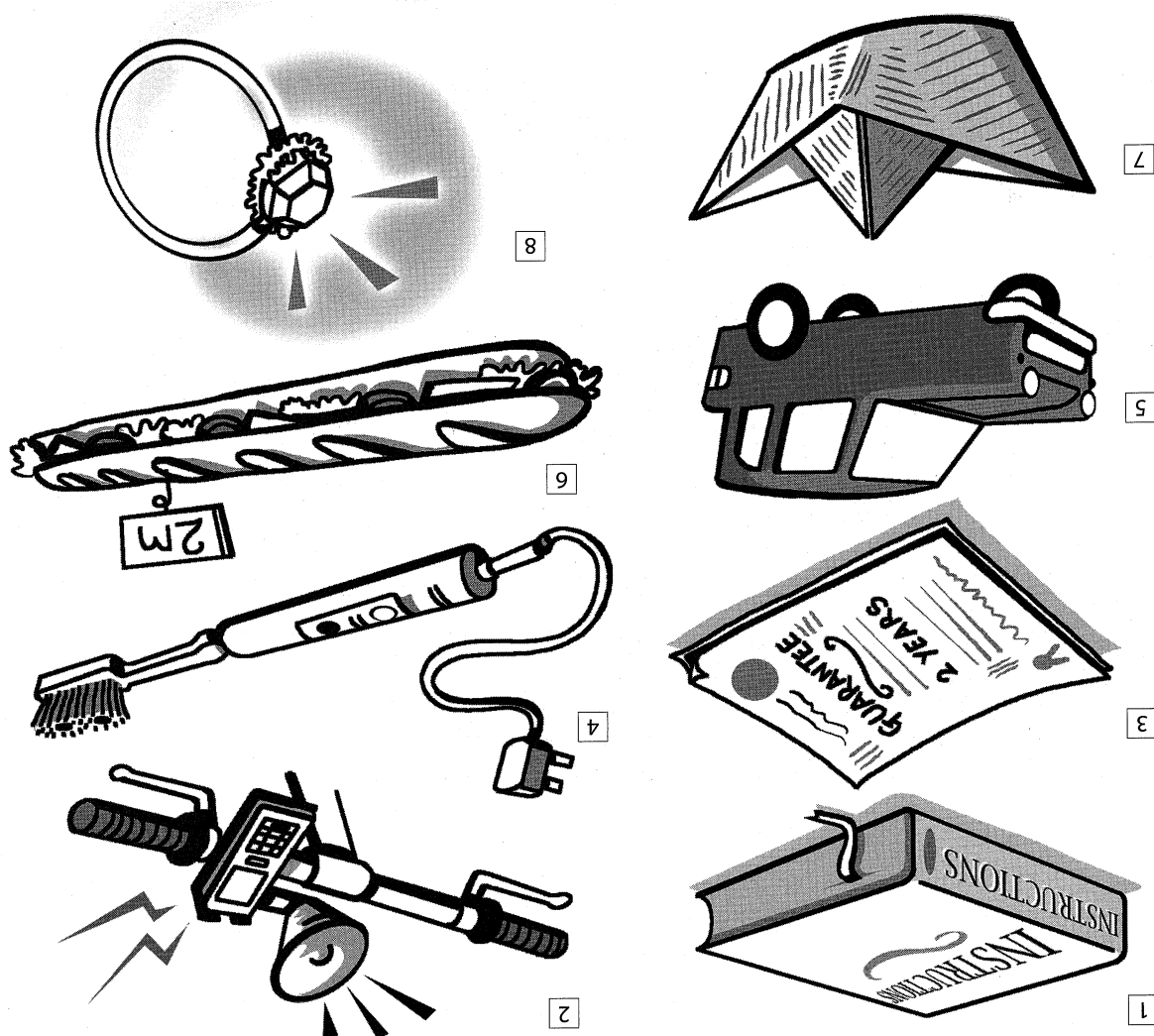
Parts list	page 4
Safety instructions	page 5
Getting started: grinder preparation	page 6
Operation: grinder use	page 7
Maintenance and repair: disc changing	page 8



4 What do the pictures in 3 show? Match the nouns to make noun phrases.

picture	noun phrase	a	b	c	d3
1	power	equipment	disc	socket	grinder
2	changing				angle
3	grinding				safety
4	angle				grinding
5	safety				angle
6	grinding				tool

5 Use noun phrases to describe these pictures.



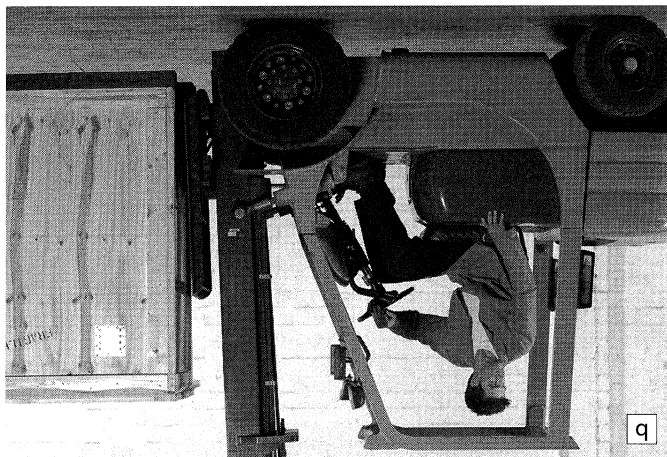
6 Match each sentence with a picture in 5.

- a I like it because I don't have to stop riding to make a call.
- b After I've made it, I can sail it in the bath.
- c I don't have to spend so much money on tyres.
- d You must be very careful not to lose it. It's small, but very valuable.
- e I have to use this a lot because the machine is new.
- f The company that made it has to repair or replace it if there's a problem.
- g I need a place to plug this in.
- h You shouldn't try to eat this all at once.

- 1 an instruction manual
- 2
- 3
- 4
- 5
- 6
- 7
- 8

1 Look at the pictures. Which worker is:

- 1 using an efficient lifting technique? ...b.....
 2 using an inefficient lifting technique?



- 3 taking an unnecessary risk?
 4 using improper equipment?

2 Read the text. Circle T (true) or F (false).

According to the text:

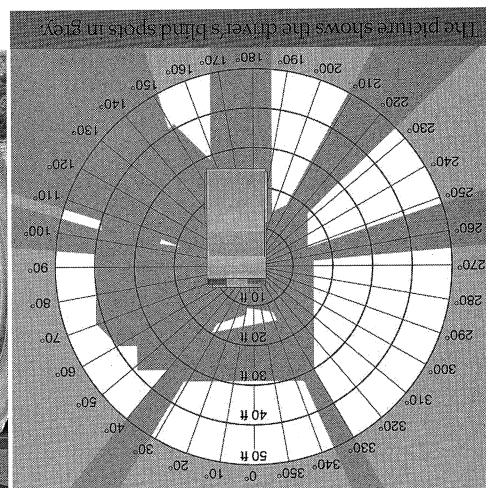
- 1 Boxes should never be lifted manually. T/F
 2 Using a fork-lift often leads to increased back injuries. T/F
 3 A fork-lift is usually safer than manual lifting. T/F
 4 Not keeping a workspace tidy can cause accidents. T/F
 5 Trying to carry too much weight is a common cause of fork-lift accidents. T/F
 6 Improper maintenance can lead to breakdowns and accidents. T/F
 7 One problem with fork-lifts is driver discomfort. T/F
 8 Improper training can lead to improved workplace safety. T/F

Safe lifting

Improper and inefficient lifting in warehouses can cause injuries, so where it's possible, a fork-lift should be used. Using a fork-lift can lead to a reduction in back injuries, but watch out – dangerous fork-lift use results in thousands of accidents every year. The main causes of fork-lift accidents are:

- poor training
- dangerous reversing
- driving too quickly
- overloading
- disorganized and crowded work areas
- improper maintenance.

When you make the switch from manual lifting to fork-lifts, proper training of warehouse staff in the best practices should result in an improvement in workplace safety.



The picture shows the driver's blind spots in grey.

Giant dumpers don't have little accidents

It's as big as a house, but it has only a few small windows. How can a vehicle like that be driven safely when there are other vehicles – and people – working nearby? Accidents involving large vehicles are a big problem in mining, where these big machines are used every day. And even a 'small bump' from one of these monsters can result in terrible damage. To help prevent accidents, vehicles are fitted with a proximity warning and edge detection system. The system uses wireless communications equipment, computers, and GPS receivers to tell drivers what's going on around them and to warn them when they get too close to a hazard. Proximity warnings are for people and other vehicles, and edge warnings for holes or drops by the side of the road. How does it work? All of the vehicles on the site are equipped with a GPS receiver and a radio. As they work and move, their location is constantly monitored by a computer. When the system shows that the large vehicle is in danger of hitting another vehicle or a person, the proximity alarm sounds and the driver stops the vehicle immediately. One difficulty with the system is that it can't detect vehicles or people who aren't carrying the correct equipment, so if someone is in the wrong place, accidents still may occur.

3 Match the words to their meanings.

- | | | | |
|---|-------------------------|---|---|
| 1 | proximity | a | a danger or risk |
| 2 | edge | b | an area that somebody cannot see |
| 3 | detection | c | a device that uses radio signals to send messages |
| 4 | GPS receiver | d | the state of being near to something |
| 5 | wireless communications | e | the act of noticing or discovering something |
| 6 | hazard | f | the place where something, especially a surface, ends |
| 7 | blind spot | g | a piece of equipment that receives signals from the global positioning system, which shows the position of a person or thing on the earth very accurately |

4 Read the text. Then match the sentence halves at the top of page 33.

5 Read the accident report. Answer the questions.

- 1 Small windows in large vehicles can result in
 - a can lead to improved safety.
 - b very poor visibility.
 - c vehicles or people not carrying the safety equipment.
 - d a vehicle driving too near to a hole.
 - e can cause a lot of damage.
 - f by other vehicles being in a blind spot.
- 2 A minor incident involving a large vehicle
- 3 Accidents can be caused
- 4 Use of detection equipment
- 5 Some accidents are due to
- 6 An edge detection warning can result from

ACCIDENT REPORT

Date, Time, & Location of Accident:

27 Mar, 10:35 am, Zone 17, dumping bay 49

Witness:

Martin Mobberty, Loader Driver 56004

Description:

Maintenance Truck 417 (Kurt Wigan, Mechanic 20050) was waiting in bay 49 for Dumper 673 to arrive so he could repair its air-conditioning unit. While he was waiting, Wigan telephoned his office to say that he was having problems with his GPS and radio (signal strength too weak to transmit or receive). Dumper 568 (Derek Jenkins, Driver 60049) had been cleared to dumping bay 45 but had misunderstood the message as clearance to bay 49. When Dumper 568 began backing into bay 49, Wigan tried to radio the truck to stop but remembered that his radio was not working. Wigan left the area immediately and Dumper 568 backed over and destroyed Maintenance Truck 417. There were no injuries.

1 Where did the accident take place?

Zone 17, dumping bay 49

2 Why was Kurt Wigan in bay 49?

3 What pieces of equipment had insufficient signal power to operate?

4 Who understood an instruction improperly?

5 Which vehicle was in the incorrect dumping bay?

6 When did Wigan try to use his radio?

7 How was Maintenance Truck 417 destroyed?

8 Who was injured in the accident?

9 Why didn't the proximity warning equipment prevent the accident?

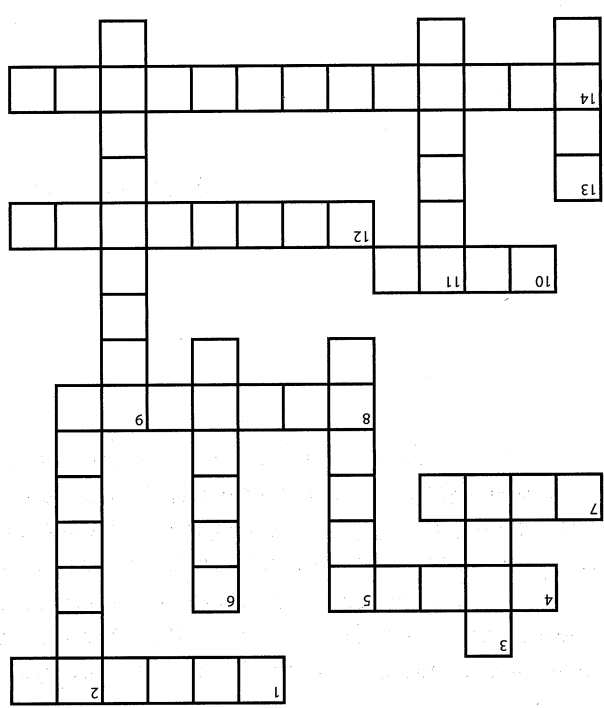
6 Complete the sentences using the words in the list.

followed lost paid attention paying attention slipped talked tightened was shipping was talking was tightening were following was losing

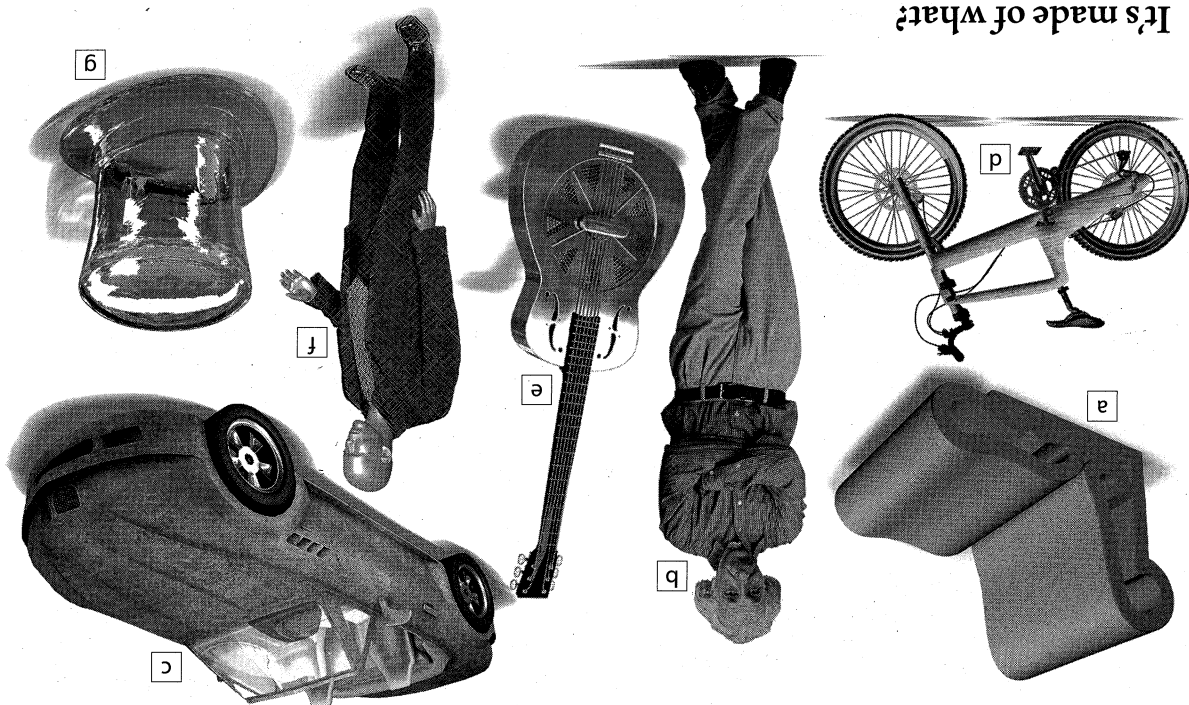
- 1 The fan belt was shipping badly until we it.
- 2 He a bolt on the roof when he and fell off.
- 3 She on her phone and wasn't to driving.
- 4 After meeting for an hour in the office, we for another hour in the café.
- 5 We to her instructions and them very carefully.
- 6 We Airstair through the factory, but we our way in the warehouses.
- 7 It a lot of fluid and we couldn't figure out why until we discovered there was a leak.

7 Complete the crossword.

- Across**
- 1 Improper maintenance of electrical equipment can lead to electrical
 - 4 Road and other markings need to be very clear to be safe.
 - 7 A that is difficult to see can cause people to fall over.
 - 8 Workers should be to carry things safely.
 - 10 Drivers should never on the phone while driving.
 - 12 Remote for cranes and other equipment need to be user friendly.
 - 14 People and fork-lift drivers need to be very careful at corner in warehouses.
- Down**
- 2 Lack of visibility in doorways can cause people to be over.
 - 3 doors should never be propped open.
 - 5 Employers must take health and very seriously.
 - 6 Carrying heavy loads can cause back
 - 9 Improper use of gas equipment can cause an
 - 11 If you need to reach something in a high place, you should use a proper
 - 13 Cables on the floor can cause people to



1 Look at the pictures. Can you guess what materials these things are made from? Match each picture to a text below. Were you guesses right?



It's made of what?

- 1 This is translucent and impervious to rain, but I don't think you'd ever want to wear it – it would probably hurt your head because it's made of glass. ...g...
- 2 You might like to wear this. It's made of 100% recycled plastic from old drinks bottles – thirty of them, to be exact, shredded and made into fabric.
- 3 This is made mostly of wood and it's as strong as a more usual two-wheeler, but more flexible.
- 4 Everyone has heard one of these, but have you ever heard one that's made of steel? It's louder than the usual model and has a sharper sound.
- 5 This vehicle is made of concrete. It's certainly unique, but because it's dense, heavy, and relatively brittle, it's unlikely to become popular.
- 6 Do you recognize this man? Well, he's not a real man, but a copy – made of wax. It's a good material for making models because when it's hot, it's pliable, but when it cools down, it becomes solid.
- 7 This is very comfortable for sitting in. It's made of cardboard, which is very porous. It's light to move around, but it's strong enough to hold the weight of an adult.

You could use it for ...

1 You could use a seatbelt for ...

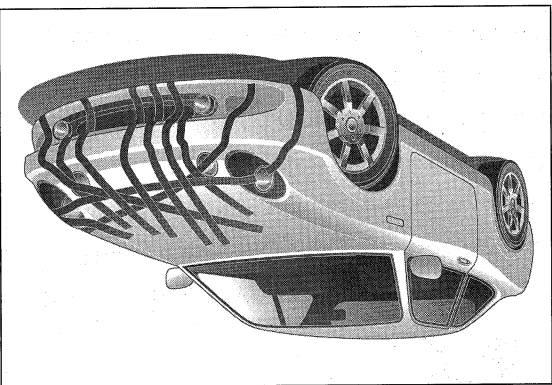
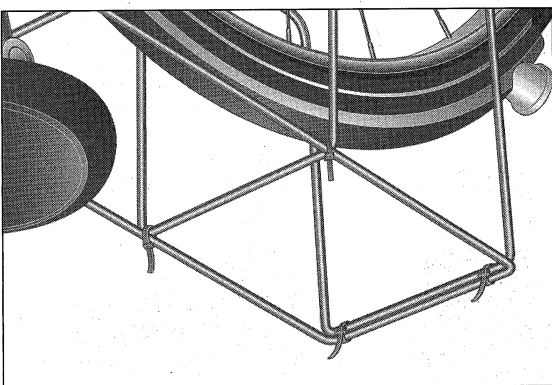
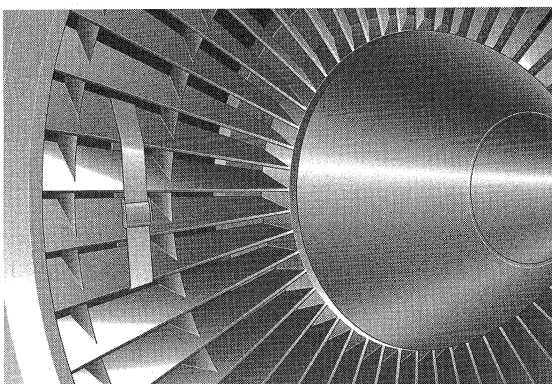
repairing a jet engine. A photograph circulating on the internet shows a jet engine with a seatbelt on it. The story behind the photograph is that airline service personnel used the seatbelt to repair the engine and that the plane was flown with this repair in place. However, the story of the repair is almost certainly untrue. While the photo does show an engine with a belt on it, it is more likely that the engine is being inspected after an accident and the huge fan has been belted in place to stop it from spinning.

2 With a cable tie, we would ...

at least be able to get home. Cable ties are thin bits of plastic designed to hold electrical cables in place; however, they are fantastic for doing all kinds of emergency repairs. Cyclists and campers often carry them because they are so useful in emergency situations where broken equipment can cause real problems.

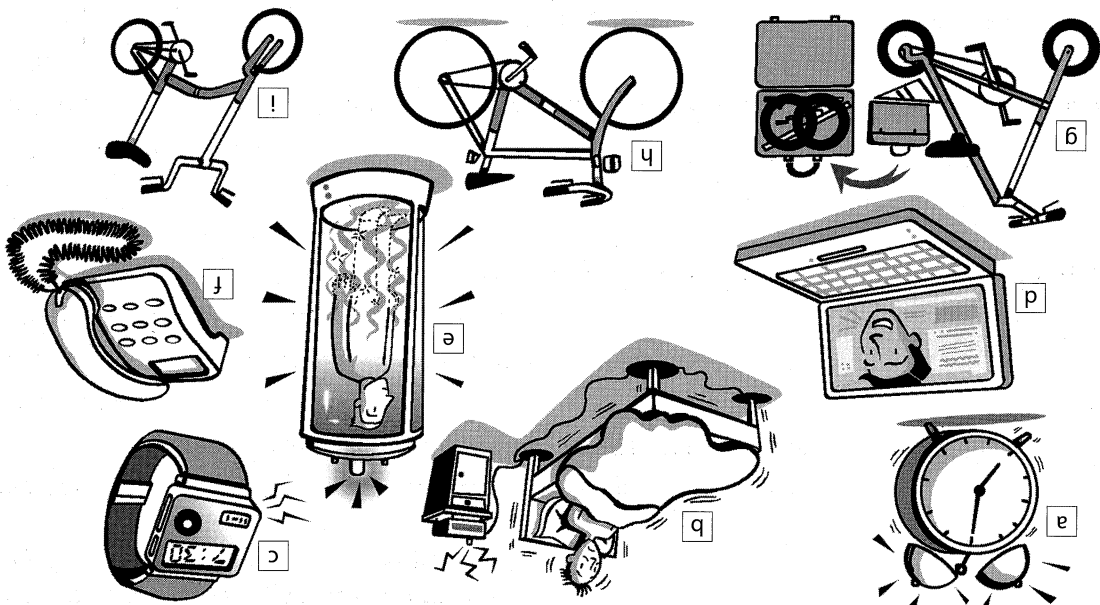
3 A repair with duct tape would ...

last for a few days. Also called duck tape, this cloth tape is another favourite for anyone who needs to make emergency repairs in a hurry. It has many unexpected uses. For example, you could use it to hold your car together after a minor accident.



- 1 Which picture doesn't actually show a repair? ...¹
- 2 What material is duct tape made of?
- 3 Which item used to make a repair is made of plastic?
- 4 Which of the actual repairs pictured above would probably last longer?
- 5 What quality do all three of the repair materials share?
- a flexible b impact-absorbing c translucent
- 6 Which two items used to make a repair are made of cloth?

3 Match each description of an invention with a picture.



- 1 If you want to get out of bed at a certain time, it will wake you up with a loud ringing sound.^d
- 2 If you need to travel by several means, it will get you there. You can ride it, then fold it up to go in a taxi or a train, then unfold it again and continue riding.
- 3 If you needed to talk to people or have a meeting, you could step inside it. It would 'beam' you to a different location almost instantly. No more jet lag!
- 4 If you need to get somewhere in the city quickly, it's the best way. It's much quicker than a car when traffic is heavy, and it doesn't pollute.
- 5 It's great because it's easy to carry with you and it's very quiet. You can use it to wake you up on a train or plane.
- 6 If you need to talk to someone, you just have to press a few buttons. You can hear their voice very clearly.
- 7 If you wanted to get out of bed at a certain time, it would gently shake your bed until you woke up. If you didn't wake up, it would shake the bed harder and harder, until you fell out.
- 8 If you need to talk to a few people, it'll host a conference with up to five people. It's great because you can see their faces.
- 9 If you needed to ride to the station and get on a train, it would 'deflate' to fit in your brief case. If it were going to work, the material would have to be 'adjustable' on a molecular level.

4 Read the descriptions in 3 again. Which inventions already exist? How does the grammar of the sentences tell you this? Use the words in the list to complete the sentences.

could Present Simple can Past Simple

- If it's in the¹ tense and uses² or will, it already exists.
 If it's in the³ tense and uses *would* or⁴, it's imaginary.

5 Use the words in the list to complete the conversation about one of the inventions on page 37.

bicycle built-in filter gave up phone box scary
transporting what if work working

A What are you *working* on at the moment?

B It's a system for transporting people and things across long distances.

A It looks like a *2*

B Yes, well, it isn't. Step inside. There's no phone in there!

A Er, not just yet. How does it *3*

B It has *4* sensors. If you stepped inside, they'd read and copy every cell in your

body, then re-make you in a different location.

A That sounds *5*

B Maybe. But also very useful.

A Yes, but *6* there's something else in there with you? Did you see that movie

The Fly?

B No, I *7* going to the movies a long time ago. Anyway, there's going

to be an air cleaning system. If there's anything in there that shouldn't be, the

8 will catch it.

A Well, I have a better idea for *9* people and things.

B Oh, really?

A Yes. It's called a *10*

6 Unscramble the sentences about future possibilities.

1 harder / if / worked / would / I / get / promotion / a / I

If I worked harder, I would get a promotion.

2 company / my / if / it / save / would / money / outsourced

3 books / if / had / I / free / time / read / I'd

4 have / too / car / if / bought / I / a / I'd / buy / to / petrol

5 my / wouldn't / if / lot / I / a / of / money / I / job / quit / won

7 Complete the sentences about your own future possibilities.

1 If I knew how to ...

2 If I had a million dollars ...

3 If I were my boss ...

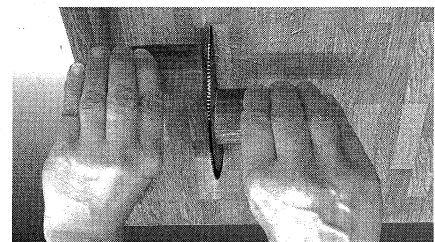
4 If I could have any job ...

5 If I could live anywhere ...

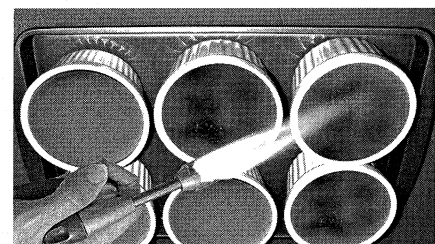
1 Use the correct form of the verbs in the list to complete the texts.

cook carve rotate draw plan saw burn vibrate

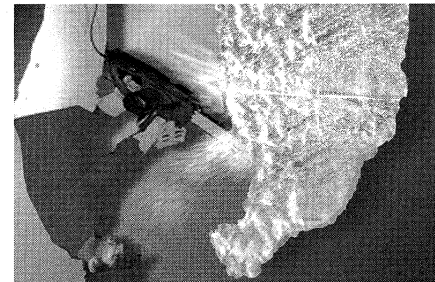
Power tools in the kitchen



Sawing vegetables safely



Heating the top of the crème brûlée



Carving ice with a saw

Vegetable saw
This vegetable saw may look dangerous, but it's really safe.
Instead of¹ rotating² through
vegetables by³ very quickly.

Blow torch
Crème brûlée is a popular dessert in Europe. After
.....⁴ it, the chef puts sugar on top and burns it with
a blow torch. It takes practice to heat it until it is crunchy without
.....⁵ it or setting fire to it.

Chainsaw
In the kitchen? Yes! It's used for carving ice into delicate
shapes to make the table beautiful. The chef will begin by
.....⁶ pictures on paper of the shape he wants to carve.
Before.....⁷ the ice, he will make some marks on it
where he.....⁸ to cut. He will finish the carving by
using smaller hand tools to add details.

2 Match the halves to make true sentences.

- | | |
|--|---|
| 1 The vegetable saw cuts | a instead of setting fire to it. |
| 2 Most circular saws cut | b before finishing the carving with hand tools. |
| 3 The top of crème brûlée is made | c by vibrating instead of rotating. |
| 4 The chef should heat the sugar carefully | d after planning the cuts carefully. |
| 5 The chef begins to carve the ice | e by rotating rather than vibrating. |
| 6 He uses the chainsaw | f by heating the sugar. |

- 5 Complete the sentences with the correct form of *used to*, *be used to*, or *get used to*.
- 1 Did you use to work in the Dubai office?
 - 2 Have the guys on the factory floor the new equipment?
 - 3 I'm not my new laptop yet, so I keep deleting files accidentally.
 - 4 While we're our new machines, we're not trying to produce at full capacity.
 - 5 I go to the gym every day, but I just don't have time now.
 - 6 I didn't work from home on Thursdays, but now I do.
 - 7 The controls are complicated, but you them after a while.
 - 8 Mitch says that every time he his schedule, the management changes it.
 - 9 We have a factory in Itami City, but we closed it last year.
 - 10 Now that Simon is getting up at 5:00 every morning, he says it's easy.

6	I had a stomach problem last month and went to hospital.			12	Do you have children?		
5	I got a raise last month. I earn £35,000 a year now.			11	We moved into these offices last year.		
4	Do you follow football?			10	What sort of food would you like to eat tonight?		
3	What do you think of the government?			9	I go swimming every morning before work.		
2	Do you go to church?			8	I'll be 50 next year. What about you?		
1	We've been having really strange weather lately.	✓		7	You worked with Bev Jensen in London, right?		
		A	NA			A	NA

- 4 You are having a conversation with visiting co-workers. For each sentence, tick (✓) appropriate (A) or not appropriate (NA).

- 3 Number the cooking tips in order.
- Cooking rice that doesn't stick together
- a Instead of cooking it right away, let the washed rice sit for fifteen minutes.
 - b While cooking, you can make the rice less sticky by adding a few drops of lemon juice.
 - c You should never cook rice without removing the starch. Here are the steps you should follow.
 - d Before cooking the rice, wash it until the water runs clear.
 - e After washing, pour away all of the water.
- Getting rid of cooking smells
- f Begin by putting some sugar in a pan.
 - g Get rid of a cooking smell in your kitchen by cooking some sugar in a pan. Here's how.
 - h Instead of smelling of cooking, your kitchen will smell naturally sweet.
 - i Heat the sugar without burning it.
 - j After turning light brown, the sugar will begin to smell good.

6 Choose the best response to each sentence.

- 1 I heard Bob Cline has left us.
a Yes, I'm afraid he went to work for the competition.
b Yes.
c Yes, that's what he's going to do.
- 2 Where are you from? Germany?
a No.
b Yes, that's right. I live in Munich.
c Yes, I do. I've worked there for ten years.
- 3 My wife and kids are coming to join me next week.
a Oh, great. Do you have any children?
b Oh, did they? That sounds like fun.
c Oh, that's nice. What are you going to do?
- 4 You have a really nice office.
a Thanks. I really like working here.
b Yes, I know.
c I got this when they raised my pay to £75,000.
- 5 Did you see *The Matrix*?
a I hate that kind of movie.
b No, I didn't. Was it any good?
c No.
- 6 Did you use to work with Nils Lundstrom in Athens?
a Yeah, it was OK.
b Yes, we worked together for about a year.
c Yes, but I didn't like him very much.
- 7 What's the weather like in Tokyo?
a It really depends on the season.
b Why don't you go there and find out?
c Not when I was there, but maybe it is now.
- 8 My car wouldn't start this morning.
a You should get a better car.
b Oh.
c Oh, really? What was wrong with it?
- 9 Did you see the match last night?
a No, I don't follow football.
b No, I didn't.
c No, I'm not planning to.
- 10 Do you ever work from home?
a Yes, I did. I was really good.
b Yes, OK. Sounds like a good idea.
c Yes, about twice a month.



7 Put Sam's lines in the correct place in the conversation.

- a Bye!
- b Good to see you too, Jim. How you doing?
- c Oh, no! Is he going to be OK?
- d Oh, that's a pity. Why not?
- e Really? That's amazing. So what's the delay?
- f That must be difficult for you.
- g That's a nuisance. Why have they changed it?
- h That's excellent news. Are you going to Al Morecomb's presentation this afternoon?
- i Well, congratulations.
- j Yes, I can imagine. But what about the deal with NVB?

- JIM Hi, Sam. Good to see you!
- SAM b 1
- JIM I'm OK, thanks. Hey, have you heard the news? Mark is going to be off work for quite a few weeks. He was badly injured in a car crash yesterday.
- SAM 2
- JIM Yes, he's going to be OK, but he'll be off work for a while. Oh, I almost forgot to tell you: I'm afraid I can't make it to the conference dinner tonight.
- SAM 3
- JIM My son and his wife have just had a baby, and we're flying out to see them. I'm a grandfather now!
- SAM 4
- JIM Thanks. I'm happy about that but not so happy that the deal with Harper Robotics fell through. I feel so frustrated to see that all our time and effort were wasted.
- SAM 5
- JIM Oh, that's going great. It looks like we'll finish on time and on budget.
- SAM 6
- JIM Oh, haven't you heard? There was a schedule change. He's speaking tomorrow, not this afternoon.
- SAM 7
- JIM Well, he got a phone call from the lab. They just got some results that show his new material is about 100 times stronger than they thought it was.
- SAM 8
- JIM He needs to re-write the presentation to include the new results. Hey, listen, I've got to go. The elevator's out of service in my hotel, and I'm on the seventh floor.
- SAM 9
- JIM Not really. I need the exercise! See you!
- SAM 10



1 For each prediction, tick (✓) the certainty the speaker feels.

Prediction						
Certainty the speaker feels						
100% = Certain it will happen						
50% = Certain it won't happen						
0% =						
a	b	c	d	e	f	
1				✓		We almost certainly won't grow human limbs in the next ten years.
2						We will carry on using organs from human donors for at least the next twenty years.
3						Metamaterials won't completely replace traditional materials immediately.
4						Computer scientists could make a breakthrough in artificial intelligence in the next five years.
5						Astronauts probably won't find evidence of alien life on Mars.
6						A computer will almost certainly pass the Turing Test and converse as well as a human being in the next ten years.
7						The average person isn't likely to have a flying car in the next twenty years.
8						Nanotechnology is likely to solve a lot of problems we now have.
9						There may not be a manned mission to Mars until after 2025.
10						We will probably use a lot more environmentally friendly energy in the near future.
11						Researchers might become expert at 'planting' false memories in the next twenty years.
12						Aliens might not ever visit earth.

2 Find words in 1 that mean ...

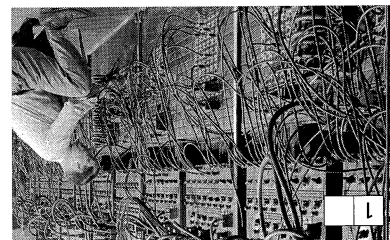
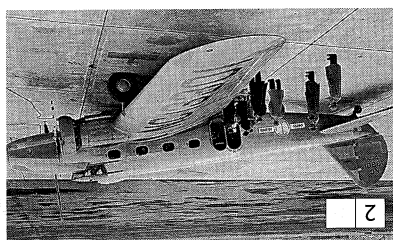
- 1 very skilled at – expert
2 find a solution to – solve
3 have a conversation – converse
4 space travellers – astronauts
5 life from a place other than earth – extraterrestrial
6 created by people, not natural – man-made
7 normally used, usual – typical
8 an arm or leg – limb
9 normal, typical – average
10 continue – carry on
11 not causing harm to the natural world – environmentally friendly
12 carrying a human crew – manned

1 j 2 h 3 f 4 a 5 g 6 e 7 b 8 d 9 c 10 i

- 1 Ken Olson, president, chairman and founder of Digital Equipment Corp.
2 Dr Richard van der Riet Woolley, Astronomer Royal and space adviser to the British government
3 A Boeing engineer, after the first flight of the 247, a twin-engine plane that holds ten people
4 Western Union Telegraph Company internal memo
5 *Popular Mechanics* magazine
6 Albert Einstein
7 Alexander Graham Bell, inventor of the telephone
8 Lee DeForest, inventor and radio pioneer
9 *Ladies Home Journal* magazine
10 *Business Week* magazine

4 Can you guess who made each prediction in 3?

Prediction	Year
This 'telephone' has too many shortcomings to be seriously considered as a means of communication.	1876
One day there will be a telephone in every American city.	1880s
Persons and things of all kinds will be brought within focus of cameras connected electronically with screens at the opposite ends of circuits, thousands of miles apart.	1900
While theoretically and technically television may be feasible, commercially and financially it is an impossibility.	1926
There is not the slightest indication that nuclear energy will ever be obtainable. It would mean that the atom would have to be shattered at will.	1932
There will never be a bigger plane built.	1933
Computers in the future may have only 1,000 vacuum tubes and weigh only 1.5 tons.	1949
Space travel is complete nonsense.	1956
With over 50 foreign cars already on sale here, the Japanese auto industry isn't likely to carve out a big slice of the U.S. market.	1968
There is no reason anyone would want a computer in their home.	1977
j	1977



3 Read some predictions from the past. Match each of the three pictures to a prediction.

5 Answer the questions about the predictions in 3.

- 1 Which prediction was the most accurate?
- 2 Which other prediction came true? In what way was it a little inaccurate?
- 3 Which prediction is about power generation?
- 4 Yuri Gagarin orbited the earth in 1961. Which prediction did this prove wrong?
- 5 Which prediction didn't imagine the development of microchips?
- 6 What two forms of transportation became a lot more popular than predicted?
- 7 Which invention is described as technically possible but not feasible as a business?
- 8 Who failed to appreciate the importance of the personal computer?
- 9 Which prediction says that an invention has a lot of technical problems?

6 Complete the conversation by writing *can*, *should*, *'ll*, or *d*.

- A What's wrong with it?
 B It's really bad. The chain is broken.
 A Can we repair it?
 B No way.
 A How much water do we have?
 B About six litres – so about three litres each.
 A Well, we
 ? wait here and hope someone finds us, or we
 ? walk.
 B I think we
 ? walk. If we continue in this direction,
 we
 ? come to a town in 25 kilometres.
 A But we'd get tired very quickly walking in this heat. It
 ? be
 exhausting. We need to stay with the bike. We can set up the tent here. When we
 don't arrive, they
 ? send a search party to look for us.
 B Well, I guess so.
 A They always say that you
 ? stay with your vehicle.
 B Yes, OK, you're right. So we
 ? need to get organized. I
 ? see if I can find some firewood and you
 ? set up the tent.

7 Complete the crossword.

Across

1 Going separate ways is a
idea. We really should stay together.

6 It's best to as much energy as possible.

8 We have plenty of food, but we may be later, so we should eat it very carefully.

12 A is useful if you're walking, so you know which way you're going.

14 We'll become if we try to walk through the deep snow.

16 I haven't had a shower for days, so I'm
.....

17 If we stay near the , our chances of survival are very good.

18 With the wind and snow, it will be outside tonight, so wrap up warmly.

19 Joe is with Sam for forgetting to pack the first aid kit.

20 A large knife is useful.

Down

2 We've got an bar of chocolate, so that will give us energy for a couple of days.

3 People can for two days or more at temperatures of 50 °C with no water.

4 The temperature is during the day, so we should stay in the shade and try to keep cool.

5 You can signal with a cosmetic
.....

7 Our chances of survival are if we make good decisions.

9 Staying with your vehicle is the best in nearly every case.

10 It was just a dust cloud at first, but then we realized a car was coming!

11 We can use the empty cigarette lighter to make a
.....

13 foil is useful to make a dry surface to build the fire on.

15 We could use the blanket to make a
.....

1 Read the conversation between a product user and the help desk at Alarmight. Choose the best help desk response to each thing the caller says.

The caller dials and the phone rings.

ALARMIGHT¹

a Hello?

b Good morning. Alarmight. Jane speaking. How can I help?

c Hi, Alarmight here.

CALLER

I'm having problems trying to install the Alarmight A4 home security system. The alarm code doesn't seem to work.

ALARMIGHT²

a OK. Give me your alarm reference number.

b I'm sorry to hear that. Can I have the alarm reference number from the card that came in the box?

c So let me guess: you can't stop the alarm from ringing. OK. What's your alarm reference number?

CALLER

OK. Let's see. It's A4, space, 500 ...

ALARMIGHT³

a A4, space, 500 ...

b Sorry, I don't need the spaces. Could you start again?

c ... and then what?

CALLER

Er, sorry, OK, let's see. It's A4, 500, 2367.

ALARMIGHT⁴

a So what's the problem?

b You said the alarm is broken?

c And the alarm code isn't working?

CALLER

The alarm code isn't working at all. So I can't set the alarm, and of course if it goes off, I won't be able to turn it off.

ALARMIGHT⁵

a Yes, I'm afraid the instruction manual isn't as clear as it should be. Have you tried pressing the star key before you enter the code?

b Why don't you just follow the instructions? It's all in the book. It says you need to press the star key before you enter the code.

c Did you use the star key?

CALLER

The star key?

ALARMIGHT⁶

a Yes. It's on the number pad, at the lower right.

b Yes, the star key.

c No, the moon key, heh heh. Yes, sorry. Er, the star key. It's on the number pad, at the lower right.

CALLER

Just a minute, let me take a look. Oh, yes, I see. Ha. I feel a bit silly for missing that.

ALARMIGHT⁷

a Yes, most people who call us haven't bothered to read the documentation.

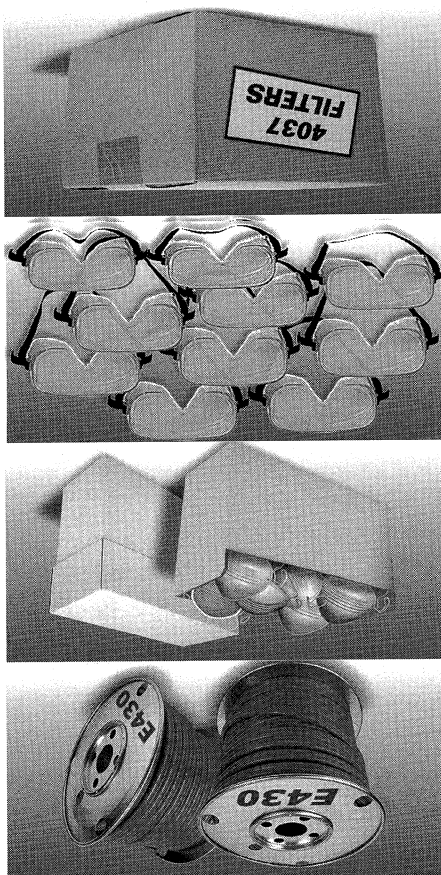
b Don't worry about it. I'd get pretty bored here if the phone never rang!

c Not at all. We're here to help! Don't hesitate to call back if we can help you again.

2 Look at the order, the invoice, and the pictures of the items that were received. Use the words to make polite complaints.

Order
PO number 09909
3 rolls of E430 wire
4 box dust masks
5 pairs safety goggles
1 box 4009 filters
1 wire brush

Invoice
PO number 07709
4 rolls of E430 wire
€56.44
4 box dust masks
€12.00
5 pairs safety goggles
€20.00
1 box 4009 filters
€48.48
1 wire brush
€1.99

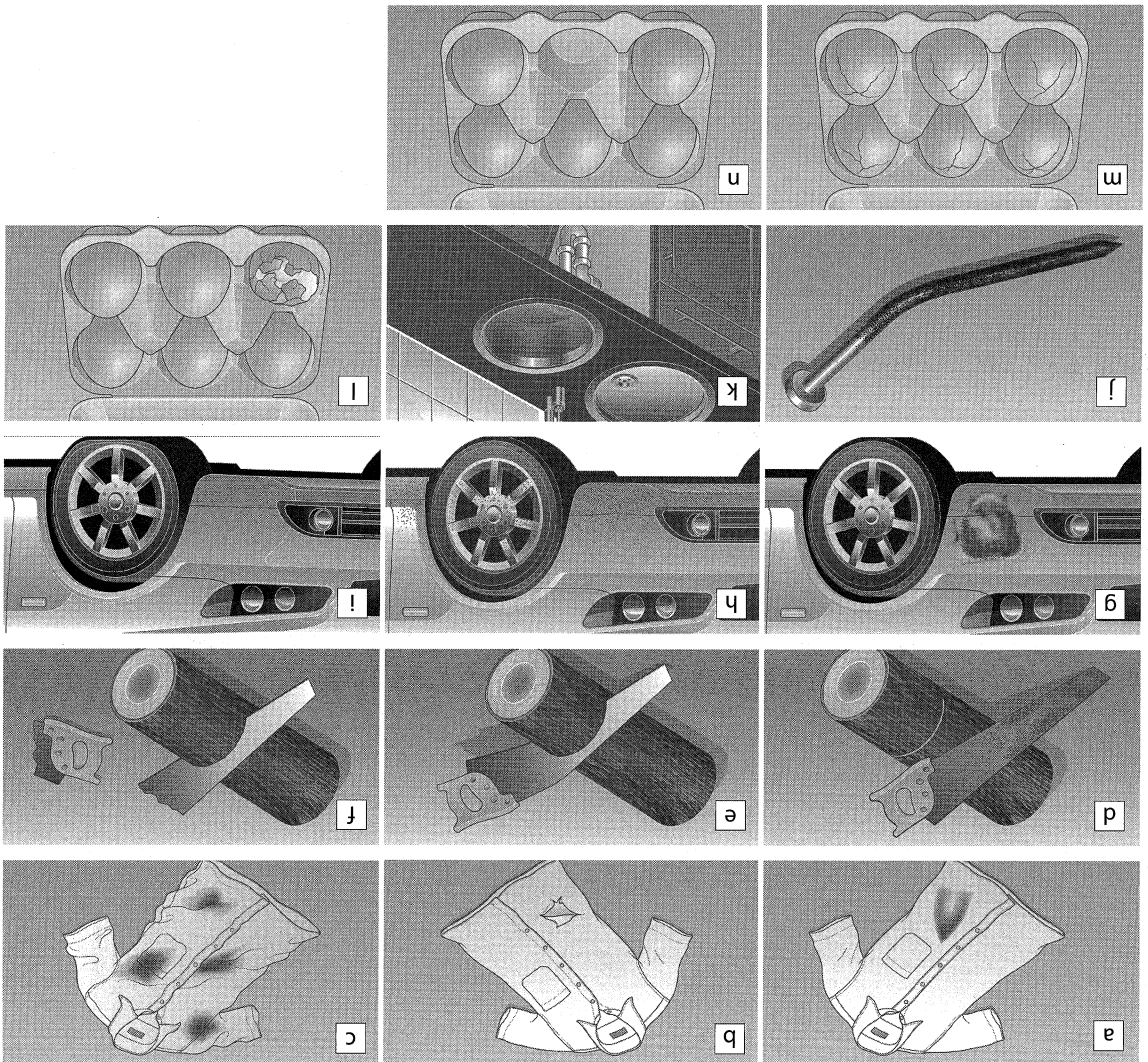


- 1 appear / charge for / wire
We appear to have been charged for four rolls of wire.
- 2 don't seem / receive / wire
- 3 looks like / you send / only / dust masks
- 4 might be / too many / pairs of safety goggles
- 5 seem / use / PO number
- 6 looks as if / put in / wrong kind / filters
- 7 not appear / be / wire brush

3 Put the apologies in order. Then match each one with a sentence in 2.

- a an / order. / Sorry, / extra / next / we'll / your / send / on / roll
Sorry, we'll send an extra roll on your next order
- b We'll / away / exchange / them / correct / for / ones / the / right
- c tomorrow. / more / you / send / I'll / two / boxes
- d away. / right / a / sort / We'll / out / credit
- e My / I'll / mistake! / send / invoice. / you / a / new
- f sorry / one / I'm / to / about / your / that. / next / I'll / add / order.
- g extra / will / tomorrow. / The / ones / driver / the / collect

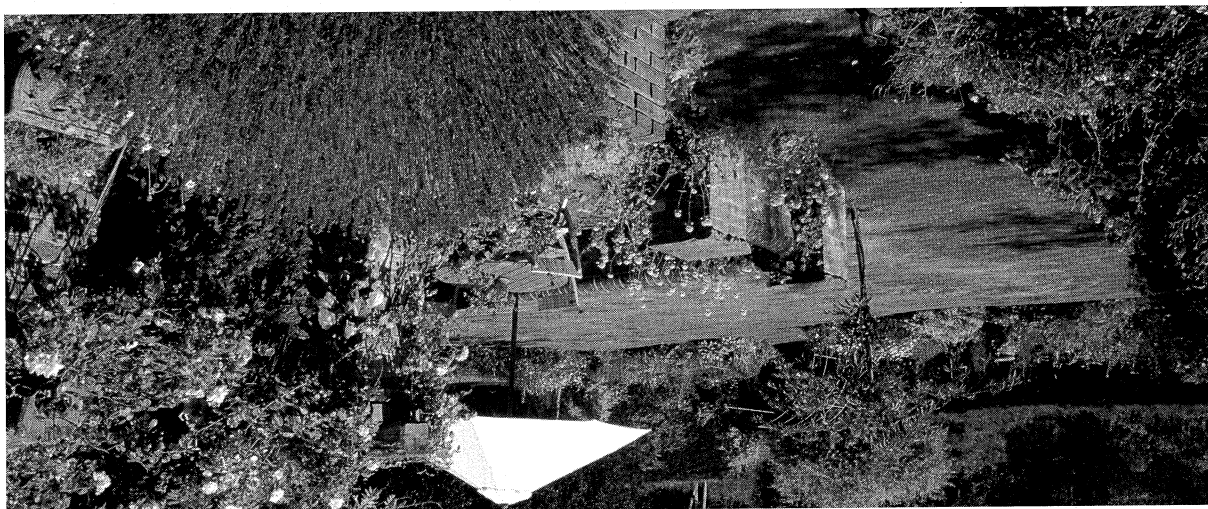
4 Match each picture to a description.



- 1 d I left it outside and it went rusty and blunt.
- 2 It's completely blocked. I think it's clogged with grease.
- 3 They got a bit cracked, but we can still eat them.
- 4 It got dirty when we took it camping last weekend. The roads were really muddy.
- 5 I sent it out for cleaning and ironing, and it got scorched and creased.
- 6 I took it off when I was repairing the car, but it got stained and crumpled.
- 7 I was cutting the log, but it jammed and broke.
- 8 I caught it on a nail and it got torn.
- 9 I was cutting the log, but it jammed and got bent.
- 10 It got dented when I had a minor accident, and now it's rusty.
- 11 It's rusted and bent.
- 12 We ran over a nail and it went flat.
- 13 It got squashed by the other shopping.
- 14 There were six, but one got lost.

want gone get gets went go getting goes got could

5 Use the words in the list to complete the note.



Thanks for looking after the garden while we're away! Here are a few notes:

- 1 The weather is hot, so please water every day. If you don't, some of the plants will get scorched.
- 2 Be careful with the hose. It's bent and twisted really easily.
- 3 Oh, and there's some fruit in the fridge. Please take it, or it will mouldy.
- 4 After you do the weeding, please put the tools away before you water. They all rusty.
- 5 Can you try to trim the ivy? It's tangled in the other plants. I'm afraid it could kill them!

- 6 If you have time, replace the batteries in the torch in the shed. They've flat, and you might need it for catching snails and slugs!
- 7 The cat's missing every day all day, but don't worry – she comes back at night for food.
- 8 Be careful with the lawnmower! It's jammed last time I used it. I ran over some big sticks. I think I fixed it, but you never know.
- 9 If you to invite a few people over for a party in the garden on Saturday night, that's OK! You use the barbecue to make some food, if you'd like to.

Thanks again for taking care of things. We'll see you in a couple of weeks!

Stan and Linda

6 Read the text in 5 and match the sentence halves.

- 1 If the weather is hot, _____
 - 2 If you aren't careful with the hose, _____
 - 3 The ivy _____
 - 4 If you want to catch snails and slugs, _____
 - 5 The lawnmower _____
 - 6 If you want to have a party, you _____
- a could still be broken.
b could kill the other plants.
c the plants could get scorched.
d it could get bent or twisted.
e could use the barbecue.
f the torch could be useful.

1 Read about the progress of several jobs and complete the questions using a passive form.



We've moved the cars and Wilf is digging the trench.

- 1 What's *being done* now?
- 2 What's *already*



We can't bring in the crane until the cables have been removed. And we can't remove the cables until the power is turned off!

- 3 What can't be done until the cables
- 4 What has to happen before the cables



We should be able to finish the roof by the end of the week. And the solar panels will be installed by the end of the month.



We connected the new pipes yesterday but we haven't turned on the water supply yet.

- 5 What should by the end of the week?
- 7 Have the new pipes?
- 8 Has the water supply?

2 Now answer the eight questions you wrote in 1. Use passive constructions.

- 1 The trench is being dug.
- 2
- 3
- 4

- 5
- 6
- 7
- 8

3 Look at the words related to volunteering. For each one, tick (✓) the box(es) for the correct category.

a a person	b a personal quality	c a skill	d a job	e a place to work
✓			✓	
1 a biologist				
2 a chemist				
3 communication				
4 computer networking				
5 converting vehicles				
6 creative				
7 detail-oriented				
8 a disabled motorist				
9 doing environmental research				
10 an engineer				
11 a home for senior citizens				
12 inventive				
13 a logistician				
14 managing inventory				
15 a member of a global team				
16 metal work				
17 a meteorologist				
18 organizing distribution				
19 a remote region of the Amazon jungle				
20 a rural community				
21 a sailing boat				
22 a schoolchild				
23 a scientist				
24 a senior citizen				
25 setting up a website				
26 supervising projects				
27 teaching children				
28 training residents				
29 troubleshooting				
30 well organized				
31 woodwork				

4 Use words from 3 to complete the advertisement.

Are you interested in becoming a member of a global team?

Our volunteers, from all over the world, work in Asia, Africa, and South America. ² to find out how we can reduce the human impact on the natural world. We need experienced people with a variety of skills and professional abilities:

- A ³ to help us understand how weather and human activity are related
- A ⁴ to work closely with our team's biologist to carry out water and soil analysis
- Someone with experience in ⁵ to be responsible for setting up and linking the ten computer stations and central server in our London office

If you don't want to work in ⁶ in a faraway country, you could work here in the UK so that people who use the internet can find out more about our work.

5 Match the interview questions with the answers.

- 1 How long did you work for PVS? —
2 Have you ever been to Peru?
3 How long have you lived in France?
4 How long have you studied Spanish?
5 When did you study Spanish?
6 Did you go to China when you lived in Vietnam?
7 How long have you worked for AVP?
8 Have you ever lived in South America?
9 When did you qualify as an accountant?
10 How long have you been a qualified pilot?
- a I've worked there for three years.
b I worked there for three years.
c Yes, I went there twice.
d Yes, I've been there twice.
e Yes, I lived there for six months.
f I've lived there since last October.
g I qualified last year, in July.
h I've been qualified for six years.
i I studied it when I was at university.
j I've studied it for four years now.

6 It is now the year 2020. Look at the timeline. Use the words to write true sentences.

[illegible]

- | | | | |
|---|------------------------------|----|---------------------------------|
| 1 | work / TTD / four years | 6 | study Chinese / six years |
| 2 | work / AMX / five years | 7 | left TTD |
| 3 | live / Newbiggin / from / to | 8 | not study Chinese / before 2015 |
| 4 | live / Arbuckle | 9 | work / TTD / now |
| 5 | started studying Chinese | 10 | live / now |

7 Read the postcard. For each sentence below, circle T (true) or F (false).

27 August
Dear Pascal,
I arrived in Egypt three days ago, but I'm still in Cairo! I've been delayed leaving because of problems with the Land Rover. It's been repaired, but I'm being taken care of so well here, I don't want to leave! (I've been fed wonderful homemade food every night by Ahmed and Azira.) Anyway, the installation at Al Fayyum still needs to be done, so I'll have to get back to work soon!
See you soon.
Geno

TO: 28
Paris
FRA

- 1 Geno has been in Egypt for a week. T / (F)
- 2 Geno is still in Cairo. T / F
- 3 The Land Rover isn't working now. T / F
- 4 Geno wants to leave Cairo. T / F
- 5 Geno thinks Ahmed and Azira serve good food. T / F
- 6 Geno has already repaired the installation at Al Fayyum. T / F

8 Use the words in the list to complete the telephone conversation.

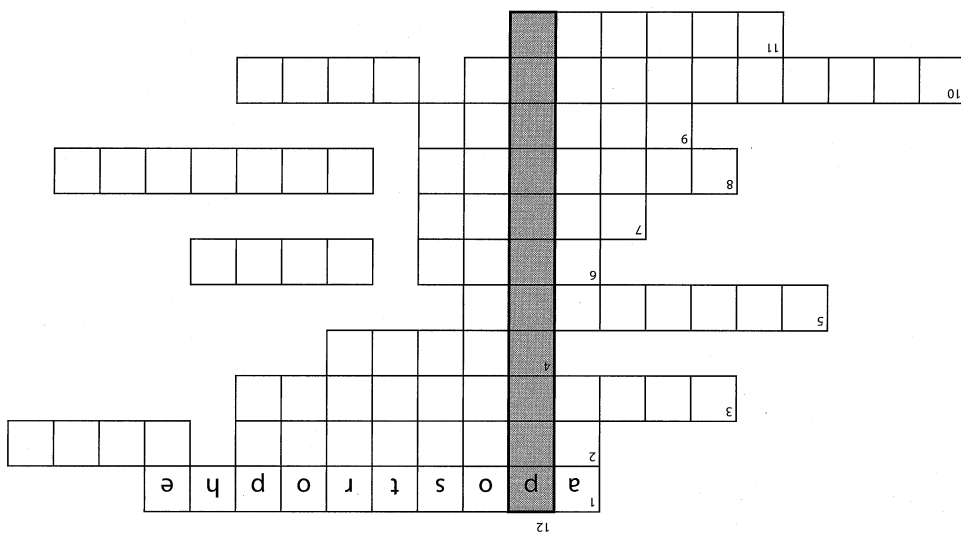
won't was should has can have can't are

KELLY How's it going?
GENO We're behind schedule.
KELLY The installation¹ to be finished by Tuesday.
GENO We lost several days because the Land Rover² being repaired.
KELLY How³ you getting on?
GENO Everything was unpacked this morning. The sheet metal press is being assembled today so it⁴ be wired in tomorrow.
KELLY It⁵ already be finished by now, you know. This job has to be done by Tuesday. The deadline⁶ be extended. The opening has been scheduled for Wednesday, and the machines⁷ to be working.
GENO Don't worry. It⁸ be a problem.

9 Answer the questions about the conversation in 8.

- 1 What's been done so far? (When?)
Everything has been unpacked. It was unpacked this morning.
- 2 What's being done now?
- 3 What hasn't been done yet?

1 Complete the puzzle by writing the name of the symbol. Number 12 is the name for all of these marks.



- 1
2 ?
3 () (in US Eng)
4 ,
5 () (in UK Eng)
6 () (in UK Eng)
7 /
8 ABC etc.
9 (in US Eng)
10 i
11 -

2 These sentences refer to items 1–11 in 1. For each sentence, circle T (true) or F (false).

- | | | |
|----|---|-----|
| 1 | This is used to indicate a slight pause in a sentence. | T/F |
| 2 | This shows that a sentence is a question. | T/F |
| 3 | These show that information is missing from a sentence. | T/F |
| 4 | This symbol can be used to separate items in a list. | T/F |
| 5 | These enclose extra information within a sentence. | T/F |
| 6 | This symbol is used to indicate alternatives. | T/F |
| 7 | This symbol is sometimes used in website addresses. | T/F |
| 8 | These are used at the start of a sentence to show strong emotion. | T/F |
| 9 | This symbol is usually used to separate items in a list. | T/F |
| 10 | This can be used to show strong emotion. | T/F |
| 11 | This shows that two words are missing from a list of information. | T/F |

3 Correct the punctuation error in each of these sentences.

- 1 Has Ian arrived yet? Has Ian arrived yet?
2 Bring your computer equipment (scanner, printer, cables, and so on.
3 We need to order some new chairs for the conference room
4 He forgot to bring the plans his laptop the schedule and his glasses.
5 did you get my message?
6 Which room is the meeting going to be held in.
7 It doesnt matter if we arrive late.
8 We've made 95% on/time deliveries this month.

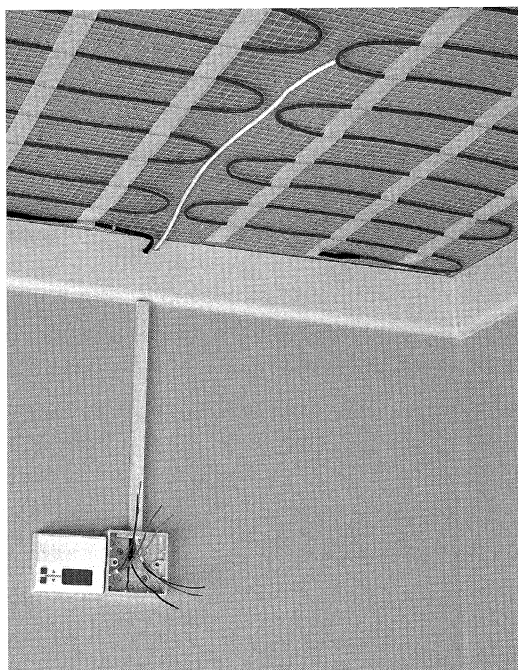
5 How should each of these words be written in the text?

- 1 effective (sentence 4)
- 2 allows (sentence 5)
- 3 easily (sentence 6)
- 4 ain't (sentence 7)
- 5 Und. fl. htg. (sentence 8)
- 6 Underfloor Heating (sentence 9)
- 7 is (sentence 10)
- 8 no (sentence 11)

Have you thought about using underfloor heating under and below your floor? At Heatco, we think, you should, think about it.² Heatco is much better.³

Underfloor heating is a very effective way to heat your home.⁴ It allows you to keep your home cooler because if your feet feel warm, your whole body feels warm.⁵ It's as easily to install as conventional heating when a new home is built, and it is no more expensive than conventional heating.⁶ It also ain't uncommon to replace an existing conventional heating system with underfloor heating.⁷ We Und. fl. htg. works best when a home is well insulated.⁸ We recommend upgrading your Insulation when your Underfloor Heating is installed.⁹ Our engineers is happy to visit your home to carry out an insulation check and inspection to see if your home is suitable for underfloor heating.¹⁰ We won't make no charge for our initial consultation.¹¹ We'll your home, let you know if we think it's suitable for underfloor heating, and give you an exact price for installation.¹²

Call Heatco today!



Underfloor heating by Heatco

4 Match each of these writing problems with a sentence in the text.

- a unnecessary commas
- b incorrect apostrophe
- c inappropriate abbreviation
- d improper capitalization
- e colloquialism
- f incorrect spelling
- g missing word
- h incorrect subject-verb agreement
- i adverb used instead of adjective
- j double negative
- k not specific enough
- l redundancy

1	One	minus	ten	makes two.
2	Three	plus	two	is forty.
3	Four	times	three	equals five.
4	Five	divided by	five	leaves seven.
5	Six	from	eight	is six.
6	Nine	fives	twelve	equals ten.
7	Ten	into	are	fifteen.

8 Use one word from each column to make seven calculations and complete the puzzle. There is only one complete / correct solution.

1 0°C

2 1 dm³

3 weight of 1 L water

4 1,000 kg of water

5 1,000 m

6 1/10 m

7 1/100 m

8 1/1000 m

9 10 m

10 100°C

11 1 m

12 10 dm

a 1/10th of the earth's circumference

b 1 kg

c 1 dm

d 1 mm

e 1 m

f boiling point of water

g 1 cm

h freezing point of water

i 100 dm

j volume of 1 L water

k 1 t

l 1 km

7 Match each metric measurement with its equivalent.

1 degrees Fahrenheit										
2 foot										
3 gallon										
4 inch										
5 ounce										
6 pint										
7 pound										
8 stone										
9 yard										
10 pounds per square inch										
a weight	b volume	c pressure	d temperature	e length/height						

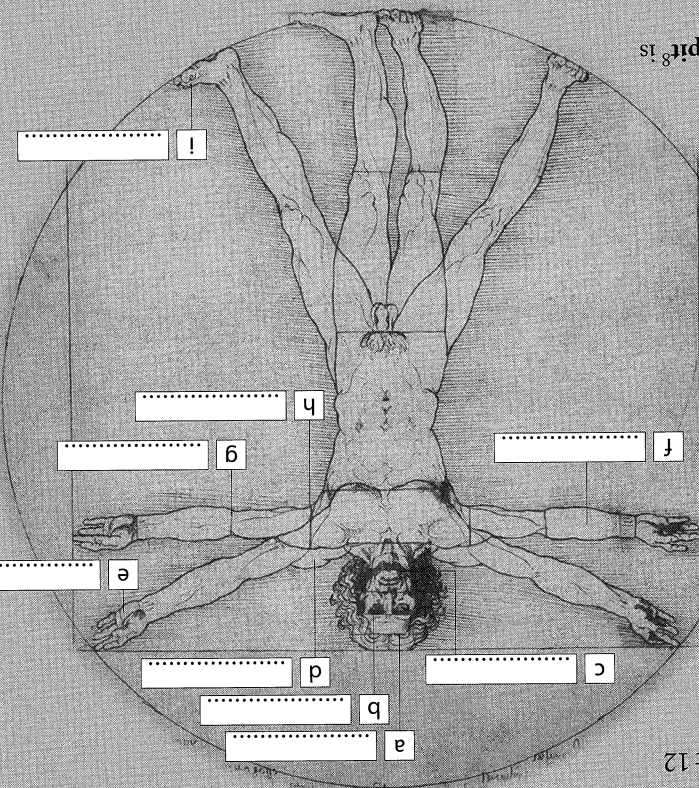
6 What do the non-metric quantities measure? Tick (✓) the correct box.

- 10 Answer these questions. According to the text in 9, when a man's height is four cubits as in the picture, 16
- 1 how many fingers wide is a foot?
 - 2 what is the width of a man's outspread arms in cubits?
 - 3 how many palms is the distance from the top of a man's head to the bottom of the chin?
 - 4 what's the maximum width of a man's shoulders in cubits?
 - 5 what's the distance from the elbow to the tip of a man's hand in palms?
 - 6 what's the distance from the elbow to the armpit in palms?
 - 7 what's the distance from the hairline to the bottom of the chin (that is, the length of the face) in fingers?
 - 8 how many fingers is the distance from the hairline to the eyebrows?

Leonardo da Vinci

In the 1400s, long before the metric system was invented, Leonardo da Vinci wanted to make the connection between measurements and nature. His famous 'Vitruvian Man' drawing shows the connections between various measurements. At da Vinci's time, both cubit and pace were common measurements of length. The notes around the drawing indicate that:

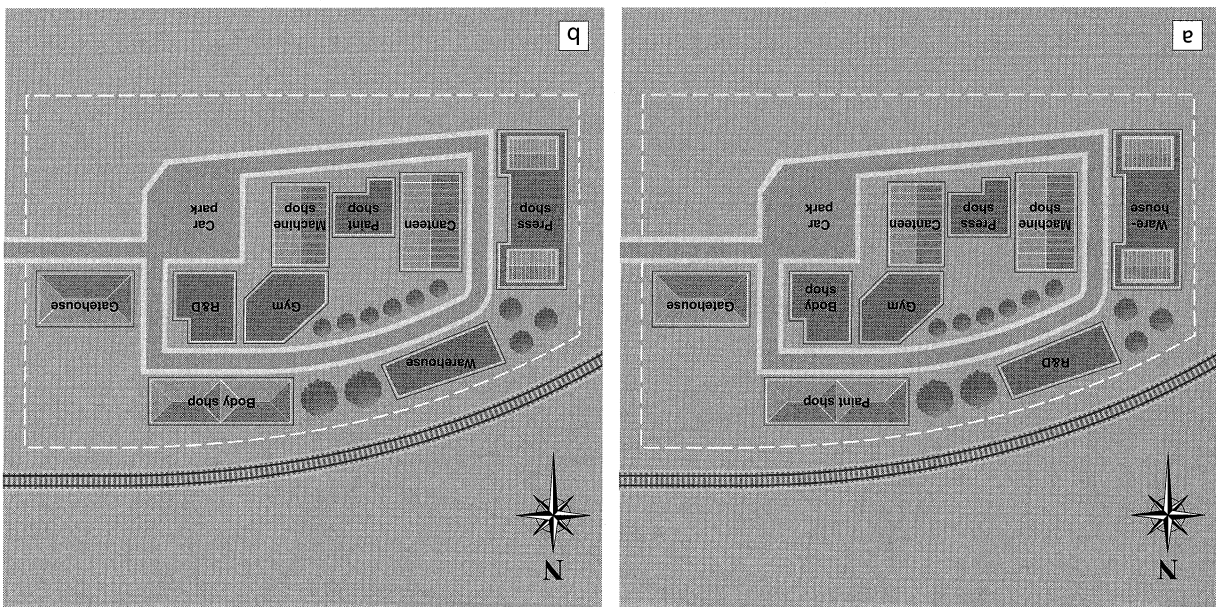
- ❖ a **palms**¹ is the width of four fingers.
- ❖ a **foot**² is the width of four palms (about 12 inches).
- ❖ a cubit is the width of six palms.
- ❖ a man's height is four cubits (and thus 24 palms).
- ❖ a pace is four cubits.
- ❖ the length of a man's outspread **arms**³ is equal to his height.
- ❖ the distance from the **hairline**⁴ to the bottom of the **chin**⁵ is one tenth of a man's height.
- ❖ the distance from the top of the head to the bottom of the chin is one eighth of a man's height.
- ❖ the maximum width of the **shoulders**⁶ is a quarter of a man's height.
- ❖ the distance from the **elbow**⁷ to the tip of the hand is one fifth of a man's height.
- ❖ the distance from the elbow to the **armpit**⁸ is one eighth of a man's height.
- ❖ the length of the hand is one tenth of a man's height.
- ❖ the distance from the bottom of the chin to the nose is one third of the length of the head.
- ❖ the distance from the hairline to the **eyebrows**⁹ is one third of the length of the face.
- ❖ the length of the ear is one third of the length of the face.



The drawing shows a man inscribed within a circle and a square. Labels a-i point to specific measurements: a (head height), b (head width), c (shoulder width), d (upper arm length), e (lower arm length), f (hand length), g (palm width), h (forearm length), and i (finger length).

9 Read the text. Match the bold words in the text to the labels on the picture.

1 Match the descriptions to the site plans.



- 1 The machine shop is located between the warehouse and the press shop.
- 2 There's a warehouse opposite the machine shop.
- 3 The body shop is near the north-east corner of the site.
- 4 If you're in the car park facing west, the paint shop is behind the machine shop.
- 5 The body shop, gym, and canteen are all next to the car park.
- 6 The body shop is opposite R&D.
- 7 The warehouse is in the south-west corner of the site.
- 8 The canteen is next to the paint shop.

2 Complete these sentences about plan a in 1. Use the words in the list.

in front of between R&D backs onto opposite boundary

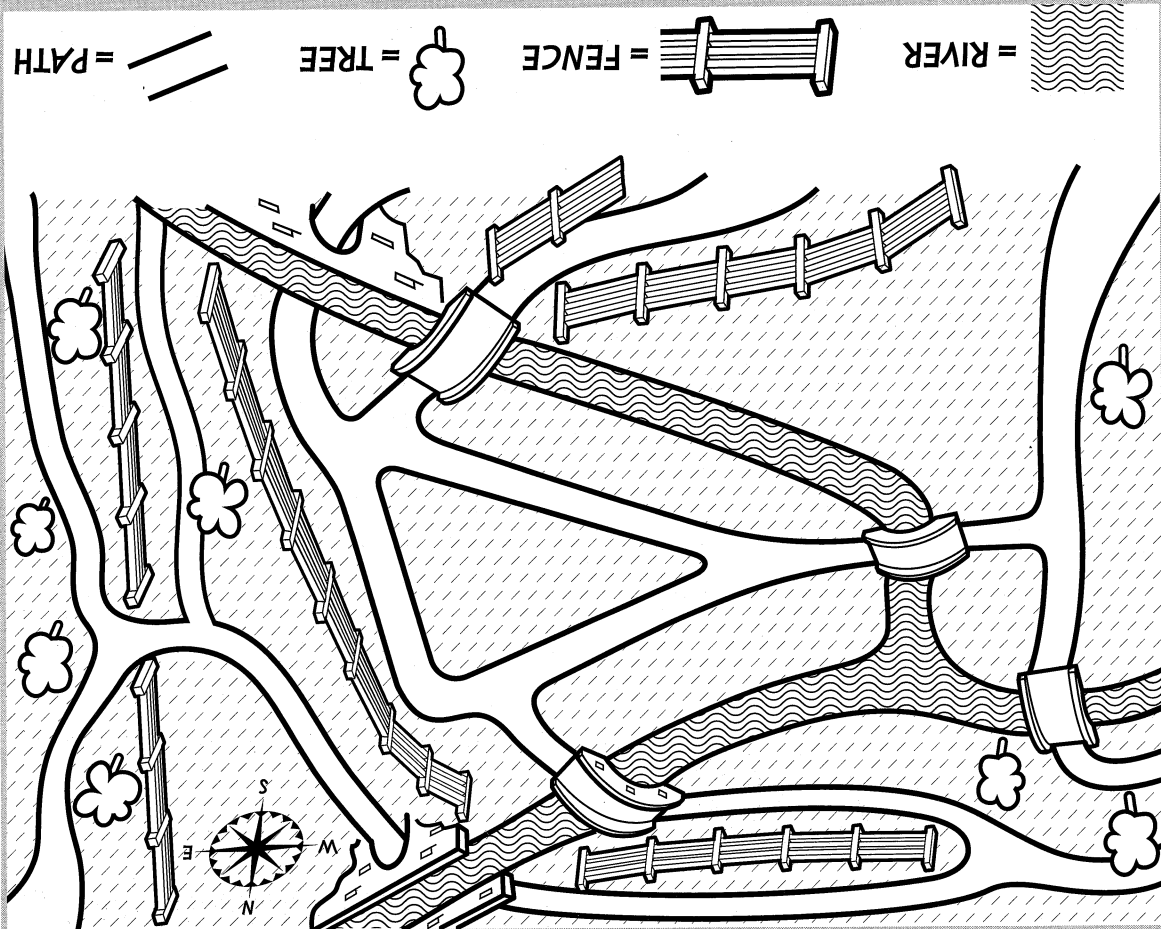
- 1 R&D backs onto the railway tracks.
- 2 The body shop is the gate house.
- 3 The warehouse is near
- 4 The road runs the machine shop and the warehouse.
- 5 The paint shop is located on the northern of the site.
- 6 There's a car park the canteen.

4 Match the sentence halves.

- 1 This first part of the
- 2 We connected
- 3 It was pretty easy to
- 4 It runs parallel to
- 5 That's where the job
- 6 The metal pipe becomes a
- 7 We had
- 8 We found the pipe suddenly
- 9 Under the
- 10 It's buried very
- 11 We had to place a coil
- 12 The signals

- a the railway track.
- b see where it changes direction.
- c to use acoustic locators.
- d pipe is metal.
- e radio transmitters to it.
- f got tricky.
- g deep in the ground.
- h above it and induce a signal.
- i foundry, it becomes a metal pipe again.
- j veers north-east.
- k disappeared.
- l concrete pipe at that point.

3 Follow the directions. Which corner of the map do they take you to?



- 1 A lot of workers feel that email makes them more efficient. T/F
- 2 It saves time if you look at every message when it arrives. T/F
- 3 Most email software can help you read every message. T/F
- 4 It saves time if your email program throws away unwanted messages before you read them. T/F
- 5 It's best if you read email only at certain times of day. T/F
- 6 The only way to keep up with email is to reply to every message when you receive it. T/F
- 7 The best time to write email is when you are feeling the most fresh and alert, for example first thing in the morning. T/F

Top tips for efficient email management

Many workers feel that checking, reading, and answering email takes up too much time. How can we keep up with emailing without spending too much time at it? Here are four tips that will help you use email more efficiently.

- Turn off the 'new mail' sound on your email program. You don't need to read every email as soon as it arrives.
- Turn on the features of your email program that will help organize your messages. Most email applications can identify unwanted messages and transfer them directly to the trash so you don't need to waste time reading them.
- Schedule certain times each day that you will deal with email. This will allow you to concentrate on your work. Stick to this routine. You don't need to answer every message immediately!
- Don't use your most productive time of day for emailing. If you do your best work in the morning, don't waste your most creative time with emailing. It will probably take you twice as long, and you won't be fresh and alert for doing your work.

6 Read the text. For each sentence below, circle T (true) or F (false).

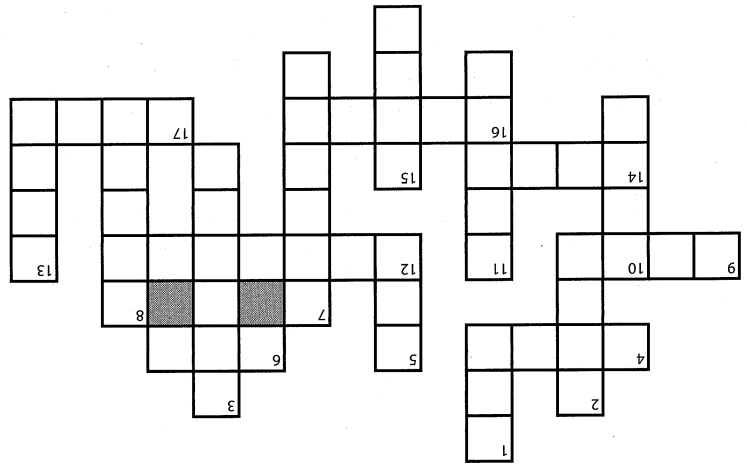
- a Standardize
 - b Sweep and shine
 - c Sort
 - d Straighten
 - e Sustain
- 1 Keep the things you need to get jobs done and the rest.
 - 2 Tidy up, apply labels, and make things easy to and reach.
 - 3 Sweep up and the place spotless.
 - 4 routines that make it easy to stay clutter free, orderly, and clean.
 - 5 Monitor your results and the new system.

Find maintain set up get rid of make

5 Use the words in the list to complete the sentences. Then match each sentence with one of the five Ss below.

- Down**
- 1 I'm going to to that leak this afternoon.
2 Did you out the best way to store the drill?
3 I can't out what's causing the problem.
5 I'm going to on with the tidying while you clean the floors.
7 I'll probably get to repairing the lamp this afternoon.
8 away the roller if we can't repair it.
10 We should hold the spare parts.
11 out the motor.
13 up your workbench, please.
15 up the good work!

- Across**
- 4 We need to up with a better system.
6 Where can I get of the empty boxes?
9 Can you help me for the keys to the store room?
12 Sort the tools and find the ones we use every day.
14 I'll care of the recycling.
16 We need to up the kitchen.
17 Put those tools, please.



9 Complete the crossword puzzle. Which of the verbs in the puzzle are separable?

- 1 A The store room is a mess. (tidy up).
2 A Someone needs to organize these boxes.
3 A There's sand all over the floor. (sweep up)
4 A These tools are all mixed up. (sort out)
5 A There's a problem with the coffee maker.
6 A There's a big oil spill in the car park. (clean up)

8 Use the words in brackets to make offers of help.

- 1 ask / let's / out / it / to / maintenance / check.
2 later / we / boxes / can / those / rid / get / of.
3 that / onto / plastic / let's / sheeting / hold.
4 the / through / want / to / me / do / tools / you / sort?
5 out / figure / is / system / hard / the / to.
6 labels / the / off / falling / keep.

7 Unscramble the sentences.

1 Use the words and phrases in the list to complete the email.

I'm attaching Is there It would also be good Please confirm
Thanks There will be Would you like Can

Hector,

.....¹ Thanks.....¹ for the project outline.....² we discuss the specifications of the main unit?.....³ to discuss the schedule.....⁴ to have a conference call (you, me, and Joanna)?.....⁵ a convenient time later this week?

.....⁶ a draft budget.....⁷ a few changes after we agree the exact specifications.⁸ you've received this message.

Jenna

2 Which of these emails

- 1 is the least clear?^b
 2 is the least friendly?
 3 is repetitive?

- 4 is the least professional?
 5 is professional, clear, concise, and friendly?

a

Hey, Team!
 Everybody OK? I am FANTASTIC. Had a great weekend! (Lots of beers with Cedric!!!) We're having that big meeting tomorrow with the big bosses from PDQ, so everybody BE PREPARED, OK?
 Your friend,
 MB

b

Dirk,
 Hi! Rgding project, Ian said Mike said you had taken some steps on improving the ideas we needed sorting out as soon as we can. OK?
 Cheers,
 Mitch

c

Arno,
 If you have the time, could you look into the schedule of the Williams project, please, and get back to me? If it's OK with you, could you check how the schedule looks and let me know? Are we on schedule, or are we late? Do this if you have time, please. I just want to know if we're behind schedule or not. Do you mind?
 Blixa

d

Ian,
 We need to discuss the schedule for the XB-35. Would you like to meet when you're in Bristol next week? It would also be good to discuss the budget for the XB-38.
 Charles

e

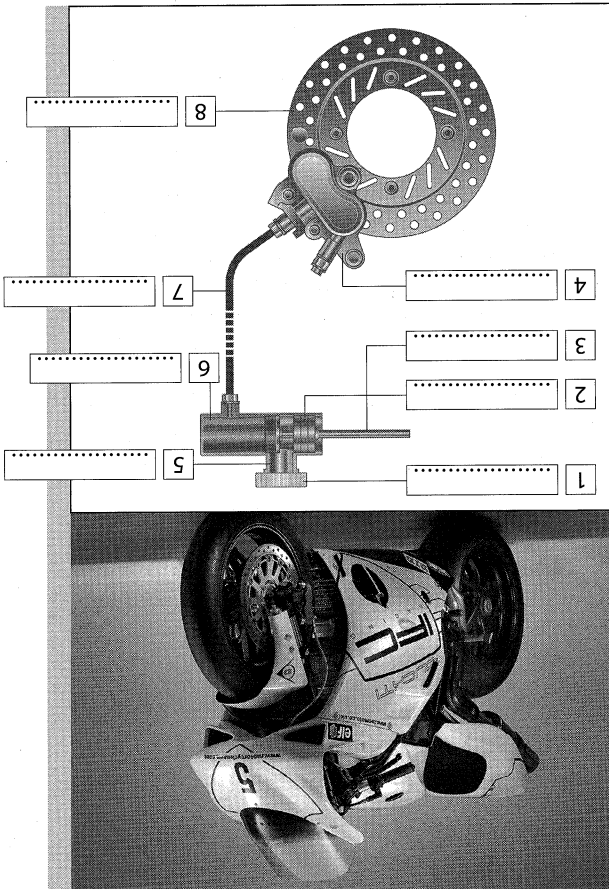
Simone,
 You must sort out the schedule for the PB-889 immediately.
 Gill

How you make it stop

The brake system on this motorcycle is hydraulic. That means that it works by pushing a type of oil, called brake fluid, through the system to operate the mechanical parts.

Here is a description of the main parts of the brake system:

- At the very top of the system is the **brake fluid reservoir**. This is a small tank that holds the brake fluid, which you pour in by removing the **brake fluid filler cap**.
 - The reservoir is attached to the **master cylinder**. There is a **piston** that moves in and out of the cylinder when the brakes are operated.
 - The **brake line** is a narrow tube that attaches to the bottom of the master cylinder. It connects the master cylinder to the **calliper assembly**. This is a mechanical device that opens and closes. When the callipers close, they touch the disc so it rotates more slowly or stops. When they open, the disc rotates freely.
 - The **disc** is the circular part at the bottom. It's attached to the wheel of the motorcycle.
- So how does it work? When the driver squeezes the brake handle, the **push rod** pushes the piston into the master cylinder. That pushes the brake fluid down the brake line, which pushes the callipers shut. This causes the bike to slow down or stop.

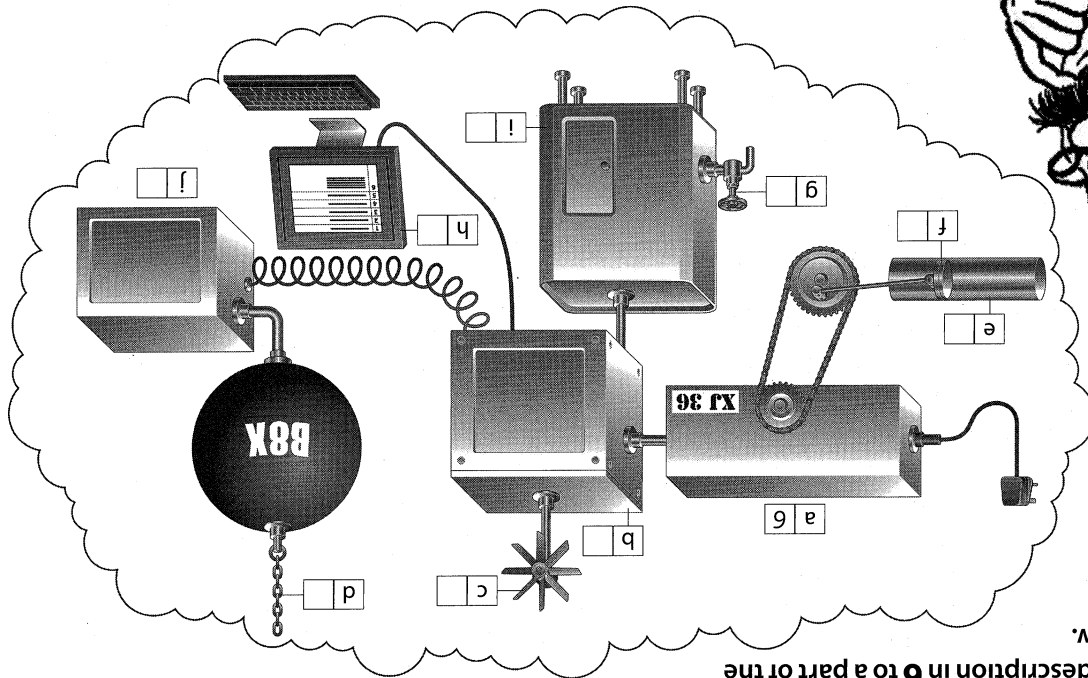


4 Read the article. Label the parts of the disc brake assembly.

3 Rewrite these sentences so that they are clear and professional.

- 1 THNQ 4 sending your flight details yesterday.
Thank you for sending your flight details yesterday.
- 2 We'd like to see you and meet you to talk with you about the specifications.
- 3 I'm attaching in the attached file some information for our meeting 2MORO.
- 4 Let me know if U need more information or if I can send you more information.
- 5 I'll post a replacement nozzle will be sent to you 2DAY.

- 5 For each sentence below, circle T (true) or F (false).
- 1 Brake fluid is mainly used to lubricate the mechanical parts. T/F
 - 2 The brake fluid reservoir has a removable cap. T/F
 - 3 The brake fluid pushes the piston into the master cylinder. T/F
 - 4 The brake line connects to the disc. T/F
 - 5 The callipers open and close. T/F
 - 6 The push rod is connected to the piston in the master cylinder. T/F

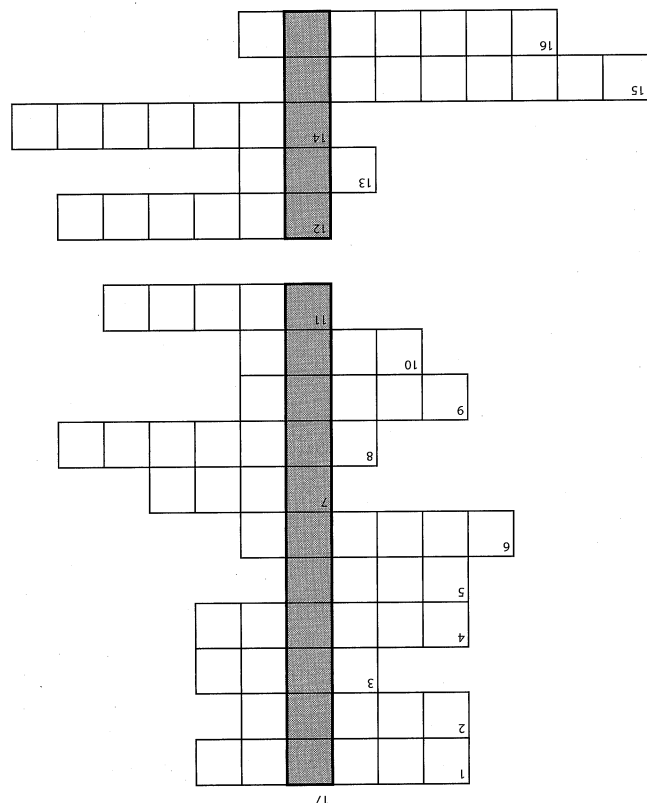


7 Match each description in 6 to a part of the device below.

a The class it belongs to	b Adjectives	c Components or features	d Locations or connections	e What things do	f Purpose	1 It's cylindrical.
						2 It's located between part XJ36 and part B8X.
						3 It rotates.
						4 It's for draining the tank.
						5 It's used to monitor the system.
						6 It has a plug.
						7 It attaches to part B8X.
						8 It's a type of chain.
						9 It moves in and out.
						10 It has a door on one side.

6 Tick (✓) the column that shows how the part is being identified.

8 Complete the puzzle.



- 1 A metal coil that returns to its original shape after being pressed, pushed, or pulled.
- 2 The flat part of a knife, tool, or machine which has a sharp edge or edges for cutting.
- 3 A set of wheels with tooth-shaped parts on their edge that interconnect.
- 4 A device that's wide at the top and narrow at the bottom, used for pouring liquids and powders into a small opening.
- 5 A long, continuous moving band of rubber, metal, or cloth, used to transport goods from one part of a building to another – conveyor
- 6 A glass tube partially filled with liquid which has a bubble of air inside. It's used for checking things are horizontal –level
- 7 A small wire or device inside a piece of electrical equipment used to break the current if the flow of electricity is too strong.
- 8 A plastic or glass tube with a long hollow needle or hollow rubber part at the end that's used for sucking up liquid and then pushing it out.

- 9 A series of metal rings which are linked together.
- 10 A curved piece of plastic or glass that makes things appear larger, smaller, or clearer when you look through it.
- 11 An instrument for measuring the level or amount of something. The level or amount is displayed by a needle and a scale.
- 12 A device for lifting and lowering objects. It has a wheel or wheels and a length of string or chain.
- 13 A machine with blades that go round and create a current of air.
- 14 Cylindrical pieces of wood, metal, or plastic that roll over and over and are used in machines, for example to make something flat.
- 15 A wheel with a row of teeth around the edge that connect with the holes of a chain or holes in film and so on in order to turn it.
- 16 An instrument with a needle that always points to the north.
- 17 What you've been doing to complete this puzzle!

1 Look at the pictures. Today is Monday 10 May. Use the words in the list to complete the sentences.

will broke-down will have been is had

- 1 The lift broke down a week ago.
 2 The lift out of action for a week.
 3 The lift out of action now.
 4 The lift out of action for two weeks when they fix it.
 5 They fix it next week.
 6 A loose wire caused a short and damaged the motor.

2 Read the conversation. For each statement below, circle T (true) or F (false).

- A We have a problem. If we can't ship the brake assemblies to Falcon next Friday, they'll cancel the order.
 B That's going to be difficult. Can't they give us until Monday the 25th?
 A No. They'll have run out of stock by Monday the 25th. And our assembly line is still down.
 B But it broke down a week ago. What's the hold up?
 A We're waiting for a new part. It should be here by tomorrow.
 B So what's the problem?
 A Falcon want 10,000 brake assemblies.
 B Well, we have 2,700 ready to go.
 A Yes, but we'll only have made another 3,000 by next Friday.
 1 Falcon haven't cancelled their order.
 2 It's already later than Monday the 25th.
 3 The brake assemblies have been delivered to Falcon.
 4 Falcon has already run out of stock.
 5 The assembly line hasn't been repaired yet.
 6 The assembly line has been broken for about two weeks.
 7 The replacement part for the assembly line hasn't yet arrived.
 8 They need to make 8,300 more brake assemblies by next Friday.

T / F

T / F

T / F

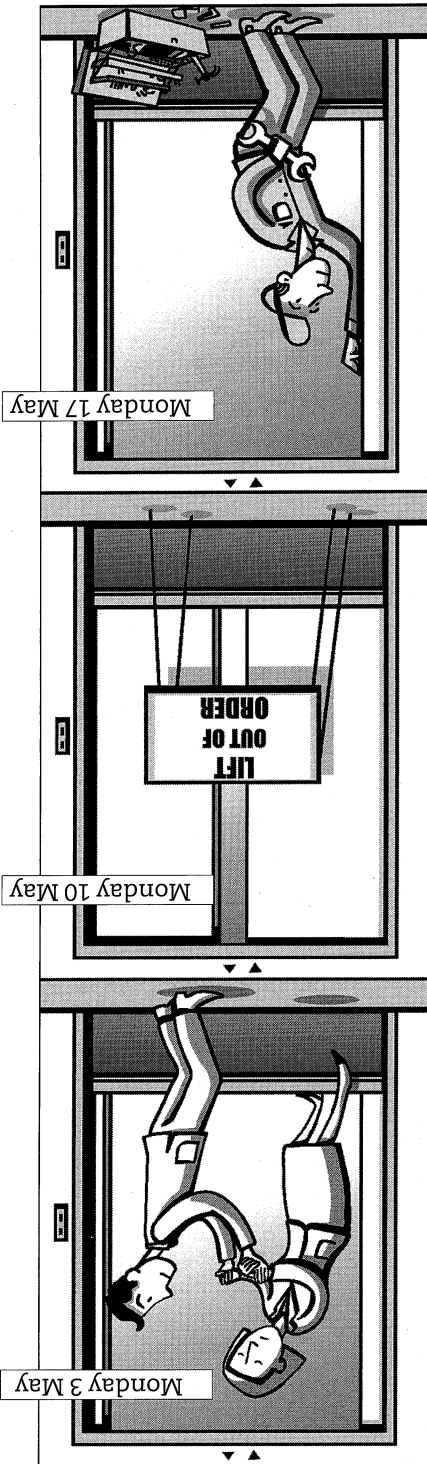
T / F

T / F

T / F

T / F

T / F



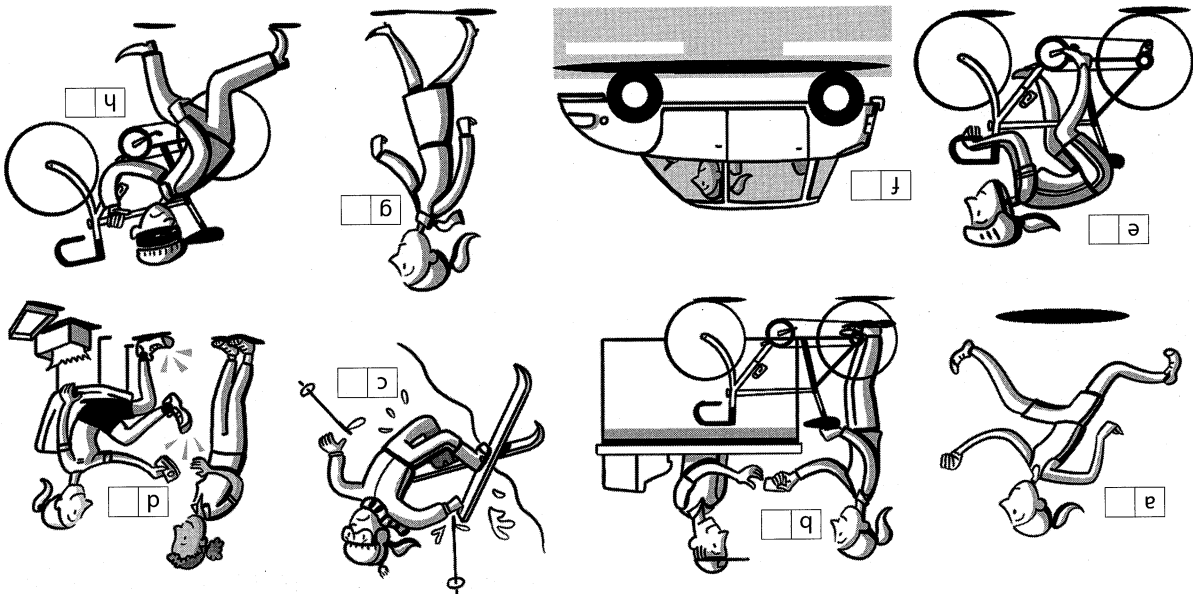
4	8
3	Talk with.....	7input.....
2	6input.....
1	Talk with.....	5

Checklist

- You can't update the budget until you've talked with Liam.
- You can visit the Singapore office sometime after you've updated the budget.
- You will have had Susan's input before you ask for production's input.
- After you've updated the budget, you'll talk with Adam.
- You'll have to talk with Adam before you visit the Singapore office.
- You will have visited the Singapore office before you prepare the drawings.
- You'll need Susan's input after you've prepared the drawings.
- After you've done all that, you'll go on holiday!

4 Read the sentences. Can you complete the checklist in the correct order?

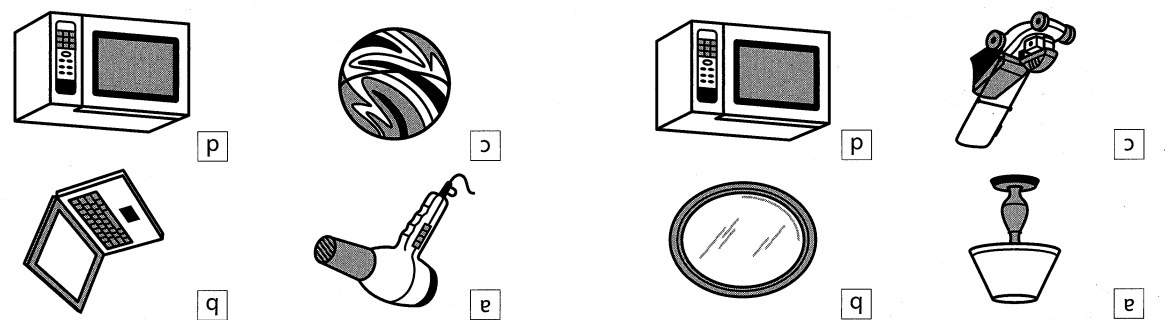
After I bought my bicycle, I cycled to work every day. It was a wonderful change. I had driven to work for three years before that, and I was really tired of all the traffic. Before I started driving my car to work, I walked. It was nice, but it always took a long time. And after I had walked to work for about a year, I took a skiing holiday. I fell and broke my leg, and I couldn't walk to work any more, so I started driving. After I gave up driving and I had cycled for about a year, my bicycle was stolen. I was really busy at the time and didn't have time to buy a new one, but I didn't want to drive my car to work, either. So I started running to work! That was nearly a year ago. Next week, I will have run to work for a whole year, and so I am going to celebrate. How? I'm going to buy a new pair of running shoes!



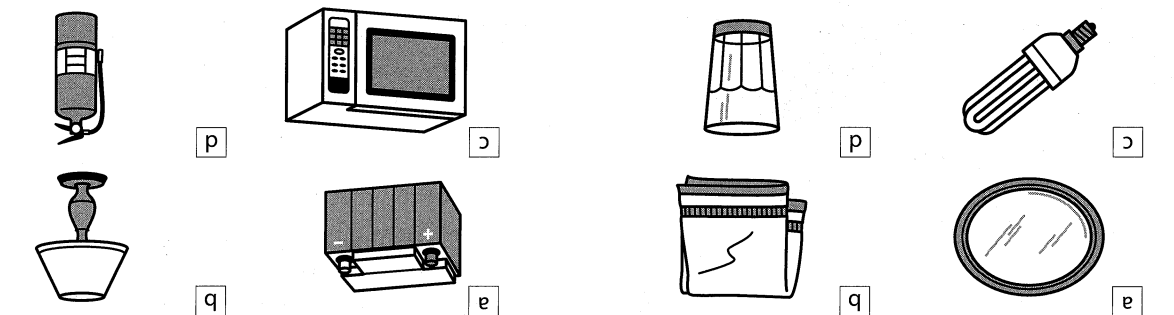
3 Read the story. Number the pictures. But be careful! It isn't easy. You should read the entire story first before you begin numbering.

Recall notice: Catalogue Item T-125
 Issued 1 February 2009
 We have become aware of a potential problem that may affect our Catalogue Item T-125 manufactured since 15 January 2009.
 This product is not up to normal quality standards and could break when filled with very hot or very cold liquids. If you are using this product and think it may have this problem, please stop using it immediately and contact us.

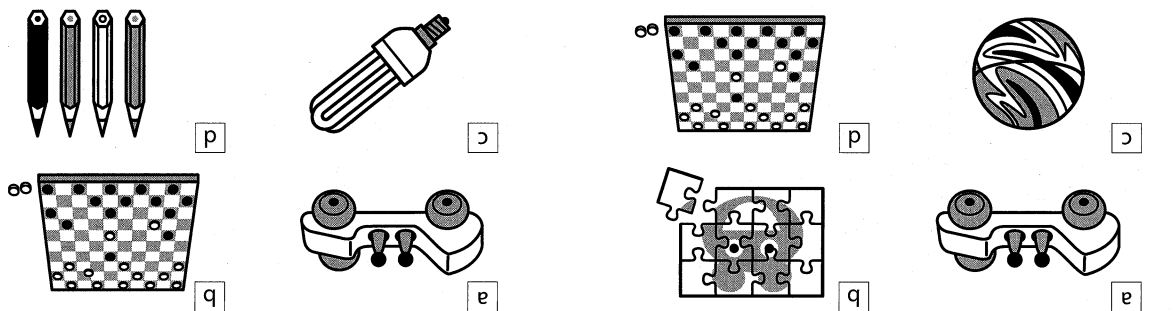
6 Read the product recall announcement. Which item pictured in 5 is it referring to?



5 may have an intermittent electrical fault
 6 might have a short that could scorch the plastic case



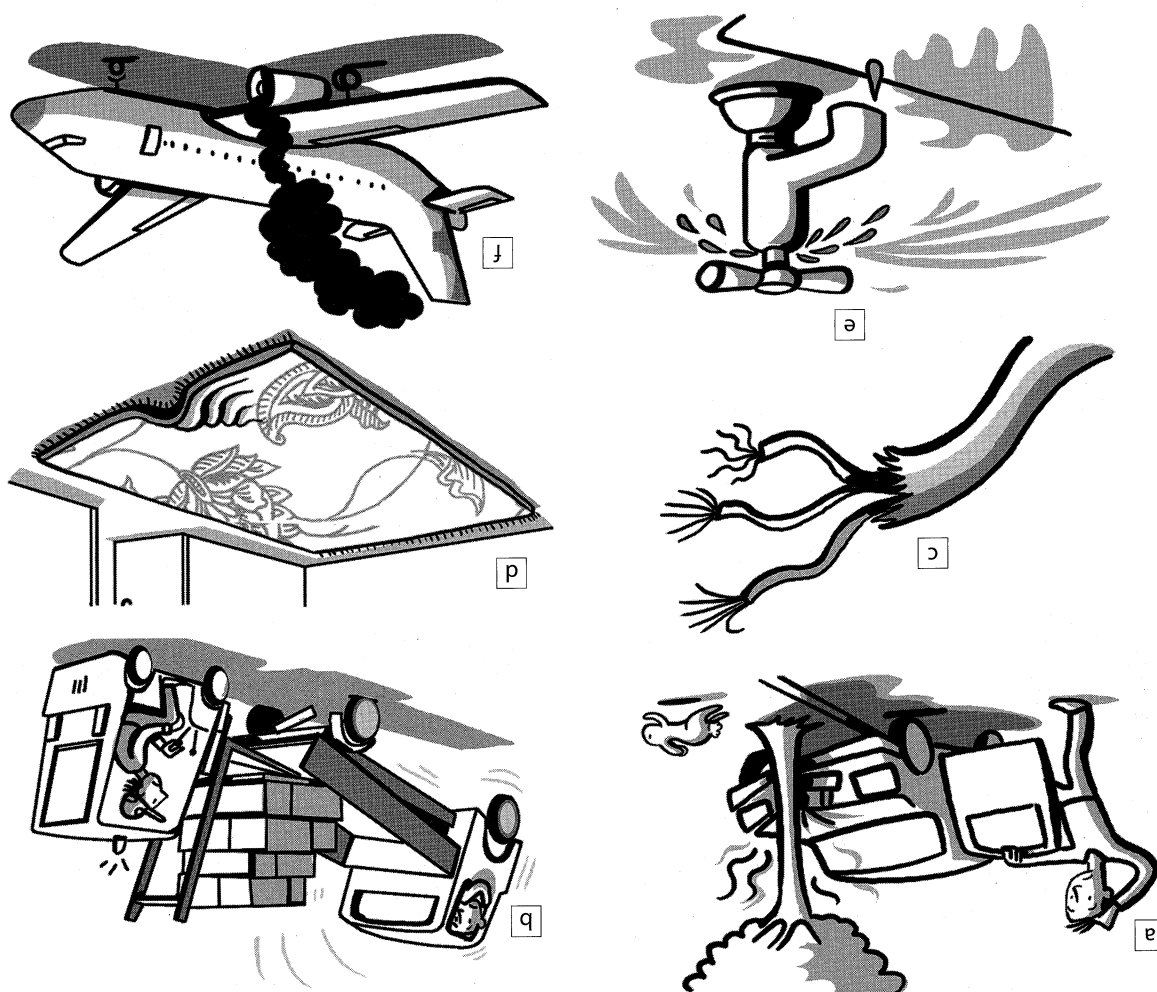
3 could shatter
 4 may pose a fire hazard



1 has small parts that may present a choking hazard
 2 may contain lead paint that is toxic if ingested

5 Circle the picture in each category that doesn't belong.

7 Match the descriptions to the pictures.



- 1 This might have been caused by an animal.g
- 2 That could lead to a fire.d
- 3 It might not have been properly installed.e
- 4 This might result in delays.f
- 5 That could cause someone to fall.c
- 6 That may affect the delivery schedule.b

8 Match the sentence halves to show the most likely cause-and-effect relationships.

- 1 The fan made a loud noise and then it stopped working.a
 - 2 The brakes aren't working very well now.b
 - 3 The cap fell off the petrol tank while we were driving.c
 - 4 The motor is really hot.d
 - 5 The lift isn't working.e
 - 6 One of the four assembly lines is down.f
 - 7 What happens if you put the wrong fuel in the fuel tank?g
 - 8 We just lost a major customer.h
- a It can cause the engine to fail.
b That could cause the stairs to be very crowded.
c It might have been caused by a loose screw.
d It might result in the wires melting.
e That could lead to cash-flow problems.
f It might not have been tightened.
g That may affect the number of pieces we can produce by next Friday.
h That could lead to serious problems with stopping the car!

1 Read the email. Then match the sentence halves.

Hey, Mel.

How are you doing? Did you have a good weekend? I was supposed to go to the beach with Simon and Rachel, but my car broke, so I just stayed at home.

I'm OK, but there's a big problem here at work. You remember my colleague Dan? Well, he was supposed to finish a big presentation for a meeting today. So last Friday, he took an office laptop home for the weekend so he could work on the presentation. But guess what? He went to the pub after work and LOST THE LAPTOP! OH, NO! That's bad, because we're not supposed to take laptops home without permission. But this is worse: it had some VERY SENSITIVE information on it. He shouldn't have taken that information out of the building, and he definitely shouldn't have lost it. He should have gone straight home with the computer and left it there. I guess Dan will soon be looking for a new job. (He hasn't told our boss yet, but I told him he should do it right away, because it will only get worse the longer he leaves it.)

I should say goodbye now. I'm not supposed to write personal email at work!

Malcolm

- 1 Malcolm had expected
2 Dan was expected
3 Dan should have
4 Dan wasn't supposed
5 Dan shouldn't have
6 Malcolm thinks Dan should
7 Dan should have taken
8 Malcolm isn't supposed
- a to prepare a big presentation.
b to take sensitive information out of the building.
c the computer straight home.
d to go to the beach at the weekend.
e asked permission to take a laptop home.
f lost the laptop.
g to write personal email at work.
h tell his boss what's happened.

2 Look at the activities in the list. Do they relate to the security of a building, computers, or information? Tick (✓) the correct column.

1 implementing clean desk policies		a a building	
2 classifying information		b computers	
3 securing access doors		c information	✓
4 installing computer firewalls			
5 issuing employee ID cards			
6 encrypting email			
7 using and regularly changing passwords			
8 shredding documents			
9 shutting down at the end of the day			

A line drawing of a 3D office layout. The scene is viewed from an elevated perspective. In the center, a large U-shaped desk is labeled 'PROTOTYPE' on its left side. A person labeled 'Gill' is standing near the center of the desk. To the left of the desk, a person labeled 'Gus' is standing next to a ladder and some equipment. A label 'CONTRACTOR' points to a piece of equipment on the far left. In the foreground, a person labeled 'Bob' is standing near a desk. To the right of the main desk, a person labeled 'Sarn' is standing. In the background, a person labeled 'Jan' is standing, and a label 'VISITOR' points to a person standing near the entrance. The office has various desks, chairs, and equipment scattered throughout.

column to make five true sentences.

..... should be covered when outside contractors are present.

Taking.....
8
inside the lab is not
allowed.

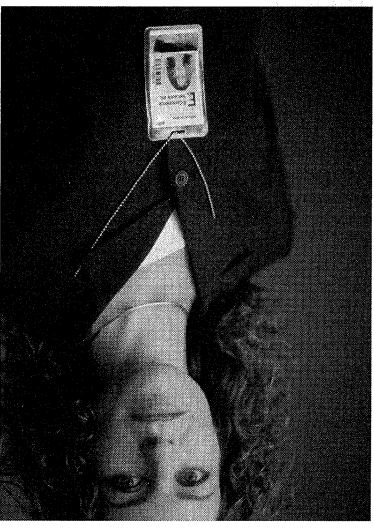
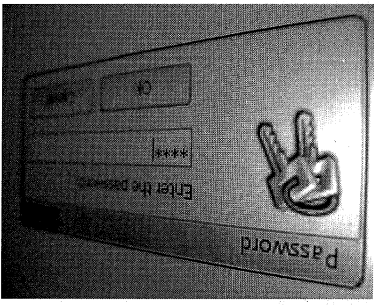
..... should
be accompanied by
..... security

2 and mobile
3 should be handed
4 in to before entry.

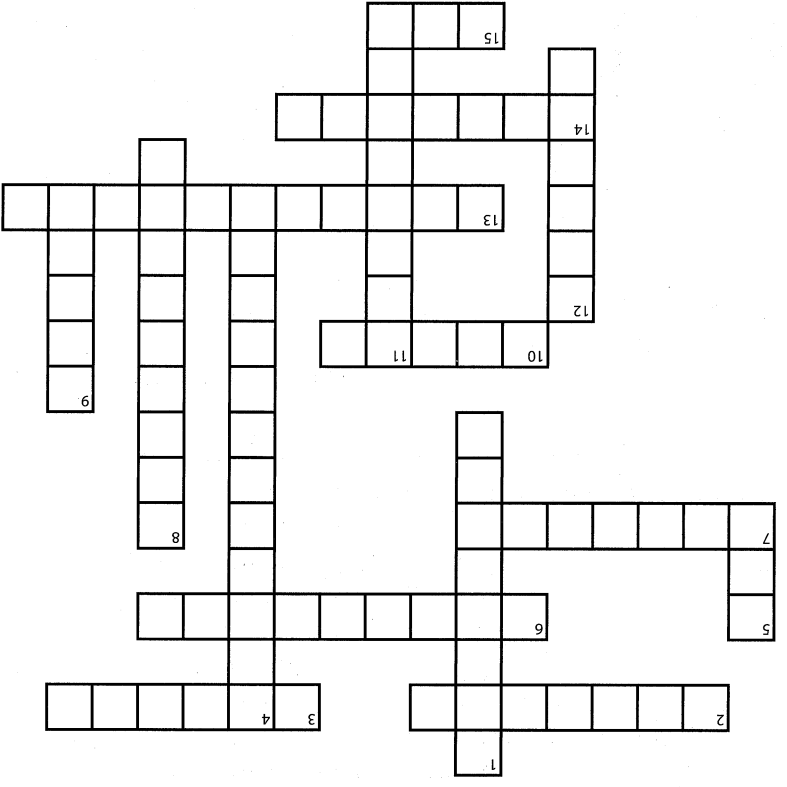
Doors
.....
should be locked
at all times.

photos cameras visitors guards security prototypes doors phones

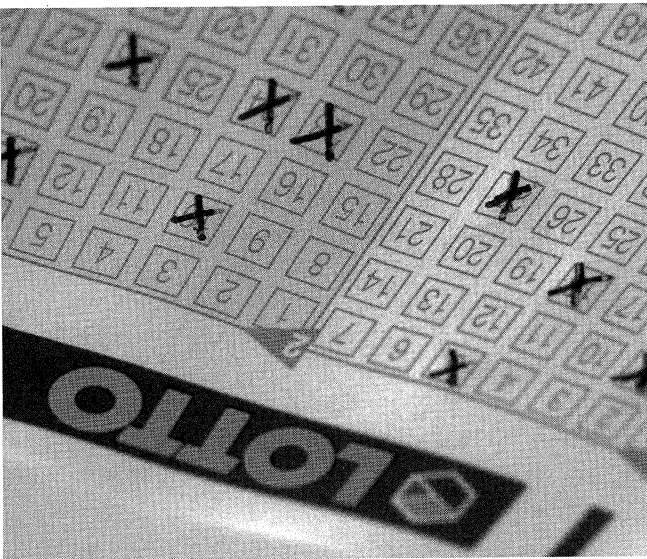
3 Use the words in the list to complete the rules.



- Across**
- 2 We are very careful with our security, sointo the system would be very difficult.
- 3 Only a few employees have super-userto the system.
- 6 All sensitive.....on computers must be protected by a password.
- 7 Our corporateis protected by a firewall.
- 10 Every year, an outside company does a securityof our system to make sure it's still secure.
- 13 A few years ago, some networkhelped us set up our security system.
- 14 Ouris thrown away the usual way, but most paper needs to be shredded.
- 15 You need ato open the door to the research lab.
- Down**
- 1 If anyone leaves their computer , they will be given a warning.
- 4 The mostinformation is seen only by the CEO and his team.
- 5 We have a specialfor recycling paper, but no sensitive information should be put there.
- 8data, for example details of payments to employees, is carefully protected.
- 9 Thedoor is always watched by a security guard.
- 11 Everyone wears anbadge with a photograph on it.
- 12 When you enter aarea, you have to sign in.



5 Complete the crossword.



7 For each expression, choose the statement with the same meaning.

- 1 There's a fifty-fifty chance.
a The odds are even.
b The probability is 75%.
- 2 The chances are 1 in 100.
a The odds are 10:1.
b The probability is 1%.
- 3 There's a one in four chance.
a There's a four to one chance.
b There's a 25% probability.
- 4 There's a 33⅓% probability.
a There's a one in three chance.
b The odds are 75:1.
- 5 There's a two to one chance.
a The odds are 2:1.
b There's a 75% probability.
- 6 Your chances are about 1 in 80,000.
a It's likely to happen.
b It's not likely to happen.
- 7 The odds against it are 100,000 to 1.
a There is a .00001% probability that it will happen.
b There's a 100,000 in 1 chance it will happen.
- 8 The likelihood is 1 in 2.
a The probability is 50%.
b It's very unlikely to happen.

6 Match the sentence halves.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1 You are more likely — 2 When walking, men are more 3 I don't know if you're more or 4 If people think you're rich, 5 People disagree about whether 6 taking vitamins decreases 7 70% of people in New Jersey 8 What are the odds | <ol style="list-style-type: none"> a own the home they live in. b you'll be knocked off your bike if you walk. c less likely to win the lottery or to be struck by lightning. d of meeting your favourite singer? e the odds of catching a cold. f to experience identity theft if you don't use good computer security. g the chances are they'll expect you to pay for things. h likely to get knocked down by a car. |
|---|---|

Unit 1

- 1 2 design
3 install
4 working
5 installed
6 built
7 develops
8 involves
9 travel
10 installing
11 stay
12 travelling
- 2 2 g 3 f 4 c 5 h 6 b 7 d
3 2 m
4 are
5 have
6 has
7 been
8 was
9 Did
10 was
- 4 2 ✓
3 She doesn't work on
Fridays.
4 Isn't Doesn't he know he's
not supposed to use his
phone here?
5 ✓
6 ✓
7 I doesn't don't know how to
operate the new equipment.
8 ✓
9 I'm don't not sure when the
guys from China are coming.
10 I not don't have my laptop
with me today.
- 5 2 Best
3 Just a quick note to
4 contact
5 regards
6 I'm writing regarding
7 please
8 confirm
9 Thank you
10 Attached
11 could you please be sure
12 let me know
- 6 1 c 2 c 3 b 4 d
7 b Order number 99032:
shipping delay

Unit 2

- 8 2 a, b, c 3 e 4 d 5 a 6 c
- c Corrected order (replacement
parts)
d Re: 100 cases of paper?
e Short break

- 1 2 48
3 5
4 38
5 130
6 85
7 14,085
8 60
9 24-36
10 125
 - 2 A 2 How much does it cost? d
3 How much does it weigh?
4 What's the fuel tank
capacity? b
B 1 What are its dimensions?
d
2 What's its operating time?
b
3 What's the maximum
load? a
4 How high can it fly? c
C 1 What type of fuel does it
use? d
2 What type of engine does
it have? b
3 What's its maximum
speed? c
4 What's it made of? a
 - 3 1 B 2 A 3 C
4 2 f 3 e 4 a 5 c 6 b
 - 5 2 store
3 use
4 has
5 recharge
6 put
7 grows
8 damage
9 see
10 rotates
11 tells
12 plug
 - 6 Features: It plugs directly into
vehicle's DC outlet; It's very
compact; It doesn't require
 - 7 2 f 3 e 4 d 5 b 6 a
8 Across: 3 options 7 warranty
8 Area 9 durability 10 coating
11 specifications 15 heavy
17 dimensions 18 quickly
19 resolution 20 benefits
Down: 1 source 2 Rotation
4 construction 5 operating
6 stable 10 composition
12 Capacity 13 capabilities
14 fastest 16 problems
- cables; It has a built-in, ultra-
bright LED light for night-time
emergency roadside
assistance; There's a 12-volt
DC outlet to recharge mobile
phone batteries; This tiny
pill is actually an extremely
compressed towel; When it gets
wet, it grows into a 30 cm x 23
cm towel that you can use to
clean up unexpected messes;
The plug rotates through 360
degrees; An audible alarm tells
you when it's time to replace it
Benefits: you don't have to
worry about getting out of
the car; it's easy to store; it's
very easy to use; When it's
dry, it's tiny and easy to put in
your pocket or purse; Surge
protection means dangerous
power surges and electrical
spikes won't damage your
electronic equipment; Two blue
neon glowing outlets make it
easy to see and safe to use in
the dark; making it easy to use
in small or awkward spaces;
you'll always be protected;
Flexible outlets make it easy to
plug in a lot of bulky plugs

Unit 3

1 and 2

a Make sure 2

b When 5

c First 1

d Next 3

e Finally 6

f After 4

3 c 3 d 4 a 5 e 6 f

4 b 3 c 5 d 4 e 2 f 1

5 2 g 3 f 4 h 5 b 6 a 7 c 8 e

6 1 doorbell button

2 string

3 boxing glove

4 ball

5 trap door

6 pulley

7 chain

8 chute

9 weight

10 rope

11 hammer

12 cigarette lighter

13 flame

14 scissors

15 bell

7 2 This is the flame which burns

3 The broken string releases

the boxing glove which hits

the ball.

4 There's a chute which the ball

rolls down.

5 This is the rope which goes

over a pulley.

6 The ball hits the scissors

which cut the rope.

7 There's a weight which drops

when the rope is cut.

8 There's a trap door which

is pulled open by the chain

when the weight drops.

9 Resting on the trap door

there's a ball which falls

when the door opens.

10 The falling ball hits a

hammer which rings the

bell.

8 1 squirts

2 ring

3 pivots

4 pushes

5 extinguishes

6 string

7 hits

8 loop

9 position

2 A bellows is a piece of

equipment that blows air.

3 A blade is a flat cutting edge

on a knife.

4 A tray is a shallow box which

has no lid.

Unit 4

1 2 wipe 3 shield 4 dissolve

5 soak 6 prevent 7 run

2 2 L 3 C 4 L 5 C 6 P 7 C 8 D

3 2 freezing 3 peeling 4 rusty

5 noise 6 lubricated

4 2 e 3 g 4 h 5 a 6 d 7 b 8 c

5 b 1 c 4 d 6 e 8 f 3 g 7 h 5

6 a 6 b 8 c 1 d 2 e 4 f 7 g 3

7 a 5 b 3 c 1 d 4 e 2

8 is called; can be done; are

processed; are traced; is

carefully planned; is usually

done; are placed; will be added;

to be included

9 2 X

3 The machine that produces

the new parts was designed

by Philip.

4 The production process was

explained by Eloise.

5 X

6 The questions at the end

of the presentation were

answered by Adam.

7 The contract was signed by

Helen.

8 X

9 A successful year was

enjoyed by all of us.

10 X

2 the right amount

3 the right amount

4 too much

5 not enough

6 the right amount

7 the right amount

8 too much

9 not enough

10 the right amount

1 2 thank

3 take

4 nice to see

5 Sorry

6 Do you need a hand

7 appreciate

8 can I

9 Yes

10 Can I

11 Yes, of course

12 could you

13 that's very kind

5 A gear is a wheel which has teeth.
6 A tank is a container that holds liquid.

Unit 5

1 2 most

3 much lower

4 most

5 slightly higher

6 smallest

7 much more

8 best

9 worst

10 better

6 2 F 3 T 4 T 5 F 6 T

7 1 reusable

2 junk

3 drive

4 buying

14 No problem

15 Thanks

16 It was a pleasure

17 was great seeing you

2 2 a 3 f 4 b 5 c 6 e 7 g 8 d

3 2 a 3 f 4 b 5 c 6 e 7 g 8 d

4 2 many

3 Few

4 the

5 some

6 several

7 all

8 another

9 a lot

10 other

11 a few

12 a little

13 couple

14 much

15 millions

16 any

5 2 C 3 U 4 C 5 U 6 C 7 U 8 C

6 2 J 3 G 4 I 5 H 6 B 7 E 8 A 9 F

7 2 T 3 T 4 F 5 F 6 F 7 F 8 T

10 d

2 2 g 3 h 4 a 5 e 6 c 7 d 8 b

3 2 I'll walk

3 If the bus isn't on time

4 I'll get to work on time

5 I stop at the café on the way

6 I'll see a friend and forget

7 If I'm late for work

8 I'll keep my job

9 I get to work early

10 I'll lose my job

4 2 a 3 c 4 b

5 2 most

3 much lower

4 most

5 slightly higher

6 smallest

7 much more

8 best

9 worst

10 better

- 1 2b 3b 4c 5a 6a 7c
2 We don't seem to have received a roll of wire.
3 It looks like you (have) sent only two boxes of dust masks.
4 There might be too many pairs of safety goggles.
5 You seem to have used the

Unit 12

- 8 starving 12 compass
14 exhausted 16 filthy
17 vehicle 18 freezing
19 furious 20 extremely
Down: 2 enormous 3 survive
4 boiling 5 mirror 7 excellent
9 alternative 10 tiny 11 spark
13 aluminium 15 shelter

- 7 Across: 1 terrible 6 conserve
11 can
10 II
9 II
8 should
7 II
6 d
5 II
4 should
3 can
2 can
9a
5 2b 3e 4h 5g 6f, i 7d 8j
9c 10i
4 2h 3f 4a 5g 6e 7b 8d
3 1g 2f 3c
12 manned
11 environmentally friendly
10 carry on
9 average
8 limb
7 traditional
6 artificial
5 alien life
4 astronauts
3 converse
2 solve
9d 10c 11b 12d
1 2a 3f 4c 5d 6b 7d 8c

Unit 11

- 5 used to
6 use to
7 (II) get used to
8 gets used to
9 used to
10 used to
6 2b 3c 4a 5b 6b 7a 8c
9a 10c
7 2c 3d 4i 5j 6h 7g 8e 9f
10a

- 1 2 saws
3 vibrating
4 cooking
5 burning
6 drawing
7 carving
8 plans
2 2e 3f 4a 5d 6b
3 a 4 b 5 c 1 d 2 e 3
f 2 g 1 h 5 i 3 j 4
4 2 NA 3 NA 4 A 5 NA 6 NA
7 A 8 NA 9 A 10 A 11 A
12 NA
5 2 got used to
3 used to
4 getting used to

Unit 10

- 7 Students' own answers
wouldn't quit my job.
5 If I won a lot of money, I
buy petrol, too.
4 If I bought a car, I'd have to
books.
3 If I had free time, I'd read
would save money.
2 If my company outsourced, it
bicycle
10 transporting
9 filter
8 gave up
7 what if
6 scary
5 built-in
4 phone box
3 work
2 1 Present Simple
3 2i 3e 4h 5c 6f 7b 8d 9g
6 seatbelt and duct tape
5 a
4 cable tie
3 cable tie
2 cloth
1 2f 3d 4e 5c 6b 7a

Unit 9

- 4 talked
5 paid attention, followed
6 were following, lost
7 was losing
Across: 1 faults; 4 signs; 7 step;
8 trained; 10 talk; 12 controls; 14
intersections
Down: 2 tripped; 3 fire; 5 safety;
6 strain; 9 explosion; 11 ladder;
13 trip

- 1 2a 3a 4a
2 2F 3T 4T 5T 6T 7F 8F
3 2f 3e 4g 5c 6a 7b
4 2e 3f 4a 5c 6d
5 2 He was waiting for Dumper
673 to arrive so he could
repair its air-conditioning
unit.
3 His GPS and radio
4 Derek Jenkins
5 Dumper 568
6 when Dumper 568 began
backing into bay 49
7 Dumper 568 backed over and
destroyed it
8 No one
9 the GPS and radio signal
strength was too weak to
transmit
1 tightened
2 was tightening, slipped
3 was talking, paying attention

Unit 8

- 1 2a 3a 4a
2 2F 3T 4T 5T 6T 7F 8F
3 2f 3e 4g 5c 6a 7b
4 2e 3f 4a 5c 6d
5 2 He was waiting for Dumper
673 to arrive so he could
repair its air-conditioning
unit.
3 His GPS and radio
4 Derek Jenkins
5 Dumper 568
6 when Dumper 568 began
backing into bay 49
7 Dumper 568 backed over and
destroyed it
8 No one
9 the GPS and radio signal
strength was too weak to
transmit
1 tightened
2 was tightening, slipped
3 was talking, paying attention

Unit 7

- 8 Students' own answers
5 mower
6 other
7 insulation
8 home
9 fewer
10 turn
11 products
12 environment

- 1 2 been done
- 3 have been removed
- 4 can be removed
- 5 be finished
- 6 be installed
- 7 been connected
- 8 been turned on
- 2 2 The cars have been moved.
- 3 The crane can't be brought in.
- 4 The power has to be turned off.
- 5 The roof should be finished.
- 6 The solar panels should be installed.
- 7 Yes, they were connected yesterday.
- 8 No, it hasn't.
- 3 2a, d 3 c 4 c 5 c 6 b 7 b
- 8a 9 c 10a, d 11 e 12 b
- 13a, d 14 c 15 a 16 c 17 a, d
- 18 c 19 e 20 e 21 e 22 a
- 23a, d 24 a 25 c 26 c 27 c
- 28 c 29 c 30 b 31 c
- 4 2 doing environmental research
- 3 meteorologist
- 4 chemist
- 5 computer networking
- 6 a rural community
- 7 setting up a website

Unit 13

- 6 2 d 3 b 4 f 5 a 6 e
- 10 could
- 9 want
- 8 got
- 7 goes
- 6 gone
- 5 getting
- 4 went
- 3 go
- 2 gets
- 5 2 gets
- 9 e 10 g 11 j 12 i 13 l 14 n
- 4 2 k 3 m 4 h 5 a 6 c 7 f 8 b
- extra ones tomorrow. 4
- 8 The driver will collect the one to your next order. 7
- f I'm sorry about that. I'll add new invoice. 5
- e My mistake! I'll send you a away. 1
- d We'll sort out a credit right tomorrow. 3
- c I'll send you two more boxes correct ones right away. 6
- 3 b We'll exchange them for the wire brush.
- 7 There doesn't appear to be a wrong kind of filters.
- 6 It looks as if you've put in the wrong PO number.

Unit 14

- 1 2 question mark
- 3 parentheses
- 4 comma
- 5 brackets
- 6 full stop
- 7 slash
- 8 capital letters
- 9 period
- 10 exclamation mark
- 11 hyphen
- 2 2 T 3 F 4 T 5 T 6 F 7 T 8 F
- 9 F 10 T 11 F
- 3 2 closing bracket missing
- 3 full stop missing
- 4 commas missing
- 5 capital letter missing at beginning of sentence
- 6 full stop instead of question mark
- 7 apostrophe missing in doesn't
- 8 slash instead of hyphen
- 4 b 5 c 8 d 9 e 7 f 4 g 12 h 10 i 6 j 11 k 3 l 1
- 5 2 allows
- 3 easy
- 4 isn't
- 5 underfloor heating
- 6 underfloor heating
- 7 are
- 1 2a 3b 4b 5a 6b 7a 8b
- 2 opposite
- 3 R&D
- 4 between
- 5 boundary
- 6 in front of
- 3 north-east
- 4 2e 3b 4a 5f 6i 7c 8j
- 9i 10g 11h 12k
- 5 2 find
- 3 make
- 4 Set up
- 5 maintain
- b 3 c 1 d 2 e 5
- 6 2 F 3 F 4 T 5 T 6 F 7 F
- 7 2 We can get rid of those boxes later.
- 3 Let's hold onto that plastic sheeting.
- 4 Do you want me to sort through the tools?
- 5 The system is hard to figure out.
- 6 The labels keep falling off.
- 8 2 take care of them
- 3 sweep it up
- 4 sort them out
- 5 sort it out
- 6 clean it up

Unit 15

- 8 any
- 6 2e 3b 4e 5a 6b 7a 8a
- 9e 10c
- 7 2j 3b 4k 5l 6c 7g 8d 9i
- 10f 11a 12e
- 8 2 Five plus five equals ten.
- 3 Four times ten is forty.
- 4 Ten divided by two equals five.
- 5 One from eight leaves seven.
- 6 Three fives are fifteen.
- 7 Six into twelve makes two.
- 9 a hairline
- b eyebrows
- c chin
- d shoulders
- e palm
- f arms
- g elbow
- h arm pit
- i foot
- 10 2 four cubits
- 3 half a cubit
- 4 one cubit
- 5 four-fifths of a cubit
- 6 half a cubit
- 7 9.6
- 8 3.2

- 9 Across:** 4 come 6 rid 9 look
12 thorough 14 take 16 clean
17 away
Down: 1 see 2 work 3 figure
5 get 7 around 8 throw 10 onto
11 check 13 tidy 15 keep
Separable verbs: clean up,
put away, work out, figure out,
throw away, check out, tidy up,
keep up
- Unit 16**
- 1 2 Can
3 It would also be good
4 Would you like
5 Is there
6 I'm attaching
7 There will be
8 Please confirm
2 2e 3c 4a 5d
3 2 We'd like to meet you to talk
about the specifications.
3 I'm attaching some
information for our meeting
4 Let me know if you need
more information.
5 A replacement nozzle will be
sent to you today.
- Unit 17**
- 1 2 has been
3 is
4 will have been
5 will
6 had
2 2f 3f 4f 5t 6f 7t 8f
3 a7 b4 c2 d8 e5 f3 g1
h6
4 1 Liam
2 Update the budget
3 Adam
4 Visit the Singapore office
5 Prepare the drawings
6 Susan's
7 Production's
8 Go on holiday
5 1c 2c 3b 4d 5b 6c
6 3d (glass tumbler)
7 2c 3e 4f 5d 6b
8 2h 3f 4d 5b 6g 7a 8e
- Unit 18**
- 1 2a 3e 4b 5f 6h 7c 8g
2 2c 3a 4b 5a 6b 7b 8c
9b
3 2 Cameras
3 phones
4 security
5 Visitors
6 guards
7 Prototypes
8 photos
4 2 Sam should have handed in
his phone.
3 Jan should be accompanied
by a security guard.
4 Gill shouldn't uncover the
prototype.
5 Gus isn't allowed to take a
photograph.
- 5 Across:** 2 hacking 3 access
6 documents 7 network 10 audit
13 consultants 14 rubbish 15 key
Down: 1 unlocked 4 confidential
5 bin 8 financial 9 front
11 identity 12 secure
6 2h 3c 4g 5e 6b 7a 8d
7 2b 3b 4a 5a 6b 7a 8a
- Unit 19**
- 1 1 spring
2 blade
3 gear
4 tunnel
5 belt
6 spirit
7 fuse
8 syringe
9 chain
10 lens
11 gauge
12 pulley
13 fan
14 rollers
15 sprocket
16 compass
17 identifying parts
- 4**
- 1 filler cap
2 piston
3 push rod
4 calliper assembly
5 brake fluid reservoir
6 master cylinder
7 brake line
8 disc
5 2T 3F 4F 5T 6T
6 2d 3e 4f 5f 6c 7d 8a 9e
10c
7 b2 c3 d8 e1 f9 g4 h5
i10 j7

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